

Officers & Employee Fund

Members: Dolores Martinez [Mayor's Proxy], Steve Karnat, Lester Kissinger Jr, Jamar Kelly, Maria Rodriguez, Karen Gassert

Staff: Joe Rudolf (solicitor), Lilliana Castillo

November 15, 2023 1:30 PM

Location: 3rd Fl Conference Room & Virtual

Board Meeting Agenda

Call to Order _____

○ **PRESENTER/GUEST**

○ **MINUTES**

- Approve October 2023 Minutes

	Yes	No	Abstain
Dolores Martinez	☐	☐	☐
Jamar Kelly	☐	☐	☐
Lester Kissinger	☐	☐	☐
Steve Karnat	☐	☐	☐
Maria Rodriguez	☐	☐	☐
Karen Gassert	☐	☐	☐

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 10/31/2023
- Wells Fargo Commercial 401K as of 10/31/2023
- Financial Report as of 9/30/2023
- Financial Report 401K as of 9/30/2023
- UBS investment as of 10/31/2023
- UBS 401K as of 10/31/2023

	Yes	No	Abstain
Dolores Martinez	☐	☐	☐
Jamar Kelly	☐	☐	☐
Lester Kissinger	☐	☐	☐
Steve Karnat	☐	☐	☐
Maria Rodriguez	☐	☐	☐
Karen Gassert	☐	☐	☐

○ **BILLS**

- ADP processing charges period ending 10/31/2023 - \$995.05
- Clark Hill professional services for October 2023 - \$522.50
- Clark Hill Aggregated board professional services for October 2023 - \$183.34

Sub-total: \$1,700.89

	Yes	No	Abstain
Dolores Martinez	☐	☐	☐
Jamar Kelly	☐	☐	☐
Lester Kissinger	☐	☐	☐
Steve Karnat	☐	☐	☐
Maria Rodriguez	☐	☐	☐
Karen Gassert	☐	☐	☐

○ **CORRESPONDENCE** –

○ **REFUNDS/ROLLOVERS**

- Emily Schreiner hired on 9/16/2019, separated on 11/15/2019.

<u>Rollover Amount =</u>	<u>\$201.55</u>
<u>Less 20% taxes</u>	<u>\$40.31</u>
<u>Distribution Amount</u>	<u>\$161.24</u>

- Meredith Groff hired on 2/6/2013, separated on 10/20/2023

<u>Rollover Amount =</u>	<u>\$16,518.94</u>

- Lillian Martinez hired on 7/1/2021, separated on 8/16/2021

<u>Rollover Amount =</u>	<u>\$133.97</u>
<u>Less 20% taxes</u>	<u>\$26.79</u>
<u>Distribution Amount</u>	<u>\$107.17</u>

- Albert Perez-Munoz hired on 4/1/2021, separated on 5/2/2021

<u>Rollover Amount =</u>	<u>\$209.81</u>
<u>Less 20% taxes</u>	<u>\$41.96</u>
<u>Distribution Amount</u>	<u>\$167.85</u>

- Geraldo Rodriguez hired on 7/16/2019, separated on 8/23/2019

<u>Rollover Amount =</u>	<u>\$93.94</u>
<u>Less 20% taxes</u>	<u>\$18.79</u>
Distribution Amount	\$75.15

- Scott Stump hired on 12/22/2021, separated on 6/8/2022

<u>Rollover Amount =</u>	<u>\$578.98</u>
<u>Less 20% taxes</u>	<u>\$115.80</u>
Distribution Amount	\$463.19

- Mark Poist hired on 12/3/2018, separated on 11/1/2019

<u>Rollover Amount =</u>	<u>\$1,744.15</u>
<u>Less 20% taxes</u>	<u>\$348.83</u>
Distribution Amount	\$1,395.32

- Anna LaMano hired on 7/1/2020, separated on 8/27/2021

<u>Rollover Amount =</u>	<u>\$2,450.54</u>
<u>Less 20% taxes</u>	<u>\$490.11</u>
Distribution Amount	\$1,960.43

- Ryan German hired on 10/16/2020, separated on 12/2/2020

<u>Rollover Amount =</u>	<u>\$154.07</u>
<u>Less 20% taxes</u>	<u>\$30.81</u>
Distribution Amount	\$123.26

- George Del-Rio hired on 10/1/2020, separated on 9/30/2021

<u>Rollover Amount =</u>	<u>\$1,264.40</u>
<u>Less 20% taxes</u>	<u>\$252.88</u>
Distribution Amount	\$1,011.52

- Cristobal Arroyo hired on 6/3/2019, separated on 9/13/2019

<u>Rollover Amount =</u>	<u>\$343.62</u>
<u>Less 20% taxes</u>	<u>\$68.72</u>
Distribution Amount	\$274.90

- Sara Achenbach hired on 8/16/2021, separated on 10/29/2021

Rollover Amount =	\$254.41
Less 20% taxes	\$50.88
Distribution Amount	\$203.53

Applications are pending.

	Yes	No	Abstain
Dolores Martinez	☐	☐	☐
Jamar Kelly	☐	☐	☐
Lester Kissinger	☐	☐	☐
Steve Karnat	☐	☐	☐
Maria Rodriguez	☐	☐	☐
Karen Gassert	☐	☐	☐

- **401K REFUNDS-**
- **APPLICATIONS**
- **DISABILITY APPLICATION -**
- **OLD BUSINESS –**
- **NEW BUSINESS-**
- **INFORMATION**
 - MMO deposit for November 2023 - \$271,839.00
 - MMO calculation for 2024 is available- \$261,701.00
 - QTR investment summary as of 9/30/2023
 - Alison Heist hired on 7/16/1993, Vesting as 2/16/2021
Monthly- \$1,750.84 Annual- \$21,010.05
 - William Houston hired on 8/16/1992, Vesting as 12/1/2009
Monthly- \$918.43 Annual- \$11,021.13
 - Tricia Bubel hired on 4/18/1988, Vesting as 12/18/1998
Monthly-\$402.63 Annual- \$4,831.58
 - Jane Squibb hired on 10/9/1990, Vesting as 3/31/2006
Monthly- \$1,111.16 Annual-13,333.92
 - Heather Dunkle hired on 4/22/1991, Vesting as 9/21/2010
Monthly- \$1,249.85 Annual- \$14,998.23
 - Mayor must appoint a retiree representative for the Officers & Employee Board.
- **PUBLIC COMMENT**
- **ADJOURNMENT**

