

Minutes

O & E

January 20, 2016

Wally Scott, David Cituk, Jack Linton (solicitor), Kaylene Huggins, Donald Pottiger, Lilliana Castillo, Steve Karnat, Vicki Hoffman, Lester Kissinger Jr

Call to Order __1:35p.m.__

- **PRESENTER/GUEST**
 - Guest- Chris Zale (Controller)
 - Guest- Anthony Distasio (Linton Distasio)

- **MINUTES**
 - Approve December 2015 minutes
 - Motion to approve made by Steve Karnat, 2nd by Vicki Hoffman. (6y/0n)

- **FINANCIAL REPORTS**
 - Wells Fargo Commercial Funds 12/1/15-12/31/15
 - Financial Report for November 30, 2015
 - Comerica Bank 12/1/15-12/31/15
 - Russell Investments Account Review 12/31/2015
 - Russell Investments Account Statement 12/1/2015-12/31/2015
 - Motion to approve made by Donald Pottiger, 2nd by Steve Karnat. (6y/0n)

- **BILLS**
 - ADP processing charges 12/31/15- \$581.38
 - ADP expanded payroll charges 12/31/2015- \$18.58
 - ADP processing charges 1/15/16- \$579.50
 - ADP reverse wire fee 11/30/15- \$20.00
 - Postal Reimbursement for 12/2015- \$35.52
 - Linton, Distasio & Edwards for 12/2015- \$292.50
 - Medical deductions from 10/1/15-12/31/15-\$5,938.74
 - 4th QTR Pension Coordinator and PT Pension Assistant salary-\$7,636.50
 - Motion to approve made by Vicki Hoffman, 2nd by Lester Kissinger. (6y/0n)

- **CORRESPONDENCE**

- **REFUNDS**

- Brian Twyman separation date 12/31/2015

<u>Rollover Amount =</u>		<u>\$4,195.51</u>
<u>LESS 20% TAXES=</u>	-	<u>\$839.10</u>
<u>REFUND AMOUNT=</u>		<u>\$3,356.41</u>

- Vaughn Spencer separation date 1/4/16

<u>Rollover Amount =</u>		<u>\$9,612.36</u>
<u>LESS 20% TAXES=</u>	-	<u>\$1,922.47</u>
<u>REFUND AMOUNT=</u>		<u>\$7,689.89</u>

- Heather Scheuring separation date 12/31/2015

<u>Rollover Amount =</u>		<u>\$7,235.67</u>
<u>LESS 20% TAXES=</u>	-	<u>\$1,447.13</u>
<u>REFUND AMOUNT=</u>		<u>\$5,788.53</u>

- Lenin Agudo separation date 12/15/15

<u>Rollover Amount =</u>		<u>\$9,350.78</u>
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- Gregory Smith separation date 12/1/15

<u>Rollover Amount =</u>		<u>\$4,485.50</u>
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- Daniel Cabana- Roman separation date 7/21/15. Refund being processed due to fact no application was received within the 90 days of separation of service

<u>Gross Refund Amount =</u>		<u>\$514.05</u>
<u>LESS 20% TAXES=</u>	-	<u>\$102.81</u>
<u>NET REFUND AMOUNT=</u>		<u>\$411.24</u>

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

- **APPLICATIONS**

- Virginia Lash **retiring as of 12/31/2015**

<u>TOTAL MONTHLY=</u>		<u>\$1,191.02</u>
<u>SEMI MONTHLY</u>	<u>-</u>	<u>\$595.51</u>
<u>ANNUAL</u>		<u>\$14,292.29</u>

- Motion to approve made by Vicki Hoffman, 2nd by Wally Scott. (6y/0n)

- **OLD BUSINESS**

- Fee agreement outline provided by Russell- TABLED
 - Motion to resume discussion made by Steve Karnat, 2nd by Lester Kissinger. (6y/0n)
- Russell Investments will be coming in February to present the 4th QTR review and to discuss the fee agreement outline.
 - Motion to Re-TABLE until February when Russell Investments comes in for the 4th QTR review made by David Cituk, 2nd by Vicki Hoffman. (6y/0n)

- **NEW BUSINESS**

- **INFORMATION**

- Payment received from Debra Overley in the amount of \$324.82 which is the amount owed by her for pension contributions on non-pensioned overtime.
- O&E statement of investment policy TABLED for review.
- Joella G Simmons application received for estimated retire date of 2/20/16.

- **ADJOURNMENT**

- Motion to adjourn made by Steve Karnat, 2nd by Vicki Hoffman at 2:32pm. (6y/0n)