

# Naperville Police Pension Fund



## MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OCTOBER 23, 2024

A regular meeting of the Naperville Police Pension Fund Board of Trustees was held on Wednesday, October 23, 2024 at 3:00 p.m. in the Community Room of the Naperville Police Department located at 1350 Aurora Avenue, Naperville, Illinois 60540, pursuant to notice.

**CALL TO ORDER:** Trustee Zbrozek called the meeting to order at 3:00 p.m.

### ROLL CALL:

**PRESENT:** Trustees Jason Zbrozek, Donald Bisch, Tim Madden and James Haselhorst

**ABSENT:** Trustee William Collins

**ALSO PRESENT:** Finance Director Raymond Munch, City of Naperville; Jennifer Flores, Lauterbach & Amen, LLP (L&A)

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

**APPROVAL OF MEETING MINUTES:** *July 24, 2024 Regular Meeting:* The Board reviewed the July 24, 2024 regular meeting minutes. A motion was made by Trustee Zbrozek and seconded by Trustee Madden to approve the July 24, 2024 regular meeting minutes as written. Motion carried unanimously by voice vote.

**INVESTMENT REPORT:** *IPOPIF – Verus Advisory Inc.:* The Board reviewed the IPOPIF Investment Performance Review prepared by Verus Advisory, Inc. for the period ending August 31, 2024. As of August 31, 2024, the one-month total net return is 2% and the year-to-date total net return is 10.1% for an ending market value of \$11,078,622,107.

*State Street Statements:* The Board reviewed the State Street statement for the period ending September 30, 2024. As of September 30, 2024, the beginning value was \$2266,912,134.35 and the ending value was \$272,824,935.59. The month-to-date net return is 1.56% and the inception to date net return is 8.58%.

**ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP:** *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the eight-month period ending August 31, 2024 prepared by L&A. As of August 31, 2024, the net position held in trust for pension benefits is \$267,006,189.56 for a change in position of \$22,494,410.66. The Board also reviewed the Cash Analysis Report, Revenue Report, Expense Report, Member Contribution Report, Payroll Journal, Quarterly Deduction Report, Quarterly Transfer Report and Quarterly Disbursement Report for the period June 1, 2024 through August 31, 2024 for total disbursements of \$65,753.98.

*Additional Deposits/Expenses – BMO Bank Checking Account:* The Board reviewed the following deposits and expenses from the BMO Bank checking account:

i. Lauterbach & Amen, LLP

- a. Invoice #92875 in the amount of \$3,780 for Accounting, Benefits Administration Services and Pension Services Administration for June 2024
- b. Invoice #94035 in the amount of \$3,780 for Accounting, Benefits Administration Services and Pension Services Administration for July 2024
- c. Invoice #95035 in the amount of \$3,780 for Accounting, Benefits Administration Services and Pension Services Administration for August 2024
- d. Invoice #96115 in the amount of \$3,780 for Accounting, Benefits Administration Services and Pension Services Administration for September 2024

- ii. Chicago Tribune in the amount of \$25.72 for the October 2024 Meeting Notice Publication
- iii. UPS in the amount of \$360 for Annual P.O. Box Renewal Fees
- iv. Puchalski Goodloe LLC in the amount of \$2,188.88 for 4Q2024 Legal Services Rendered
- v. IPPFA in the amount of \$825 for 2025 Annual Member Dues

A motion was made by Trustee Zbrozek and seconded by Trustee Haselhorst to accept the Monthly Financial Report as presented, approve disbursements shown on the Quarterly Disbursement Report in the amount of \$65,753.98 and ratify the expenses as presented. Motion carried unanimously by voice vote.

*Review/Update – Cash Management Policy:* The Board reviewed the Repeat Withdrawal Instructions. A motion was made by Trustee Zbrozek and seconded by Trustee Bisch to decrease the monthly repeat deposits from \$1,750,000 to \$1,250,000 from IPOPIF effective November 2024 through December 2025. Motion carried unanimously by voice vote.

*Repeat Monthly Withdrawal Instructions for 2025:* This item was discussed under the Cash Management Policy.

**COMMUNICATIONS AND REPORTS:** *Initial Pension Benefit Increases – Sherry Meine, Dan Riggs, Grif Lippencott and Michael Son:* The Board noted Sherry Meine will receive an initial pension benefit increase of 10.75% effective December 2024, Dan Riggs will receive an initial pension benefit increase of 5.5% effective December 2024, Grif Lippencott will receive an initial pension benefit increase of 15% effective January 2025 and Michael Son will receive an initial pension benefit increase of 10.75% effective January 2025.

*Affidavits of Continued Eligibility:* The Board noted that L&A will mail Affidavits of Continued Eligibility to all pensioners in December. Further discussion will be held at the next regular meeting.

**APPLICATIONS FOR MEMBERSHIP/WITHDRAWALS FROM FUND:** *Application for Membership – Kyle Symes:* The Board reviewed the Application for Membership submitted by Kyle Symes. A motion was made by Trustee Zbrozek and seconded by Trustee Madden to accept Kyle Symes into the Naperville Police Pension Fund effective August 19, 2024 as a Tier II participant. Motion carried unanimously by voice vote.

*Applications for Membership – Jack Hugunin:* The Board reviewed the Application for Membership submitted by Jack Hugunin. A motion was made by Trustee Zbrozek and seconded by Trustee Madden to accept Jack Hugunin into the Naperville Police Pension Fund effective August 20, 2024 as a Tier II participant. Motion carried unanimously by voice vote.

*Application for Membership – Christopher Stock:* The Board reviewed the Application for Membership submitted by Christopher Stock. A motion was made by Trustee Zbrozek and seconded by Trustee Madden to accept Christopher Stock into the Naperville Police Pension Fund effective August 19, 2024 as a Tier II participant. Motion carried unanimously by voice vote.

*Contribution Refund – Michael Carreon:* The Board reviewed the contribution refund request submitted by Michael Carreon and noted the contribution refund amount of \$14,159.58 was paid in a direct roll over issued on August 9, 2024.

*Contribution Refund – Cameron Martin:* The Board issued correspondence to Cameron Martin on September 13, 2024 regarding his request to receive a refund of his pension contributions but no response has been received to date. Updates will be provided as they become available.

**APPLICATIONS FOR RETIREMENT/DISABILITY BENEFITS:** *Approve Regular Retirement Benefits – James Tanksley:* The Board reviewed the regular retirement benefit calculation for James Tanksley prepared by L&A. Officer Tanksley had an entry date of November 27, 1995, retirement date of October 10, 2024, effective date of pension of October 11, 2024, 63 years of age at date of retirement, 28 years of creditable service, applicable salary of \$126,655.91, applicable pension percentage of 70%, amount of originally granted monthly pension of \$7,388.26 and amount of originally granted annual pension of \$88,659.12. A motion was made by Trustee Madden and seconded by Trustee Bisch to approve James Tanksley's regular retirement benefit and all applicable increases calculated by L&A. Motion carried unanimously by voice vote.

**APPLICATIONS FOR CREDITABLE SERVICE PURCHASE:** *Portability Update – Jonathan Calero:* The Board noted Jonathan Calero has elected to transfer prior creditable service from the Woodridge Police Pension Fund to the Naperville Police Pension Fund with a True Cost balance of \$6,500.34 remitted through 130 bi-weekly payroll deductions in the amount of \$57.84 per payroll. Updates will be provided as they become available.

The Board also noted Jonathan Calero has elected to transfer prior creditable service from the Mundelein Police Pension Fund to the Naperville Police Pension Fund with a True Cost balance of \$5,478.06 remitted through 130 bi-weekly payroll deductions in the amount of \$48.74 per payroll. Updates will be provided as they become available.

*Portability Update – Daniel Lincicum:* The Board noted Daniel Lincicum elected to transfer prior creditable service from the McHenry Police Pension Fund and the transfer of contributions plus interest from the prior Fund to the Naperville Police Pension Fund are in process. Further discussion will be held at the next regular meeting.

*Portability Update – Michelle DePompeis:* The Board noted Michelle DePompeis submitted a request to calculate the cost to transfer creditable service from the Naperville Police Pension Fund and calculations are in process. Updates will be provided as they become available.

*Portability Update – Kyle Symes:* The Board noted Kyle Symes submitted a request to calculate the cost to transfer prior creditable service from the Carol Stream Police Pension Fund to the Naperville Police Pension Fund and calculations are in process. Further discussion will be held at the next regular meeting.

*Military Service Purchase – Daniel Holcomb:* The Board noted Derek Holcomb submitted his election to pursue the military service purchase of 17 months and 9 days of creditable service and will remit the balance due in the amount of \$34,816.69 through 120 bi-weekly payroll deductions in the amount of \$290.14. Updates will be provided as they become available.

**OLD BUSINESS:** *Review/Adopt – Amended Board Rules and Regulations:* The Board discussed the amended Board Rules and Regulations for the Naperville Police Pension Fund. Further discussion will be held at the next regular meeting.

**NEW BUSINESS:** *BMO Bank Signature Cards and Resolution Update:* L&A provided the Board with the necessary forms to update the signers on the BMO Bank operating account with the current Board members and municipal representative and designated Trustees Madden, Zbrozek and Bisch and Finance Director Raymond Munch as signers on the BMO Bank operating account. Motion carried unanimously by voice vote.

*Establish 2025 Board Meeting Dates:* The Board established the 2025 Board meeting dates as January 22, 2025; April 23, 2025; July 23, 2025; and October 22, 2025 at 3:30 p.m. in the Community Room of the Naperville Police Department located at 1350 Aurora Avenue, Naperville, Illinois 60540.

*Review/Adopt – Municipal Compliance Report:* The Board reviewed the Municipal Compliance Report prepared by L&A. A motion was made by Trustee Zbrozek and seconded by Trustee Haselhorst to adopt the MCR as prepared and to authorize signatures by the Board President and Secretary. Motion carried unanimously by voice vote.

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

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

**ATTORNEY'S REPORT – PUCHALSKI GOODLOE LLC:** *QILDRO Status Update – Daniel Fisher:* The Board discussed the QILDRO for Daniel Fisher and noted the QILDRO Calculation Order and \$50 processing fees are required to implement payments to the alternate payee. Further discussion will be held at the next regular meeting.

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

**ADJOURNMENT:** A motion was made by Trustee Zbrozek and seconded by Trustee Bisch to adjourn the meeting at 3:46 p.m. Motion carried unanimously by voice vote.

**Board members as of October 23, 2024:**

Jason Zbrozek	President; Elected Active Member Term: 05/14/2024 – 05/12/2026
Donald Bisch	Vice President; Elected Beneficiary Representative Term: 05/14/2024 – 05/12/2026
Timothy Madden	Secretary; Elected Active Member Term: 05/14/2024 – 05/12/2026
James Haselhorst	Assistant Secretary; Mayoral Appointee Term: 06/01/2024 – 05/30/2027
William Collins	Trustee; Mayoral Appointee Term: 10/04/2022—05/30/2025 (Balance of Ken Hansen's term)

The next regular meeting is scheduled for January 22, 2025 at 3:00 p.m.

  
Board President or Secretary

Minutes approved by the Board of Trustees on

01/22/2025

*Minutes prepared by Jennifer Flores, Professional Services Administrator, Lauterbach & Amen, LLP*