

**MINUTES OF A REGULAR MEETING OF  
THE FOREST VIEW FIREFIGHTERS' PENSION FUND  
BOARD OF TRUSTEES  
JUNE 11, 2019**

A regular meeting of the Forest View Firefighters' Pension Fund Board of Trustees was held on Tuesday, June 11, 2019 at 6:00 p.m. in the Village Hall located at 7000 W. 46<sup>th</sup> Street, Forest View, Illinois 60402, pursuant to notice.

**CALL TO ORDER:** Trustee Kappmeyer called the meeting to order at 6:23 p.m.

**ROLL CALL:**

**PRESENT:** Trustees Randal Kappmeyer, Susy Uribe and Joy Conklin

**ABSENT:** None

**ALSO PRESENT:** Keri O'Brien, Lauterbach & Amen, LLP (L&A); Chief Tom Heller, Forest View Fire Department

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

**APPROVAL OF MEETING MINUTES:** *February 26, 2019 Regular Meeting:* The Board reviewed the February 26, 2019 regular meeting minutes. A motion was made by Trustee Conklin and seconded by Trustee Kappmeyer to approve the February 26, 2019 regular meeting minutes as written. Motion carried unanimously by voice vote.

*4<sup>th</sup> Quarter 2018 Regular Meeting:* This item was tabled for discussion until the next regular meeting.

**ACCOUNTANT'S REPORT – LAUTERBACH & AMEN, LLP:** *Monthly Financial Report and Presentation and Approval of Bills:* The Board reviewed the Monthly Financial Report for the one-month period ending May 31, 2019 prepared by L&A. As of May 31, 2019, the net position held in trust for pension benefits is \$2,233,204.01 for a change in position of (\$51,853.16). 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 March 1, 2019 through May 31, 2019 for total disbursements of \$13,243.10. A motion was made by Trustee Conklin and seconded by Trustee Kappmeyer to accept the Monthly Financial Report as presented and to approve the disbursements shown on the Vendor Check Report in the amount of \$13,243.10. Motion carried by roll call vote.

**AYES:** Trustees Kappmeyer, Uribe and Conklin

**NAYS:** None

**ABSENT:** None

*Additional Bills, if any – Illinois Department of Insurance Compliance Fee:* The Board noted that the Illinois Department of Insurance Compliance Fee invoice has been received in the amount of \$429.28. A motion was made by Trustee Conklin and seconded by Trustee Kappmeyer to approve payment of the IDOI Compliance Fee in the amount of \$429.28. Motion carried by roll call vote.

AYES: Trustees Kappmeyer, Uribe and Conklin  
NAYS: None  
ABSENT: None

**INVESTMENT REPORT – GRAYSTONE CONSULTING:** *Quarterly Investment Report:* This item was tabled for discussion until the next regular meeting.

*Review/Update Investment Policy:* There were no updates necessary to the Investment Policy at this time.

**COMMUNICATIONS OR REPORTS:** *Statements of Economic Interest:* The Board was reminded that the Statements of Economic Interest were due by May 1, 2019.

*Affidavits of Continued Eligibility:* The Board noted that Affidavits of Continued Eligibility will be mailed to all pensioners with the June payroll cycle. A status update will be provided at the next regular meeting.

**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 Registration Fees and Reimbursable Expenses:* There were no trustee training registrations or reimbursable expenses presented for approval.

**OLD BUSINESS:** There was no old business to discuss.

**NEW BUSINESS:** *FOIA Officer and OMA Designee:* The Board discussed designating Chief Tom Heller as the FOIA Officer and OMA Designee. A motion was made by Trustee Conklin and seconded by Trustee Kappmeyer to designate the FOIA Officer and OMA Designee as stated. Motion carried unanimously by voice vote.

*DOI Security Administrator Designee:* The Board discussed the IDOI Security Administrator. The Board was advised to complete the Pension Fund Security Administration Authorization Form designating Trustee Uribe as the IDOI Security Administrator for the Fund.

*Review/Approve – Lauterbach & Amen, LLP Revised Engagement Letter:* The Board reviewed the revised Lauterbach & Amen, LLP five-year engagement letter. A motion was made by Trustee Kappmeyer and seconded by Trustee Conklin to engage L&A for five years in the annual amounts as follows: \$13,275.00 for the year ended April 30, 2020; \$13,655.00 for the year ended April 30, 2021; \$14,020.00 for the year ended April 30, 2022; \$14,385.00 for the year ended April 30, 2023 and \$14,810.00 for the year ended April 30, 2024. Motion carried by roll call vote.

AYES: Trustees Kappmeyer, Uribe and Conklin  
NAYS: None  
ABSENT: None

*Appointed Member Term Expiration:* The Board noted that Trustee Pohanka's appointment expired on May 31, 2019. Trustee Uribe was appointed to the Forest View Firefighters' Pension Fund Board of Trustees by the President of the Village of Forest View for a three-year term effective June 1, 2019 through June 1, 2022.

**ATTORNEY'S REPORT:** *Legal updates:* There was no legal update provided to the Board.

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

**ADJOURNMENT:** A motion was made by Trustee Conklin and seconded by Trustee Kappmeyer to adjourn the meeting at 6:50 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for August 13, 2019 at 6:00 p.m.

  
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Board President or Secretary

Minutes approved by the Board of Trustees on August 13, 2019

*Minutes prepared by Keri O'Brien, Pension Services Administrator, Lauterbach & Amen, LLP*