



**Bloomington
School District 13**
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Ms. Valerie Varhalla
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To: Board of Education
Dr. Jon Bartelt

From: Ms. Valerie Varhalla

Re: IMRF Authorized Agent

Date: November 28, 2022

Background

The school code requires (40 ILCS 5/7-135) the Board of Education to Authorize an employee to become the District's Illinois Municipal Retirement Fund (IMRF) agent. The employee's responsibilities include filing payroll reports and member forms, paying contributions, answering members' questions, and other forms and communications on behalf of the school district.

Situation

Recently, Melissa Oneal, the District's IMRF Authorized Agent, resigned effective November 14, 2022. As required by law, the Board of Education now needs to appoint a new Authorized IMRF Agent. Valerie Varhalla, the District's Director of Finance will act as the District's new IMRF agent. For your convenience, I have attached the completed *Notice of Appointment of Authorized Agent Form* that needs to be filed with IMRF.

Recommendation

The administration recommends that the Board of Education appoint Valerie Varhalla as the Authorized IMRF Agent effective November 28, 2022.