



## SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING

Wednesday, September 30, 2020  
1:30 P.M. – 1:39 P.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](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.

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### Agenda

Michael Lynch convened the meeting at 1:30 P.M.

#### I. Public Speaking

None.

#### II. Personnel Committee

Michael Lynch said that at this month's regular Board Meeting on the 18<sup>th</sup>, there was a discussion about incentives for employees who did extra work.

Timothy Johnson said he had an opportunity to talk with Michael Lynch and Nawal McDaniel before today's meeting. Neither was too excited about a flat raise for all staff. The PFPF is on a performance-based pay system. There were

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differences in performance this year. However, staff recommended a flat 3.5% raise for everyone due to an extraordinary year – COVID-19, a motorcycle accident, birth, and a quarantine. He said he thinks the recommended raises Michael Lynch is proposing today make sense. He said he is in agreement. He said he thinks they are in line with Nawal McDaniel’s idea from his discussion with her, that there would be a 3.5% base for everyone. This year, a handful of people did better than average.

Steve Lundy presented the chart with Michael Lynch’s proposed pay increases for PFPF Staff:

<b>Job Title</b>	<b>Percent Increase</b>
Pension Benefits Manager	4.00%
Deputy Director	4.00%
Sr. Pension Benefits Specialist	3.75%
Pension Benefits Specialist	3.75%
Finance Manager	3.50%
Building Services Manager	3.50%
Administrative Specialist	3.50%
Clerical Support Aide	3.50%
Executive Director - Plan Administrator	-

Steve Lundy said that the percentage raise for the Executive Director – Plan Administrator is left blank because he will be evaluated by the Board of Trustees at a later date, and that rate has yet to be determined.

Nawal McDaniel said she is in agreement, and has discussed this in detail with Timothy Johnson. She said she approves these figures.

Lawsikia Hodges asked if these percentages are connected to the PFPF Staff’s performance reviews.

Michael Lynch said yes, they are.

Lawsikia Hodges said she wanted to have that documented just in case. People will get ‘into the weeds’ on this.

Michael Lynch said that one reason he did not recommend this at the last Board meeting was that Nawal McDaniel was not present, and felt that it would not be fair to make a recommendation without her having the chance to opine. He said he would like to make these raises retroactive to October 1<sup>st</sup>, 2020.

Michael Lynch said nothing in this recommendation suggests any PFPF Staff member did not do their job. Everyone did a great job. This is recognizing extraordinary effort during this time – the large amount of DROP enrollees, processing the Children’s Benefit even though data is not readily available, all things where Staff went beyond – this recognizes that extra effort.

Nawal McDaniel said she agrees with all of that and appreciates waiting to make the recommendation. She said her thoughts are the same as Michael Lynch’s.

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III. Adjournment  
1:39 P.M.

Nawal McDaniel, Board Secretary

**Summary Prepared By:**

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

**Posted:** 09/30/2020

**To be Approved:** 10/23/2020