



SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING

Tuesday, September 10, 2019

9:05 A.M. – 10:07 A.M.

City of Jacksonville Police and Fire Pension Fund
1 West Adams Street Suite 100, Jacksonville, FL 32202
Richard "Dick" Cohee Board Room

The next regular Board of Trustees meeting will be held September 24, 2019 at 9:00 A.M.

Board of Trustees

Cpt. Michael Lynch
Nawal McDaniel

Staff

Timothy H. Johnson, Executive Director – Plan Administrator
Steve Lundy, Deputy Director
Kevin Grant, Finance Manager

Notice

Meeting Agendas and Summaries are available on our website at jaxpfpf.coj.net. For additional meeting documents, please contact Maria Young, Custodian of Public Records for the City of Jacksonville Police and Fire Pension Fund at 904-255-7373 or MariaY@coj.net to file a public records request.

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Agenda

- I. Public Speaking
None.
- II. Personnel Committee – Recommendation Requested
 1. Executive Director / Managers Performance Review

Timothy Johnson said today is the Fiscal Year End Personnel Committee meeting, and he is requesting a recommendation to be presented to the Board of Trustees at its September 24th meeting. He said he wanted to review the specifics today, which consists mostly of the Executive Director & Managers Performance Review as attached. This review is a reflection of the goals submitted by the Personnel Committee last year. It has been updated to identify the items accomplished, and what remains.

Timothy Johnson said the second recommendation he requests concerns the October 1, 2019 PFPF Staff Raises. This is on the back page of the Personnel Committee Book. These recommended raises are the result of taking the goals and objectives for the PFPF and assigning them to individual staff members. Throughout the year, the Executive Director and Managers met on a weekly basis, and the full Staff met on a quarterly basis to discuss progress made on these goals.

City of Jacksonville Police and Fire Pension Fund
Agenda to the Board of Trustees Personnel Committee Meeting of
Tuesday, September 10, 2019
9:05 A.M. – 10:07 A.M.

Timothy Johnson discussed the 'Duties Matrix', a tool used by the staff to log goals, and progress made. Now, at the end of the year, these goals have been summarized and put into the format as shown today. A lot has gone into creating this document.

Timothy Johnson said the third recommendation he requests is an authorization regarding the Clerical Support Aide, Courtney Garnett. She works 25 hours a week at the front desk. She is about to reach her 5%, 6-month probationary adjustment in October. He said he requests the Personnel Committee to recommend approval of her 5% raise now, conditioned on her successful completion of probation in October.

Timothy Johnson said his fourth request is to postpone the Fiscal Year 2020 PFPF Performance Plan. We had planned to hold our retreat last week, but we had to postpone due to Hurricane Dorian. The retreat has been rescheduled for September 27th, and will consist of the whole PFPF Staff. Last year, only the Executive Director and Managers attended the retreat. After the retreat, the Executive Director, the Advisory Committee Chair, the FIAC Chair, and the Board Chair will meet and review the retreat results, and create the goals for the committees and Board of Trustees.

Nawal McDaniel asked when this was done last year.

Timothy Johnson said it would have normally been done today, but we can target the October Board of Trustees meeting. Also, instead of holding another Personnel Committee, we could discuss this one-on-one or by phone, then approve it at the Board of Trustees Meeting.

Michael Lynch said he is good with recommendations numbers 3 and 4.

Nawal McDaniel agreed and said she is too.

Timothy Johnson began his discussion of the Executive Director / Managers Performance Review as attached. Four overall areas are emphasized: Leading Change, Leading People, Business Acumen, and Building Coalitions. There are objectives and goals in each area.

Timothy Johnson began to discuss the objective, 'Solvency', and related goals under the 'Leading Change' area.

Michael Lynch said the thought behind a PFPF staff position as investment consultant was started by the rapid departure of Summit Strategies as Investment Consultant. Somebody who could "keep the ship from sinking".

Timothy Johnson said the position would add a lot of cost – just as much as Wilshire's contract. This is a matter of what the Board of Trustees feels. This is something to look at again after the results of the RFP for Investment Consultant services.

Timothy Johnson began to discuss the 'Governance' objective under 'Leading Change'. He discussed the outstanding opinions requested from OGC, and the transition of the Boardroom into the 'Digital Age'.

Michael Lynch said he has noticed that the PFPF has low priority with OGC. If these opinions were requested a year ago, and we still don't have answers, then the PFPF is on OGC's backburner. This speaks to our ability to have conversations with Bob Sugarman's office. If we have to wait more than a year to recoup a member's pension payments, or pay a child's benefit incorrectly due to outstanding opinions, then we have to go back and make corrections. OGC needs either to step up their game, or investigate how we can have these conversations with Bob Sugarman.

Nawal McDaniel said that the Board of Trustees receives the Counsel Updates at every Board of Trustees meeting. How do we know where we are in this process?

City of Jacksonville Police and Fire Pension Fund
Agenda to the Board of Trustees Personnel Committee Meeting of
Tuesday, September 10, 2019
9:05 A.M. – 10:07 A.M.

Timothy Johnson said usually, questions like the child's benefit would go to OGC, then, if they say they can't answer it, they will ask Bob Sugarman. Then, Bob Sugarman sends his answer back to OGC.

Timothy Johnson said he would bet that OGC has Bob Sugarman's answer, and that is where OGC is in this process.

Michael Lynch said OGC didn't ask him or Nawal McDaniel if these opinions were high or low priority. OGC doesn't ask what answer we are looking for, and then let us know if they can support and defend it legally. We don't say, "Read this, and tell me what you think". It should be, "Can you defend this position legally?". They are telling us what to think, not how to defend our positions.

Timothy Johnson said we sent an email to OGC asking for an update on these opinions.

Steve Lundy said he hasn't received a response.

Nawal McDaniel said we should follow up with OGC at the next Board of Trustees meeting.

Timothy Johnson continued discussing the Executive Director / Managers Performance Review as attached. He covered the goals under Transparency, Member Education, Staff Development, and Reform as attached.

The Personnel Committee, Timothy Johnson, and Steve Lundy briefly discussed the DOJ v COJ Settlement Administration issue, and how it will increase the unfunded liability of the Pension Fund.

Timothy Johnson continued discussing the Executive Director / Managers Performance Review as attached. He covered the goals under Investment Administration, Property Management, and Operating Budget as attached.

2. Recommended October 1, 2019 Staff Raises

Timothy Johnson discussed the Recommended October 1, 2019 Staff Raises as attached. These raises are the result of performance evaluations of Staff. The recommended rate increases are as follows:

- Clerical Support Aide 2.5%
- Admin Specialist 3.5%
- Benefits Specialist 3.5%
- Sr. Benefits Specialist 3.5%
- Bldg. Services Mgr. 3.5%
- Benefits Mgr. 4.0%
- Deputy Director 3.8%
- Finance Mgr. 3.0%
- Executive Director 3.6%

Timothy Johnson said the Clerical Support Aide would receive 2.5% now, and 5% upon completion of probation in October as discussed previously.

Timothy Johnson said the Executive Director's 3.6% recommended raise is an average of the three managers' raises (4%, 3.8%, and 3.0%).

Timothy Johnson said these raises are on a scale of 0-5%. This really starts at a 2.5% COLA – if the staff shows up to work and does their job, they get 2.5%. Anything above 2.5% is based on the new goals the staff have accomplished.

City of Jacksonville Police and Fire Pension Fund
Agenda to the Board of Trustees Personnel Committee Meeting of
Tuesday, September 10, 2019
9:05 A.M. – 10:07 A.M.

Nawal McDaniel suggested covering each staff's raise individually.

Michael Lynch asked if there is a bulk we could carve out.

Nawal McDaniel said she is good with the first five, and would like to discuss the senior staff.

Nawal McDaniel said the Benefits Manager has done an excellent job, and deserves the 4.0%.

Nawal McDaniel said she feels the Deputy Director has done an excellent job, and would like to bump the raise up to 4.0%. Last year, Steve Lundy did much more than needed, and has performed excellently.

Michael Lynch and Timothy Johnson said they are good with this recommendation.

Nawal McDaniel said she is good with the Finance Manager's raise recommendation, based on her conversations with Timothy Johnson.

Michael Lynch said he and Timothy Johnson had the same conversation, and he is in agreement.

Nawal McDaniel, Michael Lynch, and Timothy Johnson mentioned their previous conversations regarding raises for the managers.

Timothy Johnson discussed his recommendation to revisit personal leave in his contract that he mentioned previously in another meeting. When he arrived at the PFPF, he was offered 20 days of leave a year. The previous candidate for Executive Director was offered 32 days of leave a year. He said he took the job based on his understanding that we would get to this later. Now, three years later, there is momentum behind us, and he would like the Personnel Committee to consider his request for an additional 12 days of personal leave a year.

Nawal McDaniel said she believes the additional 12 days of annual leave is reasonable based on Timothy Johnson's experience and quality of service over the past 3 years.

Timothy Johnson said he appreciates the recommendation.

Nawal McDaniel said she recommends increasing the Executive Director's raise to 4.0% as well.

Michael Lynch said he is good with these recommendations.

Timothy Johnson suggested the Personnel Committee email him any thoughts to add to next year's plan.

Michael Lynch said, regarding next year, he does not feel the Trustees' sole role is to approve benefits and to do as they are told. The Board of Trustees should work more on a governance and administration level – not just to attend a meeting once a month. The Board should be more involved in the administration of the fund in 2020.

3. Authorization for Clerical Support Aide
4. Authorization to postpone FYE2020 Performance Plan presentation to future date following Staff retreat and meeting with Board and Committee Chairs

III. [Adjournment](#)

10:07 A.M.

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Tuesday, September 10, 2019
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Summary Approved:

Willard Payne, Secretary
Board of Trustees

Summary Prepared By:
Steve Lundy, Deputy Director
City of Jacksonville Police and Fire Pension Fund

Posted: 09/10/2019

To be Approved: 09/24/2019