

**WINNETKA FIREFIGHTERS PENSION BOARD  
AGENDA OF REGULAR MEETING  
ON November 9, 2016**

The Regular Meeting of the Board of Trustees of the Winnetka Firefighters' Pension Fund will be held on November 9, 2016. The meeting will take place at 3:00 P.M. at the Winnetka Fire Department, 428 Green Bay Road, Winnetka Illinois. The agenda items are as follows:

1. Call to order.
2. Roll call.
3. Approval of the minutes from the August 10, 2016 Regular Meeting.
4. Financial Report
  - a) The Bogdahn Group Performance Review
    - a. Long term performance exhibit
  - b) Review and approve warrant list.
  - c) Review and approval of asset allocations.
  - d) Review and approval of transfer of funds.
5. New Business
  - a) Review of Actuarial Study with Lauterbach & Amen
  - b) Actuary RFP Response and possible selection of new Actuary
  - c) Fund Status Update request from Village Council
  - d) Repayment to General Fund
  - e) Status updates for annual increases
6. Public Comment
7. Future Agenda Topics
8. Adjournment
9. Next meeting is scheduled for February 8, 2017 at 3:00pm.

**NOTICE**

All agenda materials are available at [villageofwinnetka.org](http://villageofwinnetka.org) (*Government > Council Information > Agenda Packets & Minutes*); *the Reference Desk at the Winnetka Library; or in the Manager's Office at Village Hall (2<sup>nd</sup> floor).*

*Broadcasts of the Village Council meetings are televised on Channel 10 and AT&T Uverse Channel 99 every night at 7 PM. Webcasts of the meeting may also be viewed on the Internet via a link on the Village's web site: <http://winn-media.com/videos/>*

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities,

**MINUTES**  
**WINNETKA FIREFIGHTERS' PENSION FUND**  
**REGULAR MEETING**  
**August 10, 2016**

A record of a legally convened meeting of the Winnetka Firefighters' Pension Fund, which was held at the Fire Department on Wednesday, August 10, 2016, at 3:00p.m.

**Call to Order:**

President Sobel called the meeting to order at 3:00p.m. Present: Trustees Mark Fuller, John Ripka, Andy MacArthur. Absent: Trustee Mike Hughes and Village Treasurer Tim Sloth. Also present: Assistant Finance Director Nick Mostardo and Financial Consultant Mary Nye.

**Approval of Minutes:**

Trustee Fuller, seconded by Trustee Ripka moved to approve the minutes from May 11, 2016. By voice vote, the motion carried.

**Financial Report**

- a) Mrs. Nye of the Bogdahn Group presented the Village of Winnetka Firefighters' Pension Fund Investment Performance Review dated June 30, 2016. The one year rate of return for the Winnetka Firefighters' Pension Fund was 1.5%, which was top third but below the policy. Five year performance was at 7.0% and ten year performance of 6.7% was top decile. Assets at the end of the quarter totaled \$25.0 million.
- b) Warrant list – Trustee Ripka, seconded by Trustee MacArthur moved to approve the warrant list for the quarter ending June 30, 2016. By voice vote, the motion carried.
- c) Asset Allocations – The Bogdahn Group presented a proposal for rebalancing the portfolio due to the amended investment policy and receiving the call from the real estate capital queue (Principal Real Estate). The proposal worked to keep the investments within the asset allocation range set forth in the Investment Policy Statement. The proposal was reviewed and Trustee Fuller, seconded by Trustee MacArthur, moved to reallocate monies as follows:
  - Seizert to sell \$300k
  - Holland to sell \$500k
  - CS McKee to sell \$350k
  - Great Lakes to sell \$350k
  - T Rowe to buy \$300k
  - Principal Real Estate to buy \$1.2 millionBy voice vote, the motion carried.
- d) Transfer of Funds – None.

**New Business.**

- a) The Investment Policy Statement was revised by The Bogdahn Group after discussion at the last meeting. The amendments reviewed were in regard to policy benchmark, asset allocation, and removing some redundancies. Trustee Ripka, seconded by Trustee Fuller moved to approve the new policy. By voice vote, the motion carried.
- b) Mr. Mostardo presented a recent finding from a Village audit to the Pension Board regarding pension payroll advances. It was a past practice of the Village to make these payments from the tax levied money and to pay any differences from the General Fund to avoid liquidating the investments of the fund. This total money accounted for is \$564,534. Moving forward the Finance Department would like to formally put an end to this accounting practice based on feedback from the Village's auditors and recoup all monies owed back to the General Fund. There will be more information and plans as to how to accomplish this at the next meeting.
- c) The Finance Department has sent out a request for proposal (RFP) for a new actuary. Lauterbach & Amen, LLP finished the Actuarial Report for 2016. The contribution recommendation based on

current valuation was \$1,723,176. A representative from their firm will be on hand at the next meeting to discuss the actuary report.

- d) Trustee MacArthur presented the summary results for the 2016 Affidavits of Eligibility. Lauterbach and Amen LLP received notarized affidavits for all members of the fund.
  - e) The Pension Board was made aware of a discrepancy in the benefit provided to Mr. Gherardini as a result of the annual filing with the Illinois Department of Insurance. The error was tracked back to 2008 and Mr. Gherardini received an additional \$1179.56 over that time period. Trustee MacArthur spoke to Mr. Gherardini by phone regarding the best options to move forward while acting in the interest of all participants and beneficiaries of the fund. Trustee MacArthur made the following motion seconded by Trustee Ripka:
    - Correct the monthly pension amount beginning August 2016 from \$5238.49 to \$5225.56.
    - The Board will not look to recoup the excess amount was received in error.
- By voice vote, the motion carried.

**Public Comment**

None

**Future Agenda Topics**

Actuarial Report with Lauterbach & Amen  
Repayment to the General Fund  
Actuarial RFP

**Adjournment**

Trustee Fuller, seconded by Trustee MacArthur, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 4:17p.m.

The scheduled meetings for the year 2017 are as follows:

February 8, May 10, August 9, and November 8

**Respectfully submitted,**

**Andy MacArthur**