



**AGENDA FOR THE ADMINISTRATIVE SERVICES COMMITTEE MEETING  
TO BE HELD TUESDAY, MAY 27, 2025 AT 10:30 A.M.  
RETIREMENT TRUST ADMINISTRATION BUILDING, 1039 CHELSEA**

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- Item 1. Discussion and action regarding anticipated staff vacancies and the recruitment for those positions.
- Item 2. Discussion and action regarding proposed updates to the Trust's Summary Plan Description ("SPD").
- Item 3. Discussion and action regarding the authority of the Executive Director to hire, terminate employment, negotiate employee contracts, and sign employment contracts.
- Item 4. Discussion and action regarding who conducts Board Meetings in the absence of the Board Chairman and Board Vice-Chairman.
- Item 5. The Committee will retire into EXECUTIVE SESSION pursuant to the Texas Government Code, Sections 551.071-551.076 and Section 551.078 to discuss any of the following:
  - Section 551.071 CONSULTATION WITH ATTORNEY
  - Section 551.072 DELIBERATION REGARDING REAL PROPERTY
  - Section 551.074 PERSONNEL MATTERS
  - Section 551.075 CONFERENCE WITH EMPLOYEES
  - Section 551.076 DELIBERATION REGARDING SECURITY DEVICES
  - Section 551.078 DELIBERATION REGARDING DISABILITY APPLICANT'S MEDICAL RECORDS

Posted this 22nd day of May 2025 by 6:00 P.M.

  
Karina Chavez

Sign language interpreters will be provided for this meeting upon request. Request must be made to the Retirement Trust Office (telephone: 212-0112) a minimum of 24 hours prior to the posted date and time of this meeting.

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## OUR VISION

Provide sustainable retirement benefits and services to current and future retirees.

## OUR MISSION

City of El Paso Employees Retirement Trust provides defined retirement benefits, accurate benefits information, and exceptional customer service.