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**JACKSONVILLE POLICE AND FIRE PENSION FUND  
BOARD OF TRUSTEES PERSONNEL COMMITTEE  
MEETING SUMMARY – 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**

Randy Wyse, President, Jacksonville Association of Fire Fighters

**I. CALL TO ORDER**

***Board Secretary Richard Patsy called the meeting to order at 3:01PM.***

**II. PERSONNEL COMMITTEE**

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

*Timothy Johnson said that he has expanded his Performance Plan Draft since October. He said he would walk through the structure first, then the content second. He started by discussing the first and second block on the first page.*

*Chris Brown asked to schedule the 6-month follow up Personnel Committee Meeting for April 9<sup>th</sup> at 3PM. Everyone agreed to that date.*

*Timothy Johnson said that after research, he discovered that the other departments in the City do not have a standard evaluation form for CEO-level positions. He said that he looked online for templates on which to base his draft.*

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*Chris Brown asked if the 'outcome boxes' would be filled out by the Board at the end of the year.*

*Timothy Johnson answered that the outcome boxes would be filled out by the Executive Director, highlighting the results in the categories. He listed some results that were to be expected within each category and objective. He touched on each point, highlighting the records scanning project, for example.*

*Richard Patsy asked Timothy Johnson to describe some outcomes he expected regarding the category of reform administration.*

*Timothy Johnson said that under reform administration, ITD system changes in the JaxPension software would be an example. He said that these changes would be verified by an audit. He said that any time a benefit is changed, then the system has to be changed, tested, and audited.*

*Timothy Johnson highlighted governance, noting ethics, fiduciary, law, and records training for the Board and Committees as examples.*

*Richard Patsy asked if verbiage would be the only content within the completed performance evaluation.*

*Timothy Johnson said that yes, verbiage would be included, but also backup documents for some items. Other items would show outcomes, such as the total number of documents scanned.*

*Timothy Johnson also highlighted member education, giving the quarterly DROP and vesting workshops and the monthly newsletter as examples. He said that the lists are not exhaustive, and the whole PFPF staff would build upon it throughout the year.*

*Richard Patsy asked if this 4-page document would turn into a much larger document once completed. Timothy Johnson answered yes.*

*Richard Patsy asked if the Board would assign grades to each outcome.*

*Timothy Johnson answered yes - the board or personnel committee.*

*Chris Brown asked if the Elections and staggered terms would be included in the governance section. Timothy Johnson answered yes.*

*Timothy Johnson discussed the scoring of performance levels on page 6.*

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*Chris Brown said that he feels that this draft reflects exactly what the Personnel Committee discussed in a previous meeting.*

*Richard Patsy said that the weight assigned to the 'results driven' section concerns him. He said that many of the items in this section are out of the Executive Director's control.*

*Chris Brown asked how Timothy Johnson arrived to the 10% weight.*

*Timothy Johnson said that once he completed the entire performance plan following the Oct personnel committee; he re-weighted the elements based on the time and effort he expected to devote in each area.*

*Richard Patsy remarked that these metrics are very important.*

*Timothy Johnson broke down the metrics, starting with business acumen and benefit administration. He used the reemployment affidavit as an example. He said there isn't a metric that would measure that big undertaking.*

*Chris Brown agreed, and added that he thinks 'building coalitions' is very important, especially regarding member education. He said he wants to make sure the right message is being sent to the members.*

*Timothy Johnson discussed the Shared Services Agreement with the City. He discussed its history, and his desire to update it to a 21<sup>st</sup> – century document.*

*Timothy Johnson discussed the financial performance of the building, and how various activities overlap with results. Taking credit for both might inflate my results.*

*Richard Patsy said that he feels that 'building coalitions' is important now, and that he is comfortable with 4 sections in the whole document weighted equally.*

*Chris Brown reiterated his feeling the 'building coalitions' with members is very important.*

*Timothy Johnson said he would weigh the 'building coalitions' section at 25% instead of 15%.*

*Chris Brown agreed, and said that he doesn't think that the Board can base the Executive Director's performance solely on numbers.*

*Timothy Johnson proposed that he could take all the metrics and distribute them into the specific objectives to which they apply. Then eliminate the results element.*

*Chris Brown said that four equal weights of 25% would be used, and summed up in four categories – leading change, people, business acumen and building coalitions. Richard Patsy agreed, noting that is logical.*

*Chris Brown suggested that PFPF administration should hold education sessions with members in the middle of their service career, well before retirement.*

*Richard Patsy asked Randy Wyse if JFRD members ask the same questions that were asked by JSO members regarding the Fund. Randy Wyse agreed, noting that after the 2015 and 2017 reforms, members become confused.*

*Chris Brown said that the workshops are great, and that he wishes to attend one in the future. He said that feedback should be solicited from members in an effort to increase member education. He said that the members care about things that impact them directly. He said that the newsletter is a good forum, and that lots of members read it.*

*Timothy Johnson said that a Q & A would be included in the newsletter. Members can ask questions and we'll publish the answers.*

*Richard Patsy directed Timothy Johnson to make the discussed changes and email the performance plan back to the Personnel Committee in advance of the Board Meeting.*

*Timothy Johnson said that the Board meeting is scheduled for the 16<sup>th</sup>, and that he would have it on the agenda.*

*Timothy Johnson asked Steve Lundy to give an update on the Ethics Meeting that he attended.*

*Steve Lundy discussed the City of Jacksonville Independent Agencies Ethics Officers' Meeting which he attended. He said that an appointed Ethics Officer from each independent agency in the City attended, and that he represented the PFPF. He said that this meeting is held a few times each year, in an effort to share progress and to discuss implementation of best practices in ethics. He said that as the PFPF's Ethics Officer, his goal this year would be to work with the group to develop a standard City of Jacksonville conflict of interest policy which would also be used by the PFPF. He also said that the group publishes a 'Citywide Ethics Report' in which each agency contributes a section which*

*highlights progress in ethics best practices. He said that he would write the PFPF's section in the next edition.*

*Chris Brown said that it is always a good idea to stay up to date on the ethics and Sunshine Laws. He said he would like to go to a conference where closed pension plans are discussed within the next year. He noted that the dynamic has changed now that the PFPF is a closed plan.*

*Timothy Johnson said that he would keep an eye out for such a conference.*

*Timothy Johnson said he would get the updated performance plan to the Personnel Committee tomorrow.*

### **III. ADJOURNMENT**

***Board Secretary Richard Patsy adjourned the meeting at 3:50PM.***

### **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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Richard Patsy, Board Secretary

To be approved at the Board of Trustees Meeting on November 16, 2017