

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

December 17, 2025 1:30 PM

Location: Penn Room & Virtual

Board Meeting Minutes

Call to Order 1:32pm

○ **PRESENTER/GUEST**

- Absent- Jamar Kelly

○ **MINUTES**

- Approve November 2025 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 Ann Burkert. (5y/0n)

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 11/30/2025
- Wells Fargo Commercial 401K as of 11/30/2025
- Financial Report 10/31/2025
- Financial Report 401k 10/31/2025
- UBS investment as of 11/2025
- Charles Schwab 401k as of 11/30/2025
- Accounting cash flow spreadsheet for 2025
- Accounting cash flow spreadsheet for 2026 with no recommendation to transfer.

	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. (5y/0n)

○ **BILLS**

- ADP processing charges period ending 11/30/2025 - \$804.20
- Clark Hill legal services for November- \$357.50

Sub-total: \$1,161.70

	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)

○ **CORRESPONDENCE** –

○ **REFUNDS/ROLLOVERS-**

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

- Jenniffer M. Rios hired on 4/1/2024, separated on 11/20/2025- \$5,850.06

	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-**

- Brenda Osorio hired on 3/1/2001, vested on 9/9/2016. Pension effective 12/15/2025. Collecting at 62 years old.

Monthly- \$1,015.12

Annual- \$12,181.43

	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 December 2025 - \$222,418.00
- MMO for 2026 \$223,469.16
- Pension Board meetings at 1:30pm are in the process of being advertised. Please mark your calendars for 2026:
 - ✓ January 21, 2026, Penn Room
 - ✓ February 18, 2026, Penn Room
 - ✓ March 18, 2026, Penn Room
 - ✓ April 15, 2026, Penn Room
 - ✓ May 20, 2026, Penn Room
 - ✓ June 17, 2025, Penn Room
 - ✓ July 15, 2026, Penn Room
 - ✓ August 19, 2026, Penn Room
 - ✓ September 16, 2026, Penn Room
 - ✓ October 21, 2026, Penn Room
 - ✓ November 18, 2026, Penn Room
 - ✓ December 16, 2026, Penn Room

- **PUBLIC COMMENT**

- **ADJOURNMENT**

- Motion to adjourn at 1:37pm made by Lester Kissinger, 2nd by Ann Burkert. (5y/0n)