

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

November 19, 2025 1:30 PM

Location: Penn Room & Virtual

Board Meeting Minutes

Call to Order 1:30pm

○ PRESENTER/GUEST

- Absent- Jamar Kelly

○ MINUTES

- Approve October 2025 Minutes

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

- Motion to approve made by Gary Phillips, 2nd by Lester Kissinger. (5y/0n)

○ FINANCIAL REPORTS

- Wells Fargo Commercial as of 10/31/2025
- Wells Fargo Commercial 401K as of 10/31/2025
- Financial Report 9/30/2025
- Financial Report 401k 9/30/2025
- UBS investment as of 9/2025
- Charles Schwab 401k as of 10/31/2025
- Accounting cash flow

	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☐	☐	☐

Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by Maria Rodriguez, 2nd by Ann Burkert. (5y/0n)

○ **BILLS**

- ADP processing charges period ending 10/31/2025 - \$804.20
- Clark Hill legal services for October- \$990.00
- Clark Hill Aggregated Board legal services for October- \$155.84
- 3rd QTR Pension Salary 7/1/2025-9/30/2025-\$6,281.11
- 3rd QTR Medical Deductions for retirees 7/1/2025-9/30/2025- \$6,424.34
- 3rd QTR Postal Reimbursements 7/1/2025-9/30/2025- \$29.70

Sub-total: \$14,685.19

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

- Motion to approve made by Ann Burkert, 2nd by Maria Rodriguez. (5y/0n)

○ **CORRESPONDENCE** –

○ **REFUNDS/ROLLOVERS-**

- Jessica Skipper hired on 6/22/2018. Separated on 8/31/2025.

<u>Rollover Amount =</u>	<u>\$11,964.03</u>
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	Yes	No	Abstain
English Bradley	☒	☐	☐
Jamar Kelly	☐	☐	☐
Lester Kissinger	☒	☐	☐
Gary Phillips	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Ann Burkert	☒	☐	☐

- Motion to approve made by Gary Phillips, 2nd by Lester Kissinger. (5y/0n)

- John Farrier hired on 11/13/2006, separated on 1/3/2011.

Rollover Amount =	\$8,283.58
Less 20% taxes	\$1,656.72
Distribution Amount	\$6,626.87

	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. (5y/0n)

○ **401K DCP REFUNDS/ROLLOVER- CHARLES SCHWAB**

- Miledy Florez hired on 12/1/2023, separated on 8/31/2025- \$4,957.62
- Mariel Epps hired on 10/1/2024, separated on 9/11/2025- \$2,696.51

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

- Motion to approve made by Ann Burkert, 2nd by Gary Phillips. (5y/0n)

○ **APPLICATIONS-**

- Diane Lessig hired on 4/20/1981, retired effective 10/31/2025.
Monthly- \$2,184.30 Annual- \$26,211.60

	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. (5y/0n)

- **DISABILITY APPLICATION** –
- **OLD BUSINESS** –
- **NEW BUSINESS-**
- **INFORMATION**
 - MMO deposit for November 2025 - \$222,418.00
 - MMO for 2026 \$223,469.16
- **PUBLIC COMMENT**
- **ADJOURNMENT**
 - Motion to adjourn at 1:45pm made by Lester Kissinger, 2nd by Gary Phillips.