

Officers & Employee Fund

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

Staff: Joe Rudolf (solicitor), Juan Ruiz

September 21, 2022 1:30 PM

Location: 3rd Floor Conference Room & Virtual

Board Meeting Minutes

Call to Order 1:42 PM

○ **PRESENTER/GUEST**

- Felix Freytiz – was unable to attend as guest.

○ **MINUTES**

- Approve August 2022 Minutes

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

- Motion to approve made by Dolores Martinez, 2nd by Lester Kissinger (6y/0n)

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 8/31/2022
- UBS investment as of as of August 2022
- UBS Defined Contribution Retirement Account Summary as of July 2022 and August 2022
- Financial Reports as of 7/31/2022 and 8/31/2022

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

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

○ **BILLS**

- ADP processing charges period ending 8/31/2022 - \$940.24
- Clark Hill professional services for August 2022 - \$375.00

Sub-total: \$1,315.24

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

- Motion to approve made by Maria Rodriguez, 2nd by Steve Karnat (6y/0n)

○ **CORRESPONDENCE** - None

○ **REFUNDS/ROLLOVERS**

- **Application for Rollover:**
 - Jamie Imbesi hire date 5/7/2012. Separated 6/1/2022.

Rollover Amount =	\$15,665.72
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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)

- **Application for Refund:**
 - Yomary Castro hire date 3/21/2016. Separated 9/9/2022.

Rollover Amount =	\$12,281.57
Less 20% taxes	\$2,456.31
Distribution Amount	\$9,825.26

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

- Motion to approve made by Maria Rodriguez, 2nd by Steve Karnat (6y/0n)

○ **APPLICATIONS** –

- Catherine Weist Vested under Dual Coverage. Resigned on 8/18/2011. Hire Date of 4/12/1982. Completed 28 years of service. Eligible for pension benefits as of 9/13/2022.

- Accompanying documents:

- Communication from Pension Office with Employee.
- Robin Phillips provided a lump sum of \$20,059.71.
- Catherine Paid \$2,136.74.
- Remaining Balance: \$17,922.97.
 - Balance will be satisfied prior to commencement of benefits.

Monthly \$2,405.22

Annual \$28,862.60

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

- Motion to approve **pending final payment** made by Steve Karnat, 2nd by Maria Rodriguez (6y/0n)
- *Once final payment is made, proof will be presented to board for final approval.*

- Bryan Roberts Eligible for Pension Benefits on 11/14/2022.
Monthly \$1645.34 Annual \$19,744.10

	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)

- Pamela Hehr Retiring on 11/30/2022.
Monthly \$2,392.09 Annual \$28,705.06

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

- Motion to approve made by Steve Karnat, 2nd by Karen Gassert (6y/0n)
- **DISABILITY APPLICATION** - None
- **OLD BUSINESS** – None
- **NEW BUSINESS** – None
 - *Employee rehired (Herbert), has to payback pension refund with interest within 12 months of being rehired. Will be revisited in September of 2023 during OE Board Meeting.*
- **INFORMATION**
 - MMO deposit for September 2022 - \$280,359.42
- **PUBLIC COMMENT**
 - Executive Session transpired during Board Meeting.
- **ADJOURNMENT**
 - Motion to adjourn at 2:21 PM made by Steve Karnat, 2nd by Maria Rodriguez