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**JACKSONVILLE POLICE AND FIRE PENSION FUND  
BOARD OF TRUSTEES PERSONNEL COMMITTEE  
MEETING AGENDA – NOVEMBER 8, 2017 – 3:00PM  
RICHARD “DICK” COHEE BOARD ROOM**

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**PRESENT**

Richard Patsy, Board Secretary  
Lt. Chris Brown, Trustee

**STAFF**

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

**GUESTS**

**I. CALL TO ORDER**

**II. PERSONNEL COMMITTEE**

1. **Performance Plan Draft**  
*Timothy Johnson*

**III. ADJOURNMENT**

**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.

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## Jacksonville Police and Fire Pension Fund Executive & Manager(s) Performance Plan

<b>Performance Plan</b> <i>Executive and Personnel Committee have conferred on the development of this plan.</i>	
Title: Executive Director/Plan Administrator	Appraisal Period: Oct 1, 2017 - Sept 30, 2018
Employee Name: Timothy H. Johnson	Signature: _____ Date: _____
Chairman Name: _____	Signature: _____ Date: _____

<b>Mid-Year Progress Review</b>	
Comments: _____	
Employee Name: Timothy H. Johnson	Signature: _____ Date: _____
Chairman Name: _____	Signature: _____ Date: _____

<b>Leading Change</b> Assesses and adjusts to changing situations, implementing innovative solutions to make organizational improvements, ranging from incremental improvements to major shifts in direction or approach, as appropriate. Balances change and continuity; continually strives to improve service and program performance; creates a work environment that encourages creative thinking, collaboration, and transparency; and maintains program focus, even under adversity.		
<b>Objective</b>	<b>Activities</b>	<b>Outcomes</b>
<b>Reform Administration</b>	Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. <i>(Updates to Jax Pension (B), Reform Admin Working Group (A), Administer Chapter Funds (F), Retro-Benefit Analysis (A), DROP Interest Study (A))</i>	
<b>Governance</b>	Develops and implements an organizational vision that integrates key organizational values. <i>(Fiduciary, Ethics, Law and PR Training (A), Staggered Term, Procedures and Elections (A))</i>	
<b>Transparency</b>	Develops and implements an organizational vision that integrates key organizational values. <i>(Complete scanning and indexing project, Begin analysis of electronic workflow)</i>	
<b>Member Education</b>	Develop and implement an organizational vision that integrates key organizational values. <i>(Qtrly Vesting Seminars (A), Qtrly Drop Seminars (A), Bi-monthly Newsletter (A))</i>	

**Leading People** Provides an inclusive workplace that fosters the development of others to their full potential; allows for full participation by all employees; facilitates collaboration, cooperation, and teamwork, and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization’s mission and goals, that employees receive constructive feedback, and that employees are realistically appraised against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high quality, diverse workforce that reflects the nation, with the skills needed to accomplish organizational performance objectives while supporting workforce diversity, workplace inclusion, and equal employment policies and programs.

<i>Objective</i>	<i>Activities</i>	<i>Outcomes</i>
<b>Staff Development</b>	Design and implement strategies that maximize employee potential, connect the organization horizontally and vertically, and foster high ethical standards in meeting the organization’s vision, mission, and goals. <i>(Performance Management System, Hire Finance Mgr. (A), Staff Conflict of Interest (A), New Committee Responsibilities (A), Realign Asst Position (A), Professional Development of Mgrs. (A), Leadership Retreat (A), Annual Performance Reviews (A), Role of Benefits area in a closed plan, Salary survey)</i>	

<p><b>Business Acumen</b> Assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization’s mission. Uses technology to enhance processes and decision making. Executes the operating budget; prepares budget requests with justifications; and manages resources.</p>	<p><b>Objectives</b></p> <p><b>Benefit Admin.</b> Implement processes to improve the administration of benefits (<i>Re-employment Affidavit (B), Local Agency Procedures (B), Bailiffs’ Time Service Connections (B), DROP Estimator (B), Stop paper statements</i>).</p> <p><b>Investment Admin.</b> Implement strategies and processes to improve plan solvency and investment administration (<i>Private Equity Real Estate (F), Asset/Liability Study (F), Custody &amp; Consulting RFP (F), Leverage resources of key IMs, Uniform/Evergreen Contracts (F), Securities Litigation Policy (A)</i>)</p> <p><b>Property Mgmt.</b> Implement strategies to improve the financial performance and utilization of One West Adams Street (<i>Property Performance Analysis (A), Hire Property Manager (A), Update Leases per analysis recommendations, Retain/Replace PACE</i>)</p> <p><b>Operating Budget</b> Manage plan within budget authorized by PFPF Board; giving particular attention to administrative costs per member and investment fees. (F)</p>	<p><b>Outcomes</b></p>
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<b>Building Coalitions</b> Solicits and considers feedback from internal and external stakeholders. Explains, advocates, and expresses facts and ideas in a convincing manner and negotiates with individuals and groups internally and externally, as appropriate. Develops a professional network with other organizations and identifies the internal and external politics that affect the work of the organization.	
<i>Objective</i>	<i>Activities</i> <i>Outcomes</i>
<b>Shared Services</b>	Update and re-establish Financial Services Agreement with COJ. (F)
<b>Member Org.</b>	Visit semi-annually REA, Chief, NARC, City Council, Unions.
<b>OGC</b>	Help Board to resolve “separate legal counsel” dispute with the Office of General Counsel.
<b>Community Involvement</b>	Become active in Rotary, Leadership Jax, Big Brothers Big Sisters, Downtown Vision Inc. in part to mitigate reputational risk on PFPF.

<b>Results Driven</b> This critical element includes specific performance results expected from the executive during the appraisal period, focusing on measurable outcomes from the strategic plan or other measurable outputs and outcomes clearly aligned to organizational goals and objectives.					
<i>Measures and Metrics</i>	<i>10/1/2015</i>	<i>10/1/2016</i>	<i>10/1/2017</i>	<i>10/1/2018</i>	<i>Trend</i>
<b>Fund Performance (Net of Fees)</b>	-3.72%	n/a			
<b>Administrative Cost Per Member</b>	\$436	\$699			
<b>Investment Fees to Assets</b>	54bp	45bp			
<b>Net Yield on Property</b>	5.49%	5.63%			
<b>Member Satisfaction (YTD)</b>	n/a	93%			
<b>Documents Scanned (YTD)</b>	n/a	58,646			

<b>Public Record Request Turnaround (YTD)</b>	n/a	19 days	
<b>Allocation to Alternatives</b>			

<b>Performance Levels</b>
Level 5: Outstanding. Exceptional. Fostering a climate that sustains excellence and optimizes results.
Level 4: Exceeds Fully Successful. Beyond that required for the position.
Level 3: Fully Successful. Positively contributes to the achievement of strategic goal and results
Level 2: Minimally Successful. Not appreciably advancing the organizations goal and objectives
Level 1: Unsatisfactory. Does not meet established performance expectations.

<b>Derivation Formula and Calculation of Annual Summary Rating</b>					
<i>Critical Element</i>	<i>Weight</i>	<i>Rating</i>	<i>Score</i>	<i>Range</i>	<i>Compensation</i>
<b>Leading Change</b>	25			475-500 = Level 5	5%
<b>Leading People</b>	25			400-474 = Level 4	4%
<b>Business Acumen</b>	25			300-399 = Level 3	3%
<b>Building Coalitions</b>	15			Below 300	0%
<b>Results Driven</b>	10				0%
<b>Total</b>	<b>100%</b>				