

Officers & Employee Fund

Members: Dolores Martinez [Mayor's Proxy], Steve Karnat, Lester Kissinger Jr, Jamar Kelly, Maria Rodriguez, Karen Gassert

Staff: Joe Rudolf (solicitor), Lilliana Castillo

September 20, 2023 1:30 PM

Location: Penn Room & Virtual

Board Meeting Minutes

Call to Order 1:37pm

○ PRESENTER/GUEST

- Guest- Shauna Duggan (Solicitor)
- Absent- Joe Rudolf

○ MINUTES

- Approve August 2023 Minutes

	Yes	No	Abstain
Dolores Martinez	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Steve Karnat	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Karen Gassert	☒	☐	☐

- Motion to adjourn made by Lester Kissinger, 2nd by Steve Karnat. (6y/0n)

○ FINANCIAL REPORTS

- Wells Fargo Commercial as of 8/31/2023
- Wells Fargo Commercial 401K as of 8/31/2023
- Wells Fargo Commercial 401K as of 7/1/2023
- Financial Report as of 7/31/2023
- UBS investment as of 8/31/2023
- UBS 401K as of 8/31/2023

	Yes	No	Abstain
Dolores Martinez	☒	☐	☐
Jamar Kelly	☒	☐	☐

Lester Kissinger	☒	☐	☐
Steve Karnat	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Karen Gassert	☒	☐	☐

- Motion to approve made by Maria Rodriguez, 2nd Lester Kissinger. (6y/0n)

○ **BILLS**

- ADP processing charges period ending 8/31/2023 - \$990.87
- Clark Hill professional services for August 2023 - \$852.50

Sub-total: \$1,843.37

	Yes	No	Abstain
Dolores Martinez	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Steve Karnat	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Karen Gassert	☒	☐	☐

- Motion to approve made by Dolores Martinez, 2nd by Maria Rodriguez. (6y/0n)

○ **CORRESPONDENCE** –

○ **REFUNDS/ROLLOVERS**

- Abraham Amoros hired on 11/9/2020, separated on 2/15/2022.

Rollover Amount =	\$5,649.98
Less 20% taxes	\$1,130.00
Distribution Amount	\$4,519.98

	Yes	No	Abstain
Dolores Martinez	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Steve Karnat	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Karen Gassert	☒	☐	☐

- Motion to approve made by Steve Karnat, 2nd by Lester Kissinger. (6y/0n)

- Jeffrey Young hired on 8/16/2018, separated on 7/21/2023.

<u>Rollover Amount =</u>	<u>\$7,646.29</u>
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	Yes	No	Abstain
Dolores Martinez	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Steve Karnat	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Karen Gassert	☒	☐	☐

- Motion to approve made by Lester Kissinger, 2nd by Steve Karnat. (6y/0n)
- **401K REFUNDS-**
- **APPLICATIONS**
 - Kerry Knarr hired on 6/21/1982, left 2/1/1989, received a refund, and then returned on 9/3/1991. Mr. Knarr was accidentally hired under the new plan contributing 3%. He then changed it to 6%. Prior to retirement Mr. Knarr must pay the difference in pension contributions. Pension office received a check for \$22,837.08. Mr. Knarr has submitted his pension application for retirement. please see attached.
Monthly- \$4,081.37 Annually-\$48,976.45

	Yes	No	Abstain
Dolores Martinez	☒	☐	☐
Jamar Kelly	☒	☐	☐
Lester Kissinger	☒	☐	☐
Steve Karnat	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Karen Gassert	☒	☐	☐

- Motion to approve made by Lester Kissinger, 2nd by Steve Karnat. (6y/0n)
- Opalene E. Wolf surviving spouse of Donald Wolf decease as of 5/14/2022. Date of application 8/30/2023.
Monthly- \$593.37 Annually-\$7,120.44

	Yes	No	Abstain
Dolores Martinez	☒	☐	☐
Jamar Kelly	☒	☐	☐

