



SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING

Wednesday, September 16, 2020
10:00 A.M. – 10:41 A.M.

City of Jacksonville Police and Fire Pension Fund
1 West Adams Street Suite 100, Jacksonville, FL 32202
ZOOM ONLINE MEETING – NO PHYSICAL LOCATION

Board of Trustees

Nawal McDaniel, Secretary
Cpt. Michael Lynch

Staff

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

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

Timothy Johnson said that he has prepared a presentation titled the '2020 PFPF Year in Review'. He said he would present the PowerPoint, and then answer any questions. The presentation shows what we set forth to accomplish at the beginning of the year, and highlights some accomplishments, and shows some items which were not completed.

Timothy Johnson overviewed the core competencies established by the Board: Leading Change, Leading People, Business Acumen, and Building Coalitions. There were more than 50 goals we worked on this year. These goals were put together between the Advisory Committee, FIAC, Board of Trustees, and PFPF Staff. Today, we will examine the highlights of those completed goals, and some which were not completed. Also, there is a new slide called 'Successes and Surprises'. A lot of things happened in 2020.

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Timothy Johnson covered the following slides and discussed the following topics:

Leading Change: Assessed And Adjusted To Changing Situations, Implementing Innovative Solutions To Make Organizational Improvements:

- Determining the Correct Long-term Assumed Rate of Return
- Opinions: Pension Forfeiture of Admitted Felons, Children's Benefit
- Optimizing Cash Position: True-up and Employer Contribution (incomplete)
- Foresight Stress/Scenario Testing Software (incomplete)
- Full day pre-retirement seminar similar to COJ (incomplete)

Leading People: Provided An Inclusive Workplace That Fostered The Development Of Others To Their Full Potential:

- Public records accessible online via screen reader
- Cross-train Benefits staff
- PT CSA to scan and index record

Business Acumen: Administered Job Duties In a Manner That Instilled Stakeholder Trust And Accomplished The Organization's Mission:

- Peer Group Benchmarking
- ERP Conversion
- Lease 3rd floor office
- Hold/Sell Analysis of One West Adams Street
- Asset Allocation Study
- Health Trust: Union Feed to JaxPension
- Retiree Portal Enhancements & JaxPension Updates
- Pension Adjustments: DOJ v. City (JFRD) Consent Decree & Children's Benefit
- Internal review of benefit ordinance, policy, procedures and practices (incomplete)
- Children's Benefit (Aged-out) (incomplete)
- Follow-up to Audit Report 736A (incomplete)

Building Coalitions: Solicited And Considered Feedback From Internal And External Stakeholders:

- Better communication with Board
- Settlements: C. Brock v. COJ and PFPF; J. Keane v. COJ and PFPF cases
- Enlistments: Park, Lax, and Woods
- Update Financial Services Agreement with COJ (incomplete)

Timothy Johnson discussed the 'Administrative Metrics' on page 5. He noted that there were extraordinary increases in the amount of retirement estimates and DROP enrollments for the year. He also discussed the peer comparison metrics, showing administrative efficiency compared to similar Police and Fire pension plans in Fort Lauderdale and Tampa.

Timothy Johnson discussed the 'Surprises and Successes' slide on page 6. 2020 was an unprecedented year, and the PFPF staff accomplished a lot as a group effort.

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Timothy Johnson discussed the ‘Recommended Salary Increases’ on page 7. 2020 was unprecedented – most goals were accomplished, then COVID-19 hit. Troy Scherbinski was out for months due to an automobile accident. Our clerical support aide had a child and was on maternity leave. We had to work from home, then we had to quarantine as staff became sick. We recommend a 3.5% across-the-board raise for all staff – and to acknowledge that this was a group effort.

Nawal McDaniel said that many of the incomplete goals were due to factors outside of your control. It sounds like a lot will be done by the end of the calendar year. She said she was impressed with how smoothly meetings have gone on ZOOM. She said that from her perspective, it looks like business as usual.

Michael Lynch agreed with Nawal McDaniel – most goals were accomplished in spite of the problems presented. He said he looks forward to seeing what is in store for 2021.

Timothy Johnson said that he will have the 2021 performance plan ready for the Board of Trustees in October or November. He asked the Personnel Committee to recommend the across-the-board 3.5% raise for all PFPF staff this year – staff, management, and himself.

Nawal McDaniel asked if this across-the-board raise was replacing the individual raises set forth in the Pay Plan.

Timothy Johnson said yes – because this year was unprecedented, and a group effort.

Michael Lynch said that Timothy Johnson could write an executive summary of this presentation for Friday, so that the Board of Trustees wouldn’t be overwhelmed with information, and to provide a shorter presentation.

Timothy Johnson said he would edit and send this to the Board in advance of this Friday’s meeting.

Lawsikia Hodges asked if this across-the-board raise, and presentation is serving as the Board’s individual review of the Executive Director – Plan Administrator, as required in the employment contract.

Timothy Johnson said he believes that it can. The Board holds the Executive Director as responsible for the performance plan. He said that in his opinion, this achieves as the review as required by his employment contract.

Lawsikia Hodges asked Timothy Johnson to make this crystal clear, because this item has to be checked off each year as an annual review of the Executive Director. In the recommendation to the Board of Trustees, this should be included as a clear statement, and that by approving the across-the-board raises, the Board is adopting this as its annual review of the Executive Director.

Timothy Johnson said that Steve Lundy could summarize Lawsikia Hodge’s points and provide it to Michael Lynch before Friday as a motion.

Michael Lynch said that he could discuss this with Steve Lundy and craft the motion. He said he does not see any issue with anything presented today. He said he may have questions, and may want to add something to the motion, to show appreciation to people who stepped up during the past few months.

Nawal McDaniel said she is in agreement with the recommended raises.

Timothy Johnson thanked the Personnel Committee for a productive meeting.

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III. Adjournment
10:41 A.M.

Nawal McDaniel, Board Secretary

Summary Prepared By:

Steve Lundy, Deputy Director
City of Jacksonville Police and Fire Pension Fund

Posted: 09/17/2020

To be Approved: 10/23/2020