

## QUICK REFERENCE CONTACT LISTING AS OF APRIL, 2024

Topic	DOY or Company Contact	Phone Number
<b>BENEFITS</b>		
Medical, Rx, dental, and vision	Rose Vocature	330-744-8451 x263
COBRA – Benefits Continuation	Rose Vocature	330-744-8451 x263
Employer-provided life/LTD	Rose Vocature	330-744-8451 x263
Voluntary life insurance options	Rose Vocature	330-744-8451 x263
<b>DIOCESAN CEMETERIES</b>		
	Tammy Conley	330-792-4721
<b>FINANCIAL SERVICES OFFICE</b>		
Diocesan billings (DA, P&L, HC, school assessment, Priest Retirement)	Christine Jickess	330-744-8451 x266
General accounting questions	Christine Jickess	330-744-8451 x266
Parish financial reports	Grant Williams	330-744-8451 x260
Permission to Spend form	Patrick Kelly, CFO	330-744-8451 x262
Administrative Assistant (contact person for CFO)	Brenda D'Apolito	330-744-8451 x265
Vendor W-9 and 1099 questions	James Chismar	330-744-8451 x239
Diocese of Youngstown Foundation	Christine Jickess	330-744-8451 x266
Endowments	Christine Jickess	330-744-8451 x266
Human Resources	Diane Daly	330-744-8451 x229
Dedicated Human Resources fax number	Diane Daly, Rose Vocature	330-676-5588
Compliance Officer	Nick Keller	330-744-8451 x341
<b>INFORMATION SYSTEMS SERVICES</b>		
General IT	Matt Pecchia	330-744-8451 x268
Google email, calendars, and documents	Darlene Wilms	330-744-8451 x269

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**PAYLOCITY STANDARDIZED PAYROLL**

DOY contact for standardized payroll	Lori Vuksanovich	330-744-8451 x257
Questions on use of Paylocity system	Paylocity Customer Service	1-888-873-8205

**PROPERTY & LIABILITY INSURANCE**

Claims	Grant Williams	330-744-8451 x260
Coverage (insurance cards, certificates of coverage and property additions/deletions)	Grant Williams	330-744-8451 x260

**PROPERTY ADMINISTRATION**

Acquisitions or sales	Patrick Kelly, CFO	330-744-8451 x262
Lease negotiations	Patrick Kelly, CFO	330-744-8451 x262
Property management and maintenance	Joseph Kuras	330-744-8451 x294

**RETIREMENT PLANS**

403(b) Plan (employee eligibility)	Rose Vocature	330-744-8451 x263
403(b) Plan (employee personal account)	Principal Financial Group	1-800-547-7754 (CST)
Frozen employee defined benefit pension plan, as of 06/30/2011	USI Consulting Group	1-888-917-7107 (CST)
Priest pension (direct deposit)	Geri Deane	330-744-8451 x329

**WORKERS COMPENSATION**

Employee Benefits Coordinator	Rose Vocature	330-744-8451 x263
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