

WASHINGTON POLICE PENSION FUND
Washington Police Department Training Room
115 W. Jefferson, Washington, IL 61571
QUARTERLY BOARD MEETING
Monday, January 29, 2024 - 8:30 A.M.

AGENDA

1. Call to Order
2. Review Agenda – Deletions or Additions (Discussion Items Only)
3. Public comment
4. Approval of October 30, 2023 Quarterly Meeting Minutes
5. Financial Reports
6. Action Items:

A. Ratify investments made via phone/memo approval (roll call vote):

<u>Bank Name</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Action Taken</u>
Washington Comm. Bank	4.25%	11/09/23	\$509,462.51	Renewed 3-month @ 4.02% - WCB
Busey Bank	2.90%	01/11/24	\$115,543.49	Redeemed 1/17/24 – Deposited to MMA

B. Investments Maturing before next quarterly meeting:

<u>Bank Name</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Amount</u>
Washington Comm. Bank	4.02%	02/09/24	\$ 511,145.83

- C. Ratification of Police Pension Fund Expenses (roll call vote)
- D. Designation of Freedom of Information Act (FOIA) and Open Meetings Act Officer – Valeri Brod
- E. Portability Request – Kelley Noetzol
- F. Approval of Sexual Harassment Policy
- G. Approval of Ethics Policy
- H. Approval of Travel Reimbursement Policy

7. Discussion Items:
 - A. Regional Stakeholders Meeting - IPOPIF
 - B. Training requirements and opportunities
8. Adjournment (roll call vote)

Next meeting Monday, April 24, 2024 @ 8:30 a.m.

1. Call to Order:

The meeting was called to order by President Ellen Dingledine at 8:30AM.

Roll Call:

Present: Ellen Dingledine, Joshua Sutter, Brian Simpson, Jim Fussner

Also Present: Finance Director Joanie Baxter, Accountant Jeanette Glueck, Treasurer Abbey Strubhar, City Administrator Jim Snider

2. Review Agenda – Deletions or Additions to Discussion Items Only – None.

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3. Review of Actuarial Recommendations – Jason Franken from Foster & Foster:

Jason Franken from Foster & Foster gave an overview of the actuarial study completed. The interest rate assumption of 6.75% remained unchanged as it is slightly lower than the one used by IPOPIF. Other assumptions also remained unchanged. The FY22-23 interest yield based on a 5-year smoothed actuarial rate was 4.09% compared to 5.26% in the prior year. Even though the fund didn't end up with a very favorable position at the end of the fiscal year, because of the 5-year smoothing, the effect of the actual yield based on the market value of 2.11% is minimized. The percent funded decreased slightly to 57.1%. A total City contribution of \$863,501 is required. Jason indicated that these increased tax levy requirements are only going to intensify due to getting closer to the 90% funded by 2030 mandate. The amortization period keeps getting shorter, which will make the contribution requirements larger each year. Accordingly, Jason suggested that the Board and City should consider increasing the tax levy beyond what is required anytime that may be possible.

4. Public Comment – None.

5. Approval of Minutes from August 7, 2023 Meeting: *Fussner made a motion, seconded by Sutter to approve the minutes. Motion carried.*

6. Financial Reports:

Baxter provided a summary of the quarterly financial reports. Following review, Sutter made a motion, seconded by Simpson to approve the reports. Motion carried.

7. Action Items:

A. Ratify Investments made via phone/memo:

A CD at Washington Community Bank in the amount of \$504,043.72 with a 3.2% interest rate matured on 8/9/2023 and was renewed for 3 months at 4.25%. Fussner made a motion, seconded by Simpson to ratify the investment. On roll call the vote was Dingledine – yes; Sutter – yes; Simpson – yes; Fussner – yes. Motion carried.

A CD at Busey Bank in the amount of \$120,480.30 with a 2.76% interest rate matured on 8/30/2023 and was redeemed and deposited to the IPAVA MMA account. Sutter made a motion, seconded by Fussner to ratify the investment. On roll call the vote was Dingledine – yes; Sutter – yes; Simpson – yes; Fussner – yes. Motion carried.

B. Investments Maturing before next quarterly meeting:

There are two investments maturing before the next meeting.

C. Ratification of Police Pension Fund Expenses (roll call vote):

Expenses since the last meeting were reviewed:

- Alliant Insurance Services, Inc. on 8/16/2023 in the amount of \$3,383 for Fiduciary Insurance policy.

Sutter made a motion, seconded by Dingledine to ratify the above expenses. On roll call the vote was Dingledine – yes; Sutter – yes; Simpson – yes; Fussner – yes. Motion carried.

D. Approval of Officer William Crisler to the Police Pension Fund:

William Crisler was sworn in on 8/16/2023 and is in Tier 2. Simpson made a motion, seconded by Dingledine to approve the application. Motion carried.

E. Approval of Officer John Williams to the Police Pension Fund:

John Williams was sworn in on 8/16/2023 and is in Tier 2. Simpson made a motion, seconded by Fussner to approve the application. Motion carried.

F. Approval of IPPFA membership dues for 2024:

IPPFA membership dues for 2024 are \$795. Membership allows for discounts for training and other benefits. Dingledine made a motion, seconded by Sutter to approve the renewal. On roll the vote was Dingledine – yes; Sutter – yes; Simpson – yes, Fussner – yes. Motion carried.

G. Approval of annual pension increases effective January 1, 2024:

All increases were approved as follows:

Pension increases	Monthly Increase	New Monthly Amount	Motioned	Seconded	Dingledine	Sutter	Simpson	Fussner
David Densberger	\$110.23	\$3784.69	Dingledine	Sutter	Yes	Yes	Yes	Yes
Mary Densberger	\$43.58	\$1496.26	Sutter	Fussner	Yes	Yes	Yes	Yes
James Fussner	\$141.45	\$4856.29	Dingledine	Simpson	Yes	Yes	Yes	Yes
Rosalie Gerkin	\$156.81	\$5383.91	Sutter	Dingledine	Yes	Yes	Yes	Yes
Gregory Gordon	\$136.06	\$4671.46	Simpson	Fussner	Yes	Yes	Yes	Yes
James Kuchenbecker	\$247.25	\$8488.88	Dingledine	Sutter	Yes	Yes	Yes	Yes
David Stark	\$129.04	\$4430.34	Simpson	Fussner	Yes	Yes	Yes	Yes
Don Volk	\$225.64	\$7747.09	Fussner	Simpson	Yes	Yes	Yes	Yes
Mike Williams	\$103.79	\$3563.29	Dingledine	Simpson	Yes	Yes	Yes	Yes
Chuck Woolley	\$141.19	\$4847.48	Sutter	Dingledine	Yes	Yes	Yes	Yes

H. Acceptance of Police Pension Fund Annual Report for FYE 4/30/2023:

Following discussion, Dingledine made a motion, seconded by Sutter to accept the Police Pension Fund Annual Report for FYE 4/30/2023. Motion carried.

- I. Recommendation for 2023 Police Pension Fund Tax Levy (roll call vote):
Following discussion of the actuarial results as provided by Foster & Foster, Dingledine made a motion, seconded by Fussner to recommend a tax levy of \$830,500 to the City Council. This is based on a total employer contribution of \$863,501 reduced by anticipated personal property replacement tax of \$33,001. The Board discussed the recommendation by Foster & Foster regarding the advisability of an additional contribution and agreed they are concerned about the declining funded ratios. As a result, the Board discussed including a formal request to the City Council to consider making an additional contribution to the Police Pension Fund of up to \$100,000 as part of the tax levy recommendation.

On roll call for the tax levy recommendation of \$830,500, the vote was Dingledine – yes; Sutter – yes; Simpson – yes, Fussner – yes.. Motion carried.

Dingledine made a motion, seconded by Simpson to request consideration by the City Council of an up to \$100,000 additional contribution. On roll call, the vote was Dingledine – yes; Sutter – yes; Simpson – yes, Fussner – yes. Motion carried.

- J. Approval of Municipal Compliance Report for FYE 4/30/2023:
Following discussion, Sutter made a motion, seconded by Fussner to approve the Municipal Compliance Report for FYE 4/30/2023. Motion carried.

- K. Approval of Fiduciary Liability Insurance Policy (roll call vote):
A proposal was received after the last meeting from Alliant for the renewal of the fiduciary liability insurance policy effective October 1, 2023. A phone poll was conducted and the renewal was approved. The premium for the renewal is \$3,383 compared to the expiring premium of \$3,249. Fussner made a motion, seconded by Simpson to ratify the approval. Motion carried.

8. Discussion Items:

A. 2024 Meeting Schedule

The schedule was distributed. Jim indicated that he would be having surgery in January and would likely not be able to be at that meeting.

B. Policies – Sexual Harassment, Ethics, Travel Reimbursement

These policies were discussed briefly and the Board requested that Staff bring back some recommended policies either from attorney Charlie Atwell or modifying from the City policies.

C. Training Requirements and Opportunities:

Glueck updated on training opportunities and indicated all Board members must meet the 8-hour requirement by August 2024. Simpson has signed up for the December trustee training and she will check into the IML training and see if it is available again this year.

D. Predatory Lending Law Compliance:

Glueck indicated that she received from Busey Bank and it was noted that now that Busey is no longer in Washington, we may not seek future CDs from them.

9. Adjournment:

With no further business, Sutter made a motion, seconded by Dingedine to adjourn the meeting at 9:55 a.m. On roll call the vote was Dingedine – yes; Sutter – yes; Simpson – yes; Fussner – yes. Motion carried.

Next meeting – Monday, January 22, 2024

Respectfully submitted,

Joshua Sutter, Secretary

**WASHINGTON POLICE PENSION FUND
CASH AND INVESTMENTS
December 31, 2023**

Ipava State Bank Money Market \$ 1,080,813.19

Cefcu Savings \$ 8,426.00

Certificates of Deposit:

CEFCU

2.32% due 6/28/24	\$ 100,000.00	\$	100,000.00
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IPAVA State Bank
No CD's at this time.

Washington State Bank
No CD's at this time.

Morton Community Bank 4.02% due 2/09/24	\$ 511,145.83	\$	511,145.83
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Busey Bank 2.90% due 1/11/24 (Redeemed 1/17/24)	\$ 114,705.04	\$	114,705.04
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Total Certificates of Deposits \$ 725,850.87

Total Local Cash and Investments \$ 1,815,090.06

IPOPIF Investments as of 12/31/23 \$ 8,428,779.71

Total Cash and Investments \$ 10,243,869.77

**WASHINGTON POLICE PENSION FUND
REVENUE AND EXPENSE REPORT
MAY 1, 2023 THROUGH DECEMBER 31, 2023**

REVENUES:

Property Taxes	764,230.15	
Property Replacement Taxes	3,728.51	
Interest	29,070.67	
Employee Contributions	115,329.38	
Portability Contributions	0.00	
Reimb of Contrib Refunded	0.00	
Insurance Proceeds	0.00	
Miscellaneous Income	0.00	
TOTAL		912,358.71

EXPENSES:

Pensions	527,613.44	
Insurance	3,383.00	
Legal	900.00	
Compliance Fee	0.00	
Training	783.90	
Membership Dues	795.00	
Subscriptions	0.00	
Postage	0.00	
Insurance Claim Reimb.	0.00	
Contributions Refund	0.00	
Miscellaneous	35.95	
TOTAL		533,511.29

REVENUES OVER EXPENSES

378,847.42

INVESTMENTS:

Net Pooled Investment Income	628,167.16	
TOTAL		628,167.16

NET REVENUES OVER EXPENSES WITH INVESTMENTS

1,007,014.58

MONTHLY PENSIONS PAID (GROSS): RETIREMENT

Lyle Baele	4,600.30	
Kimberly Call (Britt Beard)	2,869.58	
David Densberger	3,674.46	
Mary Densberger	1,452.68	
James Fussner	4,714.84	
Rosalie Gerkin	5,227.10	
Greg Gordon	4,535.40	
James Kuchenbecker	8,241.63	
Joyce Libotte (Thomas Libotte)	4,625.40	
Gwendolyn Marshall	2,965.62	
David Stark	4,301.30	
Donald Volk	7,521.45	
Michael Williams	3,459.50	
Kathleen Witmer (William Witmer)	3,056.13	
Charles Woolley	4,706.29	
TOTAL		65,951.68

MONTHLY PENSIONS PAID (GROSS): DISABILITY

No Disability Pensions at this time.

0.00

TOTAL

0.00

POLICE PENSION - ACTIVE OFFICERS' CONTRIBUTIONS AS OF 12/31/23

	<u>Contributions</u>	<u>Years</u>
Danton Althiser	\$35,038.62	5
Zachary Bean	\$82,964.88	13
Michael Brown	\$62,359.86	8
Jacob Cernek	\$79,307.75	12
Joseph Dubois	\$5,445.25	1
Daniel Foster	\$82,651.00	13
Jeffrey Hensley	\$26,630.52	3
Steve Hinken	\$85,953.91	14
Ryan Hunsinger	\$111,729.23	17
Ramadan Moore	\$34,417.59	5
Henry Perrilles	\$7,936.26	1
Ashley Peto	\$10,922.62	1
Brian Simpson	\$70,965.55	10
Steven Smith	\$106,516.54	15
Stuart Stevens	\$163,985.42	24
Tanner Stockton	\$10,923.15	1
Joshua Sutter	\$73,145.91	9
Dramane Taylor	\$60,560.28	8
Derek Thomas	\$123,790.13	20
Nathan Thompson	\$26,554.25	5.2499
Troi Westbrook	\$68,382.36	9
John Williams	\$1,950.86	0

TOTAL ACTIVE CONTRIBUTIONS

\$ 1,332,131.94

POLICE PENSION - INACTIVE OFFICERS' CONTRIBUTIONS AS OF 12/31/23

		<u>Contributions</u>
Lindsay Bond	<i>Terminated 3/5/15</i>	\$ 5,662.02
William Crisler	<i>Terminated 12/17/23</i>	\$ 1,886.55
Benjamin Gregory	<i>Terminated 7/16/23</i>	\$ 10,369.12
Michael Heitz	<i>Terminated 5/11/13</i>	\$ 624.14
Tyler Hodges	<i>Terminated 9/15/21</i>	\$ 3,324.94
Kelley Noetzol	<i>Terminated 11/03/23</i>	\$ 11,883.95
April Schrementi	<i>Terminated 7/21/10</i>	\$ 5,253.25
TOTAL INACTIVE CONTRIBUTIONS		39,003.97

TOTAL CONTRIBUTIONS

1,371,135.91

December 2023 Statement Supplement

IPOPIF Total Monthly Asset Flows

New Asset Transfers	Cash Contributions	Cash Withdrawals
Zero	\$66.8 million	\$39.7 million

IPOPIF Total Monthly Expenses Paid

Administrative Expenses	Investment Expenses	Investment Manager Fees
\$250,855.13	\$116,173.12	\$305,069.58

- Expenses are paid from the IPOPIF Pool and allocated proportionately by member value.
- Investment expenses exclude investment manager fees.

IPOPIF Investment Pool Details

Date	Units	Value	Unit Price
11/30/23	\$926,270,562.2106	\$9,533,282,658.87	\$10.292114
12/31/23	\$928,833,395.9350	\$10,001,345,952.62	\$10.767643

A spreadsheet with complete unit and expense detail history is linked on the [Article 3 Fund Reports page](#) as [-IPOPIF Trust Fund Unit Details-](#)

NAV and Receivable Calculations Under Development

The IPOPIF [Valuation and Cost Rule](#), AR-2022-01, stipulates that the Net Asset Value (NAV) for each Participating Police Pension Fund will include receivables representing proportionate amounts due from late-transferring pension funds for all Costs, IFA Loan Repayments, and interest. These calculations are under development.

Resources

- Monthly statement overview: <https://www.ipopif.org/reports/article-3-reports/>
- Monthly financial reports: <https://www.ipopif.org/reports/monthly-financial-reports/>
- Monthly and quarterly investment reports: <https://www.ipopif.org/reports/investment-reports/>
- IPOPIF Board Meeting Calendar: <https://www.ipopif.org/meetings/calendar/>
- Daily value and transaction information for Participating Police Pension Funds is available to account representatives via the NRS reporting portal.

WASHINGTON POLICE PENSION FUND

Month Ended: December 31, 2023



Market Value Summary:

	<u>Current Period</u>	<u>Year to Date</u>
Beginning Balance	\$8,056,542.14	\$5,794,378.19
Contributions	\$0.00	\$1,700,000.00
Withdrawals	\$0.00	\$0.00
Transfers In/Out	\$0.00	\$0.00
Income	\$4,195.10	\$49,228.59
Administrative Expense	(\$212.00)	(\$1,651.52)
Investment Expense	(\$98.18)	(\$2,369.84)
Investment Manager Fees	(\$257.81)	(\$938.89)
IFA Loan Repayment	\$0.00	(\$4,569.33)
Adjustment	\$0.00	\$3,842.77
Realized Gain/Loss	\$1,230.07	\$8,397.18
Unrealized Gain/Loss	\$367,380.39	\$882,462.56
Ending Balance	<u>\$8,428,779.71</u>	<u>\$8,428,779.71</u>

Performance Summary:

	<u>MTD</u>	<u>QTD</u>	<u>YTD</u>	<u>One Year</u>	<u>Three Years</u>	<u>Five Years</u>	<u>Ten Years</u>	<u>Inception to Date</u>	<u>Participant Inception Date</u>
Net of Fees:	4.62%	8.74%	13.66%	13.66%	N/A	N/A	N/A	9.95%	09/01/2022

Contact Information: Illinois Police Officers' Pension Investment Fund, 456 Fulton Street, Suite 402 Peoria, Illinois 61602 Phone: (309) 280-6464 Email: Info@ipopif.org

WASHINGTON POLICE PENSION FUND

Fund Name: IPOPIF Pool

Month Ended: December 31, 2023



Market Value Summary:

	Current Period	Year to Date
Beginning Balance	\$8,056,542.14	\$5,793,256.12
Contributions	\$0.00	\$1,700,000.00
Withdrawals	\$0.00	\$0.00
Transfers In/Out	\$0.00	\$1,168.55
Income	\$4,195.10	\$49,227.24
Administrative Expense	(\$212.00)	(\$1,651.52)
Investment Expense	(\$98.18)	(\$2,369.84)
Investment Manager Fees	(\$257.81)	(\$938.89)
IFA Loan Repayment	\$0.00	(\$4,569.33)
Adjustment	\$0.00	\$3,842.77
Realized Gain/Loss	\$1,230.07	\$8,361.04
Unrealized Gain/Loss	\$367,380.39	\$882,453.57
Ending Balance	\$8,428,779.71	\$8,428,779.71

Unit Value Summary:

	Current Period	Year to Date
Beginning Units	782,787.848	610,853.768
Unit Purchases from Additions	0.000	171,934.080
Unit Sales from Withdrawals	0.000	0.000
Ending Units	782,787.848	782,787.848
Period Beginning Net Asset Value per Unit	\$10.292114	\$9.483855
Period Ending Net Asset Value per Unit	\$10.767643	\$10.767643

Performance Summary:

WASHINGTON POLICE PENSION FUND

	MTD	QTD	YTD	One Year	Three Years	Five Years	Ten Years	Inception to Date	Participant Inception Date
Net of Fees:	4.62%	8.74%	13.66%	13.66%	N/A	N/A	N/A	14.93%	09/23/2022

Contact Information: Illinois Police Officers' Pension Investment Fund, 456 Fulton Street, Suite 402 Peoria, Illinois 61602 Phone: (309) 280-6464 Email: Info@ipopif.org

Statement of Transaction Detail for the Month Ending 12/31/2023

WASHINGTON POLICE PENSION FUND

Trade Date	Settle Date	Description	Amount	Unit Value	Units
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		No Activity for the Month Ending 12/31/2023			
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**WASHINGTON POLICE PENSION FUND
301 WALNUT STREET
WASHINGTON, IL 61571**

**QUARTERLY EXPENSE REPORT
October 1, 2023 to December 31, 2023**

The following is a list of expenses incurred by the Police Pension Board during the last quarter for ratification:

PAYEE	DATE	AMOUNT	DESCRIPTION
IPPFA - MCB Visa	10/16/2023	\$500.00	IPPFA Certified Trustee Training
J.P. Cooke Company	10/16/2023	\$35.95	Dingledine Signature Stamp
IPPFA	11/20/2023	\$795.00	2024 IPPFA Membership Dues
Brian Simpson	12/18/2023	\$233.90	Reimb Travel Expense - IPPFA Training
Atwell & Atwell	12/18/2023	\$900.00	Legal Fees
TOTAL QUARTERLY EXPENSES		<u>\$2,464.85</u>	



Illinois Police Officers'
PENSION INVESTMENT FUND

SAVE THE DATE

Regional Stakeholder Meeting

WHEN: February 21st, 2024 1:00-5:00 PM

WHERE: Chicago Marriott Naperville
1801 N Naper Blvd, Naperville, IL 60563

RSVP to: info@ipopif.org

IPOPIF

456 Fulton Street
Peoria, IL 61602

(309) 280-6464
info@ipopif.org

Jeanette Glueck

From: IPPFA <special-events@ippfa.org>
Sent: Wednesday, January 17, 2024 11:34 AM
To: Jeanette Glueck
Subject: 2024 IPPFA Online 8-hour Seminar | Now Available



Now Available:
2024 IPPFA Online 8-hour Seminar

This online course satisfies the 8-hour continuing education requirement for pension trustees.

The seminar agenda includes:

- School's in Session – How to Ace Your Fund Administration
- Retirement Healthcare Funding
- Private vs. Public Pensions
- Pension Funding Policy
- Legal Updates and Recent Court Cases
- Ask Your Attorney
- Fiduciary Liability Insurance vs. Directors and Officers Insurance
- Benefit Enhancements to Attract and Retain Public Safety Officers
- Consolidation Update
- The Wonderfully Weird World of Administrative Review

The fee for this online seminar is \$285.00 for IPPFA Members
and \$570.00 for Non-IPPFA Members.

[Register Now](#)

To view this online seminar listing on our website, please click [here](#).

Illinois Public Pension Fund Association (IPPFA)

Travel Request / Training Expenses

The Washington Police Pension Board recognizes the direct relationship between meaningful training and development activities and the level of member performance. Therefore, the Board will endeavor to provide meaningful training and development opportunities while balancing financial considerations.

Program Registration: 100% Washington Police Pension Board paid.

Transportation: If personal vehicle is used, the Board will pay in accordance with rates as established by the Internal Revenue Service each year. If air transportation is authorized, the Board will pay 100% of the air fare, but in no case greater than coach class.

Meals: The Board will reimburse for meals while you are participating in training or development opportunities. Itemized receipts are required to be submitted following your return and reimbursement will be made for breakfast, lunch, and dinner not already included in the training. Miscellaneous charges, such as tips and delivery fees, will be included in the reimbursement. Alcoholic beverages will be excluded.

Lodging: The actual costs of a single room, plus applicable taxes, will be paid 100% by the Board.

Miscellaneous: The Board will pay 100% of reasonable miscellaneous expenses incidental to the training, such as parking fees, tolls, etc.

The Board shall not pay for expenses incurred by the spouse or family member of a member who travels with the member. Additionally, the City shall not pay for entertainment or recreational expenses which are not considered a part of the authorized training program.

Washington Police Pension Board Members Ethics Act

Washington Police Pension board members and trustees are subject to complying with the State of Illinois Officials and Employees Ethics Act, which is set forth in the City of Washington Code of Ordinances, Chapter 36.

Anti-Harassment and Discrimination

The Washington Police Pension Board is committed to providing a workplace free from all forms of illegal discrimination and harassment. Discrimination or harassment of any kind because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, disability, genetic information, gender identity, gender expression, pregnancy, military status or any other legally protected characteristic/activity is prohibited. The laws also prohibit employers from retaliating against members who file discrimination complaints.

Prohibition on Sexual Harassment:

It is unlawful to harass a person because of that person's sex. All persons have a right to work and to conduct their activities in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Washington Police Pension Board to prohibit harassment of any person by any member, trustee, or agency or office on the basis of sex.

Sexual harassment is any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working or other environment.

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves. This may include:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other members, even outside of their presence, of a sexual nature.
- **Non-verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- **Textual/Electronic:** "Sexting" (electronically sending messages with sexual content, including pictures or video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, digital messages and social media like Facebook, Snapchat and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends, to some extent, on individual perception and interpretation.

Other Prohibited Harassment

In addition to sexual harassment, harassment on the basis of any other legally protected characteristic is also a form of discrimination. Such harassment is prohibited and is a violation of this Policy. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of one or more legally protected characteristics/activities that has the purpose or effect of creating an intimidating, hostile or offensive working environment or interfering with an individual's work performance.

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves. Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to a legally protected characteristic/activity
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of a legally protected characteristic/activity.

Anti-Bullying Policy

The Washington Police Pension Board is committed to a workplace free of threats, intimidation, violence, and bullying. Bullying is any repeated, unreasonable behavior directed towards anyone that is intended to intimidate, creates a risk to health and safety, or results in threatened or actual harm. The following list of behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves. Bullying conduct includes, but is not limited to, the following:

- Intimidating, threatening, or hostile statements, actions, or gestures
- Excluding someone from workplace activities, social isolation
- Verbally abusive, demeaning comments
- Direct, conditional, or veiled threats
- Public humiliation
- Hostility such as glaring, clenched fists, or threatening postures

The Board expects its members/trustees to behave in a professional manner and to treat colleagues, with dignity and respect when they are in a work environment.