

**MINUTES OF REGULAR MEETING
CITY OF HIGHLAND
POLICE PENSION BOARD**

**HIGHLAND POLICE DEPARTMENT – TELEPHONIC MEETING
THURSDAY, OCTOBER 15, 2020
8:15 AM**

Meeting Roll Call: Bonnie McGinley, Keith Haberer, Brad Sutton, Chris Flake and Darren Twyford.

In attendance Busy Bank, Gail Washenko, Chris Jordan, & Kelly Korte (City Treasurer)

Call meeting to Order: 8:16 AM October 15, 2020

Approve the minutes of July 16, 2020 meeting – Motion to approve by Bonnie McGinley with a correction (Review investment paragraph – City Attorney is Mike McGinley not Kevin McGinley).

Seconded: Keith Haberer. All in favor. No Nays. Motion carried

Allow the people from the public to address the board – no comments

Review the Fund Assets as of October 1, 2020 – Busey Bank addressed the board. Chris Jordan discussed the investment management expenses. Jordan went over the account profile on page 4. *Busey Performance Review will be saved in electronic file.* Darren would like to see a preview of funds for previous 6 months/ 1 year for a benchmark to compare. Chris Jordan stated that they can show us market value at beginning of the year and provide historical value. Darren asked for this to be included into portfolio going forward.

Discussion/Approval of bank fees for Busey Bank and possible termination of services – Original contract included payment of beneficiaries (writing of checks) and was a selling point. Darren is requesting something in return for not writing checks. Gail will go back and see what they can do and get a possible reduction and get answers for the pension board.

Discussion/Approval of City of Highland providing payroll services and bill paying services – Proposal from FCB Bank. Darren would like to wait until we hear back from Busey Bank and was seconded by Bonnie. Kelly discussed the city's contract with FCB. Kelly would need to hear back before the council meeting in November by November 1st and to get a new payroll employee trained. Motion to make decision to go with Busey, FCB or City of Highland and get the response to Kelly by November 1st. All in favor. No Nays. Motion carried.

Education training update – Darren gave Kelly document to say we were in good standing for training. Need a certificate from Mark McKinney for 32 hours of training. Basic 32-hour course within this last fiscal year July 2019. Need to pay for training for Chris Flake and Brad Sutton to take 32-hour course. Kelly stated that training requirements were reduced to 16 hours and has to be done within 18 months of joining the pension board. 4 hours of training have to be completed for consolidation/transition training by every board member before the transition takes place.

Approve Pension amounts for beneficiaries for January 2021 – Approved pension payment for Gary Sellers, Randy Riggs, Brenna Bell, Keith Haberer, Bradley Sherman, David Seefeldt, Deborah Greeve, Joseph Michaelis, Scott Manville, Darren Twyford, Tommy Anglin, Lena Oney, Kathleen Lohman, Randy Lauer, Larry Gilbert, Dawn Counts. Kelly will sign and Darren will also sign. Motion to approve beneficiaries. Seconded: Haberer. All in favor. No Nays. Motion carried. (see Attached)

Approve the pension benefit request for Carl Schlarmann – Motion to approve pension benefit request by Bonnie. Seconded: Darren Twyford. All in favor. No Nays. Motion carried. *Work sheet will be included in saved file.* (see Attached)

Affirm the approval of the IPPFA Dues – \$795.00 are the dues. Darren made a motion to affirm the approval of the IPPFA dues. Seconded: Keith Haberer. All in favor. No nays. Motion carried.

Discuss and approve the actuarial – Darren and Kelly have not heard anything from the Nick Meggos at Nyhart. Kelly will reach out to Nick. Darren made a motion to review and approve the amount via email vote or meeting to our approval.

Discuss the new elected officer to the Board, Officer Chris Flake and Officer Brad Sutton – Officers will work on training requirements.

Set the Officers of the board – Darren Twyford (President), Keith Haberer (Vice President), Brad Sutton(Secretary), Chris Flake (Assistant Secretary). All agreed.

Discuss and approve the DOI Pension Filing – Kelly will submit the audit to the council meeting. Kelly will send everything out for final review and send it to the department of insurance.

Update on transition of pension files to electronic form and storage of files – Darren had everything electronically before he left the police department. All items are in there electronically but it needs to be organized. Chris discussed the Share Point system that HCS has.

Set the meeting date for next year – January 21st, April 15th, July 15th, October 21st. Kelly will give to Lana to make public in the Pioneer.

No other business pending a motion to adjourn was made by Keith Haberer. Seconded: Bonnie McGinley All in favor. No nays.

(for complete details refer to the audio recording of this meeting)