

Officers & Employee Fund

Members: Lester Kissinger Jr, Jamar Kelly, [Mayor's proxy] English Bradley
Maria Rodriguez, Ann Burkert, Gary Phillips

Staff: Joe Rudolf (solicitor), Lilliana Castillo

October 16, 2024 1:30 PM

Location: Penn Room & Virtual

Board Meeting Minutes

Call to Order 1:34pm

○ **PRESENTER/GUEST**

- Absent- Ann Burkart, English Bradley, Joe Rudolf
- Guest- Beatrice Dolly (solicitor)

○ **MINUTES**

- Approve September 2024 Minutes

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

- Motion to approve made by Lester Kissinger, 2nd by Gary Phillips. (4y/0n)

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 9/30/2024
- Wells Fargo Commercial 401K as of 9/30/2024
- Accounting detailed spreadsheet
- UBS investment as of 9/30/2024
- UBS 401K as of 9/30/2024

	Yes	No	Abstain
English Bradley	☐	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐

Maria Rodriguez	☒	☐	☐
Ann Burkert	☐	☐	☐

- Motion to approve made by Maria Rodriguez, 2nd by Lester Kissinger. (4y/0n)

○ **BILLS**

- ADP processing charges period ending 9/30/2024 - \$813.75
- Clark Hill professional services for Sept 2024 - \$495.00

Sub-total: \$1,308.75

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

- Motion to approve made by Maria Rodriguez, 2nd by Lester Kissinger. (4y/0n)

○ **CORRESPONDENCE** –

○ **REFUNDS/ROLLOVERS-**

- Alexangelo Roman hired 10/16/2020, separated 8/16/2024

<u>Rollover Amount =</u>	<u>\$6,039.22</u>
<u>Less 20% taxes</u>	<u>\$1,207.84</u>
Distribution Amount	\$4,831.38

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

- Motion to approve made by Lester Kissinger, 2nd by Maria Rodriguez. (4y/0n)

○ **401K DCP REFUNDS-**

- Marcelino Colon hired on 1/3/2023, separated on 6/17/2024. No application

<u>Rollover Amount =</u>	<u>\$7,998.77</u>
<u>Less 20% taxes</u>	<u>\$1,599.75</u>
Distribution Amount	\$6,399.01

- Arthur Kelly hired date 7/3/2023, separated 7/26/2024

<u>Rollover Amount =</u>	<u>\$2,967.92</u>

- Christopher Geltz hire date 3/1/2022, separated 9/27/2024

<u>Rollover Amount =</u>	<u>\$13,377.17</u>
<u>Less 20% taxes</u>	<u>\$2,675.43</u>
Distribution Amount	\$10,701.74

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

- Motion to approve made by Lester Kissinger, 2nd by Maria Rodriguez. (4y/0n)

○ **APPLICATIONS-**

○ **DISABILITY APPLICATION -**

○ **OLD BUSINESS –**

○ **NEW BUSINESS-**

- We received 5 proposals for Defined Contribution. Emails have been sent.
 - Captrust Financial Advisor – Raleigh NC
 - Conrad Siegel – Harrisburg PA
 - One Digital – Rochester NY
 - RCM&D – Baltimore MD
 - Retirement Plan Advisors – Chicago IL
- Hard copies for Jamar Kelly, the board will review before next meeting.

- **INFORMATION**
 - MMO deposit for October 2024 - \$261,701.00
- **PUBLIC COMMENT**
- **ADJOURNMENT**
 - Motion to adjourn at 1:45pm made by Maria Rodriguez, 2nd by Lester Kissinger.
(4y/0n)