



**Bloomington  
School District 13**  
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Bloomington, Illinois  
60108-2604

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Administrative  
Assistant/Bookkeeper  
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E-mail  
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To: Board of Education  
Dr. Jon Bartelt  
From: Mr. John T. Reiniche  
Re: IMRF Authorized Agent  
Date: May 18, 2022

A handwritten signature in blue ink, appearing to read 'John T. Reiniche', written over the 'From:' line of the header.

**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, Geri Zanoni, the District's IMRF Authorized Agent provided notice of retirement effective June 30, 2022. As required by the law, the Board of Education now needs to appoint a new Authorized IMRF Agent. Melissa Oneal is the District's new Payroll/Benefits Coordinator; Geri's replacement. As such, it would make sense to have Mrs. Oneal as the District's 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 Melissa Oneal as the Authorized IMRF Agent effective June 1, 2022.

## ***RESOLUTION***

### ***FOR THE APPOINTMENT OF AN AUTHORIZED AGENT TO REPRESENT BLOOMINGDALE SCHOOL DISTRICT 13 IN THE ILLINOIS MUNICIPAL RETIREMENT FUND***

WHEREAS an Authorized Agent is necessary:

1. to centralize the local administration of IMRF in one person
2. to supervise the filing of payroll reports, member forms, pay contributions, and benefit applications for members
3. to advise members and local governing bodies
4. to act as the agent of the governing body in IMRF matters

BE IT RESOLVED that the Board of Education of Bloomington School District 13 shall appoint Melissa Oneal to serve as the Authorized Agent for the District in IMRF matters, to include the following powers and duties:

1. to determine and certify to IMRF which employees are covered by IMRF
2. to see that proper IMRF member contributions are withheld from employees' earnings
3. to supervise the completion of payroll reports and to promptly forward IMRF member and employer contributions to IMRF
4. to promptly forward all communications directed to members and beneficiaries by IMRF, including
  - a. member ballots for employee trustees
  - b. member statements of account
  - c. leaflets, bulletins, and other informational material
5. to keep the governing body informed regarding
  - a. employer contribution rates and funds required to meet participation costs
  - b. employer accounts receivable and other charges
  - c. matters requiring governing body approval as well as the general administration of IMRF

- 6. to assist members in filing participation papers and applications for retirement pensions and other benefits, and to assist members’ beneficiaries in filing applications for survivor’s benefits
- 7. to perform other administrative duties in connection with IMRF, such as
  - a. answering members’ questions, including questions about annual member statements, and if necessary, assist them in communicating with IMRF
  - b. carefully reviewing the annual statements of employer account issued by IMRF and reconciling them with the unit of government’s records
- 8. to sign all payroll reports, notices of member participation and termination, and other forms and communications on behalf of Bloomingdale School District 13, and

WHEREAS Melissa Oneal IS A MEMBER OF IMRF, be it further resolved that the following powers and duties be delegated

- 1. to file a petition for nomination of an executive trustee of IMRF
- 2. to cast a ballot for election of an executive trustee of IMRF

Upon motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ for the adoption of the foregoing resolution, a roll call vote was taken. The members voted as follows:

AYE:

NAY:

The President declared the motion \_\_\_\_\_, dated this 23<sup>rd</sup> day of May, 2022.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

(seal)

Notary



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME		EMPLOYER IMRF I.D. NUMBER	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME	FIRST NAME	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY			
DATE APPOINTMENT MADE (MM/DD/YYYY)	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY)	POSITION TITLE	
<p>Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 <b>removed</b> the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):</p> <p>To file Petition for Nominations of an Executive Trustee of IMRF    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>To cast a Ballot for Election of an Executive Trustee of IMRF    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>			
<b>X</b> SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, _____, do hereby certify that I am _____ <small>NAME</small> <span style="float: right;"><small>CLERK OR SECRETARY</small></span>			
of the _____ <small>NAME OF EMPLOYER</small>			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.			
BUSINESS ADDRESS			
CITY STATE AND ZIP + 4			
DAYTIME TELEPHONE NO. (with Area Code)		ALTERNATE TELEPHONE NUMBER (with Area Code)	
FAX NO. (with Area Code)		EMAIL ADDRESS	

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289