

BREMEN TOWNSHIP TRUSTEES OF SCHOOLS
REGULAR QUARTERLY MEETING

April 5, 2021

5:34 P.M.

A Regular Quarterly Meeting of the Trustees of Schools, Township 36 North, Range 13 East, Cook County, Illinois was held at 5:34 p.m. on April 5, 2021, at Tinley Park High School, IMC, 6111 West 175th Street, Tinley Park, Illinois.

1. Call Meeting to Order

Ms. Moslander called the meeting to order at 5:34 p.m.

2. Pledge of Allegiance

Ms. Moslander asked everyone to stand for the Pledge of Allegiance.

3. Roll Call

On roll call the following Officers and Members responded present:

Tina M. Moslander	President and Member
Joanne Keilman	Vice-President and Member
Evelyn Gleason	Secretary and Member
Kathy Taylor	Member
Darlene Washington	Member
Joseph J. McDonnell	Treasurer and Ex-Officio Clerk

Absent: Ms. Nancy Hullinger, Mr. Michael T. Humphrey

4. Introduction of Mr. Robert A. Grossi, Bremen Township School Treasurer, effective July 1, 2021

Ms. Moslander welcomed Mr. Grossi to his new position effective July 1, 2021. Mr. Grossi stated that he is very excited to start this new chapter in his life and looks forward to the opportunity. Mr. Grossi mentioned that he has had several conversations with Mr. McDonnell and that they are currently putting together the transition process. Mr. McDonnell mentioned that Mr. Grossi will be available for most of the month of June and that they do not anticipate any issues with the transition process.

5. Approval of Minutes

Ms. Washington made a motion to approve the minutes of January 4, 2021 – Regular Quarterly Meeting, seconded by Ms. Taylor. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington
ABSTAIN: None
NAYES: None
ABSENT: Hullinger, Humphrey

Motion carried 5-0

Ms. Keilman made a motion to approve the minutes of February 17, 2021 – Special Meeting, seconded by Ms. Gleason. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington
ABSTAIN: None
NAYES: None
ABSENT: Hullinger, Humphrey

Motion carried 5-0

Ms. Taylor made a motion to approve the minutes of February 17, 2021 – Executive Session Meeting, seconded by Ms. Gleason. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington
ABSTAIN: None
NAYES: None
ABSENT: Hullinger, Humphrey

Motion carried 5-0

6. Recognition of Public

Ms. Moslander asked if there were any members of the public that would like to address the Board. After receiving no response, Ms. Moslander proceeded with the agenda.

7. Approval of Treasurer's General Surety Bond for Upcoming Two-Year Period Beginning July 1, 2021 and Ending June 30, 2023

Mr. McDonnell mentioned that this is the Treasurer's General Surety Bond that is approved every two years and corresponds with the Treasurer's employment contract. This General Surety Bond covers the estimated total pooled funds under management at that time. Mr. McDonnell presented a formula that has historically been used as a guideline in determining the estimated amount of funds needed to be covered by the surety bond. Mr. McDonnell explained the formula as presented.

Ms. Keilman made a motion to approve the Treasurer's General Surety Bond for the upcoming two-year period beginning July 1, 2021 and ending June 30, 2023 in the amount of \$17,000,000 dollars, seconded by Ms. Taylor. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington
ABSTAIN: None

NAYES: None
ABSENT: Hullinger, Humphrey

Motion carried 5-0

8. Approval of Surety Bonds for All Bremen Township School Districts Issuing Bonds During Fiscal Year Ending June 30, 2022 and Delegation to the Bremen Township School Treasurer to Obtain those Surety Bonds

Ms. Taylor made a motion to approve the surety bonds for all Bremen Township School Districts issuing bonds during fiscal year ending June 30, 2022 and delegation to the Bremen Township School Treasurer to obtain those surety bonds, seconded by Ms. Gleason. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington
ABSTAIN: None
NAYES: None
ABSENT: Hullinger, Humphrey

Motion carried 5-0

9. Treasurer's Report

Mr. McDonnell presented to the Board for approval the monthly bank cash balances, investment details by type of investment and a detailed listing of all investments in the portfolio for the periods ending December 31, 2020 thru February 28, 2021. Mr. McDonnell also presented to the Board for approval the Treasurer's Office Statement of Expenditures for the periods ending December 31, 2020 thru February 28, 2021.

Mr. McDonnell reviewed the cash balances for each month and mentioned the changes in balances primarily represent normal spend down of funds until the first installment of property tax receipts begin to be received in February. Mr. McDonnell mentioned that the majority of funds continue to be held in short-term investments, primarily due to current market rate conditions, as a result of the impact of the COVID-19 pandemic on the economy and near zero percent short-term interest rates.

Mr. McDonnell reviewed the investment details of the pooled funds and explained the various types of investments. Mr. McDonnell stated that interest earnings on the pooled funds will continue to decrease, as market rates decline in response to actions taken by the Fed. Mr. McDonnell mentioned that he continues to look at School District bond issues, which tend to offer higher interest rate yields. Currently, the pooled funds have performed well in comparison to other indices, as represented in the monthly average yield graph presented to the Board.

Mr. McDonnell also discussed the Statement of Expenditures as presented for the periods ending December 31, 2020 thru February 28, 2021. Mr. McDonnell stated that expenditures were under budget as of the end of February.

Mr. McDonnell reviewed the Treasurer's Office Expense allocation for the 2020/2021

fiscal year and explained how the allocation is calculated. Mr. McDonnell mentioned that he continued to add to the contingency fund for the third year in a row. This contingency fund was established for future retirement costs to be incurred by the Treasurer's Office. The contingency is noted on the bottom of Attachment 2. Mr. McDonnell stated that the accumulated contingency fund balance is \$160,000. Mr. McDonnell also reviewed the Annual Statement of Operations for 2019/2020 and the allocation of interest earnings for January 1, 2020 thru June 30, 2020.

Under other items, Mr. McDonnell mentioned that the annual Statement of Economic Interest filings are due May 1, 2021. Trustees need to make sure that both Trustees of Schools and their respective School Board Member positions are included on the Statement of Economic Interests form.

Ms. Gleason made a motion to approve the Treasurer's report as presented, seconded by Ms. Washington. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington

ABSTAIN: None

NAYES: None

ABSENT: Hullinger, Humphrey

Motion carried 5-0

10. Examination of the Books and Records for the Fiscal Year Ended June 30, 2020 and Acceptance of Annual Audit as prepared by the Auditing Firm of Wipfli, LLP

Mr. McDonnell presented to the Board for approval the annual audit of the Township School Treasurer's Office for the Fiscal Year Ended June 30, 2020. Mr. McDonnell stated that there were no audit findings during the year and that the auditors issued an unqualified opinion on the financial statements. Mr. McDonnell reviewed several pages within the annual audit report.

Ms. Taylor made a motion to approve the examination of the books and records of the Township School Treasurer's Office for the Fiscal Year Ended June 30, 2020 and acceptance of the annual audit as prepared by the auditing firm of Wipfli, LLP, seconded by Ms. Gleason. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington

ABSTAIN: None

NAYES: None

ABSENT: Hullinger, Humphrey

Motion carried 5-0

11. Annual Investment Report Presentation

Mr. McDonnell presented to the Board the Annual Investment Report for the fiscal year ended June 30, 2020. Mr. McDonnell highlighted several areas regarding interest earnings, return on investment, Federal Reserve actions on the Fed Funds Rate, current investment

portfolio strategy and historical trend analysis. Mr. McDonnell stated that this Annual Investment Report will be posted on our website.

12. Approval of Intergovernmental Exclusive Use Agreement with Bremen Community High School District #228 for the Township School Treasurer's Office

Mr. McDonnell mentioned that this is a five-year lease agreement with Bremen Community High School District #228 for the Township School Treasurer's Office space within Tinley Park High School. Mr. McDonnell explained that the rent increase over the next five years is based on historical CPI figures as provided in the attachment to the lease agreement.

Ms. Gleason made a motion to approve the intergovernmental exclusive use agreement with Bremen Community High School District #228 for the Township School Treasurer's Office, seconded by Ms. Keilman. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington

ABSTAIN: None

NAYES: None

ABSENT: Hullinger, Humphrey

Motion carried 5-0

13. Approval of Commercial Insurance Proposal from Lucas Insurance Service Group, Inc.

Mr. McDonnell presented to the Board for approval the Commercial Insurance Proposal from Lucas Insurance Services Group, Inc. and mentioned that there was a slight increase versus last year. Ms. Taylor made a motion to approve the Commercial Insurance Proposal from Lucas Insurance Services Group, Inc., seconded by Ms. Gleason. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington

ABSTAIN: None

NAYES: None

ABSENT: Hullinger, Humphrey

Motion carried 5-0

14. Approval of 2021/2022 Preliminary Budget for Township School Treasurer's Office

Mr. McDonnell presented to the Board for approval the 2021/2022 Preliminary Budget for the Township School Treasurer's Office. Mr. McDonnell explained the overall budget process and discussed several line items that increased or decreased versus the projected actual expenditures for the current fiscal year. Mr. McDonnell also mentioned that the actual expenditures for the current fiscal year are projected to be under budget.

Ms. Keilman made a motion to approve the 2021/2022 Preliminary Budget for the Township School Treasurer's Office as presented, seconded by Ms. Gleason. Members voted as follows:

AYES: Moslander, Keilman, Gleason, Taylor, Washington
ABSTAIN: None
NAYES: None
ABSENT: Hullinger, Humphrey

Motion carried 5-0

15. Old Business

There being no old business, Ms. Moslander proceeded with the agenda.

16. New Business

Ms. Gleason presented and read aloud, a Resolution (copy attached) on behalf of the Board of Trustees to honor Mr. McDonnell on his various accomplishments as Bremen Township School Treasurer and their gratitude for his service over the past 26 years. Ms. Keilman made a motion to approve the Resolution in honor of Mr. McDonnell, seconded by Ms. Taylor. Motion carried all "Ayes".

Mr. McDonnell thanked the Board for their thoughtfulness and greatly appreciates the acknowledgement. Mr. McDonnell gave a brief history of what the Treasurer's Office has accomplished and thanked all his staff members for contributing in the success of the office over the past 26 years.

Ms. Moslander noted the upcoming 2021/2022 Trustee Board Meeting Schedule.

17. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Taylor, seconded by Ms. Gleason. Motion carried all "Ayes".

Ms. Moslander declared the meeting adjourned at 6:56 p.m.

Tina M. Moslander, President

Joseph J. McDonnell, Clerk