

## Lawrence Retirement Board Meeting Agenda

### February 27<sup>th</sup>, 2024 at 8:30 am

Meeting called to order at 8:38.

Members Wilson, Cockroft, Wright and Ruiz were present. Chairman Ceballos may call in, but hasn't entered at this point.

*Robert Wilson made a motion to make Diane Cockroft temporary Chairman. Motion was seconded by Pascual Ruiz. Motion was approved on a unanimous vote, 4-0*

#### **New Business:**

**Arlene Arsenault, widow of deceased retiree Joseph Arsenault** – Accidental death application – We are in receipt of the PERAC Medical Panel Narrative. The board has been supplied the narrative and Michael Sacco's opinion letter.

After a brief discussion by the board, the majority was satisfied with the information presented to move forward with a vote.

*Sheryl Wright made a motion to approve the Accidental Death Benefit for Arlene Arsenault, widow of Joseph Arsenault. Motion was seconded by Robert Wilson. Motion was approved on a unanimous vote 4-0.*

Creation of a **supplemental regulation** regarding **electronic signatures**. Discussion. Michael Sacco has provided a proposed regulation for editing purposes.

Executive Director Rizzo stated that it is becoming harder to collect certain records and that it will be easier to collect certain records electronically. Attorney Sacco has provided a proposed regulation that will restrict certain forms from electronic signatures. After reviewing with the staff, we feel that this regulation will be adequate and has been adopted by a few other boards as well. If anyone from the public would like to speak, they could do so. None present.

*Robert Wilson made a motion to approve the proposed regulation regarding electronic signatures as submitted. Motion was seconded by Pascual Ruiz. Motion was approved on a unanimous vote 4-0.*

Board vote on the **COLA for 7/1/2024** at an increase of up to 3% on a \$ 14,000 pension cap. If the board wishes to adopt a COLA it may do so at an open meeting. We have notified the legislative body that we will be voting at this meeting.

*Sheryl Wright made a motion to approve a 3% COLA capped at \$14,000 effective 7/1/2024. Motion was seconded by Pascual Ruiz. Motion was approved on a unanimous vote 4-0.*

Ramona Ceballos entered the meeting at 8:47.

An application for superannuation has been received from **Francis Rapisardi**, a 62-year old Sewer Department Laborer with 22 years and 9 months of service. If approved, member will

retire on April 3, 2024, under an annual Option A allowance in the approximate amount of \$ 23,281.44.

*Robert Wilson made a motion to approve the Superannuation retirement of Francis Rapisardi. Motion was seconded by Sheryl Wright. Roll Call – Cockroft-yes, Wilson-yes, Ruiz-yes, Wright-yes, Ceballos-yes. Motion was approved on a unanimous roll call, 5-0.*

An application for superannuation has been received from **Michael Swarbrick**, a 64-year old Firefighter with 23 years and 4 months of service. If approved, member will retire on March 31<sup>st</sup>, 2024, under an annual Option C allowance in the approximate amount of \$ 39,653.28.

*Robert Wilson made a motion to approve the Superannuation retirement of Michael Swarbrick. Motion was seconded by Sheryl Wright. Roll Call – Cockroft-yes, Wilson-yes, Ruiz-yes, Wright-yes, Ceballos-yes. Motion was approved on a unanimous roll call, 5-0.*

**Save the date:** The Kevin J. Regan Trustees Educational Session and Annual Conference will be held from Saturday, June 1st through Wednesday, June 5th, 2024, at the Emerald Resort in Hyannis, MA.

#### Items on appeal:

**Coughlin** - CRAB appeal

**Wood** – CRAB appeal

**Bradley** – DALA appeal

**Bistany** – CRAB appeal

**Verville** – Civil Action

**Delaney** – DALA appeal

**Olivero-Oviedo** – DALA appeal

#### New Members:

Name	UNIT	Dept or Position	Group
Pilarte, Mayra	SCH	Para	1
Plaisted, Jennifer	SCH	Behavior Specialist	1
Reyes, Ashley	SCH	Para	1
Rivera, Dante	SCH	BBE	1
Rivera, Keishla	SCH	Para	1
Rodriguez, Minaliz	SCH	Para	1
Rondon, Gabriela	SCH	Para	1
Rosario de Espinal, Birelys	SCH	Para	1
Santiago, Chrissy	SCH	Crisis Paraprofessional	1
Serrano, Maximo	SCH	52-week Saftey Officer	1
Soth, Monica	SCH	College Service Associate	1



Taveras De Chavez, Genoveva	SCH	Café Worker	1
Tineo, Ana	SCH	Para	1
Tineo, Linet	SCH	LPN	1
Trinidad, Gregory	SCH	Behavior Specialist	1
Vasquez, Darlyn	SCH	Para	1
Vasquez, Massiel	SCH	School Culture Specialist	1
Vega, Nashira	SCH	Para	1
Vuu, Miranda	SCH	Para	1

*Robert Wilson made a motion to approve the new members as submitted. Motion was seconded by Sheryl Wright. Roll Call – Cockroft-yes, Wilson-yes, Ruiz-yes, Wright-yes, Ceballos-yes. Motion was approved on a unanimous roll call, 5-0.*

#### **Refunds:**

Zumerys Mejia	SCH	Paraprofessional	\$2,207.77
Huguette Sfeir	SCH	Cafeteria Worker	\$14,505.75
Leonel Urbaez	CTY	HMEO	\$22,137.43
Camilla Rodriguez Caminero	SCH	Paraprofessional	\$2,333.01
Myrtle Grullon	CTY	Inspectional Clerk	\$60,082.16
Quincy Torres	CTY	Intake Specialist	\$2,646.32
Nicolle Hou	SCH	School Culture Specialist	\$565.72

*Robert Wilson made a motion to approve the refunds as submitted. Motion was seconded by Pascual Ruiz. Roll Call – Cockroft-yes, Wilson-yes, Ruiz-yes, Wright-yes, Ceballos-yes. Motion was approved on a unanimous roll call, 5-0.*

#### **Monthly Expenses:**

Warrant # 2	Voucher # 38-70	\$ 329,591.22
Retiree End Checks		\$ 13,888.34

*Sheryl Wright made a motion to approve the monthly expenses as submitted. Motion was seconded by Robert Wilson. Roll Call – Cockroft-yes, Wilson-yes, Ruiz-yes, Wright-yes, Ceballos-yes. Motion was approved on a unanimous roll call, 5-0.*

**Monthly pension payroll for February 29<sup>th</sup>, 2024                      \$ 2,509,751.12**  
**Voids**

*Sheryl Wright made a motion to approve the monthly pension payroll as submitted. Motion was seconded by Robert Wilson. Roll Call – Cockroft-yes, Wilson-yes, Ruiz-yes, Wright-yes, Ceballos-yes. Motion was approved on a unanimous roll call, 5-0.*

#### **PRIT Wire redemption**

*The board doesn't feel a vote to approve the wire is necessary since it is already completed before the meeting, however the amount is noted.*

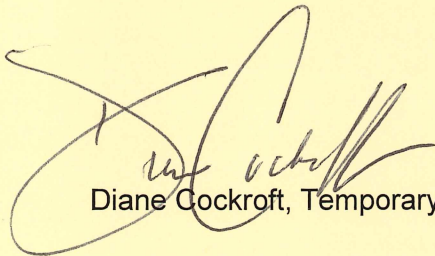
**Approval of the January 31<sup>st</sup>, 2024 retirement board minutes and executive session minutes as submitted.**

*Robert Wilson made a motion to approve the January 31, 2024 retirement board minutes and executive session minutes as submitted. Motion was seconded by Pascual Ruiz. Roll Call – Cockroft-yes, Wilson-yes, Ruiz-yes, Wright-yes, Ceballos-yes. Motion was approved on a unanimous roll call, 5-0.*

Copies of bank statements, cashbooks investment reports and recent PERAC Memos are available for review. Warrants and vouchers are present for approval and review.

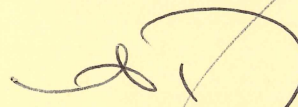
*Next meeting will be Tuesday, March 26<sup>th</sup>, 2024 at 8:30 a.m.*

*Being no further business, Robert Wilson made a motion to adjourn at 9:15 AM, seconded by Sheryl Wright. Roll Call – Cockroft-yes, Wilson-yes, Ruiz-yes, Wright-yes, Ceballos-yes. Motion was approved on a unanimous roll call, 5-0.*

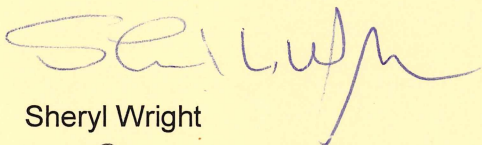


Diane Cockroft, Temporary Chairman

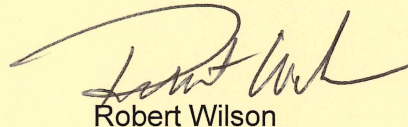
Respectfully Submitted,



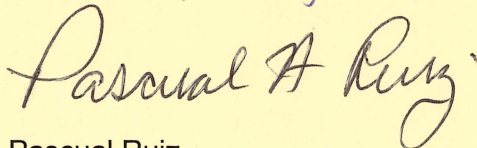
Gina Rizzo, Executive Director



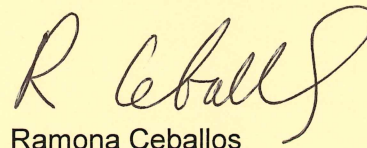
Sheryl Wright



Robert Wilson



Pascual Ruiz



Ramona Ceballos

# Lawrence Retirement Board

## Electronic Signature Regulation

Electronic Signatures are permitted for forms/documents pertaining to the Lawrence Retirement Board (“Board”) and Lawrence Retirement System (“System”), with the exception of the following:

- Application for Voluntary Superannuation Retirement
- Application for Withdrawal of Accumulated Total Deductions (Refund Form)
- Biennial Affidavits
- Member’s Application for Disability Retirement
- Option Selection Form
- Physician’s Statement Pertaining to a Member’s Application for Disability Retirement

Electronic signatures will be accepted through email, fax, and the System member units internal data sharing files via a scanned document. Digital signatures will only be accepted on forms that originate from within the Board and/or PERAC prescribed forms. Upon completion, the forms will be recorded, maintained and secured in accordance with the Board’s internal controls.

In accordance with the provisions of 840 CMR 28.00 et seq., the Board will institute and maintain appropriate security procedures for the execution of forms by way of electronic signatures, as authorized herein to verify that an electronic signature, digital signature, record or performance is that of the specific person executing the forms or for detecting changes or errors in the information in an electronic or digital record.

Nothing contained herein compels the use of electronic signatures if a member or beneficiary wishes to use a “wet signature” in lieu of an electronic signature for execution of the forms set forth herein.