

ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND

MEETING MINUTES – SEPTEMBER 11, 2020

A meeting of the Board of Trustees of the Illinois Police Officers' Pension Investment Fund was held on Friday, September 11, 2020 at 9:00 a.m. through the Zoom Digital Platform.

TRUSTEES PRESENT: Shawn Curry
Dan Hopkins
Andrea DiGiacinto
Elizabeth Holleb
Brian Prochaska
Mark Poulos
Michael Inman
Brad Cole

TRUSTEES ABSENT: Phil Suess

OTHERS PRESENT: Richard White, Executive Director
Rick Reimer, General Counsel, Reimer & Dobrovolny, PC
Steve Earnhardt, Accountant/CFO, Lauterbach & Amen, LLP
Allie Rysell, Plan Administrator, Foster & Foster, Inc.
Members of the Public

CALL TO ORDER: Chairperson Curry called the meeting to order at 9:02 a.m.

ROLL CALL: All Trustees were present except for Trustee Suess.

MEETING MINUTES: *Review/Approve – August 14, 2020 Meeting Minutes:* The Board reviewed the minutes from the August 14, 2020 Board meeting. A motion was made by Trustee Prochaska and seconded by Trustee Hopkins to approve the August 14, 2020 meeting minutes. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

FIDUCIARY COUNSEL: *Interview Candidates:* Attorney Reimer informed the Trustees that the Board has the authority to enter into closed session to interview candidates for the fiduciary counsel position.

CLOSED SESSION (IF NEEDED): A motion was made by Trustee Inman and seconded by Trustee Hopkins to enter into closed session under the 5ILCS 120-2(c)1 exemption. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

A motion was made by Trustee Inman and seconded by Trustee Prochaska to resume open session at 10:23 a.m. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

Attorney Reimer stated that the Board met in closed session for the purposes of discussing the employment and compensation of independent outside fiduciary counsel for the Fund. No Board action was taken in closed session.

FIDUCIARY COUNSEL (CONTINUED): *Discussion/Selection of Fiduciary Counsel:* A motion was made by Trustee Poulos and seconded by Trustee Holleb to direct Executive Director White to take action as discussed in closed session. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

GOVERNMENTAL LIAISON: *Status Update/Recommendation(s) from Legislative Committee:* A memorandum dated September 8, 2020 prepared by Mr. White regarding the “Legislative Committee Meeting Agenda Items” was reviewed with the Board. Committee Chairperson DiGiacinto informed the Board that the committee met on September 8, 2020 to review the draft Legislative Policy and conduct an interview with the Governmental Liaison candidate, Ms. Bukola Bello of Vision M.A.I. Consulting. The committee recommended that the Board approve the Legislative Policy and hire Vision M.A.I. Consulting as the Fund’s Governmental Liaison.

Review/Adopt – Legislative Policy: The draft Legislative Policy was reviewed with the Board. A motion was made by Trustee Hopkins and seconded by Trustee Poulos to approve the Legislative Policy. Motion carried by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Prochaska and Poulos
NAYS: Trustees Holleb, Inman and Cole
ABSENT: Trustee Suess

Trustee Hopkins noted that the candidate for the Governmental Liaison position noted that she will work with the Board to refine the policy to the Board’s preference, if selected.

Discussion/Selection of Governmental Liaison: Trustee Inman informed the Board that he listened to Ms. Bello's presentation at the September 8, 2020 committee meeting. He noted that he considers her as a qualified candidate for the position but does not agree that a governmental liaison position is needed. Trustee Holleb requested additional information regarding the proposed fee structure for Ms. Bello. Committee Chairperson DiGiacinto noted that she negotiated with Ms. Bello and was able to decrease her fee from \$7,000 to \$5,700 per month. Trustee Holleb echoed Trustee Inman's statement noting that she considers Ms. Bello as a qualified candidate but does not agree that this position is needed for the Board. A motion was made by Trustee Hopkins and seconded by Trustee Poulos to hire a Governmental Liaison, subject to attorney review and Board approval of the contract agreement at \$5,700 per month, on a month-to-month contract. After discussion, Trustees Hopkins and Poulos decided to amend the motion. A motion was made by Trustee Hopkins and seconded by Trustee Poulos to hire a governmental liaison, subject to attorney review and Board approval of the contract agreement. Motion carried by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Prochaska and Poulos
NAYS: Trustee Holleb, Inman and Cole
ABSENT: Trustee Suess

The Board will review the contract agreement for the governmental liaison position at the October 9, 2020 meeting.

TREASURER'S REPORT: Treasurer Holleb reviewed a memorandum dated September 8, 2020 regarding the "Treasurer's Report – IPOPIF Board Meeting September 11, 2020" with the Board.

Monthly Financial Report: The June 30, 2020 and August 31, 2020 monthly financial statements were reviewed with the Board. The June financial report provided a year-end financial statement for the fiscal year 2020. The August financial statement provided reporting of financial activities for the period July 1, 2020 through August 31, 2020. As of August 31, 2020, the fiduciary net position restricted is \$42,144.93.

Review/Approve – Warrants Summary: Treasurer Holleb informed the Board that due to the vendor payment issue made last month, invoices were split into two warrants for ease of processing. The Board reviewed warrants #11 and #12 as reflected in the Summary of Payments, along with all corresponding invoices.

Review/Approve – Budget Amendments (If Needed): No budget amendments were requested at this time.

Approval of Vendors and Purchases (If Needed): The Board will consider the approval of vendors under separate agenda items.

Review Loan Activity: Treasurer Holleb reviewed the loan activity with the Board. As of August 31, 2020, the Fund has drawn down \$400,000 from the IFA loan for operating purposes. No draw of funds is expected in September 2020.

Status Update – Request for Proposal for Auditing Services: A status updated regarding the RFP for auditing services was reviewed with the Board. The RFP submission deadline is September 18, 2020.

Review – Recommendations for Audit Committee: Treasurer Holleb recommended that an audit committee be established to review all RFP submittals and to prepare a draft Audit Committee Policy for Board consideration at the October 9, 2020 meeting.

Status Update – Chief Financial Officer (CFO) Engagement Letter: Treasurer Holleb provided a status update regarding the status of the CFO engagement letter with Lauterbach & Amen, LLP. An addendum will be made to the previously signed engagement letter for Board approval at the October 9, 2020 meeting.

Review/Approve – Warrants Summary (continued): A motion was made by Trustee Holleb and seconded by Trustee Hopkins to approve warrants #11 and #12 in the total amount of \$84,429.60 as reflected in the Summary of Payments. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

Monthly Financial Report (continued): Attorney Reimer recommended the Board approve the financial reports. A motion was made by Trustee Holleb and seconded by Trustee Inman to approve the June 30, 2020 and August 31, 2020 financial reports. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

ELECTION OF PERMANENT BOARD OF TRUSTEES: Committee Chairperson Prochaska and Mr. White reviewed a memorandum dated September 11, 2020 regarding the “Election of the Permanent Board of Trustees” with the Board. The committee recommended that the Board approve the revised Election Policy and approve the contract agreement with Survey & Ballot Systems for election services.

Review/Adopt – Revised Election Policy (Rules): Committee Chairperson Prochaska and Mr. White reviewed the revised Election Policy with the Board. All questions were answered by Committee Chairperson Prochaska and Mr. White. A motion was made by Trustee Cole and seconded by Trustee Hopkins to adopt the revised Election Policy. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

Trustees Cole and Hopkins thanked the committee for their hard work in developing the policy. Committee Chairperson Prochaska thanked Executive Director White and Attorney Reimer for their work on the creating and modifying the Rules to incorporate the committee's requested language changes.

Review/Approve – Contract Agreement for Election Services with Survey & Ballot Systems: The contract agreement and contract addendum for election services with Survey & Ballot Systems was reviewed with the Board. A motion was made by Trustee Cole and seconded by Trustee Poulos to approve the contract agreement and contract addendum with Survey & Ballot Systems. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

Status Update – Candidate Nomination and Challenge Period: Mr. White informed the Board that only one request to review the candidate petitions was submitted. The candidate petitions were reviewed, and the challenge period closed with no challenge submittals. The candidates will be reviewed at the October 9, 2020 meeting.

Status Update – Voter Database: Ms. Rysell provided a status update on the voter file database project. The voter database project is still in process and a final update will be provided at the October 9, 2020 meeting.

SPECIAL ORDERS: *Appointment of Audit Committee and Committee Chairperson:* A motion was made by Trustee DiGiacinto and seconded by Trustee Hopkins to appoint Trustees Holleb, Poulos and Suess to the audit committee and to appoint Trustee Holleb as the committee chairperson. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

EXECUTIVE DIRECTOR'S REPORT: *Review/Adopt – Municipal Reimbursement Policy:* Mr. White reviewed the municipal reimbursement policy and municipal reimbursement form with the Board. Trustee Cole recommended a minor correction to Section C Paragraph 6(c). A motion was made by Trustee Cole and seconded by Trustee Holleb to approve the municipal reimbursement policy as presented. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

August Update: Mr. White reviewed his August Update with the Board. The August Update will be published on the Fund's Facebook and LinkedIn pages for public review.

Strategic Plan: Discussion – Board of Trustees Meeting Agenda Item Plan: Mr. White reviewed a memorandum dated September 11, 2020 regarding the “Transition Board of Trustee Meeting Agenda Item Plan” with the Board. Additional items may be added as circumstances determine. All questions were answered by Mr. White.

Strategic Plan: Discussion/Approval – Asset Transition Planning Group: Mr. White reviewed a memorandum dated September 11, 2020 regarding the “Consolidation of Assets – Transition Planning Group” with the Board. Trustees provided feedback to Mr. White for consideration. All questions were answered by Mr. White. A motion was made by Trustee Hopkins and seconded by Trustee Cole to authorize the Executive Director to develop the membership, structure, budget, and schedule for the transition of assets planning group for the Transition Board of Trustees to consider at the October 9, 2020 regular meeting. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

GENERAL COUNSEL’S REPORT: *Review/Adopt – Ethics Policy:* Attorney Reimer informed the Board that the Ethics Policy is being prepared for Board review at a future meeting.

Selection of Ethics Officer Position: The selection of the Ethics Officer position will be discussed at a future meeting.

A motion was made by Trustee Prochaska and seconded by Trustee Poulos to table the Ethics Policy and Ethics Officer position to the October 9, 2020 Board Meeting. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos, Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

OLD BUSINESS: There was nothing outstanding to discuss.

NEW BUSINESS: There were no new business items to discuss.

The Board took a moment to commemorate the anniversary of the September 11, 2001 tragedy.

PUBLIC COMMENT: There were no comments from the public.

ADJOURNMENT: With no further business to discuss, a motion was made by Trustee Inman and seconded by Trustee Poulos to adjourn the meeting at 11:46 a.m. Motion carried unanimously by roll call vote.

AYES: Trustees Curry, Hopkins, DiGiacinto, Holleb, Prochaska, Poulos Inman, and Cole
NAYS: None
ABSENT: Trustee Suess

Approved by:



Shawn Curry, Chairperson



Andrea DiGiacinto, Secretary

Date Approved by the Board of Trustees: October 9, 2020

The next Board meeting of the Illinois Police Officers' Pension Investment Fund will be held on Friday, October 9, 2020 at 9:00 a.m. via the Zoom Digital Platform.