



## SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING

Friday, September 17, 2021  
8:06 A.M. – 8:51 A.M.

City of Jacksonville Police and Fire Pension Fund  
1 West Adams Street Suite 100, Jacksonville, FL 32202

The next regular Board of Trustees meeting will be held Friday, September 17, 2021 at 9:00 A.M.

### Board of Trustees Personnel Committee

Nawal McDaniel, Secretary  
Cpt. Michael Lynch

### Staff

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

### Guests

Assistant Chief Christ Brown, Chair  
Mark Muchowicz, JSO, FOP-530

### Notice

For more details on how to attend this meeting via phone or computer, please see separate Board of Trustees Meeting Notice posted on our website at [jaxpfpf.coj.net](http://jaxpfpf.coj.net).

Meeting Agendas and Summaries are available on our website at [jaxpfpf.coj.net](http://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](mailto:MariaY@coj.net) to file a public records request.

Pursuant to the American with Disabilities Act, accommodations for persons with disabilities are available upon request. Please allow 1-2 business days notification to process; last minute requests will be accepted, but may not be possible to fulfill. Please contact Disabled Services Division at: V(904) 630-4940, TTY-(904) 630-4933, or email your request to [KLMcDan@coj.net](mailto:KLMcDan@coj.net). 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.

### Summary

#### I. Public Speaking

None.

#### II. Personnel Committee

##### a. *Year in Review*

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Timothy Johnson covered the Year In Review, beginning with the Strategic Goals, which expand on the Board's values of Education, Governance, Solvency, Transparency, and Outreach. He then highlighted one example from each of the twelve Strategic Goals completed by the PFPF Staff this year:

- Plan Solvency
- Benefit Administration Priorities
- Better Online Tools for Members and Staff
- Governance
- Employee Engagement
- Succession Planning
- Monitor Pension Reform Ordinances
- Administer Emerging Investment Management and Brokerage Policies
- Assess Employer Reimbursement and Contribution Practice
- Outreach
- Mid-Career Member Education
- Maximize Real Estate Income

Michael Lynch asked about the PFPF's involvement in the 'monitor pension reform ordinance'.

Timothy Johnson said that it would result in a letter sent to the unions stating the Fund's investment return over the past 3 years, but would not be involved in the next steps.

Michael Lynch noted that after October 2022, all PFPF members would be vested, and the 'Vesting Workshop' would be obsolete, and replaced with the Mid-Career Workshop.

Timothy Johnson covered the recommended personnel actions:

- Maria Young: Restore leave accrual and service raise to rates based on COJ employment date (\$23.85 bi-weekly Service Raise; 8.92 hours bi-weekly Leave Accrual)
- Kevin Grant: Peer Group Compensation Survey Adjustment \$13,259
- Cathryn Lively: Contingent approval of 5.00% raise upon completion of probation, effective December 12, 2021

Timothy Johnson said that Maria Young's leave accrual and service raise was reduced to that of a new employee. When she joined the PFPF after working at the Housing Authority, her service time connected for benefits. But about 60-70 days ago, Employee Services sent an email stating that she was not able to connect that time for benefits, and the amounts were reduced.

Michael Lynch asked if Maria Young contributed to the General Employees Pension Plan, and if her pension time connected.

Timothy Johnson said yes, her pension time connected.

Timothy Johnson discussed the compensation survey for Kevin Grant. Based on peers, Kevin Grant's current salary is under by \$13,259. This adjustment would bring his salary to the average of the peer group.

Timothy Johnson said that Cathryn Lively has been doing an outstanding job as the Pension Administrative Specialist, and upon successful completion of her first 6 months, she will be entitled to a 5.00% raise. He said he is asking for

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authority to execute this increase assuming she completes probation, so that the personnel committee would not have to meet and approve this later.

Timothy Johnson discussed the FY2022 Recommended Raises for PFPF Staff, based on FY2021 performance:

- Deputy Director: 4.88%
- Pension Benefits Manager: 4.88%
- Pension Benefits Specialist: 4.67%
- Finance Manager: 5.00%
- Building Services Manager: 3.67%
- Finance and Benefits Specialist: 4.81%

Timothy Johnson said he is not on this list, as he is graded separately by the Board of Trustees. The results and the evaluation tool for the Executive Director is the same.

*b. Succession Plan*

Timothy Johnson said that participating in the NCPERS Accredited Fiduciary program led to the development of this Succession Plan, and to the realization of its importance. This helps us plan for the future, and identifies people who are close to retirement, and those who have talent to progress within the organization. This provides the Board of Trustees a clear path for stability.

Timothy Johnson discussed the Six-Stage Process of the Succession Plan:

- Retirement Eligibility
- Critical Role Identification
- Succession Chart
- Candidate Profile
- Coaching Plan
- Compensation Survey

Timothy Johnson covered the Retirement Eligibility slide, which shows all PFPF Staff, and their eligible retirement dates, and their years of service.

Timothy Johnson discussed the Critical Role Identification slide, which shows the urgency to find a successor for each role. The top three roles were the Building Services Manager, the Executive Director, and the Pension Benefits Manager.

Timothy Johnson discussed the Succession Chart slide, which shows planning for the current and successor positions. This plan showed that the Building Services Manager position would be outsourced, the Deputy Director would succeed the Executive Director – Plan Administrator, the Pension Benefits Manager role would be filled through an external search, and the Finance and Pension Benefits Specialist would succeed the Pension Benefits Specialist.

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Timothy Johnson added that Steve Lundy, as Deputy Director, looks like the right choice for Executive Director. He said Steve Lundy has the requisite skills, and he will be around for at least 18 more years. He said he believes Steve Lundy would be ready to take over the position by the timeframe of his retirement.

Timothy Johnson discussed the Candidate Profiles slide, which shows the Succession Position of Executive Director, the Current Position of Deputy Director, and the profile criteria of the successor including education, experience, knowledge, skills, duties and personal characteristics.

Timothy Johnson covered the Coaching Plan slide, showing the Succession Position of Pension Benefits Specialist and the Current Position of Finance and Pension Benefits, along with the Top Development Areas for the role.

Timothy Johnson discussed the Compensation Survey slide, showing the peer group used for the Finance Manager salary adjustment recommendation.

Timothy Johnson discussed the Next Steps slide:

- Salary Adjustment for Finance Manager
- Outsource building management
- Prepare candidate profiles and coaching plans
- Long Term: Combine Deputy Director and Pension Benefits Manager positions

Michael Lynch noted that the 2015 pension reform may have added additional requirements for the Executive Director selection process. We would need to navigate that appropriately – there may need to be an RFP process. He said he would like to have a conversation about outsourcing the building management before any extra work is devoted to the plan.

*c. Personnel Committee Recommendation*

III. Adjournment

8:51AM

Nawal McDaniel, Board Secretary

**Summary Prepared By:**

Steve Lundy, Deputy Director

City of Jacksonville Police and Fire Pension Fund

**Posted:** 09/20/2021

**To be Approved:** 10/19/2021