

# Metropolitan Water Reclamation District Retirement Fund

## Minutes Executive Session Board of Trustees December 13, 2017

Meeting: #1139  
Called to Order: 11:49  
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	
John P. Dalton, Jr.	X
Stephen J. Carmody	X
Kathleen T. Meany	

Staff present: Susan A. Boutin, Executive Director

### Discussion:

#### Semi-Annual Review

The Trustees met in executive session for purposes authorized by the Illinois Open Meetings Act (5 ILCS 120/1 et seq) which requires a semi-annual review by the public body of all closed session minutes (5 ILCS 120/2.06(c)).

Pursuant to the requirements of the Illinois Open Meetings Act, (5 ILCS 120/2.06(c)), the Trustees reviewed the minutes of all closed session meetings to make a determination and report in open session that (1) the need for confidentiality still exists as to all or part of those minutes; or (2) that the minutes or portions thereof no longer require confidentiality and should be made available for public inspection .

The Trustees discussed whether minutes of closed session meetings stated on the attached schedule as Exhibit "A" should remain confidential.

#### Office Services Assistant Position

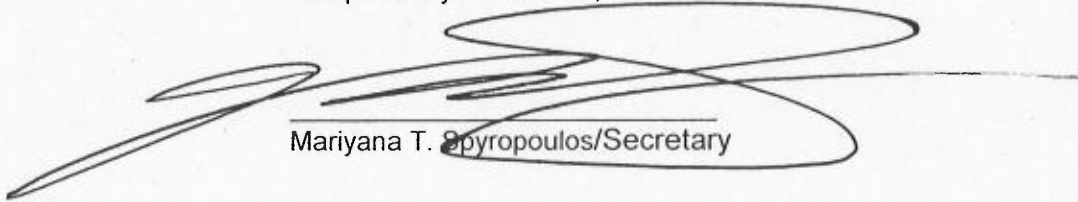
Ms. Hrvojevic informed the Trustees that the Office Services Assistant position was posted on October 4, 2017 due to the vacancy created by Debbie Kozlowski's promotion to Assistant Benefits Analyst on September 28, 2017. Discussion followed regarding the number of applicants, the testing process and the interviews which were held on November 28, 2017 and November 29, 2017. Following a discussion regarding the scores, which were independently evaluated by Susan Boutin and Ksenija Hrvojevic,

Ms. Hrvojevic made the recommendation to hire Sandra Hernandez at a TAM 11 step 1 salary of \$50,234.33 pending pre-employment screening. Her anticipated start date would be on or around January 16, 2018.

Adjournment:

Ms. Spyropoulos motion to adjourn, which was unanimously approved. Mr. Kennedy adjourned the meeting at 12:22 p.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

Approved: June 27, 2018

**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>Completed</u>	<u>Transcripts</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	<b>No</b>	<b>x</b>		Personnel Matter - Supervising Benefits Analyst position interviews
09/27/06	07/23/14	x	<b>No</b>	<b>x</b>		Personnel Matter - Benefits Manager position interviews
11/15/06	07/23/14	x	<b>No</b>	<b>x</b>		Personnel Matter - Assistant Benefits Analyst position interviews
12/20/06	07/23/14	x	<b>No</b>	<b>x</b>		Personnel Matter - Trustees discussed the personnel pay grades for 2007
01/24/07	07/23/14	x	<b>No</b>	<b>x</b>		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	<b>No</b>	<b>x</b>		Personnel Matter - Programmer position posting and pay grade
11/28/07	07/23/14	x	<b>No</b>	<b>x</b>		Personnel Matter - Patrick Pucher, Asst. Benefits Analyst resignaton
04/23/08	07/23/14	x	No	<b>x</b>		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