

**MINUTES OF A REGULAR MEETING OF THE  
LAKE IN THE HILLS POLICE PENSION FUND BOARD OF TRUSTEES  
JULY 25, 2022**

A regular meeting of the Lake in the Hills Police Pension Fund Board of Trustees was held on Monday, July 25, 2022 at 4:00 p.m. in the Lake in the Hills Village Hall Board Room located at 600 Harvest Gate, Lake in the Hills, Illinois 60156, pursuant to notice.

**CALL TO ORDER:** Trustee Howell called the meeting to order at 4:04 p.m.

**ROLL CALL:**

**PRESENT:** Trustees Stan Helgerson, Andrew Mannino, Lawrence Howell, Bryan Wolf (*arrived at 4:07 p.m.*) and Jay Recchia

**ABSENT:** None

**ALSO PRESENT:** Megan Snell and Kevin Cavanaugh, Lauterbach & Amen, LLP (L&A); Finance Director Peter Stefan, Village of Lake in the Hills; Brian Crow, Thomas Compliance Associates

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MEETING MINUTES:** *April 18, 2022 Regular Meeting:* The Board reviewed the April 18, 2022 regular meeting minutes. A motion was made by Trustee Helgerson and seconded by Trustee Recchia to approve the April 18, 2022 regular meeting minutes as written. Motion carried unanimously by voice vote.

*Semi-Annual Review of Closed Session Meeting Minutes:* There were no closed session meeting minutes for review.

**NEW BUSINESS:** *Review/Approve – Actuarial Valuation and Tax Levy Request:* The Board reviewed the finalized Actuarial Valuation prepared by L&A. Based on data and assumptions, the recommended municipal contribution amount is \$1,256,791 which is a \$178,526 decrease from the prior year contribution. The statutory minimum contribution requirement is \$732,068. A motion was made by Trustee Helgerson and seconded by Trustee Wolf to accept the Actuarial Valuation as presented. Motion carried by roll call vote.

**AYES:** Trustees Helgerson, Mannino, Howell, Wolf and Recchia

**NAYS:** None

**ABSENT:** None

**TREASURER'S REPORT:** *Additional Village Contribution Towards Unfunded Liability:* The Village informed the Board that they will be contributing an additional \$4,613,070 to go towards their unfunded liability. Further discussion will be held at the next regular meeting.

*Kevin Cavanaugh left the meeting at 4:40 p.m.*

*Cash Flow Projections:* The Board discussed the Cash Flow Projections. A motion was made by Trustee Helgerson and seconded by Trustee Wolf to authorize Finance Director Stefan to contact Graystone Consulting about closing the three safe keeping accounts at U.S. Bank and transferring the remaining money into the IL Funds account. Motion carried by roll call vote.

**AYES:** Trustees Helgerson, Mannino, Howell, Wolf and Recchia

**NAYS:** None

**ABSENT:** None

The Board discussed the IL funds. A motion was made by Trustee Helgerson and seconded by Trustee Recchia to transfer \$1,600,000, \$1,700,000 and \$1,700,000 within three consecutive months from the IL

Funds account to IPOPIF following receipt of the funds from the three closed safekeeping accounts at U.S. Bank. Motion carried by roll call vote.

AYES: Trustees Helgerson, Mannino, Howell, Wolf and Recchia  
NAYS: None  
ABSENT: None

*Review/Approve – December 31, 2021 Audit:* The Board was provided the December 31, 2021 Audit. A motion was made by Trustee Helgerson and seconded by Trustee Wolf to accept the December 31, 2021 Audit as provided. Motion carried by roll call vote.

AYES: Trustees Helgerson, Mannino, Howell, Wolf and Recchia  
NAYS: None  
ABSENT: None

**ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP:** *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the five-month period ending May 31, 2022 prepared by L&A. As of May 31, 2022, the net position held in trust for pension benefits is \$39,919,657.29 for a change in position of (\$5,466,466.15). The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report, Payroll Journal and the Vendor Check Report for the period of March 1, 2022 through May 31, 2022 for total disbursements in the amount of \$85,999.63. A motion was made by Trustee Helgerson and seconded by Trustee Recchia to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount \$85,999.63. Motion carried by roll call vote.

AYES: Trustees Helgerson, Mannino, Howell, Wolf and Recchia  
NAYS: None  
ABSENT: None

*Additional Bills, if any:* There were no additional bills presented.

*Discussion/Possible Action – Cash Management Policy:* The Board discussed this item under Cash Flow Projections.

**INVESTMENT REPORTS:** *Investment Review – Graystone Consulting:* The Board reviewed the Quarterly Investment Report for the period ending May 31, 2022. As of May 31, 2022, the quarter-to-date net return is (5.86%), the year-to-date net return is (11.55%) and the ending market value is \$38,937,028. The current asset allocation is as follows: fixed income at 30.9%, equities at 58.9%, and cash at 10.1%. The Board reviewed the recent transactions and discussed cash flow needs for the upcoming quarter. A motion was made by Trustee Wolf and seconded by Trustee Mannino to accept the Quarterly Investment Report as presented. Motion carried by roll call vote.

AYES: Trustees Helgerson, Mannino, Howell, Wolf and Recchia  
NAYS: None  
ABSENT: None

*IPOPIF – Verus Advisory, Inc:* The Board noted that no Investment Report from Verus Advisory Inc. is available for review at this time.

*State Street Statements:* The Board noted that no State Street Statements are available for review at this time.

**COMMUNICATIONS AND REPORTS:** *Active Member File Maintenance:* The Board noted that L&A will prepare Active Member File Maintenance letters for distribution to all active members requesting any additional pension file documents.

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND:** *Applications for Membership – Elizabeth Campos, Roger Dunn, Keith Salas and Melodie Svihlik:* The Board reviewed the Applications for Membership submitted by Roger Dunn, Keith Salas and Melodie Svihlik. A motion was made by Trustee Helgerson and seconded by Trustee Mannino to accept Roger Dunn and Keith Salas effective June 1, 2022, and Melodie Svihlik effective October 11, 2021 into the Lake in the Hills Police Pension Fund as Tier II participants. Motion carried by roll call vote.

AYES: Trustees Helgerson, Mannino, Howell, Wolf and Recchia  
NAYS: None  
ABSENT: None

The Board noted that Elizabeth Campos separated service from the Lake in the Hills Police Pension Fund. Further discussion will be held at the next regular meeting.

**APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS:** *Approve Regular Retirement Benefits – Joseph Simms and Randy Story:* The Board noted that Joseph Simms' regular retirement benefit calculation is currently in process and will be reviewed at a future meeting.

*Approve Regular Retirement Benefits – Randy Story:* The Board reviewed the regular retirement benefit calculation for Randy Story prepared by L&A. Officer Story had an entry date of May 16, 1994, retirement date of July 21, 2022, effective date of pension of July 22, 2022, 60 years of age at date of retirement, 28 years of creditable service, applicable salary of \$126,182.16, applicable pension percentage of 70%, amount of originally granted monthly pension of \$7,360.63 and amount of originally granted annual pension of \$88,327.56. A motion was made by Trustee Mannino and seconded by Trustee Recchia to approve Randy Story's regular retirement benefit calculated by L&A. Motion carried by roll call vote.

AYES: Trustees Helgerson, Mannino, Howell, Wolf and Recchia  
NAYS: None  
ABSENT: None

*Status of Disability Application– Amanda Lewis:* The Board noted that Amanda Lewis' hearing is scheduled for August 8, 2022 at 10:00 a.m. An update will be provided at the next regular meeting.

**OLD BUSINESS:** *Discussion/Possible Action – eCFM Access Form and Resolution:* The Board discussed the eCFM Access Form and Resolution. A motion was made by Trustee Helgerson and seconded by Trustee Wolf to designate L&A representative Kelly Calgaro, Trustee Howell, Finance Director Stefan and Assistant Finance Director Jimenez as users with Kelly Calgaro as a viewer and Trustee Howell, Finance Director Stefan and Assistant Finance Director Jimenez as initiators and approvers. Motion carried by roll call vote.

AYES: Trustees Helgerson, Mannino, Howell, Wolf and Recchia  
NAYS: None  
ABSENT: None

*IDOI Annual Statement:* The Board noted that the finalized report was filed prior to the June 30, 2022 deadline.

**NEW BUSINESS (CONTINUED):** *Review/Adopt – Municipal Compliance Report:* This item will be reviewed at the next regular meeting.

*Board Officer Elections – President, Vice President, Secretary and Assistant Secretary:* The Board tabled this item until the next regular meeting.

*FOIA Officer and OMA Designee:* The Board discussed maintaining Finance Director Stefan as the FOIA Officer and OMA Designee. A motion was made by Trustee Howell and seconded by Trustee Mannino to

maintain Finance Director Stefan as the FOIA Officer and OMA Designee. Motion carried unanimously by voice vote.

*IMRF to Article 3 – P.A. 102 – 0857:* The Board noted that there is an open six-month window ending November 13, 2022 for current Article 3 Pension Fund members to transfer credible service from IMRF.

*Discussion/Possible Action – Closure of US Bank Investment Account:* This item was discussed under Cash Flow Projections.

**ATTORNEY’S REPORT – REIMER DOBROVOLNY & LABARDI PC:** *Annual Independent Medical Examinations – Adam Brey, Michael Domagala, Lee Lathrop and Robert Pierson:* The Board discussed sending Adam Brey, Michael Domagala, Lee Lathrop and Robert Pierson for their annual independent medical examinations (IMEs). Further discussion will be held at the next regular meeting.

*Legal Updates:* The Board reviewed the *Legal and Legislative Update* quarterly newsletter highlighting recent court decisions, legislation and other pension news.

**TRUSTEE TRAINING UPDATES:** The Board reviewed the Trustee Training Summary and discussed upcoming training opportunities. Trustees were reminded to submit any certificates of completion to L&A for recordkeeping.

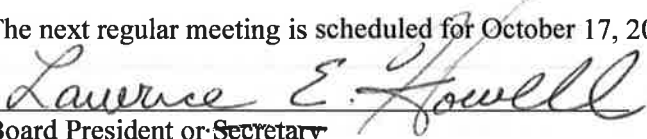
*Approval of Trustee Training Fees and Reimbursable Expenses:* There were no Trustee training registration fees or reimbursable expenses submitted for approval.

*Illinois Municipal League Free Pension Fund Trustee Training:* The Board noted that the Illinois Municipal League is offering pension training online at no cost.

**CLOSED SESSION, IF NEEDED:** There was no need for closed session.

**ADJOURNMENT:** A motion was made by Trustee Wolf and seconded by Trustee Recchia to adjourn the meeting at 5:31 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for October 17, 2022 at 4:00 p.m.

  
Board President or Secretary

Minutes approved by the Board of Trustees on \_\_\_\_\_.

*Minutes prepared by Megan Snell, Pension Services Administrator, Lauterbach & Amen, LLP*