

**Minutes**

**O & E**

**December 17, 2014**

**Vaughn D. Spencer, David Cituk, Elaine Haas, Phil Edwards (solicitor),  
Kaylene Huggins, Tammy Baker, Matt Bembenick, Ronald Whitmoyer,  
Lillian Castillo**

**Call to Order \_\_\_\_\_**

• **PRESENTER/GUEST**

✚ Robin Philips

• **MINUTES**

○ Approve November 2014 minutes

✚ Spelling correction Page 2 brake – Break

✚ Motion to approve minutes made by David Cituk, 2<sup>nd</sup> Matthew Bembenick  
( 5y/0n)

• **FINANCIAL REPORTS**

○ Comerica statement 11/1-11/30

○ Russell financial report 11/30/2014

○ Russell account review 11/30/2014

○ Wells Fargo statement 10/2014

✚ Motion to approve minutes made by David Cituk, 2<sup>nd</sup> Matthew Bembenick (  
5y/0n)

• **BILLS**

○ ADP autopay 11/30/2014-\$ 602.01

○ ADP autopay 10/31/2014-\$ 622.01

○ Linton Distasio & Edwards 12/03/2014-\$ 1014.00

○ Mockenhaupt pension actuarial meeting- \$ 190.00

○ Postal Reimbursement for Nov 2014 – \$ 39.69

✚ Motion to approve made by Elaine Haas, 2<sup>nd</sup> Tammy Baker ( 5y/0n)

- **CORRESPONDENCE**

- Russell investment purchased by London Stock Exchange

- **REFUNDS**

- Alex Oestreich refund date of separation 11/26/2014

Rollover Amount	3,764.78
Less 20% Taxes	752.96
Refund Amount	3,011.83

- Allen Detwiler refund date of separation 8/15/2013

Rollover Amount	1,776.36
Less 20% Taxes	355.27
Refund Amount	1,421.09

- Scott Perry returned his refund check from 9/9/2014 requesting a roll over

Rollover Amount	3,949.10
Less 20% Taxes	789.82
Refund Amount	3,159.28

✚ **Robin Philips refund contingent on e-mail response of the board.**

✚ **Motion to approve Robin Philips to receive a refund David Cituk, 2<sup>nd</sup> Tammy Baker (5y/0n)**

✚ **Motion to approve refunds made by Elaine Haas, 2<sup>nd</sup> Matthew Bembenick (5y/0n)**

- **APPLICATIONS**

- Brian Craze disability pension approved via e-mail  
Total monthly -2468.74  
Semi Monthly- 1234.37
  - ✚ **Motion to approve made by David Cituk , 2<sup>nd</sup> Elaine Haas (5y/0n)**
  
- **OLD BUSINESS**
  - Position Factor / letters
  - Robin Phillips is questioning because she didn't not sign her vesting paper work with in the 90 day time limit is she able to receive a refund.
  - RFI  
Russell – request a copy of the current contact. Solicitor requested to compose a letter on the boards behalf.
  
- **NEW BUSINESS**
  - Lisa Hopkins wants to know if she passes is not married and does not have an eligible dependent why can't her pension go to an elected beneficiary.
    - ✚ Must have a spouse or an eligible beneficiary for pension at time of death
  - Bank account access to pension accounts
    - ✚ Kaylene Huggins, Lillian Castillo, Matthew Bembenick are to have access to the pension account and have the ability to move funds.
  
- **INFORMATION**
  - Linda Manegold- passed 12/2/2014 she did not have a spouse or eligible dependent.
    - ✚ Pension needs to be contacted by estate

## **ADJOURNMENT**

- ✚ 323pm Motion made to approve by David Cituk, 2<sup>nd</sup> Matthew Bembenick ( 5y/0n)