



*Laborers' and Retirement Board Employees'  
Annuity and Benefit Fund of Chicago*  

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*Suite 1300 • 321 North Clark Street  
Chicago, Illinois 60654-4739*

## **Informational Packet**

This packet contains the following information pursuant to the Illinois Freedom of Information Act (FOIA):

- I. Description of the Fund
- II. Administrative Organization
- III. FOIA Process & Procedures
- IV. Documents Available Upon Request

# LABORERS' AND RETIREMENT BOARD EMPLOYEES' ANNUITY & BENEFIT FUND OF CHICAGO

## I. Description of the Fund

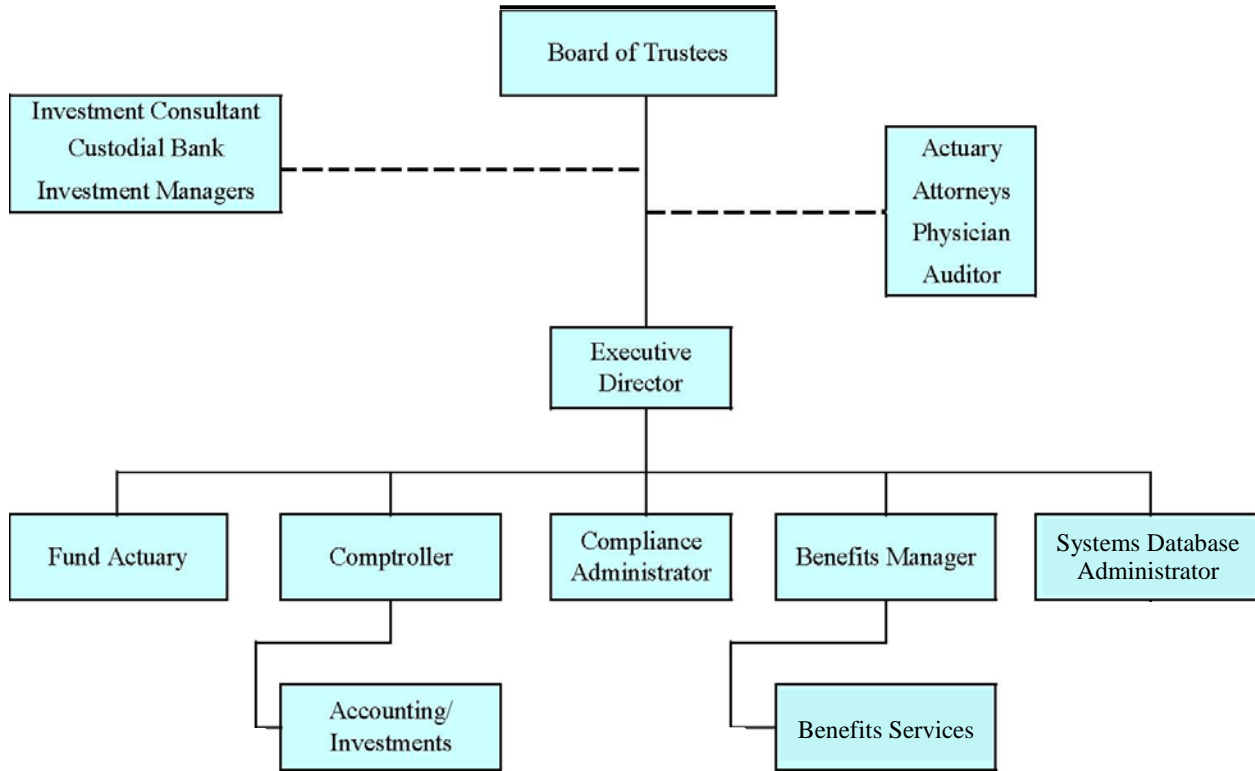
Laborers' and Retirement Board Employees' Annuity and Benefit Fund of Chicago (LABF or Fund) was established in 1935 by the Illinois legislature and created to provide retirement and disability benefits to its members and their beneficiaries. The Funds' members include individuals who are employed by the City of Chicago in positions classified as "labor services," certain Board of Education members, and individuals employed by the Laborers', Policemen's and Firemen's Annuity and Benefit Funds.

The Fund's Board of Trustees administers benefits, manages the Fund's assets, and employs 20 full time staff members. All members of the Board of Trustees are fiduciaries with respect to the Fund and are statutorily mandated to discharge their duties as such solely in the interest of the Fund's participants and beneficiaries. The Fund's Executive Director oversees all administrative functions and supervises the office staff.

<b>The Retirement Board</b>	
<b>Victor Roa</b> Member Appointed by Union President	<b>Melissa Conyears-Ervin</b> City Treasurer Ex-Officio Member
<b>James Joiner</b> Elected Active Member Vice President	<b>Jennie Bennett</b> City Chief Financial Officer Appointed Member
<b>Michael LoVerde</b> Elected Active Member Secretary	<b>Reshma Soni</b> First Deputy City Comptroller Member Appointed by City Comptroller (Ex-Officio)
<b>James Capasso Jr.</b> Elected Retired Member	<b>Stephen Skardon</b> Assistant to the Mayor Appointed Member

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## II. Administrative Organization



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## III. FOIA Process & Procedures

Information that is available for public review can be requested under the Freedom of Information Act (FOIA). The public can request information by writing a formal request to the LABF FOIA Officer at the following address:

John Carroll  
FOIA Officer  
321 N Clark St Ste 1300  
Chicago IL 60654-4739  
Fax: (312) 236-0574  
Email: [FOIA@labfchicago.org](mailto:FOIA@labfchicago.org)

**Requests should include the requester's name, address, telephone number and a description of the records requested.**

Generally, the Fund will respond to requests for information within five business days of receipt of the request. The FOIA Officer will contact the requester if additional time is needed to respond to the request. A fee will not be charged for the first 50 pages of a response. Additional pages will be assessed a fee of \$.05 per page. LABF may require that the fee be paid prior to preparing copies. For additional questions about requests for information, please call the office at (312) 236-2065.

# **LABORERS' AND RETIREMENT BOARD EMPLOYEES' ANNUITY & BENEFIT FUND OF CHICAGO**

## **IV. Types of Documents Available upon Request**

1. Summary Plan Description
2. Administrative Materials
  - a. Statement of Investment Policies
  - b. Board Policies
  - c. Regular Board Meeting Minutes
3. Financial Reports
  - a. Popular Reports
  - b. Comprehensive Annual Financial Reports
  - c. Quarterly Performance Reports
  - d. Audit Reports
  - e. Emerging Manager Report to the Governor and General Assembly
4. Miscellaneous
  - a. Semiannual Newsletter
  - b. Reciprocal Retirement Funds Brochure
  - c. Other documents about the Fund may be available

**Please note that all requested documents may not be available under a  
FOIA request**

Last updated February 2020