

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

February 19, 2024 1:30 PM

Location: Penn Room & Virtual

Board Meeting Minutes

Call to Order 1:40pm

○ **PRESENTER/GUEST**

- Absent- Maria Rodriguez, Ann Burkert

○ **MINUTES**

- Approve January 2025 Minutes

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

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

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 1/31/2025
- Wells Fargo Commercial 401K as of 1/31/2025
- UBS investment as of 1/31/2025
- UBS 401K as of 1/31/2025
- Financial report 12/31/24
- Financial report 401K 12/31/24
- Cash flow spreadsheet

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

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

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

○ **BILLS**

- ADP processing charges period ending 1/31/2025 - \$787.50
- Clark Hill professional services for January 2025 - \$2,447.50
- Clark Hill legal services for January 2025 Aggregated board- \$165.00
- 4th QTR Pension Salary 10/1/2024-12/31/2024-\$6,178.17
- 4th QTR Medical Deductions for retirees 10/1/2024-12/31/2024- \$6,974.10
- 4th QTR Postal Reimbursements 10/1/2024-12/31/2024- \$28.05
- PDF Filler for 1099R- \$15.90
- Conrad Siegel actuarial services as of 12/31/2023-\$3,000.00

Sub-total: \$19,596.22

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

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

○ **CORRESPONDENCE –**

○ **REFUNDS/ROLLOVERS-**

○ **401K DCP REFUNDS-**

○ **APPLICATIONS-**

○ **DISABILITY APPLICATION -**

○ **OLD BUSINESS –**

○ **NEW BUSINESS-**

- We received 5 proposals for Defined Contribution. Emails have been sent. Evaluation sheet attached.
 - Captrust Financial Advisor – Raleigh NC
 - Conrad Siegel – Harrisburg PA
 - One Digital – Rochester NY

- RCM&D – Baltimore MD
- Retirement Plan Advisors – Chicago IL

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

- Motion made by Lester Kissinger, 2nd by English Bradley to award Conrad Seigel to provide investment advisory services management, and administration for the 401k Defined Contribution Plan. (4y/0n)

- **INFORMATION**

- MMO deposit for February 2025 - \$222,418.00

- **PUBLIC COMMENT**

- Policy on absences.

- **ADJOURNMENT**

- Motion to adjourn at 1:47pm made by English Bradley, 2nd by Gary Phillips. (4y/0n)