

ATTACHMENT NO. VIII-D: Appointment of Authorized IMRF Agent

Potential motion: Move to appoint Rhonda Boeke as the Authorized IMRF Agent

Recommended action: Approve the motion.

An Authorized Agent is necessary for North Boone CUSD #200 to:

1. Centralize the local administration of IMRF in one person.
2. File payroll reports and member forms, pay contributions, file benefit applications for members and advise members and local governing bodies.
3. Act as the agent of the governing body in IMRF matters. (An Authorized Agent is not an agent of IMRF.)

The Authorized Agent should be a full-time employee and have the following qualifications:

1. A close working knowledge of all personnel employed by the NBCUSE, including new and terminated employees.
2. Access to personnel records, payrolls, and other employee compensation records.
3. An adequate channel of communications with the Board of Education or Superintendent.
4. Sufficient time to perform local administrative IMRF functions.

As Business Manager of North Boone CUSD #200, it is recommended that Rhonda Boeke be appointed the Authorized IMRF Agent.



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 08/2011)

## INSTRUCTIONS

- Appointment of an Authorized Agent is to be made by adoption of a resolution by the governing body.
- 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 North Boone CUSD #200			Employer IMRF I.D. Number		
Authorized Agent's First Name Mr./Mrs. Dr./Ms.	Middle Initial Rhonda E.	Last Boeke	Jr., Sr., II, etc.	Social Security Number 3 2 1 7 0 7 5 0 8	
Type of governing body Public school Board of Education					
Date appointment made 7-23-12		Effective date of appointment 7-1-12		Position Title Business Manager	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):  To file Petition for Nominations of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  To cast a Ballot for Election of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>X</b> Signature of Authorized Agent _____ Date 7-23-12					
<b>Certification</b> Tom Kinser I, _____, do hereby certify that I am _____ Secretary (Name) (Clerk or Secretary) of the North Boone CUSD #200 Board of Education (Name of Employer) 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) Mr./Mrs./Dr./Ms. Rhonda Boeke Business Address 6248 North Boone School Road City State and Zip + 4 Poplar Grove, IL 61065-8548 Telephone (w/area code and extension) 815-765-3322 Alternate telephone number (w/area code and extension) FAX (w/area code) 815-765-2053 Email address rboeke@nbcusd.org					

### Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook, IL 60523-2337  
Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673)

[www.imrf.org](http://www.imrf.org)