



**MINUTES  
VILLAGE OF GLENCOE  
POLICE PENSION FUND BOARD**

Village Hall Conference Room  
675 Village Court  
Wednesday, July 24, 2019 – 7:03 a.m.

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 7:04 a.m.

**2. ROLL CALL**

The following were present:

Michael Neimark, President  
James Franke, Trustee  
Alan Kebby, Trustee  
Peter Neville, Trustee

The following were also present:

Nikki Larson, Finance Director  
Denise Joseph, Assistant Finance Director  
Julie Tappendorf, Pension Board Attorney, Ancel Glink  
Kelly Weller, Managing Director - Client Services, Great Lakes Advisors, LLC  
Bruce Ebel, Director – Client Portfolio Manager, Great Lakes Advisors, LLC

The following were not present:

Eric Birkenstein, Trustee

**3. PUBLIC COMMENT**

There were no public comments.

**4. CLOSED SESSION**

At 7:21 a.m., Trustee Neville motioned, seconded by Trustee Franke, to convene into closed session pursuant to Illinois Open Meetings Act section 2(c)(11) for the purpose of discussing pending litigation. The motion was approved unanimously.

**5. APPROVAL OF APRIL 24, 2019 MINUTES**

Trustee Neville moved, seconded by Trustee Franke, to approve the minutes for the April 24, 2019 meeting. The motion was approved unanimously.

**6. ATTORNEY UPDATE**

There was no update.

**7. REVIEW FINANCIAL ACTIVITY WITH GREAT LAKES ADVISORS**

Mr. Ebel began his presentation of the portfolio summary for the second quarter ending May 31, 2019, as well as a supplement for the portfolio through June 30, 2019. The portfolio balance finished the June 30, 2019 quarter at \$36.4M with over \$1.05M in dollar appreciation, representing a 2.90% net gain for the trailing quarter. Net year-to-date performance continues to be strong at 10.93%, with \$3.6M in dollar appreciation.

Year to date, account equities gained 16.6%. Generally, all equity asset classes have provided solid positive returns. Fixed income gained 6% for the same period. Emerging Market Debt was the best performing fixed income allocation, up 12.2%.

Mr. Weller stated that asset allocation and portfolio composition were materially in compliance with the Fund's current Investment Policy Statement and Illinois Complied Statutes (ILCS) guidelines. Estimated total annual direct Great Lakes Advisor fees and annual indirect investment expense are 0.47%.

Following discussion by the Board, this concluded Great Lakes report.

**8. REVIEW QUARTERLY PAYMENTS AND DISBURSEMENTS**

President Neimark presented the quarterly pension fund annuity payments in the amount of \$609,160.07 and quarterly account payments in the amount of \$149,425.57.

Trustee Franke moved, seconded by Trustee Neville, to approve the second quarter payments and disbursements. The motion was approved unanimously.

**9. CONSIDERATION OF PERSONNEL REPORT**

President Neimark presented the Personnel Report which included new hires, terminations, retirements and other personnel related activity having an impact on the Police Pension Fund. Finance Director Larson stated that the report included initial pension calculation for retiree Lee Weinzimmer, retirement effective July 17, 2019 with an initial monthly benefit in the amount of \$8,936.19 and retiree Michael Neimark, retirement effective July 31, 2019 with an initial monthly benefit in the amount of \$8,753.77. In addition, included in the report was an updated report on retiree Thomas Bak's QILDRO, which has been ongoing.

The attached report included activity from April 2019 to July 2019.

Trustee Neville moved, seconded by Trustee Franke, to accept the report as presented. The motion was approved unanimously.

**10. CONSIDERATION OF PENSION CONTRIBUTION POLICY AND FORMS FOR LEAVES OF ABSENCE**

President Neimark stated that the Pension Board did not have a policy in place on how to handle missed contributions while a public safety officer enters a period which is unpaid and cannot contribute to the pension fund. This typically occurs during an unpaid suspension, furlough day or any other unpaid leave of absence from work.

The policy defines the manner in which the Village of Glencoe Police Pension Board accounts for breaks in service that are more than two days but less than 60 days and provides officers the option to allow the Village to recuperate missed contributions through payroll deduction, once reinstated. This program will function on an opt-in basis for each officer.

Trustee Neville moved, seconded by Trustee Franke, to accept the Pension Contribution Policy and the Waiver and Deduction Authorization Forms as presented. The motion was approved unanimously. A copy of this policy is attached.

**11. CONSIDERATION OF INVESTMENT MANAGEMENT & CUSTODIAL SERVICES RFP - DRAFT**

Assistant Finance Director Joseph presented the Board with the Draft Investment Management and Custodial Services Request for Proposals (RFP). The RFP is anticipated to be issued July 29, 2019 with proposals due September 13, 2019 and awarded October 23, 2019. If needed, a special meeting will be scheduled to discuss the proposal and asked the Board to provide feedback before the next Police Pension Board meeting.

Finance Director Larson asked the Board if they would like to establish a sub-committee to review the proposals. The Board stated that they would prefer reviewing the proposals as a group at the next Pension Board meeting.

Trustee Neville moved, seconded by Trustee Franke, to accept the Investment Management & Custodial Services RFP as drafted. The motion was approved unanimously.

**12. CONSIDERATION OF SPECIAL ELECTION**

President Neimark stated that he is resigning as President of the Pension Fund due to his retirement. A special election will be held to allow Public Safety Officers for the next three 24-hours periods to cast their vote.

Trustee Neville moved, seconded by Trustee Kebby, to accept the Special Election. The motion was approved unanimously.

**13. OTHER BUSINESS**

There were no other items for discussion.

**14. ADJOURNMENT**

There being no further business to come before the Police Pension Fund Board, Trustee Neville moved, seconded by Trustee Franke, to adjourn the meeting at 8:30a.m. The motion was approved unanimously.

Approved by: \_\_\_\_\_ Date: 10/23/19

Trustee Name: James Franke



# VILLAGE OF GLENCOE MEMORANDUM

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**DATE:** July 19, 2019  
**TO:** Glencoe Police Pension Board  
**FROM:** Nikki Larson, Finance Director  
**SUBJECT:** Consideration of Personnel Report - Quarter 2

This report includes any new hires, terminations, retirements and other personnel related activity having an impact on the Police Pension Fund from April 2019 to July 2019. The Board will be asked to accept this report as presented by staff.

**New Hires:**

None

**Terminations / Resignations:**

None

**Retirements:**

Lee Weinzimmer | Retirement effective 7/17/19

Michael Neimark | Retirement effective 7/31/19

**Deaths:**

None

**Refunds:**

None

**Disability Pension Option Conversion:**

None

**QILDRO:**

Retiree Thomas Bak - *Filed* by Janice Bak



# VILLAGE OF GLENCOE

## PUBLIC SAFETY DEPARTMENT

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### **VILLAGE OF GLENCOE POLICE PENSION FUND** **POLICY ON BREAKS IN SERVICE**

#### I. INTRODUCTION

The purpose of this policy statement is to define the manner in which the Village of Glencoe Police Pension Board accounts for breaks in service that are more than 2 days but less than 60 days.

#### II. SCOPE

This Policy applies to the Village of Glencoe Police Pension Fund in which the Village of Glencoe's sworn public safety officers are enrolled.

#### II. DEFINITIONS

**Creditable Service** – The amount of time in which a public safety officer is given credit for employment as a public safety officer. This number provides the basis for a retirement pension.

**Break in Service** – Any period during which an officer may go unpaid due to a suspension, furlough, or any other unpaid leave of absence.

**Required Contributions** – The percentage of salary that is required to be contributed to the Village of Glencoe Police Pension Fund to maintain creditable service in accordance with Illinois Compiled Statutes.

#### IV. POLICY

In accordance with 40 ILCS 5/3-110 (a), the Village of Glencoe Police Pension Board will accept as creditable service for each officer, periods of service for periods of time in which an officer goes unpaid, between two (2) and sixty (60) days, so long as all applicable employee contributions are paid to the Pension Fund in accordance with all other applicable provisions under Article 3 of the Illinois Pension Code.

To comply with this policy, all officers shall complete the continuity of creditable service waiver and select one of two available options:

The first option ***shall direct*** the Village of Glencoe Finance Department to collect any required contribution that should have been contributed during a break in service from a public safety officer's next active payroll check or direct deposit. Any contribution collected in this manner shall be paid into the pension fund in accordance with established policies and procedures for all other contribution withholdings. This contribution shall serve to preserve the officers creditable service during the time period of the service break. At the time of collection, repayment must be rescheduled in such a manner that the officer's regular payroll check or direct deposit will not be less than the minimum paycheck as established by Illinois Compiled Statutes.

The second option ***shall prohibit*** the collection of any required contribution that should have been contributed during a break in service from a public safety officer's next active payroll. If this option is selected by the officer, that officer will not be credited for service time unless pension contributions are paid outside of the Village payroll system. The officer may, at his or her option, address the Village of Glencoe Police Pension Board to purchase the break in service time in the future; however, the missing contributions may be repaid with appropriate interest in accordance with Illinois Compiled Statutes. If approved, the method of repayment (*through the Village payroll system or via manual payment*) may be mutually agreed upon between the officer and Village of Glencoe Police Pension Board.

In order for any eligible unpaid break in service time to be included in the creditable service calculation for pension purposes, all contributions must be paid into the Police Pension Fund prior to the public safety officers' (a) termination or (b) application for a retirement pension of any kind. If the contribution that is required or elected has not been paid in full within the required time, the creditable service shall be prorated to an amount of time proportionate to the amount of contribution that has been paid. Any breaks in service in excess of sixty (60) days must be presented to the Village of Glencoe Police Pension Board to request consideration for an agreement to repurchase lost service credit.

If the public safety officer dies in service before payment in full has been made and before expiration of repayment, or the Village of Glencoe payroll withholding period, the surviving spouse of the police officer may elect to pay into the fund the amount on the public safety officer's behalf within 6 months after the date of death, in which case the creditable service shall be granted as though the deceased officer had paid the remaining balance on the day before the date of death.

## V. FUTURE AMENDMENTS

If, in the opinion of the Village of Glencoe Police Pension Board President, or the Fund's Treasurer, conditions change to such an extent so as to alter the effectiveness of this policy statement, such changed circumstances shall be brought to the attention of the Village of Glencoe Police Pension Board for their consideration and review.

VI. EFFECTIVE DATE

This policy shall be effective immediately upon approval by the Glencoe Police Pension Board of Trustees.

VII. APPROVAL

\_\_\_\_\_  
Village of Glencoe Police Pension Board President

\_\_\_\_\_  
Date

*Last Revised: July 24, 2019*



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### VILLAGE OF GLENCOE POLICE PENSION FUND CONTINUITY OF CREDITABLE SERVICE WAIVER

This form provides instructions to the Village of Glencoe for the deduction of pension contributions during any potential breaks in creditable service to the Police Pension Fund.

Please select an option below and fill in your name and signature.

**OPTION 1:** Pursuant to State Statute, this waiver gives my full permission for the Village of Glencoe to continue appropriate creditable service contributions from my salary for deposit into the Glencoe Police Pension Fund. I understand and agree with the contributions to be appropriately withdrawn even during breaks in service for more than 2 days (16 hours) and less than 60 days in duration for any reason. If I have a break in service in excess of 60 days, I will address the Police Pension Fund Board of Trustees to examine my options of purchasing lost time contributions if I deem appropriate.

**OPTION 2:** I do not allow the Village of Glencoe to withdrawal Statute required Police Pension Fund contributions from my salary during breaks in service. I have the option to address the Police Pension Fund Board of Trustees to purchase the break in service time in the future; however, the missing contributions may be repaid with appropriate interest. If I have a break in service in excess of 60 days, I will address the Police Pension Fund Board of Trustees to examine my options of purchasing lost time contributions if I deem appropriate.

This agreement can only be revoked in writing to the Glencoe Police Pension Board of Trustees.

\_\_\_\_\_  
Member Name

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

*Please return to the Village of Glencoe Finance Department*





# VILLAGE OF GLENCOE

## PUBLIC SAFETY DEPARTMENT

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### **VILLAGE OF GLENCOE POLICE PENSION FUND DEDUCTION AUTHORIZATION**

Pursuant to State Statute, this waiver gives my full permission for the Village of Glencoe to deduct creditable service contributions in the amount of **\$796.60** from my retirement annuity for deposit into the Glencoe Police Pension Fund. I understand and agree that this contribution is required to repay the Fund for a prior break in service that occurred from September 27, 2000 through October 16, 2000, and accounts for any interest that would have otherwise accrued from the time of the break in service through my retirement date of July 17, 2019.

This agreement can only be revoked in writing to the Glencoe Police Pension Board of Trustees.

#### **ACCEPTED BY THE MEMBER:**

\_\_\_\_\_  
Member Name

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

#### **APPROVED BY THE VILLAGE OF GLENCOE POLICE PENSION BOARD:**

\_\_\_\_\_  
Pension Board President

\_\_\_\_\_  
Pension Board President Signature

\_\_\_\_\_  
Date

*Please return to the Village of Glencoe Finance Department*