



MINUTES

CITY OF AVONDALE – EMPLOYEE BENEFITS TRUST BOARD

Tuesday, June 29, 2021 at 9:00 a.m.

City Hall Building – Mesquite Conference Room

11465 W Civic Center Drive, Avondale, AZ 85323

A scheduled meeting of the City of Avondale Employee Benefits Trust Board meeting was convened in person in open and public session at 9:05 a.m.

Note: The order in which items appear in the minutes is not necessarily the order in which they were discussed at the meeting.

Roll Call:

Member Present: Nancy Fantasia, Board Chair
Ronald Martin, Board Member
Daniel Schuh, Board Member
Keith Fallstrom, Board Member

Members Absent: Lisa Kelley, Board Member

Staff Present: Kathy Reyes, Benefits Manager
Kristen Venditte, Sr. HR Analyst
Steve Kemp, City Attorney's office
Kevin Custer, Finance & Budget Asst. Director
Robert Baer, Budget Manager

1. Welcome New Board Members:

This being the first meeting of the City of Avondale Employee Benefits Trust meeting, Kathy Reyes started by having introduction of the Board Members and City staff that were present.

2. Election of Board Chair and Board Vice Chair:

Kathy Reyes advised the Board that Nancy Fantasia, the initially elected Board Chair had to resign her position on the Board, thus leaving a vacant Board Member spot and requiring the Board to nominate and elect a new Board Chair. There was discussion amongst the Board regarding nominations.

Board Member Ron Martin made motion to nominate Nancy Fantasia to serve as Board Chair. Motion was seconded by Board Member Daniel Schuh. Upon vote, the motion carried unanimously 4 to 0.

Nancy Fantasia as newly elected Board Chair opened the discussion for nomination of a Vice Chair. Daniel Schuh made motion to nominate Ronald Martin as Vice Chair. Motion seconded by Board Chair, Nancy Fantasia. Upon vote, the motion carried unanimously 4 to 0.



3. Retention/Ratification of Employee Benefit Trust Attorney:

Steve Kemp with the City Attorney's office led discussion with the Board that they will need to nominate a Board Attorney and the attorney must not be someone from the City of Avondale. Steve Kemp advised why they Board needs a separate attorney to assist as matters are needed. Kathy Reyes and Steve Kemp both talked to the Board about retaining Kathy Steadman as the Benefit Trust Board Attorney and her years of experience and qualifications.

Board Member Daniel Schuh made motion to nominate Kathy Steadman as the City of Avondale Employee Benefit Trust Attorney. Motion seconded by Board Member Ronald Martin. Upon vote, the motion carried unanimously 4 to 0.

4. Review of Conflict of Interest:

Kathy Reyes advised the Board of the Conflict of Interest that could arise based on agenda items and asked if the Board had any questions/concerns or felt they had any conflict of interest serving on the Board as members. No concerns from the members were noted.

5. Open Meeting Law Training:

Steve Kemp presented information on open meeting law to the Board.

6. Orientation of Materials on Ratification of Establishment of Trust Board, Vendor Contracts and Development of the Budget:

Robert Baer with the Finance Department presented information to the Board providing an overview of the City's budget process, the adopted fiscal year 2022 budget and how the employee benefits play a role in that process and budget. This discussion also advised about setting reserves for the Trust and what that looked like.

7. Ratification of Vendor Contracts:

Board Member Daniel Schuh made motion to ratify the vendor contracts. Motion seconded by Board Member Keith Fallstrom. Upon vote, motion carried unanimously 4 to 0.

8. Ratification of Budget Adoption by Council:

Board Member Daniel Schuh made motion to ratify the budget adopted by Council (as it applies to the Benefits Trust budget). Motion seconded by Board Member Keith Fallstrom. Upon vote, the motion carried unanimously 4 to 0.

9. Call to the Board:

Kathy advised the Board that should they have any questions in between Board meetings to please funnel those questions directly through the Board Chair and/or her as the HR staff liaison to the Board and she can route any questions/concerns to the Board Chair.

10. Call to the Public:

No public present

11. Future Agenda Items:

None noted

12. Adjournment:

There being no further business to come before the Board, the meeting was duly adjourned at **10:06 a.m.**

Daniel R. Schuh

Daniel R. Schuh (Mar 16, 2022 14:45 PDT)

Board Chair, Daniel Schuh

Certification and Attestation

I hereby certify the foregoing minutes are a true and correct copy of the minutes of the City of Avondale Employee Benefits Trust held on June 29, 2021. I further certify that the meeting was duly called and held, and that the quorum was present.

Kristen Venditte

HR Staff Liaison, Kristen Venditte

3/17/2022

Date Approved