

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

September 17, 2024 1:30 PM

Location: Penn Room & Virtual

Board Meeting Minutes

Call to Order 1:30pm

○ **PRESENTER/GUEST**

- Absent- Lester Kissinger

○ **MINUTES**

- Approve August 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 Gary Phillips. (5y/0n)

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 8/31/2025
- Wells Fargo Commercial 401K as of 8/31/2025
- UBS investment as of 8/2025
- UBS 401K as of 8/2025

	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)

○ **BILLS**

- ADP processing charges period ending 8/31/2025 - \$814.60
- Clark Hill legal services for August- \$550.00
- 2nd QTR Pension Salary 4/1/2025-6/30/2025-\$6,318.43
- 2nd QTR Medical Deductions for retirees 4/1/2025-6/30/2025- \$6,925.06
- 2nd QTR Postal Reimbursements 4/1/2025-6/30/2025- \$69.30

Sub-total: \$14,677.39

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

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

○ **CORRESPONDENCE** –

○ **REFUNDS/ROLLOVERS-**

- Jason Oswald hired on 11/1/2019, separated on 5/30/2025

<u>Rollover Amount =</u>	<u>\$11,403.19</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 Ann Burkert, 2nd by Gary Phillips. (5y/0n)

○ **401K DCP REFUNDS/ROLLOVER-**

- Please continue to report any separations with 401(k) withdrawals, even though we transferred the funds from UBS to Charles Schwab. Board approval is still required.

