

Berkshire County Retirement Board Meeting  
December 27, 2024

**The meeting of the Berkshire County Retirement Board was called to order at 8:31am, in the Berkshire County Retirement Office, located at 29 Dunham Mall, Pittsfield, MA. Present at the meeting were Mark Bashara, Elected Member, Timothy Sorrell, Elected Member. Sue Funk, Advisory Board member and Michael Ovitt, Chairman, participated remotely. Beth Matson, Appointed member was absent. Thomas Gibson, and Gerry McDonough, Legal Counsel participated remotely.**

**PUBLIC COMMENT:**

- 1.) Members of the public have the opportunity to address the Retirement Board.

**Consent Agenda Detail:**

**MINUTES:**

- a.) The Board minutes of the regular meeting and executive session held November 25, 2024, were signed and approved.

*Minutes provided as an attachment to email*

**INVESTMENTS:**

- b.) The Board received from PRIT a statement of performance for November 2024. The PRIT Fund returned 2.51% for the month of November.

**BANK STATEMENTS:**

- c.) The Board received the bank statements for Nov 2024 the budget for Dec 2024.

*Cash Books for October were sent to Board by email.*

**MONTHLY WARRANTS:**

- d.) The Board approved payment vouchers:

11-05-24	\$1,787,748.07
12-01-24	\$19,970.44
12-02-24	\$139,225.42
12-03-24	\$31,855.64
12-04-24	\$12,589.63
12-05-24	\$1,786,637.22
12-06-24	\$2,221.71

**REQUESTS FOR RETIREMENT:**

- e.) The Board approved the application for superannuation retirement from Flor Gordon-Sanchez, SBRSD, Custodian. The retirement will be effective 12/20/2024.

**MEMBER TRANSFERS OUT OF SYSTEM:**

- f.) The Board approved the notice of transfer of the account of Donna Bryant, a member in BCRHA, to the Hampshire County Retirement Board. The Berkshire County Retirement Board will accept 1 year and 7 months of creditable service. The amount of the transfer is \$7,192.10.

The Board approved the notice of transfer of the account of Molly LaFleur, a member in MGRSD, to the State Retirement Board. The Berkshire County Retirement Board will accept 2 years and 10 months of creditable service. The amount of the transfer is \$9,221.92.

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The Board approved the notice of transfer of the account of Leon Morin, a member in Dalton Fire District, to the Westfield Retirement Board. The Berkshire County Retirement Board will accept 11 months of creditable service. The amount of the transfer is \$6,491.29.

The Board approved the notice of transfer of the account of Margaret Rivers, a member in Lenox, to the Pittsfield Retirement Board. The Berkshire County Retirement Board will accept 6 years and 8 months of creditable service. The amount of the transfer is \$19,928.21.

The Board approve the notice of transfer of the account of Joseph Sniezek, a member in Peru, to the State Retirement Board. The Berkshire County Retirement Board will accept 2 years and 5 months of creditable service. The amount of the transfer is \$96,391.90.

**REQUEST FOR SERVICE BUYBACK:**

g.) Benjamin Towne, a member in Lee, is eligible to buy back 1 year and 2 months of prior creditable service as a reserve police officer under Chapter 4(2)(b). If Mr. Towne pays \$2,349.40 into the annuity savings fund by January 30, 2025, the board will grant 1 year and 2 months of creditable service.

Jason Hopkins, a member in Lee, is eligible to buy back 1 year and 8 months of prior creditable service as a reserve police officer under Chapter 4(2)(b). If Mr. Hopkins pays \$3,141.34 into the annuity savings fund by January 30, 2025, the board will grant 1 year and 8 months of creditable service.

**REQUESTS FOR REFUNDS:**

h.) The Board approved the applications for refunds from the following members: (Pending approval from Dept. of Revenue- child support division)

J. Bosworth	New Marlborough	\$1,515.48
B. Clements	Clarksburg	\$2,036.95
Z. Cochrane-Handerek	Washington	\$6,946.03
A. Garland	CBRSD	\$3,283.13
T. Mara	CBRSD	\$6,188.85

**INJURY REPORTS:**

i.) There were no injuries reported in month of December.

**NEW MEMBER APPLICATIONS:**

j.) The Board approved for membership in the Berkshire County Retirement System the following members:

8050	Melissa Harrington	MGRSD	11/20/2024	Cafeteria	1
8051	Asa Mervis	Gt. Barrington	11/17/2024	Van Driver	1
8052	Brianna Christie	Williamstown	11/18/2024	Marketing & Comm Specialist	1
8053	Christopher Pontbriant	Richmond	11/19/2024	EMT	1
8054	Ashley Delratez	MGRSD	11/12/2024	Office Clerk	1
8055	Michelle Pilkington	Gt. Barrington	12/2/2024	Administrative Assistant	1
8056	Brooke Healy	Lee	12/2/2024	Town Planner	1
8057	Ellene Parastatidis	MGRSD	11/7/2024	Para	1

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8058	Melanie Gokey	Florida	11/18/2024	School Secretary	1
8059	Scott Bradley	Gt. Barrington	12/2/2024	DPW Laborer/Driver	1
8060	Lori Stockwell	BHRSD	12/17/2024	Admin Assistant	1
8061	Becky McAllister	Clarksburg	11/18/2024	Cafeteria Cook	1
8062	Eric Poirot	Florida	11/12/2024	Highway Laborer	1
8063	Christopher Sahady	Florida	12/16/2024	Highway Laborer	1
8064	Daniel Sintoni	Dalton Fire	12/18/2024	Firefighter	4
8065	Nicole Gamberoni	Lenox	12/9/2024	Student Support Center	1

**RETIREMENT ALLOWANCE APPROVALS:**

k.) The Board received approval from PERAC to grant a retirement allowance to Christine Dobbert Burdick, Florida, as of 10/04/2024. Annual pension amount is \$16,602.12.

The Board received approval from PERAC to grant a 12(2)(d) retirement allowance to Emma Bourassa (child of Julie Snow), Williamstown, as of 12/23/2023. Annual pension amount is \$36,294.48. *recalculation*

**3(8)c REIMBURSEMENTS:**

l.) The Board received a letter from PERAC ordering the Berkshire County Retirement Board through the provisions of MGL Sec 3(8)(c) to reimburse the State Retirement Board \$10,308.22 a year toward the retirement allowance of Gary Bianchi.

**PERAC CORRESPONDENCE:**

m.) The Board received from PERAC the following memorandums:

- #30/ 2024      Cybersecurity Training
- #31/ 2024      2024 Disability Data Changes

Note: Copies of memorandums and letters given to each Board member

**TRAVEL & EDUCATION APPROVALS:**

n.) There are no requests for travel or Education reimbursements for December

**MISCELLANEOUS CORRESPONDENCE:**

o.) -PERAC Appropriation for FY 2026

- Letter of resignation Jill Hersey

Timothy Sorrell: I will make a motion that we accept the Consent Agenda as presented.

Mark Bashara: I will second your motion.

Michael Ovitt: We have a motion and a second, and part of that, is a letter of resignation from Hersey, so I would like to thank her for her service and wish her the best in her future endeavors. Are we taking a vote to accept her resignation? Sheila?

Sheila LaBarbera: I believe that if you approve the Consent Agenda, you approve that, it is a part of item #5 the job description for the open position, and I sent that out also including a copy of Jill's resignation.

Michael Ovitt: Okay. So, clarification that we are accepting it through the consent agenda. Any further discussion? All in favor of the consent agenda signify by saying aye.

**A roll call vote was taken to approve the consent agenda as presented. The vote was unanimous.**

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**NEW BUSINESS:**

- 2.) **Executive Session:** under Purpose 7 of the Open Meeting Law: To comply with Exemption (c) of the Public Records Law (G.L. c. 4, s. 7(26)(c)) exempting information and other materials or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy. RE: Review of application for ADR benefits.

*There was no executive session convened during this meeting.*

Thomas Gibson: I am just going to give an overview of what has transpired since the last board meeting without going into any personal or medical issues.

Michael Ovitt: So, as an adjustment to our agenda, there will not be an executive session, and we will go on to legal update.

- 3.) **Legal Update:** Presented by Board Counsel Thomas Gibson

**Mendel Case**

Gerry McDonough: I was going to talk about the Lisa Mendel case just to update people on that. If people remember Lisa Mendel, she was a school secretary, and then she became a teacher. She left the Berkshire County Retirement System and went to the Mass Teachers' Retirement System, and there were some issues that she had. She thought she had eight years of service with the Berkshire County Retirement System, but in effect, she had slightly less than that. She was about five days short of that. When she eventually discovered that, she tried to buy back her service. She thought she had 34 years of service and she tried to appeal that issue. Then she realized that it was not a matter of the break in service between her secretary job and her teacher job that was the issue but the fact that she had not started work until September 5th, and she was five days short of getting the 34 years.

She filed an appeal and went to DALA. After we responded to that, she obtained legal counsel and filed a supplemental memo in support of her position. She included three affidavits of people who swore that she had actually been working, herself and two other people who said that she had been working on Friday, September 1st, and through that weekend. She was not appointed to the position until September 5th, and there is really no evidence that she was there, so we objected to those affidavits. The magistrate who initially thought that it would be resolved on the papers without a hearing as a legal matter decided now that we needed a hearing. We went back and forth on some things, and we waited for her lawyer to come up with a list of witnesses but she was not able to do so by the time set by DALA, so we filed a motion for another thirty days to file that. DALA denied that. In any event, the magistrate came back and said that he would have a date of January 28th for all the parties to submit their lists of witnesses and exhibits. We have already done that. There is no need for us to do any more of that. We will have to wait for her to do that, but we will file something on January 28th. Then he indicated that he would hold a hearing on February 17th. It will be remote I assume. We are waiting for that hearing to take place in September, and we will file our papers at the end of January.

Thomas Gibson: This issue is, we are trying to get out of this case as inexpensively as possible, and because it is really, we have done everything that we can do. We have the records. We have everything that shows her own enrollment form that she signed. It gives her start date as September 5<sup>th</sup>. Even if she gets this extra time for some reason, even if she is allowed to purchase this extra time, we do not believe based on correspondence we have seen from Mass Teachers' Retirement System that it is still going to allow her to qualify for this enhanced benefit that she is claiming she is entitled to.

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What is additionally irksome here is that she was given by Mass Teachers' some options to meet that goal she was looking for. One was to delay her retirement so that she can get that extra time from her common employer, and she chose not to do it. She chose not to do it to retire and then come back and fight with Berkshire County somehow and the Mass Teachers' saying that, somehow, she was cheated out of five days of creditable service that would have qualified her for this RetirementPlus Program.

We just do not see it. It comes down now where she is doubting the integrity of the retirement system and their record keeping which is really kind of unseemly because we, the Board, from the get-go from her initial enrollment, has done everything appropriate and kept meticulous records documenting her retirement. It is bothersome to me, her approach to the case, but also the fact that the Board is paying money to defend the case that really should have never been brought in the first place.

Gerry McDonough: If I can just add one more thing. She could not purchase that time when she first sought to purchase it because she was not a member of the Berkshire County Retirement System when she sought to purchase it. She was a member of the MTRS who had tried to accommodate her by the way. So, she came up with a new argument which is she was wrongly excluded from membership for those first five days in September whatever it was – 1989 – 1997 – 1989. This is just a travesty, this case, but everybody has their day in court.

Thomas Gibson: Any questions on that Mendel appeal, we will keep the Board posted on that as it comes along January or February.

**Degrenier ADR**

Thomas Gibson: The next matter, Mr. Chairman, is the ADR application that had been filed by Kurt DeGrenier who was employed at the South Berkshire Regional School District at Mount Everett High School. The Board had discussed this case and we had reviewed it extensively over the past several months. The Board determined the issue in this case was exactly what duties were the member performing at the time he sustained his injury, and, as we know, when a member sustains an injury while in transit that is, going from one place to another then there are certain legal issues that arise. Where was the member coming from? What was the member doing when they were walking? Where was the member heading? The application itself indicated that just generally he was doing his job duties as described in his job description, which sends up a little red flag. What were those duties specifically? We then determined that the Board had – actually, I think Mark came up with the idea, which was a very good idea; we will just go to the employer and get some more information from the employer. We drafted a detailed letter to Jesse Carpenter who is the principal, we sent it out to him, and he responded promptly I think within a week. He gives a very thoughtful, honest, affront response concluding that “I have no knowledge of where the applicant was coming from or where he was going at the time of the injury as I did not witness it”, which “I got there after the fact” is essentially what he is saying. “I am aware that Mr. DeGrenier would periodically supervise a student through his advisory period. I do not personally witness what they would be doing during this time period.” He tried to be as helpful as he could, but he was honest and said, “I really don’t know.”

Then we determined based on the receipt of that that we would go directly to the member himself before we took further action, and we drafted a letter to be sent that was sent to his counsel, Attorney Ryan Benharris, and he has acknowledged receipt of the letter. We asked him specifically to explain to us what he was doing at the time of the injury and the response

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should advise as to the specific location to which the member was in transit at the time of the fall and the job duties he was obligated to perform upon arrival to that intended location.

Attorney Benharris said he was working with Mr. DeGrenier to get back a response to us as quickly as possible, and hopefully, we will have it for the next board meeting and we can take further action at that time, Mr. Chairman.

Michael Ovitt: Sounds great. Thank you.

**Social Security Fairness Act**

Thomas Gibson: And I think the only other issue that was of note was the recent passage of the Social Security Fairness Act, which has not been enacted yet. It is expected to, of course. It has been passed by the House of Senate, and it is awaiting signature from the President right now. Once that does pass, it will effectively just remove the WEP and the GPO laws retroactive to January of 2023.

That is a huge thing because those of us who have been around doing retirement law for a while and being on boards know that the past three or four decades that is all we have heard about is the repeal of the WEP and GPO. Many of us quite frankly never thought it would become a reality in our lifetime, and all of a sudden, out of the blue it seems this thing was maneuvered onto the floor of the House of Representatives. It passed overwhelmingly there and it went to the Senate where it also passed despite efforts of some to amend it to stop it. Senator Rand Paul would have offset the cost of repealing this by raising the eligibility age for Social Security to 70, and that was defeated 93 to 3 on the floor of the Senate. Senator Mike Crappo, he wanted to delay the effective date of the repeal until a cost assessment could be in place, then finally, Senator Cruz voted to make it applicable only to WEP and not to the GPO, and that failed. It is pretty good by partisan support, and it just shows us that if they can get together to do something like this, why they cannot they get together to do other things in Washington.

It will be effective, as I said, there will be some adjustments made for some Social Security recipients who had been retired under the WEP and GPO, so there will be some retroactivity to this when and if it becomes a reality. The good news is for active employees, who also have Social Security qualification, they will not be subject to the WEP and GPO, It is a good law and I am happy to see it passed. I am sure that there will be some more information out there. Everybody seems to be an expert on Social Security these days. Everybody is pontificating on what is going to happen and who is going to be affected but I want to see when the dust settles what the reality is going to be so we can accurately report on the outcome of that.

Mr. Chairman, that would be the legal update for the last meeting of the year 2024, so, unless there are any questions, I want to wish all the board members a happy and healthy New Year, and we look forward to our next meeting in the new year in January.

Michael Ovitt: Thank you very much, Tom. As far as the Social Security Fairness Act, obviously, it has some retroactivity, and are we going to have to recalculate pensions?

Thomas Gibson: No. The good news is, Mr. Chairman that the WEP and GPO never impacted the retirement that a public employee receives from their retirement system. It only impacted Social Security.

Michael Ovitt: Social Security alone.

Thomas Gibson: Yes, it will be Social Security who has to make the adjustments, not any local, municipal, regional, county retirement system.

Michael Ovitt: That will not have an impact on any post-retirement earnings at all then?

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Thomas Gibson: No impact on post-retirement earnings. It is a windfall for the local retirement systems because their retirees will be happy and there is no work. Sheila will not have to do any additional work, and that is good.

Sheila LaBarbera: Nine hundred Social Security letters that I do not have to send out every year.

Mark Bashara: I watched it through Friday evening with the Senate, and I will tell you everybody – it came up for a vote because they had the culture a couple days earlier, there is a whole process, but it was very educational. They convened at 10 in the morning, maybe 10:30 or 11 they brought it forward, and then all the amendments came, and they did not touch it again. At 10:30 at night, I was sitting there with my laptop going they got to move on. All of a sudden, they had to address the – there were nine amendments. It was really educational. You could see why things take so long. Because every amendment, you had about 97 members that had to vote yay or nay. Then finally, at the end, a gentleman I think I never heard of from Colorado or something brought some procedural thing forward. It was not even an amendment, and then I think the gentleman from Rhode Island or someone made a thing to just shut it all down, shut that down, and move forward with the vote, which required a vote on it. At like 12:30 at night it finally passed, but it was really – if anybody ever has that much time on their hands, it was really interesting to watch. You talk about a nail biter because I am hugely affected by that, so I was watching it very closely.

Thomas Gibson: Was it on C-SPAN?

Mark Bashara: No. I just watched it on the government site, C-SPAN, but I went to senate.com. Every one of them will vote, and you are sitting there listening, but overwhelmingly, it was like 76 to 20 or something.

Thomas Gibson: That is interesting because there was an amendment that was also submitted by Senator Grassley, and he wanted to impose Social Security contributions on all public workers. That did not even come up for a vote because as you indicated the voting and the procedural move had stopped all further amendments to the bill. Usually, I fall asleep when I put C-SPAN on but maybe not this time.

Michael Ovitt: All right. Thank you again, Tom, Gerry.

#### 4.) Review and approve 2025 annual budget

Michael Ovitt: Going on to the review and approval of the 2025 annual budget, last month I think it was tabled, and this month, I guess, we're going to look at any last-minute changes.

Sheila, is there any process other than our vote to make changes to the line items?

Sheila LaBarbera: You can change anything. I did make one change, and that is in the equipment portion where it says new equipment and software updates, new server, plus potentially a cloud storage option. I added another thousand dollars to that line item because we had some significant breakdowns last week. Brian's desktop went down. Luckily, we have warranty service agreement, so it only took a day or so to get parts, have them installed. John Charow had to come over and do some work.

Unfortunately, this morning, it looks like mine is down, so I'm not sure if it's the hard drive or what the issue is, but the warranties for the three desktops expire in March of 2025. I put into Dell a quote for the renewal of those. I do not know how much they are going to be. They are usually not a couple hundred bucks, and the other thing I am going to need is some additional memory for our servers. Our servers are no longer able to warranty, but we were looking at replacing them. We are going to the cloud this year anyway, but in the short term,

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we are probably going to need to put some memory into those servers to get us through 2025. that was the reasoning for the additional thousand dollars, but nothing else changed.

Michael Ovitt: Do you know offhand age-wise and any other pertinent information? Are we budgeting for replacement at this time for any of them?

Sheila LaBarbera: It was not for the desktops. I am for the server. I am working with Joel, and John Charow may do a little bit of like a hybrid where we could have one server on site and then there would be some memory up in the cloud for that. We are just trying to look at all of our options as far as what it had cost financially, what kind of data that we actually have on our server because there's not really a lot there on our server. It is what we use internally for Microsoft or documents, the cloud storage is costly. I mean it is going to cost us a monthly fee to do all of that. It is not free and the cost of the new servers has come down significantly since the last time we purchased that. I am going to let Joel and John put their heads together and come up with a long-term plan for that in 2025. It will be one, the other, or a mixture of both. We got the new laptops this year so the laptops are all set. As long as I can get the warranty renewed, which should be fine, for the desktops and I am hoping to do that for at least another two years anyway, they should be fine. I have a warranty with the Plus service, which means that they have four hours to ship me the part and get a service tech here to install and everything. I want to continue that because that saved us last week with Brian's machine. I do not see as far as equipment, the servers are from 2017, the desktops, I think, are from 2020, right? 2020, so, but I think we are all set other than that.

Michael Ovitt: I mean, should we appropriate money to replace them? Can you get us their best estimate by the next meeting?

Sheila LaBarbera: You mean to replace the desktops?

Michael Ovitt: Well, we do not want to have these breakdowns obviously. If we can – we need to get a handle on it ahead of time.

Sheila LaBarbera: If we have the warranty, Mike, I am not really concerned about replacing the whole unit. The warranty covers everything.

Michael Ovitt: Well, if it is a warranty like a vehicle warranty, if you buy it after the fact, it is usually pretty prohibitive.

Jill Hersey: I mean, our hard drive, there was like a major issue with it, and they covered that.

Sheila LaBarbera: It is covered in its entirety, and I was going to say that when I had to renew, the servers were the last ones that I had to renew, and it was only those two servers. I think it was \$1500 for three years on the servers.

Michael Ovitt: Okay.

Sheila LaBarbera: I do not think it is that much, but if you want to put more money in there, you can. I just do not know. They have to be – we buy them all through the state buy with Dell, so we'll have to spec them out again, and I would say that they're probably going to be, if I had to guess, probably be somewhere about \$1500 a unit.

Mark Bashara: Well, this warranty is for the year, right?

Sheila LaBarbera: Warranty should be – usually it is up to three years, but I will – I sent the request in to quote them. I just do not have the quotes back from Dell yet.

Mark Bashara: Because if we are covered for the coming 2025, we can always review this again next year. And see what is covered.

Sheila LaBarbera: We are covered until March I think, March of 2025, so we are covered for the first quarter.



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Sheila LaBarbera: So, we got plenty of time if you decide you need to buy something. The thing is, as you put the money in the budget, it does not go anywhere.

Michael Ovitt: So, would you look for a motion to add money to the FY 2025 budget?

Sheila LaBarbera: Yes, you should add it to equipment, sure.

Timothy Sorrell: I have a question, Mike. I see with our legal expenses. I mean, we increased it to \$25,500, right, Sheila? This year, we are spending

Sheila LaBarbera: Yes, well the medical records are \$500, but yes, the actual legal expenses are \$25,000.

Timothy Sorrell: And I see currently for this year, it is \$25,435. Is that going to be enough of an increase for you?

Sheila LaBarbera: I think that is something you guys have to decide.

Michael Ovitt: So, Sheila, what do you need for a number for the computers?

Sheila LaBarbera: \$5000.

Michael Ovitt: Plus \$5,000?

Sheila LaBarbera: Yes, plus \$5,000, and we will put it in equipment.

Mark Bashara: It will be \$13,000.

Sheila LaBarbera: No, that will be instead of \$5000 that will be a \$10,000.

Mark Bashara: I mean the total would be up to \$13. We are adding \$5000 to \$8000.

For equipment. Right now, you have equipment totals at \$8,000, so if we add another \$5000 for computers, it will be \$10,000, which brings the total up to \$13,000.

Sheila LaBarbera: Thirteen, yes and you put more in legal?

Timothy Sorrell: Mike, I think we need to put more into legal based on the fact that the request is \$25,500, and this year we spent \$25,400.

Mark Bashara: We are like \$65 short.

Timothy Sorrell: What is that?

Mark Bashara: We are like \$6500 short.

Sheila LaBarbera: We actually spent \$29,000 because I have another bill to add today.

Timothy Sorrell: So, we are talking this year alone is \$30,000.

Michael Ovitt: And we are okay over expending it in the current year, correct?

Sheila LaBarbera: Yes, we have plenty of money in the budget, so.

Michael Ovitt: Right. Okay. I would make a motion to increase the equipment budget by \$8,000, and additionally add \$50,000 to the legal budget for the upcoming year.

Sheila LaBarbera: For a total of \$50,000 or \$75,000.

Michael Ovitt: Correct.

Mark Bashara: So, for equipment, Mike, I think she said it would be \$5,000, extra.

Michael Ovitt: Right. I just made a motion, so.

Mark Bashara: I got you. Okay. I will second it so we can discuss it.

Michael Ovitt: Okay. All right. The equipment budget, we are adding \$5,000 to the existing \$8000 for a total of \$13,000.

Sheila LaBarbera: Yes.

Michael Ovitt: We are adding \$50,000 to the existing \$25,500.

Sheila LaBarbera: Sure.

Michael Ovitt: Is that correct?

Timothy Sorrell: I think \$50,000 is a little excessive, is it not?

Mark Bashara: It would be \$50,000 total. If we add

Michael Ovitt: No, my suggestion is to add \$50,000 to the existing legal budget.

Mark Bashara: Oh, okay. So, are we still on the first motion for the —?

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Michael Ovitt: So, the motion is for both items on the budget, additional \$5,000 in equipment and an additional \$50,000, bringing that \$75,500, I believe.

Sheila LaBarbera: For that item, yes. There is \$500 in there for legal records. That is records for anything that is required - if there is a cost that I have to pay. We get charged mostly from Boston hospitals. If you use other providers, you do not have to pay, so the \$500 is for that.

Michael Ovitt: Okay.

Mark Bashara: So, Mike the motion covers both of them. We do not need to do it separately like equipment then legal? Just so I understand.

Michael Ovitt: Yes. Any further discussion? All in favor signify by saying aye.

**A roll call vote was taken to approve the increase in the equipment and legal expense line items. The vote was 3-1 motion passed Timothy Sorrell in opposition.**

Michael Ovitt: And Michael Ovitt, aye. That is three-to-one, I believe. Then we would need a motion for the new total on the budget as well. Can you just recalculate that?

Timothy Sorrell: \$55,000? Equipment is going to be \$13,000 as a line item. Legal is now up to \$75,500.

Sheila LaBarbera: So, the total budget right now that you are looking to approve is \$715,995.

Michael Ovitt: Was there change on that or just \$715,995?

Sheila LaBarbera: If you can do \$716, 000.

Timothy Sorrell: I will make a motion to make it \$716,000.

Mark Bashara: I will second.

Michael Ovitt: We have motion and second. Any further discussion? All in favor of approving \$716,000 for the FY 2025 annual budget signify by saying aye.

**A roll call vote was taken to approve \$716,000 for the 2025 annual retirement system budget. The vote was unanimous.**

Timothy Sorrell: So, Sheila, this is kind of like town budgets so that if we do not spend it on one category the excess we can use in another one?

Sheila LaBarbera: Yes, if you do not spend it, it does not go anywhere just stays in investment income. We have a bottom line figure.

Timothy Sorrell: Right.

Sheila LaBarbera: I mean, I do line item so that you know exactly what you are budgeting for that. If you do not spend it – basically our budget comes out of investment income.

Sheila LaBarbera: I do the budget so you can see if you are over budgeting or under budgeting.

Mark Bashara: Yeah, we asked I think a few years ago for you to break it down.

Sheila LaBarbera: Yes, you have to break down by category

Mark Bashara: Right.

5.) Review a hiring plan for open position in the retirement office.

Michael Ovitt: Okay, moving along to Item Number 5. Review a hiring plan for open position in the retirement office.

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Sheila LaBarbera: Congratulations to Jill, the next director for the Concord Retirement System, congratulations to her on her new job. Sadly, for us, we have to find someone to replace her. I have put together a job description. It is similar to when we had hired Jill, I made a couple edits, but it is pretty much the same it is everything we do in the office. On this particular one I want to make sure that we have an emphasis on accounting just because of the amount of accounting that is done in this office is significant. You can look at the job description if you would like. What I left out was the salary. I do not know if you want to put a salary range. If you want to just – based on experience, what your thoughts are for that, and I will put it out on Indeed and PERAC's website hopefully by the end of next week and so we can get some applications in.

Timothy Sorrell: I guess, Sheila, my question is, what do you think can get us a qualified candidate?

Sheila LaBarbera: I think you are going to have to start at least \$60,000.

Mark Bashara: I mean, typically, we would put in whatever number we settle on, on experience, you know.

Sheila LaBarbera: I think today though, Mark, people want to know what they are applying for. I think you have to at least put a salary range.

Mark Bashara: Yes, that is what I am saying, something depending. If you get somebody that's from another retirement system who's got twenty years in there, they're going to be worth more because they're experienced versus someone that comes in that wants to learn.

Michael Ovitt: So, I would think a range would give somebody a pretty good idea and then that may weed out the low end.

Timothy Sorrell: But I don't think we would want to go any higher than what Jill and Brian are currently making, right? I think it is fair to bring in somebody – I know it happened to me, but if I bring in somebody who is making more than I was when I left, that is not fair. It doesn't send a good message to the employees.

Mark Bashara: Well, then, there's room to work in there anyway as the person goes on. I am not saying to go above – yeah, I agree with what you are saying.

Timothy Sorrell: I would throw out – start anywhere between \$60 and \$65? \$67?

Mark Bashara: I was thinking \$65. \$60 to \$65. I will make a motion to – because then we can discuss it – to make the range from \$60,000 minimum to \$65,000 for the new hire.

Timothy Sorrell: I will second the motion.

Michael Ovitt: We have motion and second to publish the range of \$60,000 to \$65,000 for the advertisement for the new position. Any further discussion?

Timothy Sorrell: I have a couple questions to the staff here, including Brian and Jill. I do not know anything about this. Do you think \$60-\$65 is a fair starting to come in? I do not know what you guys came in at. Are we going to get qualified applicants?

Jill Hersey: Well we started at \$55,000 and our first year we only got \$500 increase.

Sheila LaBarbera: Yes, and it is going to be hard, you know, Brian has now three years of experience. I do not intend to hire somebody at equal to or more than that.

Timothy Sorrell: And I agree with that, yeah.

Mark Bashara: So, we are \$5,000 more in the entry part than we were three years ago.

Sheila LaBarbera: Yes, but Brian has only at \$67.

Michael Ovitt: Well, the budgeted line item is \$69, isn't it?

Sheila LaBarbera: You are right, yes.

Michael Ovitt: Okay.

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Sheila LaBarbera: But anyway, I will put this out on Indeed, I will get it up, you need to vote.

Michael Ovitt: We had a motion and second. Any further discussion? I guess I would just ask to give me a copy of the applicants to review before the board meeting.

Sheila LaBarbera: If it's going to be open until January 31st, I do not know how many we will get.

Michael Ovitt: As you get them, if you can forward them to me that would be appreciated.

Sheila LaBarbera: I will forward them to all of you as they come in.

Timothy Sorrell: Yes, please.

Michael Ovitt: You are still breaking up there, Sheila.

Mark Bashara: She said she would forward them to all of us as she gets them.

Michael Ovitt: Okay.

Mark Bashara: Is that correct?

Sheila LaBarbera: Yes.

Mark Bashara: Okay.

Michael Ovitt: Okay. Thank you. All right.

Sue Funk: So, Mike, I do not have a question on that in particular, but what about – is Jill still willing to work part-time or is that a different conversation?

Michael Ovitt: That will be a different conversation I believe.

Sue Funk: Okay.

Michael Ovitt: Okay. So, the motion and the second. Any further discussion regarding that? All in favor signify by saying aye.

Mark Bashara: So, \$60,000 minimum starting to \$65,000 range, Mark Bashara, aye.

**A roll call vote was taken to approve \$60,000 to \$65,000 salary range. The vote was unanimous.**

Sheila LaBarbera: So, can we discuss – Jill has offered – Jill works a four-day week so she has offered to work on Friday if you need help. I need the help it is year end close, so I would like to make sure that she can work Fridays for the foreseeable future.

Timothy Sorrell: I will make a motion to approve Jill to come in and work.

Mark Bashara: I will second the motion for discussion.

Michael Ovitt: All right. What is your proposal for work hours? I missed that.

Sheila LaBarbera: It would be, Michael, for Fridays, so whenever – she is available on Fridays for the foreseeable future, so she would come in and work on Fridays.

Mark Bashara: And what are we looking at for the salary? How did you come up with that? That is not under the – is that the 25-an-hour into the part-time?

Sheila LaBarbera: No. I would pay her at her hourly rate.

Mark Bashara: Hourly, that's what I am trying to figure out.

Sheila LaBarbera: Yes. I would say probably about 9 to 3 or something like that or hours whatever. For January, it is going to be busy because we have year-end close. If she is available to work, she can work the whole day because we can use the help..

Mark Bashara: So, you are looking at probably at minimum the month of January for her services.

Sheila LaBarbera: Oh, absolutely, at least January. The thing is you know I needed a part-time employee before she decided to leave.

Mark Bashara: Right, right.

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Sheila LaBarbera: So, the work is not going to go away. So, she certainly, if she is available on Fridays, then we're going to get through year-end close and get ourselves into a situation where we can get everything done on a daily basis and then when we get a new employee, we're going to have to hit the ground running, but it's going to take time to train them. So, try and incorporate actually what we're doing on a daily basis into their training, but the reality is that it's going to be a while for them to get up to speed to be able to do what they have to do on a daily basis.

Mark Bashara: Now, if this gets approved as we have discussed, you are committed to work? I mean, I understand if you have sickness and things like that, but are you committed to come in those Fridays. Because if that's what you're counting on to help get things done, and we commit to the funding for that, then I'd personally want to make sure you're committed to come in and do it.

Jill Hersey: Yes

Mark Bashara: All right.

Michael Ovitt: I believe additionally there was – I may be mistaken, but was there talk about off hours as well? Maybe the weekends?

Sheila LaBarbera: She cannot, Michael, because she is not going to have access to a lot of things after she leaves on January 3rd, so I cannot have her here without Brian and I, and I am not going to commit to evenings and weekends.

Michael Ovitt: Why is she not having access as an employee?

Sheila LaBarbera: She is not an employee. She's a part-time employee, and I'm not going to have as a security precaution, I'm not going to have her having access to bank accounts and things like that when she is not here full-time anymore.

Michael Ovitt: Okay.

Sue Funk: I am not sure I agree with that. I mean, I think if she is on the employee payroll for the retirement system that she is an honorable, trustworthy employee. I understand where you are coming from, Sheila, but I mean, you are going to need the help.

Sheila LaBarbera: And there is plenty to do, but she does not need to be here on evenings and weekends.

Michael Ovitt: Was that not part of the communication?

Sheila LaBarbera: She offered it. What I am saying is that I do not believe that she should be here without either Brian or I, here as full-time employees, and I believe that it is an issue of supervision and I believe it is an issue of access, so she has committed to Fridays. I think for right now Fridays is enough? If we need her on a weekend or an evening, then we can discuss it and we will figure out what we need to do. I cannot have – she has full access to everything right now, and I'm not going to continue that after she leaves on January 3rd because as Mark said, she is committing to it, and I believe that she's going to do it, but what if something comes up and she doesn't or can't?

Mark Bashara: Well, if you're saying to us, you know, not optimum, but it should suffice the manage to get us through it, then we should be–

Sheila LaBarbera: Right and she still could have access to PTG. The only thing she is not going to have access to are bank accounts. That is all. That is just a security need.

Mark Bashara: But we can always address anything down the road if need be. I am not saying hopefully this is going to work, but if there were issues that came up, we can address that I am guessing. It is not like this is a three-year thing we are signing, and we cannot.

Sheila LaBarbera: There is plenty of things she can do, but she does not need access to the bank accounts.

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Michael Ovitt: And she could potentially do that on the weekends?

Sheila LaBarbera: She could.

Michael Ovitt: Okay.

Mark Bashara: And you will keep us apprised. I would ask that you would send us kind of, you know, where you are standing, how it is going.

Sheila LaBarbera: Absolutely.

Mark Bashara: In an email to all the board members just so we know.

Sheila LaBarbera: Sure.

Mark Bashara: So, when we come to the next meeting we will kind of have a handle on it.

Sheila LaBarbera: Oh yes do not worry if we have a crisis you will know.

Mark Bashara: Okay. So, is our motion for right now?

Sheila LaBarbera: To approve the Fridays.

Timothy Sorrell: Friday at her hourly rate.

Sheila LaBarbera: Yes.

Mark Bashara: Right.

Sheila LaBarbera: Thank you.

Mark Bashara: And no more than how many hours? I mean, basically, you are open-hours because you said you are not going to –

Sheila LaBarbera: Yeah. I was going to say open-hours right now

Mark Bashara: Right. Well, she is not going to have access anyway because that is how we were talking. There wouldn't be – it wouldn't make –

Sheila LaBarbera: To bank accounts.

Mark Bashara: Right. It would not make sense to have her here after you guys are gone because it defeats everything you just explained.

Sheila LaBarbera: Yes.

Mark Bashara: So, basically, during business hours –

Sheila LaBarbera: And the other thing I think you have to understand too is it is just going to be very difficult. If I allow her to just, say, well, come in the evenings or the weekends when you want to. I cannot supervise that.

Mark Bashara: Yes.

Sheila LaBarbera: So, Brian and I, we are here all day. We have organized what we need done.

Mark Bashara: Right.

Sheila LaBarbera: I cannot – you know, some of the stuff can be relayed with a note. Can you this retirement calculation? I can do that. But the reality is I can't have her doing things that she thinks needs to be done when either we're doing it or it's already been done or – you know, what I'm saying – or there's a problem. It has more to do with communication. being able to organize what we need to do, priorities, what we need to get done in the office.

Mark Bashara: I am just clarifying, so for the motion that it is for Fridays only during business hours.

Sheila LaBarbera: Yes, at her rate in January.

Mark Bashara: Right, right.

Sheila LaBarbera: Yes. Thank you.

Michael Ovitt: And I believe you can come back to the Board if you can demonstrate the availability or access for the weekends, any special tasks.

Sheila LaBarbera: Yes.

Michael Ovitt: All right. All those in favor of approving at least Fridays in January.

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**A roll call vote was taken to approve part time hours on Fridays for Jill Hersey at her January hourly rate of pay. The vote was unanimous.**

Michael Ovitt: It is unanimous. Thank you for giving us your free time, Jill. I did not see administrators or any other items on there. Is that it, Sheila?

Sheila LaBarbera: Yes. I did not really have anything for this month.

Michael Ovitt: Okay.

Sheila LaBarbera: Everything just with PTG is actually going very, very well. Other than our little breakdown, hard drive issue last week.

Mark Bashara: And we are addressing that by looking into new equipment and the extended warranties, so that is good.

Michael Ovitt: Okay.

Sheila LaBarbera: I have nothing to report.

Michael Ovitt: All right. I believe there would be a payout for Jill's regular wages, and I believe it is through – is it January 4th?

Sheila LaBarbera: Yes. I did the vacation buyback in this payroll, and then she will have a final regular payroll as of January 3rd.

Michael Ovitt: Right. So, you have already processed that?

Sheila LaBarbera: Yes, I did the vacation buyback with this payroll, yes.

Michael Ovitt: For everybody?

Sheila LaBarbera: Yes. Well, what do you mean for everybody?

Michael Ovitt: Well, is it just Jill or – I know there was talk about –

Sheila LaBarbera: Well, Jill had payout for vacation because we have to pay her out. She is leaving, so she gets a vacation payout. I had a small vacation buyback this month, but Brian did not.

Michael Ovitt: All right. It was upwards of \$3,000 payroll difference.

Sheila LaBarbera: And that is it.

Michael Ovitt: Okay.

Michael Ovitt: All right. I am not seeing – I did not see any item regarding any request for board records specifically to obtain and produce copies of the payroll records, any timesheets and time-off records from 2021 to present. Sheila, do you have any such request for the Board?

Sheila LaBarbera: Do I have any for?

Michael Ovitt: Was there a request that came in for those records for the Board? Board records?

Sheila LaBarbera: Not that I am aware of.

Michael Ovitt: All right. Well, if you could please – if you are not familiar with that, then I would request that you produce and get to me as soon as available probably within the next thirty days or so and then please report back to the Board by the January meeting. I need to review some payroll records and time-off records as part of our investigation per se.

Sheila LaBarbera: For everyone or just me?

Michael Ovitt: Pardon? For everybody.

Sheila LaBarbera: So, you want payroll –

Michael Ovitt: Yes, payroll records, any time-off sheets, timesheets from 2021 to present.

Sheila LaBarbera: That is all for me, Jill and Brian?

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Michael Ovitt: Yes, for all our staff. I guess I am not – there is a lot of things that we are signing off on, and you know, our payroll went from \$3654 to \$3725 to \$3451 to \$6474. I know

Sheila LaBarbera: So, there is up to five hours a week of additional time. It was a five-week month this month and you had a vacation buyout and you had Jill's vacation payout that you had to make because she is leaving, so that is what the expense is.

Michael Ovitt: Okay.

Sheila LaBarbera: But, yes, I can – I do not care. You can have them all.

Michael Ovitt: Okay, thank you.

Sheila LaBarbera: Yes, not a big deal.

Michael Ovitt: And if you could give us an update on your absence the week of the MACRS conference.

Sheila LaBarbera: I was not well on Tuesday. I was supposed to be at work, but I was not feeling well and I took Wednesday, Thursday, and Friday off as vacation.

Michael Ovitt: I cannot hear you.

Sheila LaBarbera: I said I was not feeling well on Tuesday. I was not here on Tuesday because I was sick. I was supposed to be here in the office, but I was not. Then Wednesday, Thursday, and Friday I took off as vacation.

Michael Ovitt: Okay. So, where is that recorded? I guess going forward; all requests for vacation must be sent to me as Chairman in writing with as much advance notice as possible. Any time-offs, sick personnel, or whatever the case may be, it must be communicated to me ASAP as soon as you are aware that the time-off is needed. A simple email or text message would suffice. I would also – since you are an exempt employee, you should also report to the Board on a monthly basis going forward starting in January in your monthly report if you were out of the office for any reason during the normal workday and for which you did not utilize any accrued time-off. I would reiterate that you are neither eligible for or authorized for any overtime, and if – let us see. I guess I want you to understand that we talked about this not that long ago very specifically to let me know when people are going to be out of the office. When I called, I was surprised that Brian was the only one there, and I think – were you registered for the MACRS conference?

Sheila LaBarbera: I was originally and then I decided I was not going to go.

Michael Ovitt: Okay.

Sheila LaBarbera: But I couldn't – I had an opportunity for a vacation.

Michael Ovitt: Okay. So, have there been any additional hours that we talked about in excess of 35?

Sheila LaBarbera: Yes, I will send you the detail. We keep the detail of everything.

Michael Ovitt: Okay. And –

Mark Bashara: That will be in what Mike requested.

Sheila LaBarbera: Sure.

Michael Ovitt: Do you recall that we discussed that when we – to let me know? Or let us know?

Sheila LaBarbera: Oh no, but I can do that. I certainly can.

Mark Bashara: Can I you know, and when I say informally, I'm using that loosely, but through the years I remember we had discussed as far as back as when Gerry Doyle was here about emailing the Board – the Chairman at minimum – the Chairman slash the Board or at minimum the Chairman whenever you weren't going to be at the office. So, it's been discussed for several years, and I remember personally as far back as Gerry was with us



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discussing with you that you're going to be off or take or whatever to, at minimum, notify the Chairman.

Sheila LaBarbera: Sure.

Mark Bashara: So, it has been discussed before is what I am saying.

Michael Ovitt: And who is working the additional hours?

Sheila LaBarbera: All three of us.

Michael Ovitt: Pardon?

Sheila LaBarbera: All three of us have additional hours.

Michael Ovitt: All right. And you process payroll to that effect?

Sheila LaBarbera: Yes.

Michael Ovitt: Okay. I think going forward; Brian and Jill would be eligible for that. You as an exempt employee are not eligible for any overtime or additional hours.

Sheila LaBarbera: What? So, I do not get paid any additional hours? I do not get paid additional because that is not what you said a couple of months ago. If I am not eligible for any additional hours, you need to tell me that now so I do not work any more additional hours.

Michael Ovitt: That is what I am telling you now. Because I was not aware that you were working any additional hours.

Jill Hersey: All three of us work additional hours up to five hours so that we did not go over the 40.

Jill Hersey: That was the conversation.

Michael Ovitt: Okay.

Jill Hersey: Sheila was included in that when we decided on an hourly pay that we are going to be receiving.

Michael Ovitt: Okay. Well, we will have to review that. This has been going on –

Mark Bashara: Yeah, you – I am sorry. Go ahead. I mean, you, Jill, and Brian can work up to five hours extra a week at the regular hourly rate.

Sheila LaBarbera: Correct.

Mark Bashara: I just want to make sure I understand that.

Sheila LaBarbera: Yes.

Timothy Sorrell: Can I –? Mike just said Sheila could not? You say should we agree that Sheila can?

Mark Bashara: No, I am saying for these two –

Timothy Sorrell: I thought you included Sheila there.

Michael Ovitt: For Jill and Brian.

Mark Bashara: For Jill and Brian is what I was – I am just trying to understand.

Timothy Sorrell: I thought I must have missed something. I thought we had said the whole staff was allowed up to five. Do we have minutes that say anything, Jill?

Jill Hersey: Do you want me to pull the minutes? I can.

Timothy Sorrell: I guess just so we can clarify that.

Mark Bashara: Well, that's why Mike is clarifying going – I think – I'm not speaking for you, but if you're saying going forward –

Michael Ovitt: Yes, if it was unclear at all, we were not made aware that the additional hours were being worked, and going forward, Sheila is an exempt employee. She is on salary and not entitled to that.

Mark Bashara: So, I think – once again, I'm saying I'm trying to wrap my – so, we discussed if you need to work more hours, whatever, but I believe – once again, this is off of memory –

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that with the caveat that we be notified, so in other words, because I remember personally saying if you find that whatever you're working on, okay, the three of you, the two of you, whatever, is going to require more hours, please email Mike or the Board because you would know ahead of time unless it was an emergency. I am going to make something up. You know, this coming week, we're going to need to do A, B, and C, I foresee we're going to have to work this many hours – is what I believe we discussed so that the Board is aware of it, so if we did have any objection or anything, I guess, the Chairman could say something. It is a notification. Yeah, I am going off of memory. Mike, you can correct me if I'm wrong, but once again, we understand extra hours may be worked but with the notification ahead of time to the Board. Is that correct, Mike, if I understood?

Sheila LaBarbera: Well, I thought what you said is they have up to five hours a week or that all of us have up to five hours a week, but you were not going to pay any overtime.

Mark Bashara: Right.

Timothy Sorrell: It was a straight time, not –

Mark Bashara: It's a notification that's –

Sheila LaBarbera: Yes, and I've indicated to you that I don't have any staff –

Mark Bashara: What I am saying –

Sheila LaBarbera: We have to work the additional hours.

Mark Bashara: Right, but I'm – once again, I'm saying I think it's the notification of –

Michael Ovitt: I will clarify that and get something out.

Mark Bashara: Okay.

Michael Ovitt: Okay. All right. Any other business for the Board? Looking for a motion to adjourn now.

Mark Bashara: I will make a motion to adjourn.

Sheila LaBarbera: Because I already got hours.

Mark Bashara: Did you hear that, Mike?

Michael Ovitt: I cannot hear. I got to mute.

Sheila LaBarbera: I said I already have the additional hours in for the last payroll of 12/31. It will be as of the following payroll that there will be no additional hours because that is what I am being told that I am not eligible or I cannot work it.

Michael Ovitt: So, when did you submit that?

Sheila LaBarbera: Payroll?

Michael Ovitt: Yes.

Sheila LaBarbera: It was submitted on Monday or Tuesday because of the holidays.

Michael Ovitt: So, 12/30. In effect, that is the effective 12/31 payroll?

Sheila LaBarbera: Yes.

Michael Ovitt: Okay. So, then I guess backtrack and see what other additional hours have been worked and maybe you can get that to me sooner.

Sheila LaBarbera: Yes.

Michael Ovitt: Okay.

Mark Bashara: With our motion, I just realized with the meeting for the date and time, I just want to ask how others, because I know, Sue, this is your last meeting, so by the way, wish you well. It was a pleasure working with you. I know that for years, we had it at 9 and then we originally adjusted it to 8:30 because you lived some distance and we kind of stayed with that. I wouldn't mind moving it back to 9, but I want to – obviously, what are the other board members feel about that? Do you want to keep it at 8:30? Fine. Nine o'clock, I do

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not know maybe it helps you guys a hair by giving a little more time to be ready. I know for me I can be here at 8:30.

Ericka Oleson: Would you mind changing the dates? Maybe like Wednesdays.

Mark Bashara: Wednesdays have been forever, yeah, that would be – I mean, we do change them occasionally if something comes up and you're really in a bind and we discuss and say, okay, we can do this or that, but standard has been Wednesdays for the last Wednesday for the month.

Sheila LaBarbera: Yeah. We've done it recently Thursdays, but –

Mark Bashara: Right. The time is on there. If 8:30 is best for you, we stay there. If 9 o'clock is good, 10, Mike, I am just asking. Either way is good. I prefer 9, but if 8:30 is good, I am good. Mike, how do you feel about – you want to keep it at 8:30 or move it back to 9?

Michael Ovitt: All right. I was talking with the mute button. Ericka, is the last Wednesday at 9 o'clock good for you?

Ericka Oleson: Yes.

Mark Bashara: Okay.

Michael Ovitt: Okay. Nine o'clock would give me the opportunity to do a quicker turnaround. My shift goes often from midnight to 8:30. I had to take a day-off today but it happened to be a sick day, so, you know, I have day shift as well, but 9 o'clock, I think, would be better for me as well.

Timothy Sorrell: Fine with me.

Mark Bashara: So, then I will make a motion to adjourn the meeting, and what was the date for the next one? January?

Michael Ovitt: January 29th.

Mark Bashara: The 29th at 9 a.m.

Mike Ovitt: Okay

Mark Bashara: As we have said you know we are always flexible. It always the last Wednesday, but if you or any of us sometimes something comes up and you have no control as long as we know ahead of time.

Michael Ovitt: All right. We have a motion to adjourn.

Timothy Sorrell: I will second that.

Michael Ovitt: All right. Any further discussion? All in favor.

A motion was made to adjourn the meeting at 9:39am.

**A roll call vote was taken to adjourn, the vote was unanimous.**

The next regular board meeting is scheduled for Wednesday January 29, 2025 @ 9am.

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RESPECTFULLY SUBMITTED:

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Sheila LaBarbera, Executive Director

APPROVED BY:

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Michael Ovitt, Chairman

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Mark Bashara, Elected Member

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Timothy Sorrell, Elected Member

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Sue Funk, Advisory Council Member

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Beth Matson, 5<sup>th</sup> Member Appointed