

Police Pension Fund

Members: Dolores Martinez [Mayor's Proxy],
Ivan Martinez, Gregory Zawilla,
Javier Ruiz, Jamar Kelly, Maria Rodriguez
Staff: Lilliana Castillo, Joe Rudolf (Solicitor)

September 14, 2023 - 9:30 am

Location: Penn Room & Virtual

Board Meeting Minutes

Call to Order 9:42am

○ **PRESENTER/GUEST/ABSENT**

- Absent- Dolores Martinez, Javier Ruiz

○ **MINUTES**

- Approve minutes from August 2023

	Yes	No	Abstain
Jamar Kelly	☒	☐	☐
Javier Ruiz	☐	☐	☐
Ivan Martinez	☒	☐	☐
Gregory Zawilla	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Dolores Martinez	☐	☐	☐

- Motion to approve made by Ivan Martinez, 2nd by Gregory Zawilla. (4y/0n)

○ **FINANCIAL REPORTS**

- Wells Fargo Commercial as of 8/31/2023
 - \$500,000 wire completed on 8/1/2023
- Financial Report as of 7/31/2023
- UBS investment as of 8/31/2023

	Yes	No	Abstain
Jamar Kelly	☒	☐	☐
Javier Ruiz	☐	☐	☐
Ivan Martinez	☒	☐	☐
Gregory Zawilla	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Dolores Martinez	☐	☐	☐

- Motion to approve made by Maria Rodriguez, 2nd by Ivan Martinez. (4y/0n)

- **BILLS**

- ADP processing charges period ending 9/30/2023 - \$707.20
- Clark Hill professional services for August 2023 - \$2,640.00

Sub-Total- \$3,347.20

	Yes	No	Abstain
Jamar Kelly	☒	☐	☐
Javier Ruiz	☐	☐	☐
Ivan Martinez	☒	☐	☐
Gregory Zawilla	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Dolores Martinez	☐	☐	☐

- Motion to approve made by Maria Rodriguez, 2nd Gregory Zawilla. (4y/0n)

- **CORRESPONDENCE**

- **REFUNDS-**

- Nicholas Morgan Hired on 7/10/2023, separated on 8/7/2023.

<u>Refund Amount</u>	<u>\$243.52</u>
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	Yes	No	Abstain
Jamar Kelly	☒	☐	☐
Javier Ruiz	☐	☐	☐
Ivan Martinez	☒	☐	☐
Gregory Zawilla	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Dolores Martinez	☐	☐	☐

- Motion to approve made by Maria Rodriguez, 2nd by Gregory Zawilla. (4y/0n)

- Usiel Reyes Hired on 1/16/2023, separated on 8/7/2023.

<u>Refund Amount</u>	<u>\$2,197.36</u>
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	Yes	No	Abstain
Jamar Kelly	☒	☐	☐
Javier Ruiz	☐	☐	☐
Ivan Martinez	☒	☐	☐
Gregory Zawilla	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Dolores Martinez	☐	☐	☐

- Motion to approve made by Gregory Zawilla, 2nd by Ivan Martinez. (4y/0n)

- **APPLICATIONS**

- Eric Sweitzer hired on 7/2/2007, laid off 12/18/2009, and returned on 2/16/2010. New retirement date is 9/2/2023. Mr. Sweitzer is now retiring as of 9/12/2023. Bought 5 years of civilian time.

Monthly- \$5,197.47

Annually-\$62,369.60

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Jamar Kelly	☒	☐	☐
Javier Ruiz	☐	☐	☐
Ivan Martinez	☒	☐	☐
Gregory Zawilla	☒	☐	☐
Maria Rodriguez	☒	☐	☐
Dolores Martinez	☐	☐	☐

- Motion to approve made by Ivan Martinez, 2nd by Gregory Zawilla. (4y/0n)

- **DROP APPLICATIONS-**

- **DISABILITY APPLICATIONS**

- **BUYBACK**

- New military buyback calculation is completed. New formulas are as follows:
 - ✓ Full year of Trainee, Patrolman 1, 2, and 3
 - ✓ Correct percentages of actuarial contribution
 - ✓ Correct employee contribution
- The employees below have requested payroll deduction for their military buyback. More to come.
 - Jose M. Vega hire date 1/10/2022 purchasing 5 years of Military totaling \$84,584.34 at \$200.00 per pay.
 - Eric Koller hire date 1/20/2014 purchasing 4 years of Military totaling \$66,804.55 at \$100.00 per pay.
 - George Morar hire date 8/27/2012 purchasing 1 year 8 months of Military totaling \$28,111.33 at \$10.00 per pay.

	Yes	No	Abstain
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Maria Rodriguez	☒	☐	☐
Dolores Martinez	☐	☐	☐

- Motion to approve made by Ivan Martinez, 2nd by Maria Rodriguez. (4y/0n)

- Submit a letter to each individual stating new calculation.

- **OLD BUSINESS**

- Response from actuary and state auditor regarding service time for furloughed officer. Please see attached. Open for discussion.
- Funds are to be made whole; payment plans are available. Please draft a letter for individual.

- **NEW BUSINESS**

- The Fireman 5-year military buyback payroll contributions were incorrectly deposited into the Police Pension fund. Moving forward payroll has created a separate deduction code to move payroll deductions. A reimbursement is required in the amount of \$6,447.00 to the Firemen Pension fund.

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Maria Rodriguez	☒	☐	☐
Dolores Martinez	☐	☐	☐

- Motion to approve made by Gregory Zawilla, 2nd by Maria Rodriguez. (4y/0n)
- An employee separated service while having an automatic DROP withdrawal. The employee was not entitled to August 1, 2023 DROP payment. The pension office has reached out multiple times to our DROP provider to avoid the overpayment. Employee will possibly owe \$8,098.78. Open for discussion.
 - Follow up with another email to receive reimbursement.

- **INFORMATION**

- MMO deposit for September 2023 - \$868,326.00
- MMO for 2024 is available.

- **PUBLIC COMMENT**

- **ADJOURNMENT**

- Motion to adjourn at 10:24am