

A G E N D A

REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON THURSDAY, JULY 21, 2016, AT 3:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL - MINUTES OF REGULAR MEETING - 04/13/16
4. ACCEPTANCE - NOTICE OF MAYORAL APPOINTMENT - CAROLINE DITTMAN
5. APPROVAL - ELECT POLICE PENSION BOARD OF DIRECTORS OFFICERS
6. APPROVAL - FINANCIAL REPORT APRIL THRU JUNE 2016
7. APPROVAL - TRANSFER OF FUNDS FORM MB FINANCIAL TO COMMUNITY BANK OF WILLOWBROOK
8. APPROVAL - APPLICATION FOR NEW OFFICERS
  - OFFICER MATTHEW VANDERJACK
  - OFFICER JOSEPH LAVALLE
9. APPROVAL - INVESTMENTS MADE APRIL THRU JUNE 2016 - Quarterly Investment Report - MB Financial Bank
10. VISITOR BUSINESS (Public comment is limited to three minutes per person on agenda items only)
11. NEW BUSINESS
  - A. RESIGNATION OF OFFICER DANIEL HERRERA
12. OLD BUSINESS
13. COMMUNICATIONS
14. ADJOURNMENT

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE POLICE PENSION FUND OF THE VILLAGE OF WILLOWBROOK HELD ON APRIL 13, 2016, AT 3:00 PM, AT THE VILLAGE HALL, 835 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

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1. CALL TO ORDER

The meeting was called to order at the hour of 3:00 p.m. by Trustee Kobler.

2. ROLL CALL

Those present at roll call were Trustee Tim Kobler, Trustee Joseph Pec, and Trustee Carrie Dittman. Also present: Terese Krafcheck and Ted Kirpach of MB Financial.

Absent: Trustee Scott Eisenbeis.

**\*\*NOTE\*\*** President Davi called and will arrive shortly.

3. APPROVAL - MINUTES OF THE REGULAR MEETING - January 13, 2016

The Board reviewed the minutes from the January 13, 2016 meeting.

MOTION: Made by Trustee Pec, seconded by Trustee Dittman to approve the minutes of the regular meeting of the Willowbrook Police Pension Fund Board of Trustees held on October 14, 2015.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

4. APPROVAL - EXPENSES INCURRED JANUARY THRU MARCH 2016

Trustee Dittman reviewed the expenses incurred January thru March 2016. The pension benefits totaled \$65,001.84 in January; \$69,558.95 in February; and \$69,3725.27 in March. The widow's benefit was \$3,209.37/mo., and disability totaled \$4,492.91/mo. Other expenses included Mesirow Financial Services for the fiduciary insurance was \$3,008.00; IPPFA education expenses for Trustee Dittman was \$239.95; 2016 IPPFA dues were \$795.00 and MB Financial quarterly fees were \$8,165.65.

After Trustee Dittman reviewed the expenses, the following motion was made:

MOTION: Made by Trustee Pec, seconded by Trustee Kobler, to approve the expenses incurred for January thru March 2016.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. APPROVAL - APPLICATION FOR RETIREMENT BENEFITS FOR DEPUTY CHIEF MARK ALTABELLA

The Board reviewed the retirement pension application for Deputy Chief Mark Altobella.

Trustee Dittman advised that per his retirement agreement, Deputy Chief Altobella's retirement date will be May 2, 2016 (last day of employment is May 1) and his retirement pension will begin on May 2, 2016. He will have earned 29 years, 6 months and 18 days of service credit at that time granting him 72.5% of his May 1 salary of \$117,006 or an annual pension amount of \$84,829.35.

MOTION: Made by Trustee Kobler, seconded by Trustee Pec, to approve the retirement pension application per his retirement agreement to begin on May 2, 2016.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

**\*\*NOTE\*\*** President Davi arrived to the meeting at 3:08 p.m.

.. APPROVAL OF AMENDED APPLICATION FOR MEMBERSHIP FOR NEW OFFICER BLAKE HUNTLEY

The Board reviewed the amended application for membership into the Willowbrook Police Pension Fund as Tier II employee by new officer Blake Huntley.

As requested by the Board at the January 2016 Pension Board meeting, Officer Huntley amended his membership application to remove his step-daughter as his minor child from beneficiary status because he has not adopted this child and has no legal obligation.

MOTION: Made by President Davi, seconded by Trustee Pec, to approve the amended membership application as a Tier II member.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

7. APPROVAL OF INVESTMENTS MADE OCTOBER THRU DECEMBER 2015 - QUARTERLY INVESTMENT REPORT - MB FINANCIAL BANK

Terese Krafcheck, a representative of MB Financial Bank, summarized the quarterly investment report for the Police Pension Board.

Ms. Krafcheck reported that the total fund value on 03/31/2016 is at \$19,000.171.00. She summarized the portfolio allocations are targeted at 55% in equities, 45% in fixed income. The performance summary for the

first quarter of 2016 are up 2.22% vs. the benchmark of 1.91%. The five-year projection is slightly lower at 6.00% vs. the benchmark at 6.03%.

Equities for the quarter were up 1.59% vs. the benchmark at 0.72%. The last 5-year equities earned 9.10% vs. the benchmark of 8.66%.

The Account earnings summary for the quarter is up \$412,428.00.

Mr. Ted Kirpach advised that diversification of the funds has been challenging over the last year or so, however the US market is very stable. The job market continues to grow even though the unemployment rate has gone up. Willowbrook's risk vs return ratio is slightly above the Blended Index, but with the higher risk comes a higher return. Equity return has performed well at 1.59% vs the S&P 500 at 1.39%.

After a discussion by the Board, the following motion was made:

MOTION: Made by Trustee Dittman, seconded by Trustee Kobler to approve MB Financial's Quarterly report.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

8. APPROVAL OF PROPOSED BUDGET FY 2016/17

Trustee Dittman reviewed the proposed 2016/17 Police Pension budget. She advised that although it is not a requirement under the Village's appropriation ordinance, an operating budget is prepared annually for the pension fund.

Pension benefits are at \$844,957.26, Widow's pension is \$38,512.44, and Disability benefits are \$58,769.76 for a total of \$942,239.46. Contractual services which include legal fees, audit, actuary, Financial Advisory Services, Fiduciary Insurance have a total of \$47,284.00. These totals include a 3% increase for the year. Supplies and materials which include meetings/conferences; fees, dues, subscriptions; and filing state fees have a total of \$7,919.00. Total expenses for the year are estimated at \$997,442.00 with a surplus of \$510,508.00.

9. INFORMATION - ELECTION OF ACTIVE MEMBERS OF THE POLICE PENSION FUND BOARD OF DIRECTORS

Recording Secretary Hahn advised that ballot for the 2016 Police Pension Board of Directors have been passed out and were sent out to the officers and current benefit members. As of April 1<sup>st</sup>, of the 21 members, 15 ballots were returned. The following votes were received: Trustee Scott Eisenbeis-14, Trustee Tim Kobler-11, Sergeant Michelle Strugala-2, and Officer Nick Volek-2. By majority vote, Trustees Tim Kobler and Scott Eisenbeis will remain on the Board.

Of the 14 benefit members, 8 were returned and the vote was 6-2 that Trustee Joseph Pec remain on the Board.

At the next Board meeting in July, appointment of Board officers will be conducted.

The Village of Willowbrook's Board meeting on Monday, July 11, 2016, President Trilla re-elected Carrie Dittman to the Pension Board.

10. VISITOR BUSINESS

None presented.

11. NEW BUSINESS

Due to conflict in schedules for Board members, the July meeting has been rescheduled from Wednesday, July 13, 2016 to Thursday, July 21, 2016 at 3:00 p.m.

12. OLD BUSINESS

Recording Secretary Hahn advised that the annual address confirmation form for Benefit Distribution, which must be signed and notarized by the beneficiary was mailed in late January and all completed forms have been returned.

13. COMMUNICATIONS

None presented.

14. ADJOURNMENT

MOTION: Made by Trustee Kobler, seconded by Trustee Pec to adjourn the meeting of the Board of Trustees of the Police Pension Fund at the hour of 4:05 p.m.

UNANIMOUS VOICE VOTE  
PRESENTED, READ and APPROVED,

MOTION DECLARED CARRIED

7-20-16

Date

  
\_\_\_\_\_  
President

Minutes transcribed by Debbie Hahn.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

MOTION – BOARD ADVICE AND CONSENT TO MAYOR’S RE-APPOINTMENT OF CAROLINE A. DITTMAN AS A MEMBER OF THE POLICE PENSION FUND BOARD

AGENDA NO.

6g

AGENDA DATE: 7/11/16

STAFF REVIEW: Tim Halik, Village Administrator

SIGNATURE:

THALIK

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE:

THOMAS BASTIAN TH

RECOMMENDED BY: Mayor Frank Trilla

SIGNATURE:

Frank Trilla/es

REVIEWED & APPROVED BY COMMITTEE:

YES

NO

N/A

**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

In accordance with Section 2-5-3 of the Village Code of Ordinances, the Village President (aka., Mayor) shall appoint two (2) members to the police pension fund board, which consists of a total of five (5) members. In April of 2015, the Mayor re-appointed Trustee Umberto Davi to serve as the President of the Willowbrook Police Pension Fund Board. However, a second re-appointment was not made at the time.

The police pension fund board administers the police pension fund and designates the beneficiaries thereof. The Mayor has the authority to appoint to fill the vacancy on the pension fund board, or to re-appoint existing members, with the advice and consent of the Board of Trustees. This re-appointment would fill a vacancy of the second position with a term expiring in May 2018.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)**

The Mayor recommends the re-appointment of Caroline A. Dittman to fill the second position on the police pension fund board.

**ACTION PROPOSED:**

A motion to approve the Mayor’s recommendation to re-appoint Caroline A. Dittman as a member of the police pension fund board with a term expiring in May 2018.



PERIOD ENDING 06/30/2016

ND ACCOUNT	DESCRIPTION	2016-17 AMENDED BUDGET	% BDGT REMAIN	END BALANCE 06/30/2016
Fund 07 - POLICE PENSION FUND				
Assets				
110-202	COMMUNITY BANK OF WB PP - 4155			903.33
110-335	MONEY MARKET - MB FINANCIAL BANK			406,818.89
120-250	US TREASURIES			61,606.41
120-260	US AGENCIES			3,173,973.38
120-270	MUNICIPAL BONDS			709,610.73
120-288	CORPORATE BONDS			3,498,331.04
120-289	EQUITIES			4,314,452.19
120-290	MUTUAL FUNDS			5,670,738.13
120-292	BROKERED CDS			100,000.00
120-900	MARKET VALUE CONTRA			1,060,499.28
130-401	ACCRUED INTEREST RECEIVABLE			96,076.76
140-101	DUE TO/FROM GENERAL FUND			(38,263.79)
190-101	PREPAID EXPENDITURES			563.13
TOTAL Assets				19,055,309.48
Fund Equity				
300-101	FUND BALANCE			19,313,681.27
TOTAL Fund Equity				19,313,681.27
Revenues				
310-607	VILLAGE CONTRIBUTION	805,810.00	84.62	123,970.76
310-906	POLICE CONTRIBUTIONS	202,140.00	84.76	30,810.90
320-108	INTEREST INCOME	500,000.00	91.70	41,484.94
320-110	UNREALIZED GAIN OR LOSS ON INVESTMENTS	0.00	0.00	10,463.14
TOTAL Revenues		1,507,950.00	86.29	206,729.74
Expenditures				
401-242	LEGAL FEES	2,000.00	100.00	0.00
401-251	AUDIT FEES	3,869.00	100.00	0.00
401-252	ACTUARY SERVICES	4,400.00	100.00	0.00
401-253	FINANCIAL ADVISORY FEES	33,917.00	100.00	0.00
401-254	FIDUCIARY INSURANCE	3,098.00	100.00	0.00
401-304	SCHOOL/CONFERENCES/TRAVEL	3,237.00	100.00	0.00
401-307	FEES/DUES/SUBSCRIPTIONS	819.00	100.00	0.00
401-531	FILING FEE - IL DEPT OF INSURANCE	3,863.00	0.01	3,862.74
401-581	PENSION BENEFITS	844,957.00	81.85	153,360.72
401-582	WIDOW'S PENSION	38,512.00	83.33	6,418.74
401-583	DISABILITY BENEFITS	58,770.00	84.71	8,985.82
TOTAL Expenditures		997,442.00	82.69	172,628.02
Fund 07 - POLICE PENSION FUND				
TOTAL ASSETS				19,055,309.48
FUND BALANCE - 2015-16				19,313,681.27
NET OF REVENUES/EXPENDITURES - 2015-16				(292,473.51)
NET OF REVENUES & EXPENDITURES				34,101.72
ENDING FUND BALANCE				19,055,309.48
LIABILITIES				0.00
TOTAL LIABILITIES AND FUND BALANCE				19,055,309.48

GL ACTIVITY REPORT FOR WILLOWBROOK  
TRANSACTIONS FROM 04/01/2016 TO 06/30/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 07 POLICE PENSION FUND							
04/01/2016			07-62-401-253 FINANCIAL ADVISORY FEES		BEG. BALANCE		24,529.40
04/01/2016	GJ	JE	REC POLICE PENSION MONTHLY INVE	270	7,912.80		32,442.20
05/01/2016			2016-17 Fiscal Year Begin				0.00
06/30/2016			07-62-401-253	END BALANCE			0.00
			Cumulative Net Debits and Credits:		7,912.80	0.00	7,912.80
04/01/2016			07-62-401-304 SCHOOL/CONFERENCES/TRAVEL		BEG. BALANCE		3,143.20
04/30/2016	GJ	JE	RECLASS PREPAID IPPFA HOTEL DEP	370		563.13	2,580.07
05/01/2016			2016-17 Fiscal Year Begin				0.00
06/30/2016			07-62-401-304	END BALANCE			0.00
			Cumulative Net Debits and Credits:		0.00	563.13	(563.13)
04/01/2016			07-62-401-531 FILING FEE - IL DEPT OF INSURANCE		BEG. BALANCE		3,630.56
05/01/2016			2016-17 Fiscal Year Begin				0.00
05/18/2016	AP	INV	DIVISION OF INSURANCE	F92304	3,862.74		3,862.74
06/30/2016			07-62-401-531	END BALANCE			3,862.74
			Cumulative Net Debits and Credits:		3,862.74	0.00	3,862.74
04/01/2016			07-62-401-581 PENSION BENEFITS		BEG. BALANCE		681,185.96
04/29/2016	PR	CHK	SUMMARY PR 04/29/2016		69,725.27		750,911.23
05/01/2016			2016-17 Fiscal Year Begin				0.00
05/27/2016	PR	CHK	SUMMARY PR 05/27/2016		76,566.34		76,566.34
06/24/2016	PR	CHK	SUMMARY PR 06/24/2016		76,794.38		153,360.72
06/30/2016			07-62-401-581	END BALANCE			153,360.72
			Cumulative Net Debits and Credits:		223,085.99	0.00	223,085.99
04/01/2016			07-62-401-582 WIDOW'S PENSION		BEG. BALANCE		35,303.03
04/29/2016	PR	CHK	SUMMARY PR 04/29/2016		3,209.37		38,512.40
05/01/2016			2016-17 Fiscal Year Begin				0.00
05/27/2016	PR	CHK	SUMMARY PR 05/27/2016		3,209.37		3,209.37
06/24/2016	PR	CHK	SUMMARY PR 06/24/2016		3,209.37		6,418.74
06/30/2016			07-62-401-582	END BALANCE			6,418.74
			Cumulative Net Debits and Credits:		9,628.11	0.00	9,628.11
04/01/2016			07-62-401-583 DISABILITY BENEFITS		BEG. BALANCE		49,047.37
04/29/2016	PR	CHK	SUMMARY PR 04/29/2016		4,492.91		53,540.28
05/01/2016			2016-17 Fiscal Year Begin				0.00
05/27/2016	PR	CHK	SUMMARY PR 05/27/2016		4,492.91		4,492.91
06/24/2016	PR	CHK	SUMMARY PR 06/24/2016		4,492.91		8,985.82
06/30/2016			07-62-401-583	END BALANCE			8,985.82
			Cumulative Net Debits and Credits:		13,478.73	0.00	13,478.73

[ ] = see detailed schedule

**WILLOWBROOK POLICE PENSION FUND**  
**Monthly Police Pension Beneficiary Payments**  
**FY 2016-17**

<u>Retirement:</u>	<u>Retirement Date</u>	Future Increases	2016		
			Apr-16	May	June
Barnacle, John	4/1/2012	1st inc 4/1/17	(5,711.22)	(5,711.22)	(5,711.22)
Bozek, William D.	8/1/2011		(5,301.24)	(5,301.24)	(5,301.24)
Finlon, Steven J.	8/1/2011		(5,788.54)	(5,788.54)	(5,788.54)
Foley, Francis (Pat)	6/1/2010		(7,532.94)	(7,532.94)	(7,532.94)
Konstanty, Ed	3/1/2010		(8,795.95)	(8,795.95)	(8,795.95)
Kurinec, Michael J.	8/1/2011		(6,620.87)	(6,620.87)	(6,620.87)
Oggerino, Paul M.	1/4/2013	1st inc 5/1/17	(6,409.00)	(6,409.00)	(6,409.00)
Pec, Joe	11/29/2008		(7,601.81)	(7,601.81)	(7,601.81)
Pelliccioni, Andy	2/8/2015		(5,710.21)	(5,710.21)	(5,710.21)
Skiba, John	8/13/2015 *	1st inc 3/1/21	(4,557.11)	(4,557.11)	(4,557.11)
Long, Mark	10/8/2015	1st inc 11/1/16	(5,696.38)	(5,696.38)	(5,696.38)
Altobella, Mark	5/2/2016	1st inc 11/1/17	-	(6,841.07)	(7,069.11)
			(69,725.27)	(76,566.34)	(76,794.38)
<u>Disability:</u>					
Dusek, Joe			(2,872.24)	(2,872.24)	(2,872.24)
McCarthy, James		1st inc 1/1/17	(1,620.67)	(1,620.67)	(1,620.67)
			(4,492.91)	(4,492.91)	(4,492.91)
<u>Surviving Spouse:</u>					
Klevin, Martha		fixed - life	(3,209.37)	(3,209.37)	(3,209.37)
			<b>\$ (77,427.55)</b>	<b>\$ (84,268.62)</b>	<b>\$ (84,496.66)</b>

\* pension began Feb 1, 2016 at age 50

GL ACTIVITY REPORT FOR WILLOWBROOK  
 FROM 07-00-310-607 TO 07-00-310-607  
 TRANSACTIONS FROM 05/01/2016 TO 06/30/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 07	POLICE	PENSION	FUND				
05/01/2016			07-00-310-607	VILLAGE CONTRIBUTION	BEG. BALANCE		0.00
05/13/2016	CR	RCPT	VILLAGE CONTRIBUTION-POL PENS 05/13/			30,992.69	(30,992.69)
05/27/2016	CR	RCPT	VILLAGE CONTRIBUTION-POL PENS 05/27/			30,992.69	(61,985.38)
06/10/2016	CR	RCPT	VILLAGE CONTRIBUTION-POL PENS 06/10/		61,986/mo	30,992.69	(92,978.07)
06/24/2016	CR	RCPT	VILLAGE CONTRIBUTION-POL PENS 06/24/			30,992.69	(123,970.76)
06/30/2016			07-00-310-607	END BALANCE	0.00	123,970.76	(123,970.76)
TOTAL FOR FUND 07 POLICE PENSION FUND						123,970.76	(123,970.76)

total contribution per month = 76,069  
 total benefit outflow per month = 84,497  
 monthly deficit = (8,428)

Due to General Fund at 6/30/16: \$38,264  
 3 months of deficit = 8,428 x 3 = \$25,284  
 approx. transfer needed = \$63,548  
 rounded = \$65,000

GL ACTIVITY REPORT FOR WILLOWBROOK  
 FROM 07-00-310-906 TO 07-00-310-906  
 TRANSACTIONS FROM 05/01/2016 TO 06/30/2016

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 07 POLICE PENSION FUND							
05/01/2016			07-00-310-906	POLICE CONTRIBUTIONS	BEG. BALANCE		0.00
05/13/2016	CR	RCPT	EMPLOYEE CONTRIBUTION-POL PEN 05/13/			9,262.42	(9,262.42)
05/27/2016	CR	RCPT	EMPLOYEE CONTRIBUTION-POL PEN 05/27/			7,464.83	(16,727.25)
06/10/2016	CR	RCPT	EMPLOYEE CONTRIBUTION-POL PEN 06/10/		14,083/mo	6,981.31	(23,708.56)
06/24/2016	CR	RCPT	EMPLOYEE CONTRIBUTION-POL PEN 06/24/			7,102.34	(30,810.90)
06/30/2016			07-00-310-906	END BALANCE	0.00	30,810.90	(30,810.90)
TOTAL FOR FUND 07 POLICE PENSION FUND						30,810.90	(30,810.90)

# APPLICATION FOR MEMBERSHIP

## WILLOWBROOK POLICE PENSION FUND

I hereby make application to come under the terms and conditions of the Police Pension fund of the Municipality of Willowbrook, Illinois.

Name: Joseph Lavallo \_\_\_\_\_  
Maiden Name (if applicable)

Date of Birth:                      Place of Birth: Chicago IL

Social Security Number: \_\_\_\_\_

Spouse Name: \_\_\_\_\_  
Spouse's Maiden Name (if applicable)

Spouse Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Married on: \_\_\_\_\_

LIST ALL MINOR CHILDREN WITH THEIR DATES OF BIRTH.

\_\_\_\_\_ Born: \_\_\_\_\_

\_\_\_\_\_ Born: \_\_\_\_\_

\_\_\_\_\_ Born: \_\_\_\_\_

Please include copy of marriage license or copy of dissolution of previous marriage and copies of birth certificates of each child

Please include applicant's legal parent's full names and indicate if living or deceased:

Father Joseph Anthony Lavallo  Living  Deceased

Mother Susan Ann Lavallo  Living  Deceased

I was first appointed as a full time police officer on 06-22-16 and have continued to serve since that date. If service has been broken, list all dates in which you were not in receipt of regular salary and the date of re-entry on the attached Form (i.e. suspension, leave of absence, military service, disability, etc. Certified copies of birth and marriage certificates are attached with this application per the request of the pension board.

Tier 1 or (2)

Joseph Lavallo  
Applicant

Approved for membership into the Willowbrook Police Pension Fund and duly recorded in the Minute Book on 7-21, 2016.

J. Lavallo  
Secretary/Board of Trustees  
Police Pension Fund

[Signature]  
President/Board of Trustees



May 13th, 2016

Chief M. Shelton

Chief of Police Willowbrook Police Department

7760 Quincy Street

Willowbrook, IL 60527

COPY

Dear Chief Shelton,

Please accept this letter as notice of my resignation from my position as Patrol Officer. My last day of employment will be May 29th, 2016.

After long consideration and thought, I have agreed to transfer to the Village of Lombard Police Department effective May 31st.

I would like to express my gratitude for giving me the opportunity to work with this department and all who are a part of it. Words cannot express how thankful and grateful I am for you to have given me the chance to begin my career with this department and know that this department has given me the framework where I can build upon and become a better officer. Again I am thankful and I wish everyone the best in their future endeavors.

Sincerely,

Dan Herrera