
**JACKSONVILLE POLICE AND FIRE PENSION FUND
BOARD OF TRUSTEES PERSONNEL COMMITTEE
WORKSHOP SUMMARY – JULY 10, 2017 – 1:30PM
RICHARD “DICK” COHEE BOARD ROOM**

PRESENT

Richard Patsy, Board Secretary
Lt. Chris Brown, Trustee

STAFF

Timothy H. Johnson, Executive Director – Plan Administrator
Steve Lundy, Assistant Plan Administrator
Lawsikia Hodges, Office of General Counsel

EXCUSED

GUESTS

Rick Carlson, JFRD
Randy Wyse, President, Jacksonville Association of Firefighters
Steve Zona, President, Fraternal Order of Police

I. CALL TO ORDER

Rick Patsy called the workshop to order at 1:45PM.

II. PUBLIC SPEAKING PERIOD

There were no requests for Public Speaking. Public Speaking Period closed.

II. PERSONNEL COMMITTEE

Rick Patsy said that the purpose of today's meeting is to discuss Timothy Johnson's performance evaluation.

Lawsikia Hodges said that she had reached out to other City departments to see how they addressed their executive performance evaluations. She said

that there is no standard way across all departments to evaluate their executives; however the evaluations are usually in a written format.

Lawsikia Hodges discussed Timothy Johnson's contract, and said that his attached presentation is good to use as a reference for evaluating his performance.

Chris Brown said that the Board needs to do a few specific things:

- 1. Evaluate Timothy Johnson's performance over the past year;*
- 2. Determine if he should be retained;*
- 3. Determine how his benefits should be changed, if he is retained;*
- 4. Establish new performance goals and measures for the future.*

Rick Patsy voiced his concern that most items in the handout and presentation are qualitative and not quantitative.

Rick Patsy, Chris Brown, and Lawsikia Hodges discussed the performance evaluation sheet handout that Timothy Johnson provided, and how the Board should go about filling it out.

Timothy Johnson began his presentation. He said that it is a work in progress. He discussed the history of his five values that are the pillars of his administrative work. He said that the Board will see his presentation today, and again in the future.

Timothy Johnson described the first slide as five questions, 'Where we are going?', 'How are we going to get there?', 'What progress have we made so far?', 'What are our next steps?', and 'How do we measure success?'.

Timothy Johnson highlighted the accomplishments he has helped facilitate over the past year throughout the presentation, including the Annual Report, the Board Book, the Cycle of Work, and others.

Timothy Johnson also described the new educational workshops that Steve Lundy has put together, including the DROP Workshop, and the New Member Orientation.

Chris Brown said that he has gotten lots of good feedback on Steve Lundy's Workshops.

Timothy Johnson described External Events that influence the Fund, and the Surtax Growth Rate, and other items. He also discussed the Administrative Working Group that he will hold, which will cover the implementation of the 2017 Pension Reform.

Timothy Johnson and Chris Brown discussed the metrics that are used to measure progress. Chris Brown said that instead of reporting the gross Fund return, the net, or 'excess' return of active over passive management should be used.

Rick Patsy asked how the PFPF's Public Record Request turnaround time compares to other departments.

Chris Brown answered and said that it is exceptional. Other departments take upwards of 120 days, whereas the PFPF takes less than 3 weeks on average. He said that this has been a tremendous improvement.

Rick Patsy, Chris Brown, Lawsikia Hodges, and Timothy Johnson discussed modifications to the performance evaluation sheet handout that Timothy Johnson provided. They came to the conclusion that the sheet will be modified to reflect 'yes or no' answers to the question if Timothy Johnson has accomplished the goals of the five pillars that he has laid out. The sheet will be modified by Timothy Johnson, and sent back to Chris Brown and Rick Patsy. Chris and Rick will fill out their evaluations, and present to the Board on their July 21st meeting. The Board as a whole will:

- 1. Evaluate Timothy Johnson's performance over the past year;*
- 2. Determine if he should be retained;*
- 3. Determine how his benefits should be changed, if he is retained;*
- 4. Establish new performance goals and measures for the future.*

IV. ADJOURNMENT

Rick Patsy adjourned the meeting at 2:36PM.

NOTES:

Any person requiring a special accommodation to participate in the meeting because of disability shall contact Steve Lundy, Assistant Plan Administrator at (904) 255-7373, at least five business days in advance of the meeting to make appropriate arrangements.

If any person decides to appeal any decision made with respect to any matter considered at this public meeting such person will need a record of proceedings, and for such purpose such person may need to ensure that a verbatim record of the proceedings is made at their own expense and that such record includes the testimony and evidence on which the appeal is based. The public meeting may be continued to a date, time, and place to be specified on the record at the meeting.

Additional items may be added / changed prior to meeting.

SL

Richard Patsy, Board Secretary

To be approved at the Board of Trustees Meeting on July 21, 2017