
**JACKSONVILLE POLICE AND FIRE PENSION FUND
BOARD OF TRUSTEES PERSONNEL COMMITTEE
MEETING SUMMARY – OCTOBER 9, 2017 – 2:00PM
RICHARD “DICK” COHEE BOARD ROOM**

PRESENT

Richard Patsy, Board Secretary
Lt. Chris Brown, Trustee

STAFF

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

GUESTS

Kevin B. Grant

I. CALL TO ORDER

Board Secretary Richard Patsy called the meeting to order at 2:06PM.

II. PERSONNEL COMMITTEE

Timothy Johnson said that today's Personnel Committee book includes a lot of what was discussed at the last Board of Trustees Meeting; the job of the Finance Manager has evolved since Devin Carter left his role as the Chief Financial Officer. He said that the newly created Finance Manager position is more team-oriented and compares to parallel positions at other pension funds.

Timothy Johnson outlined the Personnel Committee Book's contents: the agenda, the Finance Manager's job description, Kevin B. Grant's resume, his application, his letter, and the summary of his references.

Timothy Johnson described the interview process, in which the City HR was a part. He said that City HR vetted the applications, and sent the qualified candidates to be interviewed by Timothy Johnson, Steve Lundy, and Chuck Hayes at the PFPF.

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Timothy Johnson said that out of all the candidates, Kevin B. Grant and one other applicant stood out – however the other candidate withdrew their application.

Timothy Johnson said that today's meeting is a great opportunity for the Personnel Committee to meet Kevin B. Grant and ask him any questions.

Chris Brown asked what the percentages and weights were based on, on the candidate evaluation summary.

Timothy Johnson said that he worked with City HR to design the job description and that the weights are part of how the candidates were scored by the staff.

Kevin B. Grant was asked to introduce himself and to describe his job history. He outlined his past work in the private, public and non-profit sectors as reflected in his resume.

Chris Brown asked Kevin B. Grant if he was able to make a living doing his current work as an independent consultant.

Kevin B. Grant said that initially, it was tough to build his client base, but as he continued to work, people started coming to the table.

Chris Brown asked if Kevin B. Grant intended to continue his work as an independent consultant if he joined the PFPF as the Finance Manager.

Kevin B. Grant said that he would cease to work independently as a consultant. He said he has already begun the transfer of his clients.

Richard Patsy asked Kevin to speak more about going back and forth between the private, public and non-profit sectors.

Kevin B. Grant described his work in the banking industry relating to trusteeships. He said that as the economy changed, his role was phased out and absorbed by the corporate level. After this, he said the City called him up to offer him a job working with the City's debt and investments.

Kevin B. Grant described his calling to work at Fresh Ministries, and then his calling to leave and work independently.

Chris Brown asked Kevin how long he saw himself working at the PFPF.

Kevin B. Grant said that he'd like to stay for 12 years, which would put him at the 20 year retirement mark. He said that he can see himself doing this accounting work for 12 years until retirement.

Chris Brown added that the PFPF has been through lots of change, and that the Board is looking for stability.

Chris Brown asked Timothy Johnson how he felt Kevin B. Grant stood out.

Timothy Johnson directed attention back to the candidate evaluation summary, where it shows the average feedback on each item.

Timothy Johnson added that he has worked closely with all City departments, and that the City performed the reference checks, credit checks, and will perform a background check. He said that everything has come back good so far.

Chris Brown asked about the wide range for the salary.

Timothy Johnson said that the job was advertised as between \$85 – 95 thousand.

Chris Brown asked Timothy Johnson what he would like for the Personnel Committee to do today regarding Kevin B. Grant.

Timothy Johnson said he would like the Personnel Committee to make a recommendation to the Board of Trustees to hire Kevin B. Grant as Finance Manager on October 20th.

Chris Brown said that the Personnel Committee will bring a recommendation to the Board of Trustees Meeting on the 20th for a vote.

Kevin B. Grant added that he is a proactive worker, and will work with the Board of Trustees well should he be hired.

The Personnel Committee dismissed Kevin B. Grant.

Richard Patsy said that Kevin B. Grant's history of moving around between jobs concerns him, however all of his explanations are logical.

Chris Brown said that he believes Kevin B. Grant's stated commitment to stay with the PFPF is genuine. He said that he isn't sure whether Kevin B. Grant

would be able to connect his pension time since the pension plans closed on October 1st, 2017.

Chris Brown asked if this Finance Manager position is a ceiling. He said that Steve Lundy seems to be doing the work of the Deputy Director already.

Timothy Johnson said that his vision in eliminating the Deputy Director position from the budget is twofold; first, it was a layer of expense. He said that he took out the Deputy Director role to elevate the three manager roles of Assistant Plan Administrator, Pension Benefits Manager, and Finance Manager. He said that he sees one of those three succeeding himself as Executive Director.

Timothy Johnson said that he sees Steve Lundy as having a good chance to succeed him as Executive Director since he and Steve work very closely together.

Richard Patsy said that he will talk to Joey Greive to get feedback about Kevin B. Grant's experience at the City Treasury.

Timothy Johnson added that Kevin B. Grant's references were great, and that he had experience with FAMIS.

III. PERFORMANCE MANAGEMENT SYSTEM DRAFT

Timothy Johnson – Handout

Timothy Johnson briefly described the handout, noting that the Personnel Committee does not need to approve it today. He added that the City does not have a basic template for a CEO-level performance evaluation.

Timothy Johnson said that ultimately, the Board will come back, fill in the blanks, and recommend the evaluation form to be adopted.

Timothy Johnson outlined the contents of the handout.

Chris Brown said that he would like to see no compensation increase below level 3.

Richard Patsy agreed.

Chris Brown said to eliminate the lowest level compensation, tweak level 3, and to show more negativity at the lowest two levels as being negligent. He said

that he does not see the current Executive Director as ever falling below that mark.

Chris Brown added that level 5 is mastery level, which reflects performance beyond expectations.

Timothy Johnson said that the compensation percentages he chose have 'no magic' to them – other than that they have to be reasonable and justifiable. He said that over time our expenses are going to get higher as a closed plan, and salaries need to reflect that.

Chris Brown said that he is okay with that.

Timothy Johnson said that he will work more on the performance evaluation and will have it finished by November.

Richard Patsy asked if the Personnel Committee has a consensus for a recommendation to the Board to hire Kevin B. Grant, and how much to offer him for salary.

Timothy Johnson said that he asked Kevin B. Grant how much he wanted, and he said \$90 thousand.

Chris Brown said that \$90 thousand is balanced within the range advertised.

Chris Brown asked for Timothy Johnson's opinion on whether \$90 thousand is reasonable considering Kevin B. Grant's experience, and the job duties.

Timothy Johnson said that it is reasonable.

Chris Brown said that the Personnel Committee should make a recommendation to the Board of Trustees to hire Kevin B. Grant starting at \$90 thousand, pending the background checks.

Richard Patsy agreed.

IV. ADJOURNMENT

Board Secretary Richard Patsy adjourned the meeting at 3:13PM.

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NOTES:

Any person requiring a special accommodation to participate in the meeting because of disability shall contact Steve Lundy, Assistant Plan Administrator at (904) 255-7373, at least five business days in advance of the meeting to make appropriate arrangements.

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.

SL

Richard Patsy, Board Secretary

To be approved at the Board of Trustees Meeting on October 20, 2017