

I. Roll Call:

- A. Members Present
 - 1. Paul Schroder
 - 2. Frank Davis
 - 3. Sarah Kannas
 - 4. Richard Benoit, Alternate - seated as a voting member.
- B. Members Absent
 - 1. Jerald Navick
 - 2. Joanne Philbrick
 - 3. John A John, Alternate
 - 4. James Tetreault, Alternate
- C. Others Present
 - 1. Thomas Dawkins, Human Resources Director
 - 2. Donna DesSureauult, Secretary
 - 3. Brian Curtin, City Treasurer
 - 4. William Block, Purchasing Agent

II. Minutes

- A. Minutes of Personnel and Pension Board Meeting held on 9/16/2008.
 - 1. Motion by Sarah Kannas, seconded by Frank Davis to accept the minutes of the 9/16/2008 Regular Monthly Meeting. All in favor.

III. New Business

- A. Acknowledgment of New Employees - Motion by Frank Davis, seconded by Richard Benoit to accept the names of the newly hired employees. All in favor. New employees were:
 - 1. Emmett Smittle, Apprentice Maint. Mechanic, NPU - 9/29/2008
 - 2. Sharyn Mish, Police Records Computer Operator, Police Dept. - 10/6/2008
- B. Letter from Gary Bohara, NPU employee requesting purchase of prior service time for the period of 1/29/1974 - 6/23/1974. Paul Schroder questioned whether this had been brought up and approved in the past. Tom Dawkins read a note from 2007 allowing the purchase of past time - noting that the time frame possibly containing CETA time mixed in with seasonal time. Motion made by Paul Schroder, seconded by Frank Davis to approve the purchase. All in favor.
- C. Letter from David McCoy dated 10/8/2008 requesting a Normal Police Pension effective 10/23/2008. Donna DesSureauult noted that she had verified the years of service, which was not noted on the letter, which was used in lieu of the usual application form, due to the short notice. Motion by Frank Davis, seconded by Sarah Kannas to approve Mr. McCoy's request for a Normal Police Pension effective 10/23/2008. All in favor.
- D. Letter from Jennifer Gottlieb-Elazhari regarding the withdrawal of pension contributions. Paul Schroder read the background history of Ms. Elazhari in relation to the Retirement Fund. (Ms. Elazhari was hired on 2/6/2006. She had asked to join the Retirement Fund on 2/9/2006, and was approved after her evaluation was completed in August of 2007. The P&P Board approved her request at the 8/21/2007 meeting; payroll deductions commenced with the paycheck dated 9/2/2007. She then asked for her Retirement Fund payroll deductions to be stopped on 9/20/2007. The P&P Board approved her request, so payroll deductions were stopped after the payroll check dated 10/25/2007). Ms. Elazhari's letter to the P&P Board dated 8/29/2008 notes that she has notice that withdrawal from the Retirement Fund is irrevocable. She would like herself and others to be able to possibly withdraw from the Pension Fund, yet be allowed to rejoin at a more convenient future date.

D. (Continued). Considerable discussion ensued. Tom Dawkins stated that Ms. Elazhari as a non-classified employee can request a refund and withdrawal from participation, but the decision is irrevocable. Sarah Kannas noted a past case where purchase of a probationary period was extended beyond the normal time frame. Paul Schroder noted that the extension was due to the fact that the employee's probation period had been extended, and that there was a delay in processing her buyback information. Frank Davis stated that the choice for a non-classified employee is either that an employee is in the Retirement Fund or not. Richard Benoit noted that non-classified employees only have the choice to join or not, but once joined the employee is bound by the rules. Sarah Kannas noted that the Board is sympathetic to Ms. Elazhari's financial situation. Tom Dawkins noted that Ms. Elazhari's letter is asking for the ability to withdraw from the Fund and rejoin at a future date not only for her, but for other employees as well. After more discussion, Paul Schroder made a motion to send a letter to Ms. Elazhari stating that if she were to withdraw from the fund, that the decision were to be irrevocable, and though the Board is sympathetic to her situation, the Board cannot approve suspension of the rules; motion seconded by Richard Benoit. After more discussion, Paul Schroder amended the motion stating that a letter should be sent to Ms. Elazhari by the Board Chairman, stating that Ms. Elazhari could either 1) stay in the Plan, restart the payroll deductions and make up the arrearage, or 2) sign the enclosed form acknowledging that her decision to withdraw from the Plan is irrevocable, therefore she would then receive a refund of contributions (plus interest) from the Plan. Continuing the amended motion, he stated that if there were no response by Ms. Elazhari within 30 days of the date of the letter, that a refund would automatically be processed, and that she would be considered to be out of the Plan, per the Board's approval date of 9/20/2007. All in favor.

E. Employee to be admitted into the Retirement Fund:

1. Deborah Martin, Asst. to the Bd. of Ed. Administrator, effective 10/1/2008. Motion made by Frank Davis to admit Ms. Martin into the Fund, seconded by Richard Benoit. All in favor.

IV. Old Business

A. Pension calculations for Joanne Fusaro in the amount of \$11,188.02 annually, effective 7/1/2008. Motion to accept the calculations by Frank Davis, seconded by Richard Benoit. All in favor.

B. Pension calculations for Lindsay Williams-Heaslip in the amount of \$51,105.93 annually, effective 9/2/2008. Motion to accept the calculations by Sarah Kannas, seconded by Frank Davis. All in favor.

C. Pension calculations for Frances Hastedt in the amount of \$3,754.46 annually, effective 9/3/2008. Motion to accept the calculations by Frank Davis, seconded by Sarah Kannas. All in favor.

D. Pension calculations for William Mackie in the amount of \$34,160.49 annually, effective 8/30/2008. Motion to accept the calculations by Frank Davis, seconded by Richard Benoit. All in favor.

E. Letter from Barbara Williams dated 11/29/2007 requesting a prior service buyback. Paul Schroder noted that the purchase of 10/26/1991 - 1/12/1992 was approved in the past. Tom Dawkins stated her employment history as follows: She was hired on 3/13/1989, and was laid off on 2/15/1991. She received a refund of contributions/interest for that period. She was hired as a temporary employee on 7/1/1991, and recalled to her former position on 1/13/1992. She repaid her contribution refund for the period of 3/13/1989 - 2/15/1991.

E. (Continued). Ms. Williams then requested the purchase of the time she worked as a temporary employee (7/1/1991 - 1/12/1992), which was approved with the 120-day exclusion, changing the time period of the buyback to 10/26/1991 - 1/12/1992. She now requests the purchase of the previously excluded 120-day period, as well as the layoff period, citing NPU employee Sean Ryan as an example, in a letter dated 10/20/2008. Mr. Dawkins explained that Mr. Ryan's reinstatement of a layoff period as prior City service was part of a grievance award settlement. Paul Schroder noted that there were six other NPU employees who were laid off and were not allowed to purchase the layoff period as prior City service time. After some discussion, Paul Schroder requested that a letter be sent to Ms. Williams by the Board Chairman explaining that Mr. Ryan's grievance award settlement differed from the other laid off employees' requests, and that the Board's decision would be based on the facts regarding the 120-day exclusion period of seasonal/temporary time. Frank Davis also noted that if Ms. Williams were to provide proof that any of the other 6 laid off employees were allowed to purchase the layoff period, the Board would reconsider her request. Tom Dawkins noted that the employee records show that the other six employees who were laid off do not show any service credit for the layoff period. Motion by Paul Schroder to deny the request, seconded by Frank Davis, based upon previous criteria used regarding the 120-day exclusion and the fact that Mr. Ryan's reinstatement was due to a labor settlement. All in favor.

F. Letter from Jeffrey Giovanni dated 8/8/2008, requesting a disability pension effective 9/5/2008. Donna DesSureau passed out a letter from Dr. Okasha regarding the IME of Jeffrey Giovanni on 10/1/2008. Paul Schroder asked Tom Dawkins to clarify whether Mr. Giovanni was asking for a service-connected disability pension or a non-service-connected disability pension. Tom Dawkins stated that it was a request for a non-service related disability pension. After some discussion, Paul Schroder made a motion to approve a non-service related disability pension for Mr. Giovanni, effective 9/5/2008, seconded by Richard Benoit. All in favor. Note: The IME reports were passed back by each member to Donna DesSureau so that they can be shredded.

G. Acknowledgment of New Employees (no action taken at last meeting) - Motion by Frank Davis, seconded by Sarah Kannas to accept the names of the newly hired employees. All in favor. New employees were:

1. Jill Brennan, Admin. Clerk, Human Resources - DOH 8/26/2008
2. Fawn Walker, Energy Efficiency Coordinator, NPU - DOH 9/8/2008

H. Discussion with William Block, Purchasing Agent regarding OPEB funding and selection of potential advisors. Tom Dawkins explained the background of the OPEB fund creation and the obligation to fund same. After some discussion, Mr. Block stated that he will make a draft of a proposal for financial OPEB services. Brian Curtin noted that the only deadline for 2008 was that the City must set aside funding, which the City has already done, and that there is no deadline for hiring the advising firm or creating the RFP. Paul Schroder requested that Mr. Block attend the November 18th meeting.

IV. Adjournment

1. Motion by Frank Davis, second Sarah Kannas to adjourn the meeting. All in-favor. Meeting adjourned at 7:25 P.M.

Respectfully submitted,



Donna DesSureau, Secretary