

**Minutes of Meeting
Board of Trustees
Non-Uniformed Employees' Retirement Fund
May 29, 2012**

A meeting of the Board of Trustees was called to order at 6:40pm in the EOC room Basement Level, City Hall, 6801 Delmar Blvd.

Members in Attendance: Diane Sher, James Carr, Julie Niemann, Matthew Fillo, Edward McCarthy, Erich Haring and Donald Humphrey

Members Absent: None

Others in Attendance: Therese Hayes - Human Resources Manager
Tina Charumilind – Director of Finance

Minutes

Chairperson Sher asked everyone to review the January 2012 minutes. Member Carr pointed out that the first sentence in the Minutes section had the incorrect date in it. It should have been October 2011 as opposed to January 2012, also the Joint Meeting minutes had the same incorrect dates. Ms. Charumilind will correct these dates. There was a motion to approve the minutes as corrected. The motion was seconded and it passed.

Approval of Disbursements

Chairperson Sher made a comment that the disbursement reports look different from the previous ones. Ms. Charumilind stated that based on Member McCarthy's recommendation, she used the "Detailed General Ledger Report" which is a standard report generated from the Financial Management System. There was a motion to approve the disbursements as presented at this meeting. The motion was seconded and it passed.

Application for the New Member

Ms. Hayes informed the Board that the following new employees have applied for memberships into the Plan: Matt Luber-Dispatcher in Police Department and Therese Hayes-Human Resources Manager.

Approval of Retirement Applications

Ms. Charumilind stated that Member Carr suggested that we obtain the City Attorney's opinion about the previous meeting was not being properly posted and announced as recommended by the Missouri Sunshine Law. She informed the Board that Paul Martin, City Attorney suggested the Board approve George Black's application for retirement at this meeting. There were also two additional applications submitted at this time, the first one was for Lemuel Russell, an employee in Public Works and the second one was for Tim Moffit, a former employee who used to work in Community Development. Member McCarthy pointed out that Mr. Russell's years of service used in the calculation was only eight (8) years, not the required ten (10) years for vesting, therefore, he should not be eligible for the retirement benefit. As a result, Mr. McCarthy made a motion not to approve Mr. Russell's retirement application at this time until the issue is resolved. Ms. Charumilind will check with Buck Consultants and bring the application to the

next meeting because Mr. Russell's last day of employment will not be until August 31, 2012. Member Carr made a motion to approve only the applications of George Black and Tim Moffit. The motion was seconded and it passed.

Other Matters

Member McCarthy notified the Board that he looked at the plans' financial reports for five years (from FY 2007 through FY 2012), and needed more time to investigate some transactions. He also added that the Board has approved disbursements that were submitted during all these years meeting without seeing any receipts. As such, he requested the last five years of disbursement items either from Member Carr or Ms. Charumilind.

Member Carr pointed out that there was an income statement in the packet and asked where the restituted payments from James Morgan who committed mail fraud recorded in the income statement. Ms. Charumilind explained that these payments have been recorded to offset the disbursement as opposed to revenue. She also added that as requested by Chairperson Sher from the previous meeting, she had contacted the United States District Court about the contract they had with Mr. Morgan, but was not able to obtain any information. She was told that University City declined to prosecute Mr. Morgan, as such, the case was turned over to Federal Court. Therefore, they have to maintain confidentiality between the Federal Court and Mr. Morgan, and they are not required to provide the requested information to the City. The Board suggested a further investigation into who signed the documents to authorize this action. Ms. Charumilind will work with detective who investigated this case and bring more detailed information to the next meeting.

Regarding a review of accounting processes, Member McCarthy emphasized his concerns in three areas:

- All transactions are recorded correctly.
- The pension plan's year end is December 31 and the City's year end is June 30. In the future, he would like to see that Buck Consultants provided the statements that ended on June 30 as well, for a purpose of comparison.
- He will request financial reports from Ms. Charumilind and hope to be able to put together a presentation for the June meeting.

Ms. Charumilind questioned the Board about whether the Pension Plans had a separate audit from the City in the past. Chairperson Sher answered that the Board looked into the process, but decided not to pursue due to the cost that was involved. Her opinion as a former auditor believes that a separate audit would be cost effective considering the significant amount of money in the plans.

Next Meeting Date

The board agreed on the future meetings, June 29, July 24 and October 23, 2012.

Adjournment

A motion to accept the three proposed meeting dates for the remainder of 2012 was seconded and approved. The motion passed and the meeting was adjourned.