



WEST CHICAGO FIRE PROTECTION DISTRICT

Pension Board

200 Fremont Street, West Chicago, Illinois 60185 (630) 231-2123 Fax (630) 231-2122

Minutes of the Special Meeting
of the West Chicago Fire Protection Districts'
Pension Fund Board held on Friday, August 9, 2019
at 200 Fremont St, West Chicago, IL

The special meeting was called to order at 9:00 a.m. by President Andy Maxwell.

Roll call showed Trustee Charles Bratcher, Trustee Bob Hodge, Trustee Andy Maxwell and Trustee Pat Murphy present. *Trustee Justin Ukleja was absent.*

Also present was Attorney Carolyn Clifford from Ottosen Britz Kelly Cooper Gilbert & Dinolfo, LTD., Allison Barrett from Lauterbach & Amen and the Pension Fund's Administrative Assistant Joy Edminson.

Public Comments: No comments

Unfinished Business:

A. IRS – 2017 Taxes Update:

Trustee Maxwell shared that the IRS finally shows that \$0.00 is the amount owed from the 2017 tax period. Andy and Allison Barrett (Lauterbach & Amen) explained to the Board that some of the pensioners have received letters from the IRS stating that they owe more taxes. Ms. Barrett mailed out a letter to the pensioners, as well as a "For My Response to the IRS" packet which included: a copy of the letter, a copy of Mueller & Co. letter to the IRS and a copy of all five of the pensioner's 1099-Rs issued for 2017. The verbiage in the letter and the attachments were selected based on direction from the IRS agent assigned to this case.

B. Review / Approval / of Engagement Letters:

i. Lauterbach & Amen Actuary:

- Annual Independent Audit FYE May 31, 2019:
Allison Barrett presented the engagement letter for the annual audit FYE May 31, 2019 only. After discussion, the Board approved Lauterbach & Amen to continue preparing the 2019 annual audit and to request a proposal from Sikich FYE May 31, 2020 and forward.
- Accounting Services FYE May 31, 2020 and forward:
Accounting services proposal was presented by Allison Barrett. Ms. Barrett outlined the services included, as well as a sample monthly financial report and the costs for the service. After discussion the Board approved proposal.

Trustee Hodge made a motion to accept the Annual Audit FYE 2019 and the Accounting Services proposal FYE 2020 and forward, as presented by Lauterbach & Amen. Motion was seconded by Trustee Murphy. The motion passed by the following roll call vote:

Trustee Hodge - Aye	Trustee Murphy - Aye	Trustee Maxwell - Aye
Trustee Bratcher - Aye	Trustee Ukleja – Absent	

ii. Sikich:

- A proposal from Sikich for the Annual Independent Audit FYE May 31, 2019 was presented by Trustee Maxwell. Since the Board decided to have Lauterbach & Amen continue FYE 2019, Maxwell will request a new engagement letter as it gets closer to 2020 to have them begin auditing services as of FYE May 31, 2020. Discussion had on requesting a reduction in cost from Sikich as they are also doing the audit for the District.

C. Review/Update/Possible Action – Rules & Regulations:

Attorney Carolyn Clifford led the Board through sections 1.01 through 1.07 of the proposed draft Board Rules. The Board and Clifford reviewed section by section making changes as needed. The Board will call another special meeting to continue to review.

New Business:

A. Employee Contribution Discrepancies:

Documents showing employee contribution discrepancies as found by Lauterbach & Amen were shared with the Board. The District's payroll records on employee contributions does not match up to the DOI Annual Statement's employee contributions. After discussion, it was decided that Allison Barrett will contact the District accountant, James Howard, to check the District's contribution figures. Ms. Barrett will then contact Ed McCormick of Mueller & Co. to be sure he enters the same figures on the IDOI statement FYE 2019. Barrett will give an update at the October meeting.

Closed Session: None needed

Adjournment:

Trustee Bratcher made a motion to adjourn, seconded by Trustee Hodge. Motion passed by voice vote. Special Meeting Adjourned at 10:58 a.m.

Next regular meeting:

The next regular meeting will be held on Monday, October 21, 2019 at 9:00 a.m. at Station #6 (200 Fremont Street, West Chicago, IL).

Respectfully submitted;



Charles Bratcher
Pension Fund Secretary

Minutes prepared by Joy Edminson, Administrative Assistant.

Minutes approved by the Board of Trustees at its meeting held on 8-21-2019 2019.