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JACKSONVILLE POLICE AND FIRE PENSION FUND  
BOARD OF TRUSTEES PERSONNEL COMMITTEE  
MEETING SUMMARY – JULY 8, 2019 – 2:00PM

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**BOARD OF TRUSTEES**

Cpt. Michael Lynch, Trustee  
Nawal McDaniel, Trustee

**STAFF**

Timothy H. Johnson, Executive Director – Plan Administrator  
Steve Lundy, Assistant Plan Administrator

**MEETING CONVENED**

2:02PM

**MEETING ADJOURNED**

2:38PM

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**I. PUBLIC SPEAKING PERIOD**

*None.*

**II. PERSONNEL COMMITTEE**

*Timothy Johnson said that he has written a memo outlining today's personnel recommendations. He said he would continue this practice for any future personnel recommendations as well.*

*Timothy Johnson said, following up on a discussion in the Spring, that he wants to make an adjustment to Steve Lundy's job description, position, and salary. The attached memo outlines these requests.*

*Timothy Johnson discussed Steve Lundy's background with the Police & Fire Pension Fund. Steve Lundy joined the PFPF full-time in 2014 as a Pension Benefits Specialist – Economic Research Analyst. He held this role for 3 years until the restructuring in 2016-2017.*

*Timothy Johnson said he felt that Steve Lundy has extraordinary technical skills, and possesses a great grasp of the Plan's provisions and benefits. Steve Lundy has a great deal of experience working with the Fund's members.*

*Timothy Johnson said that he changed Steve Lundy's title and job description from Pension Benefits Specialist – Economic Research Analyst to Assistant Plan Administrator during the 2016-2017 restructuring. There was no salary adjustment, however.*

*Timothy Johnson said that he is recommending changes to Steve Lundy's job description based on the big things he has done. First, his administration of the DROP & COLA adjustments. The DROP & COLA adjustments were needed for over 300*

POLICE AND FIRE PENSION FUND  
BOARD OF TRUSTEES PERSONNEL COMMITTEE  
MEETING SUMMARY – JULY 8, 2019 – 2:00PM  
Page 2

*affected members after moving from a two-tiered Plan structure (2015 reform) to a one-tiered structure (2017 reform). Secondly, he has done a great job on calculating and administering the Bailiff Time Service Connections. Steve Lundy also has worked on the Beaches Time Service Connections issue from the start.*

*Timothy Johnson said that Steve Lundy also developed the tremendous Share Plan resolution. Steve Lundy is also still working on the JFRD Out-Of-Class Pay issue along with the City.*

*Timothy Johnson said that all of these were technical challenges not included in Steve Lundy's job description, but he still undertook them. He said it would be appropriate to incorporate them into his job description along with an increase in salary.*

*Timothy Johnson said he foresees continuing technical challenges for the Fund, as unions continue to negotiate Plan changes, and as the IT system moves to a new enterprise.*

*Timothy Johnson said he went to the City's Employee Services Department and worked with them to create the attached job description for Deputy Director. This job description takes Steve Lundy's current job description and adds these new elements of responsibilities, and increases his pay code from 29.14 to 29.16. Steve Lundy is contributing at a level comparable to the other managers, Chuck Hayes and Kevin Grant. This new pay code would put him more at par with the other two managers.*

*Timothy Johnson said that he recommends a 3% increase in pay for Steve Lundy, bringing him to \$6,022 monthly, which would take effect the first pay period after Board of Trustees approval. He said he is asking for the Personnel Committees support on the following three items:*

- 1. Approval of the new Deputy Director position*
- 2. Promotion of Steve Lundy into the new Deputy Director position*
- 3. 3% increase in Steve Lundy's salary to \$6,022 monthly*

*Nawal McDaniel asked about the old Deputy Director position eliminated in 2017.*

*Timothy Johnson said that PFPF Interim Director, Beth McCague, had left the Deputy Director position on the books unfilled, and decided the permanent Executive Director should have the discretion to keep it, or fill it.*

*Timothy Johnson said that after he was hired as Executive Director, he thought that the old Deputy Director job description was unnecessary, as it created another layer between the Executive Director and the remaining PFPF staff.*

*Timothy Johnson said that the new Deputy Director will have oversight of the Administrative Specialist and the receptionist. However, the Deputy Director will have an organization-wide technical business analyst component, from administration, to benefits and finance.*

POLICE AND FIRE PENSION FUND  
BOARD OF TRUSTEES PERSONNEL COMMITTEE  
MEETING SUMMARY – JULY 8, 2019 – 2:00PM  
Page 3

*Nawal McDaniel said to Steve Lundy that she feels he has been doing a great job, and this position would be fair compensation.*

*Michael Lynch asked if Steve Lundy is at the top of his pay range now.*

*Timothy Johnson said no, he has not maxed out. There is more range for him to grow in the new 29.16 pay code. However, this is a different job with more responsibilities.*

*Michael Lynch asked what would happen to Steve Lundy's old job. Would the Board hire a new Steve Lundy to fill it?*

*Timothy Johnson said no, there is no interest in filling another position – this new job description would replace the old one. He said he sees no circumstances where he would request adding new positions. We are trying to find ways to monitor administrative costs.*

*Nawal McDaniel said Steve Lundy would continue to do what he has been doing, but will now be compensated for these duties.*

*Timothy Johnson said the big story is that Steve Lundy has the capacity to do more than what is in his current job description of Assistant Plan Administrator, and he has been doing it. These other projects have spanned for more than a year.*

*Michael Lynch asked how many Full-Time-Equivalent (FTE) positions the PFPF has.*

*Timothy Johnson said there are 8 currently – if we wanted more, we would have to ask the City.*

*Michael Lynch said this is a Re-Classification (RC), not a new FTE. He said RCs are much easier than adding new FTEs. This RC would not leave a vacancy. He asked how much the performance based raises could be each year.*

*Timothy Johnson said the New PFPF Pay Plan provides for performance based raises from 0-5% annually. We adjusted our FY2020 budget for a 4.5% increase for everyone. He said he doesn't foresee any circumstance where everyone would get 5% in a given year.*

*Timothy Johnson said the 'bogey' is a 2.5% COLA. Realistically, we look at where the employees sit between 2.5%-4% based on performance. We will bring the recommended raises in September to the Personnel Committee, following performance evaluations. The adjustments will take place October 1. It makes sense to do all employees, including the Executive Director, at the same meeting.*

POLICE AND FIRE PENSION FUND  
BOARD OF TRUSTEES PERSONNEL COMMITTEE  
MEETING SUMMARY – JULY 8, 2019 – 2:00PM  
Page 4

*Timothy Johnson said the personnel action he is recommending for Steve Lundy today is not 'performance based'. In September, following Steve Lundy's (and everyone else's) performance evaluation, we will have a performance raise recommendation.*

*Michael Lynch said today's actions are simply to upgrade the position, place Steve Lundy into the position, and the 3% raise. Then, in a couple of months, we will have a conversation about a 2-4.5% raise or so for everyone.*

*Timothy Johnson said yes – we will evaluate all employees prior to September for performance raises. Today's actions are adjustments to give value to the new duties Steve Lundy has taken on.*

*Michael Lynch asked Steve Lundy for his thoughts on the matter.*

*Steve Lundy thanked Michael Lynch and Nawal McDaniel for coming today. He said that when he first set foot in the PFPF office in 2011 as a student volunteer, he worked under the then-Deputy Director, Dick Cohee. He said he learned a lot from Dick Cohee during that Summer, and unfortunately Mr. Cohee passed away the January after.*

*Steve Lundy said that the new job title, and description personally means a lot to him, and that he greatly appreciates the consideration. He said it is also encouraging to get credit and recognition for the extra work he has been doing over the past year.*

*Timothy Johnson said that the Employee Services department attached the 29.16 pay code to the new job description. It is good to see employees fairly compensated and recognized for the job they actually perform.*

*Michael Lynch said that he is comfortable taking all three recommendations to the Board of Trustees. He said he is fine with and supports all three.*

*Timothy Johnson said that Steve Lundy does a great job, and that he would hate to lose him.*

*Nawal McDaniel said she supports all three recommendations as well.*

*Timothy Johnson said that with this consensus, either Nawal McDaniel or Michael Lynch will take these recommendations to the Board of Trustees for a vote – hopefully they will support it as well.*

*Timothy Johnson said that the next Personnel Committee meeting will be in September to discuss performance-based salary increases.*

*Michael Lynch asked if there would be a PFPF staff evaluation of the Executive Director.*

POLICE AND FIRE PENSION FUND  
BOARD OF TRUSTEES PERSONNEL COMMITTEE  
MEETING SUMMARY – JULY 8, 2019 – 2:00PM  
Page 5

*Timothy Johnson said he has no problem with a 360-degree evaluation. There may be some discussion about vacation time in the Executive Director contract in September, as it is an unresolved issue from the hiring negotiations.*

*Steve Lundy thanked everyone for attending and for their support.*

**The Personnel Committee scheduled their next meeting for September 10<sup>th</sup> at 9AM.**

**III. ADJOURNMENT**

2:38PM

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Steve Lundy, Assistant Plan Administrator  
Posted 07/09/2019

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Willard Payne, Secretary  
To be approved at the Board Meeting on July 19, 2019.

*The next regular meeting will be held Friday, July 19, 2019 at 9:00AM.*