

**FRANKLIN REGIONAL RETIREMENT SYSTEM
REGULAR BOARD MEETING MINUTES
March 27, 2024**

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation on the above date, was called to order at 8:30 AM by Board Chair Sandra Hanks, with Vice Chair Paul Mokrzecki, Board Members Angel Bragdon, Mary Stokarski, and Gabriele Voelker present. Present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Kristine Mathis, Assistant Director Ashley Manley, Member Services Accountant Nicole Gaspar, and Member Services Accountant Diane Wright. Data Maintenance Clerk Patricia Hume joined remotely.

Review and Acceptance of Meeting Minutes

On a motion made by Gabriele Voelker and a second by Angel Bragdon, the Board voted unanimously to approve the following minutes:

- February 28, 2024, regular minutes

Payroll, Refunds, Transfers and Bills Warrants

A motion was made by Paul Mokrzecki to approve the following warrant totals, Mary Stokarski seconded the motion. Paul made a verbal correction to his reading of the Retirees Payroll to say \$1,208,478.80. All ayes

Retirees		\$1,208,478.80
Refunds		\$12,792.71
Transfers		\$73,170.18
Invoices	2023	\$20.00
	2024	<u>\$72,777.04</u>
For a total		\$1,367,238.73

Cash Transfer between Investments and Bank

On a motion made by Angel Bragdon and a second by Gabriele Voelker, the Board voted unanimously to transfer \$425,000.00 from Fiera to cover April's warrants. All ayes

Visitors: None

Membership (new members, new positions, additional positions)

A motion was made by Gabriele Voelker and seconded by Angel Bragdon to accept the following new members, new positions, and additional positions. All ayes.

<u>New Memberships</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
-	-	-	-	-	-
Banas, Kevin	2/5/2024	100%	-	SND	Police Officer
Conrod, Stephanie	1/22/2024	100%	-	LEV	Food Service Director
DeMaria (Brown)	2/12/2024	90%	-	PNR	Paraprofessional
Powell, Maeve	2/28/2024	100%	-	MHR	Paraprofessional
Smith, Shana	2/6/2024	100%	-	OGE	Collector
Wilkins, Mark	2/10/2024	100%	-	DER	Patrolman
Zilinski, Amy	2/24/2024	100%	-	PNR	Paraprofessional
			-		
<u>New Positions</u>					
<u>Additional Positions</u>					
Banas, Kevin	12/4/2023	100%		WTY	Police Officer - Part time
Bettors, Ryan	2/7/2024	100%		NTD	EMS
Bragdon, Owen	4/15/2024	100%		MOH	April Vac Math Program- Paraeducator
Chadwick, Joseph	3/18/2024	100%		MOH	Track Coach
Coutu, Steven	3/18/2024	100%		MOH	Asst. Varsity Softball Coach
DuPree, Leanne	1/9/2024	100%		MOH	Paraprofessional
Grader, Cameron	4/15/2024	100%		MOH	April Vac Math Program- Paraeducator
Howe, Robin	2/19/2024	100%		HLT	Feb. Academy Support
Hutchins, Samantha	2/20/2024	100%		DER	Out of School Program Teacher
Hutchins, Samantha	12/6/2023	100%		WTY	Out of School Program Teacher
Shearer, Timothy	3/18/2024	100%		MOH	Boys Varsity Track Coach
Watrous, Jill	7/1/2023	100%		BER	Asst. Treasurer

A motion was made by Gabriele Voelker to accept the following retirement packages, as presented, Paul Mokrzecki seconded the motion. All ayes

New Retirees:

Cox, Flora – The retirement packet has been submitted to PERAC to retire Flora Cox for a Superannuation, Option C retirement allowance. Her last day of work was January 5th, 2024 and her retirement benefit will begin on January 6th, 2024.

Ms. Cox was a group 1 member working as an Instructional Assistant for the Sunderland Elementary School, accruing 18 years, 4 months of creditable service.

Kennedy, Linda – The retirement packet has been submitted to PERAC to retire Linda Kennedy for a Superannuation, Option A retirement allowance. Her last day of work was January 31st, 2024 and her retirement benefit will begin on February 1st, 2024. Ms. Kennedy was a group 1 member working as an Accounting Assistant and Collector for the Town of Orange, accruing 20 years, 7 months of creditable service.

Stinchfield, Karen – The retirement packet has been submitted to PERAC to retire Karen Stinchfield for a Superannuation, Option B retirement allowance. Her last day of work was January 26, 2024 and her retirement benefit will begin on January 27, 2024. Ms. Stinchfield was a group 1 member working as a librarian for the Town of Bernardston, accruing 33 years, 4 months of creditable service.

Deaths:

Daby, Steven – Mr. Daby was currently a Highway Superintendent for the Town of Colrain and had previous time with the Highway Department in the Town of Buckland. Sending letter to Steven's wife Lori Daby, who is listed as his beneficiary. DOD 03/12/2024 at the age of 59.

General Business

Patty's sick/vacation payout

Gabriele Voelker made a motion to Pay Patricia Leveille \$5,463.23 for her benefit payout. Angel Bragdon seconded the motion. All ayes.

Reallocation of last year's budget line items

After a brief discussion, Gabriele Voelker made a motion to move funds from the management fee line as presented for a total of \$20,668.31 to the six lines that are mentioned of Salaries and Wages; Service Contracts Admin., and Equipment; Service Contracts Admin.; Equipment and Software Maintenance Services; Utilities; Computers, etc. And that we also move the funds from prepaid postage line to two accounts of Board Election Postage, and Postage, for a total of \$1,900.00. Mary Stokarski seconded the motion. All ayes.

Supply Company Updates

A line of credit was set up with W.B. Mason.

Executive Director Kristine Mathis checked into an Amazon Business membership. The lowest plan is called Essentials for an annual cost of \$179.00. Methods of payment are either a debit card or apply for the Amazon Business Prime American Express card. After discussion of a line of credit accounts available in the past from

Amazon, Kristine will look into the option to see if it is still available. Also, Kristine will see if they offer an account available without a fee.

Staples does not offer a line of credit with invoicing.

Work from Home Schedules

The Board discussed the schedules for working from home for the staff. Executive Director Kristine Mathis will keep records of the schedules.

Also discussed in conjunction with that information was whether staff pay stubs can have additional hours, vacation time, etc. added to them. The payroll service in use currently does not offer printing that information on the pay stubs. Kristine will look into other payroll services that are able to include the information.

Staff Support

It was brought to the attention of the Board that extra support from retired past Assistant Director Deborah Frenzoz would be beneficial. Deborah is willing to come in for no more than 2 days per week for \$54.00 per hour worked. The Board asked her to come in. *A motion was made by Gabriele Voelker to pay the \$54.00 per hour and let her present her invoices to Kristine. Paul Mokrzecki seconded the motion.*

After further discussion, Gabriele Voelker withdrew her motion and presented a new motion that *the Board agrees to the \$54.00 per hour, but Kristine needs to check with Deb to see if she wants to be paid as an employee or as a contractor. Paul Mokrzecki seconded the motion.*

Discussion of additional bank to de-risk lack of DIF and possible deliberations

Vice Chair Paul Mokrzecki recused himself from this portion of the meeting at 8:29 AM

After discussing all the gathered information from several banks, the Board decided to keep the Unipay Account with UniBank.

A motion was made by Gabriele Voelker to move the Depository, Payables and Credit Card accounts out of UniBank to Greenfield Cooperative Bank. Angel Bragdon seconded the motion. All ayes with the exception of Paul Mokrzecki.

Paul Mokrzecki rejoined the meeting at 8:39 AM.

Once-a-Member Always a Member Policy

We have recently received clarification from Board Attorney Michael Sacco and Scott Henderson, PERAC Auditor, regarding the Once-a-Member, Always a Member statutory language.

Going forward the Board will adhere to Board Attorney Michael Sacco's and PERAC's advice.

A motion was made by Mary Stokarski to table this for now and look into it deeper. Gabriele Voelker seconded the motion.

Discussion about negotiating strategies regarding employee salary. Will move into Executive Session

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss negotiating strategies regarding employee salary. Sandra, in addition, stated that the Board would reconvene in open session at the end of the Executive Session.

At 9:28 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Angel Bragdon – aye; Paul Mokrzecki – aye, Gabriele Voelker – aye, Mary Stokarski – aye.

Present: Board Chair, Sandra Hanks with Board Vice Chair Paul Mokrzecki, and Board members Gabriele Voelker, Mary Stokarski, and Angel Bragdon. Also present were Executive Director Kristine Mathis and Assistant Director Ashley Manley.

On a motion made by Gabe Voelker, and a second by Paul Mokrzecki, the Board voted to increase Patricia Hume’s salary to 58K retro to January 1, 2024.

The Board voted by roll call vote. Roll Call vote: Sandra Hanks – aye; Angel Bragdon – aye; Paul Mokrzecki – aye, Gabriele Voelker – aye, Mary Stokarski – aye.

A motion to come out of executive session was made at 9:37 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Angel Bragdon – aye; Paul Mokrzecki – aye, Gabriele Voelker – aye, Mary Stokarski – aye.

Adjournment

On a motion made by Paul Mokrzecki and seconded by Gabriele Voelker, the Board voted unanimously to adjourn the meeting at 9:39 AM.

Respectfully submitted,

THESE MINUTES WERE APPROVED AT THE APRIL 24, 2024, REGULAR BOARD MEETING

Patricia Hume, Data Maintenance Clerk

Sandra A. Hanks, Chair and Treasurer

Angelina J. Bragdon, Council Member

Gabriele H. Voelker, Board Member

Mary A. Stokarski, Board Member

Paul J. Mokrzecki, Vice Chair