

# **MINUTES OF ROCKTON POLICE PENSION BOARD**

## Special Meeting

Monday – July 18, 2011

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### **CALL TO ORDER:**

Chairman Sgt. Hollinger called the Police Pension Board special meeting to order at 4:05 P.M.

### **ROLL CALL:**

Present were: Sgt. Hollinger, Sgt. Camacho, Dave Davison and Bruce Lans. A quorum was present. Village Treasurer Jaye Quimby and Investment Advisor Steve Danekas (Edward Jones) were also present.

### **AMENDMENTS TO THE AGENDA:**

It was agreed to change the order of the agenda to allow Treasurer Quimby to provide her report before Mr. Danekas so as to properly review one of the changes needed to meet a finding in the Examiner's report.

### **PUBLIC COMMENT TIME:**

There were no requests for public comment.

### **APPROVAL OF MINUTES:**

The minutes of the special meeting held June 22, 2011 were presented. There were no questions or changes to the minutes. Minutes were marked, 7/18/11-d, and added to the meeting minutes file.

A motion was made by Lans, seconded by Mr. Davison to waive the reading of and approve the minutes as presented. Voice vote: unanimous ayes – motion carried.

### **TREASURER'S REPORT:**

Mrs. Quimby provided members a seven page document that included draft copies of the member enrollment form, board calendar of meeting/elections, tax levy timing/collections and the response to the examiner's report. The handout was marked 7/18/11-a and added to the meeting minutes file.

Mrs. Quimby explained each handout and reviewed the fourteen individual findings in the report and our suggested written response and actions to be taken to remedy all noted deficiencies. Members discussed each finding and then the board revisited the individual issues that required action. These areas were:

1. #5 Board Elections - Mr. Davidson made a motion that we elect the following members to the following positions:

President – Sgt. Hollinger  
Vice-President – Mr. Lans  
Secretary – Sgt. Camacho  
Asst. Secretary – Mr. Davison

FOIA/OMA Officer – Sgt. Camacho

The motion was seconded by Mr. Lans. Voice vote: unanimous ayes – motion passed.

2. #7 Fund Accounts Required Signer – Mr. Lans made a motion that we begin requiring two parties (signatures) on all bank accounts with the Treasurer, Mrs. Quimby, being the required signer and any of the four board members as the second. The motion was seconded by Sgt. Camacho. Voice vote: unanimous ayes – motion passed.
3. #8 Tax Levy – It was agreed that Mrs. Quimby’s response will include that the pension board will add a tax levy review to our calendar in October of each year. Once approved by the pension board, Mrs. Quimby will then present that approved amount to the village board.
4. #9 Disability Pension Shortage for Officer Butler - A motion was made by Sgt. Camacho, seconded by Mr. Davison to reimburse Officer Butler \$168.45. Voice vote: unanimous ayes – motion carried.
5. #13 Misstatements in Minutes - Mrs Quimby’s statements are to be corrected to report:
  - a) Clarification of minutes for 7-23-08 meeting. In the July 23, 2008, board meeting minutes, it was noted that Mrs. Quimby “also stated that we have to pay a small percentage of our total assets on an annual basis to the State as they do our actuarial calculations every year. This statement is incorrect. The annual fee paid o the Department of insurance is not assessed for actuarial services, but is assessed for the ordinary and contingent expenses for the Public Pension Division, Department of Insurance.
  - b) Clarification of minutes for 7-22-09 meeting. In the July 22, 2009, board meeting minutes, it was noted that Mrs. Quimby stated that the disability requirements is not to be set by the pension board but by the Village board, per the pension department of IMRF. This statement should be changed to read as follows: Mrs. Quimby states the policy relating to mandatory use of sick, personal and vacation time prior to collection of disability payments is set by the Village board, not the pension board. This is similar to the policies that pertain to other Village employees who are covered under IMRF.
6. #12 Port of Seattle Bond – One of the fund’s investment holdings is not authorized under the pension code. \$31,018.50 will be liquidated. This will be included under Mr. Danekas’s investment proposal for board approval.

Mrs. Quimby provided the IDOI Examiner’s Finding acknowledgment letter that all members signed the original to be included with the finalized response by Mrs. Quimby with a copy of this meeting’s minutes.

The IDOI original letter and examiner’s findings report dated June 20, 2011, was marked 7/18/11-c and added to the meeting minutes file.

Participant Files: Mrs. Quimby explained the need to update the individual pension fund files for officers. The files hold the participant application, birth certificates and marriage/divorce documents that are required. It was agreed that Sergeant Camacho would create the files, hold them with pension records secured at the station and obtain updated forms/certificates as needed with Mrs. Quimby's guidance.

### **INVESTMENT ADVISOR REPORT:**

Year to Date Report: Mr. Danekas provided members with a copy of the Edward Jones Portfolio Performance Summary through July 18, 2011. The report showed fund assets with Edward Jones total value of \$1,927,801.54 with a 7.89 % return to date.

Assets Analysis: Mr. Danekas provided members with a copy of the Edward Jones Portfolio Assets Analysis through June 18, 2011. Mr. Danekas explained that we will have with the liquidation of the Port of Seattle bond, a total of \$124,434.00 of investable assets.

Equity Investments-Mutual Funds: His recommendation was two-part. First, to add \$10,000 to the investment side since we have passed the two million dollar mark and second, to exchange out of our Lord Abbott Affiliated Fund due to under performance. The two would specifically be:

1. Move \$15,000 from Lord Abbett Affiliated to Lord Abbett Mid Cap Value Fund
2. Invest \$10,000 into Lord Abbett Growth Opportunities Fund

Fixed Income Proposal: Mr. Danekas provided members with a copy of the Edward Jones Fixed Income Proposal dated July 18, 2011. Mr. Danekas explained that the proposal contained two options. Those presented and discussed were:

#### **Bond Description /Quantity / Maturity / Price**

1. State of IL / \$50,000 / 6/1/2018 / 100.125
2. Chicago, IL / \$50,000 / 1/1/2036 / 104.670

A motion was made by Mr. Lans to invest \$50,000 in each of the noted bonds, to move \$15,000 from Lord Abbett Affiliated to Lord Abbett Mid Cap Value, to add \$10,000 in new money to Lord Abbett Growth Opportunities, and to liquidating the noted Port of Seattle Bond, seconded by Sgt. Hollinger. Voice vote: unanimous ayes – motion carried.

The handout and noted attachments were marked 7/18/11-b and added to the meeting minutes file.

### **APPROVE BILLS FOR PAYMENT:**

There were no bills for payment.

### **REQUEST FOR BENEFITS:**

There were no requests for benefits.

### **EXECUTIVE SESSION:**

An executive session was not needed.

**NEW BUSINESS:**

There were no new business items.

**OLD BUSINESS**

Training Certificates: Mr. Lans and Mr. Davidson provided a copy of their training certifications to be added to our pension files. Certificates presented show the following:

1. Bruce Lans – Certified Pension Trustee Program / Jan ~ April 2011 / (32) hours 3.2 CEUs / NIU / April 2011
2. David Davison – IPPFA 2010 Midwest Pension Conference / October 5 ~ 8, 2010 / 1.3 CEUs / NIU / October 2010

The certificates were marked 7/18/11-d and added to the meeting minutes file.

Training Reimbursement: Mrs. Quimby confirmed that on 5/31/2011 a check was issued to Mr. Lans for \$289.52. This included \$261.12 for mileage and \$28.40 for tolls. She also issued a check to the IDOI for our annual assessment on 5/6/11 for \$316.32. Training reimbursement had been reviewed and approved at the last meeting.

IPPFA Membership & Training Registration: Sgt. Camacho reported that he had the checks from Mrs. Quimby and would make contact with IPPFA to confirm the agreed tuition reduction based on prior training for Mr. Lans before submitting the payment and obtaining corrected invoices that will be provided to Mrs. Quimby. The checks pending mailing are:

1. #1042 / IPPFA / Membership / \$1,000.00
2. #1043 / IPPFA / Certification Training Hollinger & Camacho / \$1,150.00
3. #1044 / NIU / IPPFA Conference / \$1,100.00

**NEXT QUARTERLY MEETING:**

The next regular Police Pension Board meeting will be held on Wednesday, October 19, 2011 at 4:00p.m., in the main conference room of village hall.

**ADJOURNMENT:**

There being no further business, it was moved by Sgt. Hollinger and seconded by Sgt. Camacho to adjourn. Voice vote: unanimous ayes – motion carried.

The meeting adjourned at 6:00 PM.

Respectfully submitted,

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Sergeant Dean A. Camacho  
Secretary