

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

May 21, 2024 1:30 PM

Location: Penn Room & Virtual

Board Meeting Minutes

Call to Order 1:40pm

○ PRESENTER/GUEST

- Absent- Jamar Kelly
- Guest- Sean Duffy, Laura Hess

○ MINUTES

- Approve April 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 4/30/2025
- Wells Fargo Commercial 401K as of 4/30/2025
- Financial report as of 2/28/2025
- Financial report 401k as of 2/28/2025
- Financial report as of 3/31/2025
- Financial report 401k as of 3/31/2025
- UBS investment as of 4/30/2025
- UBS 401K as of 4/30/2025
- Accounting detail spreadsheet

	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)

○ **BILLS**

- ADP processing charges period ending 4/30/2025 - \$788.75
- Clark Hill legal services for March- \$385.00
- Clark Hill legal services for April- \$632.50
- Clark Hill legal Aggregated Pension Board services for March- \$147.00
- 1st QTR Pension Salary 1/1/2025-3/31/2025-\$6,317.67
- 1st QTR Medical Deductions for retirees 1/1/2025-3/31/2025- \$7,374.54
- 1st QTR Postal Reimbursements 1/1/2025-3/31/2025- \$257.95

Sub-total: \$15,903.41

	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-**

○ **APPLICATIONS-**

○ **DISABILITY APPLICATION -**

○ **OLD BUSINESS –**

○ **NEW BUSINESS-**

- Conrad Siegel has been appointed by the board to serve as our 401(k) Defined Contribution Plan manager and administrator. The option to invest their money will be available to participants. The best-performing investments are these selection menus provided by Conrad Siegel. The final transition will begin on July 1, 2025. For the

board's approval, Conrad Siegel has created an investment menu. Documents and service agreements are attached.

- ✓ As the official termination service request regarding 401k DCP only, A letter has been drafted to UBS.

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

- Motion to TABLE for further review made by Lester Kissinger, 2nd by Ann Burkert. (5y/0n)

- **INFORMATION**

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

- **PUBLIC COMMENT**

- **ADJOURNMENT**

- Motion to adjourn at 2:24pm made by Maria Rodriguez, 2nd by Ann Burkert. (5y/0n)