

SENIOR LEVEL EXECUTIVE

CAREER PROFILE

Executive Director/Deputy Director/ Senior Vice President /CFO

Accomplished senior executive with solid leadership credentials and proven performance in private and public sector investment, financial, strategic, and operational management. Excellent management, decision making, team building and problem solving skills. Highly successful in building and nurturing productive working relationships with boards and management teams. Expertise:

- ◆ Investment Management and Policy
- ◆ Change Management and Team Building
- ◆ Due Diligence & Negotiating Skills
- ◆ Budgeting, Forecasting, and Reporting
- ◆ Visionary, Strategy & Operational Planning
- ◆ Government Relations and Regulatory Affairs

PROFESSIONAL EXPERIENCE

Houston Municipal Employees Pension System, 2008 to Present – Executive Director

Serves as Chief Executive Officer of public pension plan providing direction and leadership toward the achievement of the system's mission and strategy plan. Provides oversight of the \$2.4 billion investment program and \$8 million operating budget and benefit administration.

- ◆ Successfully managed \$2.4 billion investment program overseeing global equity, fixed income, hedge funds, real estate and private equity strategies; due diligence function and manager selections process.
- ◆ Reengineered business processes by implementing best practice update of ethic and investment policies and procedures.
- ◆ Developed updated asset allocation strategy which included deployment of \$200 million hedge fund portfolio. As of June 2013, the HMEPS portfolio is the top performing fund in both the Wilshire Public Fund universe and the TUCS Public Fund universe over the trailing 10-year period.
- ◆ Successfully negotiated legal agreement with City of Houston providing for sustainable defined benefit plan, structured pension contribution schedule and enhanced board governance provisions.
- ◆ Effectively managed key relationships and negotiations with investment consultants, auditors, and custodial bank resulting in reduced fees and effective management.
- ◆ Developed and worked with Board to implement legislative strategy and government relations plan instrumental in minimizing the potential impact of negative publicity regarding pension systems.
- ◆ Reduced operating expense. Captured 15% reduction in operation cost by negotiation of new office lease reflecting a savings of 40% in rental expense and securing a new self-insured healthcare insurance program.
- ◆ Produced most recent Consolidated Annual Financial Reports (CAFR) and Participant Reports which earned the "Mark of Excellence" Recognition from the Government Finance Officer Association.
- ◆ Improved accuracy and transparency through newly created quarterly financial and budget reports and implementation of social media technology (i.e. website, e-blast, facebook, twitter, etc.).

Houston Firefighters' Relief & Retirement Fund, 2003 to 2008 - Deputy Director

Effectively performed the duties of chief operating and financial officer responsible for fiscal planning, financial reporting for \$2.4 billion pension plan and \$8 million budget, actuarial analysis, human resources, facilities management and specific legislative matters.

- ◆ Facilitated and guided management team and Board of Trustees in development of first strategic plan.
- ◆ Improved the accuracy of quarterly financial reports through creating a new accounting system.
- ◆ Enhanced performance-based compensation program which strengthened personal accountability.
- ◆ Worked with executive staff with oversight of investment policy and asset/liability studies.
- ◆ Developed strategy instrumental at minimizing the potential impact of negative publicity.
- ◆ Established the Fund's first procurement policy and designed and implemented member survey.

American Red Cross, Greater Houston Area Chapter, 1999 to 2003 - Chief Financial Officer

- ♦ Effectively managed daily operations and other key areas including Marketing, Transportation and Health & Safety Departments.
- ♦ Designed strategic and business plans.
- ♦ Oversaw \$10 million budget and directed all fiscal and fiduciary responsibilities.
- ♦ Reduced budget by \$1 million, secured construction interim financing and established first line of credit.
- ♦ Coordinated successful distribution of resources to Tropical Storm Allison Victims.
- ♦ Implemented new accounting and facility management systems.
- ♦ Reported to CEO and acted on his behalf in his absence.

Southeast Texas Housing Finance Corporation, 1998 to 1999 - Controller

- ♦ Responsible for administrative and financial operations including Board relations, program development, budget, grants administration, monthly financial reports and year-end audit.
- ♦ Administered \$1 million budget and \$70 million bond portfolio.
- ♦ Coordinated efforts for successful refunding of mortgage revenue bond in low interest mortgages.
- ♦ Presented annual budgets to Finance Committee and Board.
- ♦ Reported to the Executive Director.

Greater Houston Convention & Visitors Bureau, 1993 to 1997 – Sr. Vice President, Finance & Administration

- ♦ Responsible for \$8.5 million budget and all administrative and financial operations, protocol and membership development functions.
- ♦ Produced annual business plan with Board of Directors and staff.
- ♦ Initiated the first line-of-credit and working capital loan and secured county funding of \$585,000.
- ♦ Established job grades, job descriptions and performance evaluation policies and procedures.
- ♦ Designed and implemented new accounting and sales software.
- ♦ Reported to CEO and acted on his behalf in his absence.

City of Houston - Finance and Administration, 1989 to 1993 - Administration Manager

- ♦ Created the Franchise Section within the City of Houston's Finance and Administration Department.
- ♦ Administered franchise agreements that produced annual revenues in excess of \$100 million.
- ♦ Negotiated the city's franchise agreements with cable and telephone companies resulting in 60% more annual franchise revenue to the City.
- ♦ Significantly reduced City budget deficit through recovery of more than \$900,000 in unreported revenue and collected \$600,000 in delinquent fees.
- ♦ Developed City of Houston telecommunication policies.

OTHER PROFESSIONAL EXPERIENCE

Urban Services and Development - Financial Manager

Occidental Petroleum Corporation - Senior Internal Auditor

Deloitte (formerly Touche Ross) - Staff Auditor

EDUCATION

Masters of Business Administration – Finance and Management, University of Houston

Bachelor of Science – Accounting, Ohio State University, 1981

PROFESSIONAL AFFILIATIONS AND OTHER

See Attached Addendum

RESUME ADDENDUM
RHONDA SCOTT SMITH
PROFESSIONAL CREDENTIALS

Professional Training

- ♦ Investment Portfolio Management Institute Certificate
 - University of Pennsylvania, Wharton School of Business
- ♦ Leadership Houston, past board treasurer
- ♦ American Leadership Forum (ALF) Senior Fellow, Investment Committee Chair

Professional Associations

- ♦ Government Finance Officers Association (GFOA)
 - National Executive Board Member and Chair of Audit Committee
 - Committee Member – Executive Board Nominating Committee
 - Committee Member – Committee on Retirement and Benefits Administration

Board Memberships/Community Work

- ♦ San Jacinto Girl Scouts, Past Board Member and Finance Committee Member
- ♦ Houston Area Urban League, Past Board Member and Program Chairman
- ♦ Young Women Christian Association (YWCA), past Board Chairman
- ♦ Southeast Community Housing Development Organization, past Vice Chairman
- ♦ River Oaks Women Breakfast Club, past Treasurer
- ♦ Houston Firefighters' Relief and Retirement Fund, former citizen trustee