

Officers & Employee Fund

Members: Lester Kissinger Jr, Jamar Kelly, Maria Rodriguez, Ann Burkert,
Gary Phillips

Staff: Joe Rudolf (solicitor), Lilliana Castillo

March 20, 2024 1:30 PM

Location: Penn Room & Virtual

Board Meeting Agenda

Call to Order _____

○ **PRESENTER/GUEST**

○ **MINUTES**

- Approve February 2024 Minutes

	Yes	No	Abstain
	☐	☐	☐
Jamar Kelly	☐	☐	☐
Lester Kissinger	☐	☐	☐
Gary Phillips	☐	☐	☐
Maria Rodriguez	☐	☐	☐
Ann Burkert	☐	☐	☐

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 2/29/2024
- Wells Fargo Commercial 401K as of 2/29/2024
- Financial Report as of 1/31/2024
- Financial Report 401K as of 1/31/2024
- Financial Report as of 2/29/2024
- Financial Report 401K as of 2/29/2024
- UBS investment as of 2/28/2024
- UBS 401K as of 2/28/2024

	Yes	No	Abstain
	☐	☐	☐
Jamar Kelly	☐	☐	☐
Lester Kissinger	☐	☐	☐
Gary Phillips	☐	☐	☐

Maria Rodriguez	☐	☐	☐
Ann Burkert	☐	☐	☐

○ **BILLS**

- ADP processing charges period ending 2/29/2024 - \$981.10
- ADP processing 1099 charges period ending 1/5/2024- \$2,050.25
- Clark Hill professional services for February 2024 - \$687.50

Sub-total: \$3,718.85

	Yes	No	Abstain
	☐	☐	☐
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Gary Phillips	☐	☐	☐
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Ann Burkert	☐	☐	☐

○ **CORRESPONDENCE** –

○ **REFUNDS/ROLLOVERS**–

- Helen Ramos hired on 11/2/2020, separated on 2/22/2024.

<u>Rollover Amount =</u>	<u>\$6,107.41</u>
<u>Less 20% taxes</u>	<u>\$1,221.48</u>
<u>Distribution Amount</u>	<u>\$4,885.93</u>

	Yes	No	Abstain
	☐	☐	☐
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Maria Rodriguez	☐	☐	☐
Ann Burkert	☐	☐	☐

- Dolores Martinez hired on 3/15/2021, separated on 3/15/2024.

<u>Rollover Amount =</u>	<u>\$5,986.29</u>
<u>Less 20% taxes</u>	<u>\$1,197.26</u>
<u>Distribution Amount</u>	<u>\$4,789.03</u>

	Yes	No	Abstain
	☐	☐	☐
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Gary Phillips	☐	☐	☐
Maria Rodriguez	☐	☐	☐
Ann Burkert	☐	☐	☐

- **401K REFUNDS-**
- **APPLICATIONS-**
- **DISABILITY APPLICATION -**
- **OLD BUSINESS** –
 - Rebalancing the O&E bank account might not be needed anymore. Monthly wires from UBS in the amount of \$185,000 began 1/1/2024 as mentioned on our letter. Please see spreadsheet attached.

	Yes	No	Abstain
	☐	☐	☐
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Lester Kissinger	☐	☐	☐
Gary Phillips	☐	☐	☐
Maria Rodriguez	☐	☐	☐
Ann Burkert	☐	☐	☐

- **NEW BUSINESS-**

- **INFORMATION**
 - MMO deposit for March 2024 - \$261,701.00
 - Partial redemption for real estate funds has been completed.

- **PUBLIC COMMENT**

- **ADJOURNMENT**