

BOARD OF TRUSTEES
DOWNERS GROVE FIREFIGHTERS PENSION FUND MEETING
Downers Grove Fire Department Station 2, 5420 Main, Training Room
May, 09 2019 – 1700 hrs.

Members Present

Trustee Matt Campbell, Trustee Scott Cavenaile, Trustee Jeff Kuchta, Trustee Retired FF Earl Moy and Non-voting Downers Grove Finance Director Judy Buttny

Members Absent:

Trustee Angelo Guerrier – Resigned from Board
Trustee Robert Lang – Retired from Board

Guests

Doug Oest - MarquetteAssociates
Eric Endriukaitis – Lauterbach & Amen, LLP
Jessica Fain - - Lauterbach & Amen, LLP
Richard Reimer, Attorney - Reimer & Karlson LLC

Trustee Campbell called the meeting to order at 1701 hrs. in the training room of the Downers Grove Fire Department Station 2, 5420 Main, Downers Grove, IL.

MINUTES

Trustee Campbell advised that the February 20, 2019 Quarterly Meeting Minutes had some grammatical changes.

MOTION: A motion was made by Trustee Cavenaile and seconded by Trustee Moy to accept the minutes as amended.

Motion carried by a vote of 4-0

Trustee Campbell presented the Special Meeting Minutes of February 14, 2019 for acceptance. As the minutes were done verbatim by a court reporter. No motion was needed.

Agenda Item - 3**Report from Marquette Associates****Handout**

Marquette Associates DGFD Pension Fund
 First Quarter 2019 - Quarterly Executive Summary Booklet

Mr. Oest presented the Marquette Associates report of the First Quarter 2019 investments. Should take Templeton off Alert and place on compliance due to a good benchmark achieved. No need to rebalance at this time with the current progress in investments.

MOTION: A motion was made by Trustee Campbell to accept the Marquette Associates 1st Quarter Report. Seconded by Trustee Kuchta.

Motion carried by a vote of 4-0.

Agenda Item 4 - A**Report from Lauterbach & Amen, LLP****ATTACHMENT**

Lauterbach & Amend, LLP
 Monthly Financial Report

For the Month Ended March 31, 2019

Eric Endriukaitis reviewed the 1st Quarter Report by Lauterbach & Amen. This report also shows that the liability insurance premium was paid and therefore the Fund is in compliance.

MOTION: A motion was made by Trustee Kuchta to accept the Lauterbach & Amen 1st Quarter Report. Seconded by Trustee Moy.

Motion carried by a vote of 4-0.

Agenda Item 4 - b**Actuarial Valuations**

Ms. Fain reviewed the Actuarial report she presented and advised that there is a new Actuarial Standard of Practice stating that more commentary and explanations should be added to the Actuarial reports. She went over the tax levy from last year, what did the Fund assets look like along with the percentage of funded amounts, and what they looked like this year. Last year's recommended tax levy was approximately 3.6 mil and this year a high increase of over 400,000 making this year's tax levy a little over 4 mil. She also pointed out the funded percentage is what is actually in the bank account on December 31 vs. what the Actuary says you should have.

December 31, 2018 was not a good day to report what was in the Fund's bank account. Therefore, the funded percentage, or the market value which has no smoothing, of what is in the bank indicated a pretty big drop from 57% down to 51%. If the Fund's assets had been reported at the end of March, when the Market rallied up, the funded percentage would have been flat. Due to the obligation to report the December 31 amounts it showed the downturn. Further into the report was why there was an increase of \$400,000 in the recommended contribution. There was an expected increase of \$126,397 Every year the tax levy is designed to increase about 3.5%. Of the \$400,000

increase, the \$126,397 was the normal expected for the way it is designed and budgeted increase. There are other reasons for the increase: salary increases; demographic changes which was the key item in the change with 7 new hires; the 6 retirements caused no increase; but the major reason for the increase was mortality. Anticipation was that 2-3 people would pass away with only 1 individual who actually passed leaving a surviving spouse. Therefore, there was another full year of paying benefit payments to more members.

Asset returns are showing a 7% return assumption with a goal of averaging over the long-term. 2018 dragged down the current assets. Because of 2018 returns we see an increase of tax levy of \$88,588. More money was needed to make up the earnings investment that was anticipated but did not occur. In fact, the amount is always behind due to the late request for the amount of funds needed and that amount being received a year late. A one year lag.

These are the year end financials which are not yet audited. Because of this, the change of tax levy will not be recommended until next meeting.

Trustee Campbell has instructed Ms. Fain to keep the current actuarial assumption in so it will be presented at the next quarterly meeting when the audit numbers come in.

TREASURER'S REPORT

Agenda Item 5 - A **Payment of Bills**

Finance Director Buttny advised that vendor checks from January through April 2019 in the amount of \$171,407.22.

MOTION: A motion was made by Trustee Campbell to approve the Vendor Check Report of January 1, 2019 through April 30, 2019 in the amount of \$171,407.22. Seconded by Trustee Kuchta.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
Trustee Kuchta	Aye
Trustee Moy	Aye
Trustee Caveniale	Aye

Finance Director Buttny advised she had 3 individual invoices: 2 legal invoices, one for the month of January 2019 in the amount of \$2,251.92 and February 2019 for \$3,361.05 and the Department of Insurance in the amount of \$8,000 for a total of \$13,612.97.

MOTION: A motion was made by Trustee Campbell to pay the additional invoices and the Department of Insurance invoice in the total amount of \$13,612.97. Seconded by Trustee Kuchta.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
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Trustee Kuchta	Aye
Trustee Moy	Aye
Trustee Caveniale	Aye

Agenda Item 5 – B

Retirement

Lieutenant John Stoeber joined the fire department on March 1, 1991. His retirement date is May 6, 2019. Effective pension date May 7, 2019. He is 56 years of age, 28 years 2 months of service. His salary was \$113,719. at the time of his retirement of which he is entitled to 70.42%. The amount of the original monthly pension granted is \$6,673.10.

MOTION: A motion was made by Trustee Campbell to accept Lt. John Stoeber's. Seconded by Trustee Moy.

Motion carried by a vote of 4-0.

Roll call was taken:

Trustee Campbell	Aye
Trustee Moy	Aye
Trustee Cavenaile	Aye
Trustee Kuchta	Aye

Daly QILDRO

Atty. Reimer advised that they are waiting for the QILDRO calculation order.

Ben Brown Reciprocity

Finance Director Buttny advised that FF/PM Benjamin Brown has paid his reciprocity in the amount of \$170.17. Lauterbach & Amen will report this to the DOI as well as sending FF/PM Brown a letter of acceptance of this payment.

MOTION: A motion was made by Trustee Campbell to accept a reciprocity payment from FF/PM Benjamin Brown in the amount of \$170.17 and recognize that this is now paid in full. Seconded by Trustee Cavenaile.

Motion carried by a vote of 4-0.

OLD BUSINESS

Agenda Item 6 - A

Schultz Annual Exam

Atty. Reimer advised that an appointment was made and the prepayment for the annual exam was made and Mr. Schultz did not show up for his annual INSPE doctor appointment. Atty. Reimer was informed that Mr. Schultz had medically been unable to attend the appointment. Atty. Reimer lead a discussion as to the Rules and Regulations and how to proceed to stay in compliance with them in relation to Mr. Schultz.

MOTION: A motion was made by Trustee Campbell for the Board to accept in lieu of annual exam performance by a physician selected by the Board to accept a narrative report from one of Mr. Schultz's doctors. Seconded by Trustee Cavenaile.

Motion carried by a vote of 4-0

Agenda Item 6 - B

Dravo Disability

Trustee Campbell advised that Mr. Dravo was granted a non-duty disability. At his hearing a writ of disability order was completed. Minutes have been submitted. There was a slight lag in his receiving his benefits which he notified the Board of but all is good now.

Agenda Item 6 - C

Retiree Election Results

MOTION: A motion was made by Trustee Campbell to certify Earl J Moy has by acclamation been elected to a Pension Board Trustee replacing Trustee Lang as conducted by Lauterbach & Amen. Seconded by Trustee Kuchta.

Motion carried by a vote of 4-0.

NEW BUSINESS

Agenda Item 7 - A

Election of Officers

Will be conducted during the August Pension Board Meeting.

Agenda Item 7 -b

DOI Report

Lauterbach & Amen advised that the DOI is now requiring all spousal information for retirees. Lauterbach & Amen will need Board authority to send out an insert explaining what is being requested to each retiree in their May payroll with their direct deposit or check.

Trustee Campbell advised that the Board instructs Lauterbach & Amen to send out the insert as required.

Agenda Item 7 -c

Resignation of Angelo Guerrieri

Trustee Campbell advised that Trustee Guerrieri advised himself and Trustee Cavenaile of his resignation from the Board. The Village is aware of the resignation and will replace him with another resident.

MOTION: A motion was made by Trustee Campbell to accept the resignation of Trustee Guerrieri a of May 1, 2019. Seconded by Trustee Kuchta.

Motion carried by a vote of 4-0.

PUBLIC COMMENT

None

ADJOURN

MOTION: Trustee Campbell made a motion to adjourn.
Trustee Cavenaile seconded the motion.
Motion carried 4-0.

The meeting adjourned at 1815 hrs.
Respectfully submitted.

Firefighter/Paramedic Scott Cavenaile, Secretary

SC:pp All Files/Pension/2019 – 5-09-19 Quarterly Meeting Minutes

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MONTHLY MEETING
JULY 24, 2019, 7:30 P.M.
LIBRARY MEETING ROOM**

DRAFT MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Kim Stapleton, President Jonathan Graber.

Also present: Director Julie Milavec, Assistant Director Jen Fredericks, Ed Pawlak.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. June 26, 2019 Regular Monthly Meeting. President Graber remarked on section 8(a) in regards to the Compensation Philosophy and thought that Humphreys ought to receive full credit for the modification of the accepted definition. After a brief discussion, however, the Board decided that it was a collaborative effort and the minutes were approved as presented.

It was moved by Humphreys and seconded by Gigani THAT the Minutes of the June 26, 2019 Regular Monthly Meeting be approved as presented.
Motion passed by voice vote.

5. **Financial Matters.**
 - a. June 2019 Financial Report. Milavec presented the report. The Library is doing great. The first portion of the property tax has been posted on the revenue side and expenditures are right on track. Halfway through the fiscal year, the revenue side is at 51 %; expenditures at 43%.
 - b. July 2019 Invoices. It was moved by Stapleton and seconded by Dougherty THAT the payment of July 2019 capital replacement invoices totaling \$73,079.30, the payment of July 2019 operating invoices totaling \$155,848.88, the acceptance of July credit memos totaling \$28.39, and the ratification of June 2019 payrolls totaling \$215,620.53 be approved. Roll call:

Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None.
Abstentions: None.

6. **Public Comment on Agenda Items.** President Graber invited comment. There was none.
7. **Public Comment on Other Library Business.** President Graber invited comment. Ed Pawlak commented that it would be good for the Board to consider concrete, measurable goals—other than maintenance and operational—which could be used to gauge the library’s impact and effectiveness as an institution, to help ensure that the library is continually getting better, making a difference, and moving in a forward direction. Humphreys tied Pawlak’s comment to the library’s strategic planning process. Graber facilitated a brief conversation about the process, and the importance of using metrics in measuring strategic plan outcomes and success was discussed.
8. **New Business.**
 - a. Finance Policy, Sections 6.9 and 6.10. Milavec presented the new policy sections and explained that there are requirements in both the Local Government Travel Expense Control Act, and the Illinois Wage Payments and Collections Act regarding reimbursable expenses for employees. Adding these two sections to the finance policy simply codifies the library’s actual practice. The former act requires employers to reimburse all approved and necessary travel and general expenditures incurred by employees. The latter act delineates what are and are not considered reimbursable work expenses. Milavec also pointed out that the acts do not require a receipt or other supporting documents. If an employee cannot produce a receipt, the employer must accept the employee’s own signed statement instead. Dougherty asked about using options for transportation and accommodation such as ride sharing or Airbnb. Milavec said she would investigate and follow up if necessary.

It was moved by Gigani and seconded by Dougherty THAT the Finance Policy, Sections 6.9 and 6.10 be approved as presented.

Roll call: Ayes: Dougherty, Gigani, Humphreys, Stapleton, Graber. Nays: None.
Abstentions: None.

- b. Strategic Plan Annual Review. Milavec reviewed the Strategic Plan progress over the past year and supported the Board’s view on the importance of showing quantifiable results and outcomes. When the current strategic plan was created, it was written as an action plan, rather than a qualitative plan. She highlighted the Kids Room STEM kit collection and the work of the Innovation Team and the building of the Anything Emporium collection; beefed up partnerships with S.C.O.R.E., the People’s Resource Center, and

the Art Department. The library hosted its inaugural Service Fair, connecting organizations and volunteers and people in need of services, and Satellite Stacks at six local senior centers, working on seven. She also highlighted staff training objectives and work outside the library, presenting at various library conferences, cross-training throughout the library, and the collaborative teen art project. Gigani commented that she would like to know how the STEM kits are used and possibly market them more. Conversation ensued about the importance of understanding what is and is not working and leaving the things that are not working behind in order to regain capacity to make room for new endeavors.

9. Unfinished Business.

- a. 2020 Draft Report. Milavec gave a presentation on the property tax process and explained in detail how the property tax levy becomes a dollar amount on the property tax bill. The 2020 draft budget was discussed. The only piece that still needs work is the compensation piece. Milavec is waiting for the benchmarking and compensation structure report from HR Source and as soon as she receives the report, she will incorporate the new salary schedule into the Draft Report for the Board to review and pass at the August meeting. The library has an anticipated 1.4 million dollars in the fund balance at the end of the fiscal year. She sought the Board's counsel on whether or not to spend down the fund balance in order to keep the tax levy at a conservative increase. The library has been under budget on the expense side for the past couple years and the Board discussed the pros and cons of spending down the fund balance and various levy increases. The Board asked Milavec to run several scenarios for the following percentage levy increases: 3.25 %, 3.50%, and 3.75 %.

10. **Library Director's Report.** Milavec presented the report. She will be on vacation from August 2, 2019 thru August 18, 2019. The library is working on the website redesign; one of the book drops was relocated to Forest Street and both received new library logo decals; the library is hoping to partner with Aurora University to have social work interns onsite; the library is looking at an art collection, conservation, and preservation plan which was quite costly; SWAN did a soft launch of their new mobile app, which they will start advertising sometime in August; Katelyn Vabalaitis will be returning to the library after maternity leave on Monday, July 29, 2019; and Graphic and Display coordinator, Melody Danley will retire on August 22, 2019 after 35 years at the library.

11. **Trustee Comments and Requests for Information.** Dougherty commented about an email from a patron who was concerned that the library was going to become a homeless shelter and wanted to know about how that was resolved. Milavec commented that she had not spoken with the patron directly, but left several messages for her explaining what the library was doing and the patron has not called back. Milavec received a monetary donation for the "Little Free

Pantry” that will open in October. Graber commented about the possibility of the library having a Divvy bike rental station at the library—the Innovation Team will investigate possibilities. He also commented about the absence of electric car charging stations in the downtown area. The library has no jurisdiction over the parking lot as it is owned by the village would need to approve this sort of decision.

12. **Adjournment.** President Graber adjourned the meeting at 9:05 p.m.