

Metropolitan Water Reclamation District Retirement Fund

Minutes Executive Session Board of Trustees September 27, 2017

Meeting: September 27, 2017
Called to order: 10:25 A.M
Place: Board Room, 100 E. Erie St., Chicago, IL
Presiding: Mr. Joseph F. Kennedy, President

	<u>Present</u>
Trustees:	
Joseph F. Kennedy, President	X
Robert T. Regan, Vice-President	X
Hon. Mariyana Spyropoulos, Secretary	X
Hon. Barbara J. McGowan	X
John P. Dalton, Jr.	X
Stephen J. Carmody	X
Kathleen T. M Meany	X
Staff present:	
Susan A. Boutin, Executive Director	
Mary Wilson	
Ksenija Hrvojevic	

Discussion:

Potential Litigation

The Trustees met in executive session for purposes authorized by the Illinois Open Meetings Act (5 ILCS 120/1 et seq) to discuss potential litigation in accordance with 5 ILCS 120/2(c)(11) and to Consider Employment and Compensation Matters for Assistant Benefits Analyst and Financial Analyst Positions in accordance with 5 ILCS 120/2(c)(1).

Ms. Boutin discussed a legal opinion from the Fund's attorney, Anita Tanay regarding the retirement of Irena Lyubkina on September 25, 2017. Prior to her retirement, Ms. Lyubkina was on OD, which began on July 11, 2017 with diagnoses that indicated an impaired ability to make decisions and the concern that Ms. Lyubkina resigned from the District effective October 1, 2017, a decision which is irrevocable. Trustees discussed the issues related to this decision regarding her annuity and health insurance benefits and the concern that she may not be competent to sign retirement documents.

Trustees instructed staff to reach out to Ms. Lyubkina's and her husband and explain their concerns and to inform them that they need to get guardianship from a court or a letter from a psychiatrist or psychologist to say that Ms. Lyubkina is competent. The Trustees discussed that they would consider an extension of her OD, if necessary.

Assistant Benefits Analyst Position

Ms. Wilson informed the Trustees about the procedures and process to post the Assistant Benefits Analyst position for the Retirement Fund due to the retirement of Jean Sivils on May 31, 2017. Discussion followed regarding where the position was posted, the number of candidates who responded, as well as the testing and interview process. Following a discussion regarding the scores, which were independently evaluated by Mary Wilson and Ksenija Hrvojevic, Ms. Wilson made a recommendation to hire Debra Kozlowski, who has worked at the Fund for six years in the Office Services Assistant position. Ms. Wilson responded to questions from the Trustees.

Financial Analyst Position

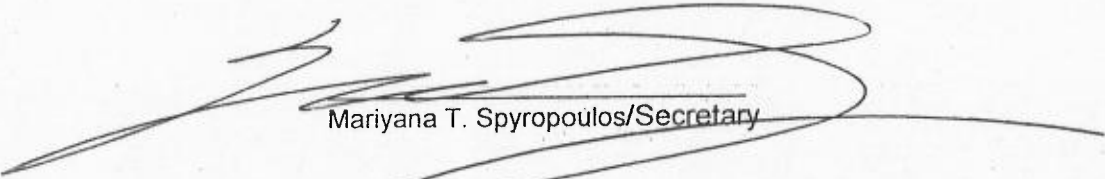
Ms. Boutin informed the Trustees that the Financial Analyst position was posted on June 21, 2017 due to George Kirie's retirement on May 31, 2017. A discussion followed regarding where the position was posted, how many candidates responded and the number of people who were determined to have the necessary experience for the position. Ms. Boutin explained the testing and interview process. She informed the Trustees that Mary Wilson, Sue Boutin and our Investment Consultant, Kweku Obed interviewed the top candidates. Applicants were independently evaluated by both staff members. Based on their evaluation, a recommendation was made to hire Brian Gillespie due to his work experience, test and interview results and overall score.

Ms. Spyropoulos made a motion, seconded by Ms. Meany to exit the Executive Session. The motion was approved by roll call vote.

Adjournment:

Mr. Kennedy adjourned the meeting at 11:27 A.M.

Respectfully submitted,



Mariyana T. Spyropoulos/Secretary

Prepared by:

Susan A. Boutin
Susan A. Boutin/ Executive Director

Susan A. Boutin
Susan A. Boutin / Executive Director

Exhibit A

Executive Sessions/Closed Meetings Review

<u>Date</u>	<u>Minute</u>		<u>Disk</u>	<u>Paper</u>		<u>Discussion Topic:</u>
	<u>Approval</u>	<u>Minutes</u>		<u>Transcripts</u>	<u>Minutes</u>	
05/26/04	07/23/14	x	No	x		Litigation: Discussion on a legal claim by a former member, Derek Davis
10/27/04	07/23/14	x	No	x		Litigation: Fund's attorney answered questions & discussed the recommendations of the hearing officer regarding denial of an untimely OD application
11/17/04	07/23/14	x	No	x		Litigation: Discussion on the recommendations of the hearing officer in the matter of Diedre Wilson
12/15/04	07/23/14	x	No	x		Personnel Matter - Discussion regarding the salary upgrade for the Executive Director, Cynthia Kueter
05/25/05	07/23/14	x	No	x		Personnel Matter - Discussion regarding candidates to be consider for appt. as Trustee for vacancy of Tom O'Connor
12/14/05	07/23/14	x	No	x		Personnel Matter: RF Budget - Three position upgrades proposed in the 2006 budget and one additional upgrade proposed.
02/22/06	07/23/14	x	No	x		Personnel Matter - Salary increases for a few employees and the Executive Director retirement and methods of filling the position.
05/24/06	07/23/14	x	No	x		Personnel Matter - Error in the vacation time granted to Karen Baker in 2005. Elimination of Deputy Director position & addition of Supervising Benefits position
07/26/06	07/23/14	x	No	x		Personnel Matter - Supervising Benefits Analyst position interviews
09/27/06	07/23/14	x	No	x		Personnel Matter - Benefits Manager position interviews
11/15/06	07/23/14	x	No	x		Personnel Matter - Assistant Benefits Analyst position interviews
12/20/06	07/23/14	x	No	x		Personnel Matter - Trustees discussed the personnel pay grades for 2007
01/24/07	07/23/14	x	No	x		Personnel Matter - Office Services Assistant position interviews and Benefits Coordinator position pay grade & potential litigation of 2 OD cases, Ali & Wilson
03/28/07	07/23/14	x	No	x		Personnel Matter - Programmer position posting and pay grade
11/28/07	07/23/14	x	No	x		Personnel Matter - Patrick Pucher, Asst. Benefits Analyst resignaton
04/23/08	07/23/14	x	No	x		Personnel Matter - Supervising Financial Analyst, George Kirie
06/25/08	07/23/14	x	No	x		Personnel Matter - Supervising Financial Analyst follow-up.
01/27/10	07/23/14	x	x	x		Personnel Matter - Programmer performance issues.
04/28/10	07/23/14	x	x	x		Personnel Matter - Position Posting for IT Programmer Analyst
06/22/11	07/23/14	x	x	x		Personnel Matter - Independent Contractor Elizabeth Yourell
08/24/11	07/23/14	x	x	x		Request for a salary review for our Programmer Analyst position
11/20/13	07/23/14	x	x	x		Matter related to Tamara Jones & issues related to Gray & Co.
12/18/13	07/23/14	x	x	x		Personnel Matter: Discussion regarding information presented to Board at the November Board meeting
01/22/14	07/23/14	x	x	x		Personnel Matter: Request for a hearing and discovery from Tamara Jones' attorney.
02/18/14	07/23/14	x	x	x		Personnel Matter: Hearing regarding Tamara Jones termination
02/19/14	07/23/14	x	x	x		Personnel Matter: Discussion related to 2/18/14 hearing regarding Tamara Jones termination
03/19/14	07/23/14	x	x	x		Personnel Matter: Hearing regarding Tamara Jones termination
05/27/15	06/24/15	x	x	x		Litigation: Avon class action.
08/26/15	12/16/15	x	x	x		Litigation: ITT Educational Services
12/16/15	07/27/16	x	X	x		Semi-annual Review of the Minutes
05/24/16	07/27/16	x	x	x		Subrogation of ordinary disability benefits paid to Delores Ammons-Lewis
06/22/16	07/27/16	x	x	x		Delores Ammons-Lewis subrogation & payment of a no-spouse refund
07/27/16	12/21/16	x	x	x		Semi-annual Review of the Minutes
12/21/16	06/28/17	x	x	x		Semi-annual Review of the Minutes
06/28/17	12/13/17	x	x	x		Semi-annual Review of the Minutes
09/27/17	12/13/17	x	x	x		Personnel Matter - Retirement of Irena Lyubkina and the postiing of the Asst. Benefits Analyst and Financial Analyst positions
12/13/17						Semi-annual Review of the Minutes