



SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING

Friday, September 21, 2019

9:04 A.M. – 10:25 A.M.

City of Jacksonville Police and Fire Pension Fund
1 West Adams Street Suite 100, Jacksonville, FL 32202
Richard "Dick" Cohee Board Room

Board of Trustees

Cpt. Michael Lynch, Trustee
Nawal McDaniel, Trustee

Staff

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

Notice

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.

Agenda

- I. Public Speaking
None.
- II. Personnel Committee

Timothy Johnson requested Michael Lynch and Nawal McDaniel, members of the Board of Trustees Personnel Committee, to make a presentation to the Board at September 28th's meeting with their official recommendation regarding the following five items on today's agenda:

1. Administrative Specialist

Timothy Johnson discussed the history of this position, leading up to its current iteration. Jessica Fields, the previous employee in this slot held a job title of 'Records Specialist'. This position has been refined, and the finalized, HR-approved position is attached. Timothy Johnson described the job description in detail.

Timothy Johnson informed the Personnel Committee that HR posted the job online, and received 100 applicants. Nineteen were selected for interviews. Timothy Johnson and the PFPF Senior Staff interviewed all 19 through a rigorous, structured interview process – 6 standard questions, rated on a matrix.

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Timothy Johnson informed the Personnel Committee that the ideal candidate has been identified – Maria Young, an employee at the Jacksonville Housing Authority. He asked the Personnel Committee to recommend hiring Maria Young as Administrative Specialist starting on October 1, 2018 at a salary of \$45,500.

Nawal McDaniel asked if the new position would handle Jessica Fields’ duties in addition to taking some burdens off other employees, namely Steve Lundy.

Timothy Johnson said yes, this would help to increase other employees’ productivity.

Michael Lynch asked if Maria Young is a member of the General Employees’ Pension Plan.

Steve Lundy said he is not sure. He said Maria Young is scheduled to attend the COJ’s New Employee Orientation.

Timothy Johnson said Maria Young has accepted the job, is queued-up, and now awaits the approval of the Board of Trustees.

2. Sr. Pension Benefits Specialist

Timothy Johnson discussed the history leading up to this job description. In 2017, the PFPF organization was restructured into three ‘silos’:

- **Administration**
 - Executive Director – Plan Administrator
 - Assistant Plan Administrator
 - Records Specialist

- **Benefits**
 - Pension Benefits Manager
 - Senior Pension Benefits Specialist
 - Pension Benefits Specialist

- **Finance & Compliance**
 - Finance Manager
 - Building Services Manager

Debbie Manning had previously been ‘Executive Assistant’ to John Keane. Under the 2017 restructuring, she returned to her old Sr. Pension Benefits Specialist role, and Steve Lundy was promoted to Assistant Plan Administrator from Pension Benefits Specialist / Economic Research Analyst. Officially, on paper, Debbie Manning’s job title has not yet been updated from Executive Assistant to Sr. Pension Benefits Specialist. She has been performing the role of Sr. Pension Benefits Specialist for the past year.

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Timothy Johnson said everything about this position is the same as what she is performing now. The salary is the same, as well.

3. Executive Director Performance Review

Timothy Johnson discussed the Executive Director Performance Review with the Personnel Committee. This was created in September 2017 with the Board of Trustees. He described the four categories in the document:

- ***Leading Change***
- ***Leading People***
- ***Business Acumen***
- ***Building Coalitions***

Under each category, objectives were created for Fiscal Year 2019. Reform Administration was the key focus of 2018. Governance continued to be a challenge – to focus on giving the Trustees tools to do their jobs well. Responsiveness to the public was a main goal. Member education was also important. These were all activities identified in the plan last year.

Timothy Johnson continued discussing each item individually in each category. Most items are completed.

Michael Lynch asked which tenant is leaving the PFPF building.

Timothy Johnson answered PACE Center for Girls. A goal for FY2019 is to secure a new tenant at market rates for PACE's old space.

Timothy Johnson finished discussing each item on the plan as attached.

4. October 1, 2018 PFPF Staff Raises

Timothy Johnson described the raise recommendations for the PFPF staff. This is part of the New PFPF Pay Plan approved in March by the Board of Trustees. The raises include the 4.5% citywide raise included in the 2017 Pension Reform Agreement. The other raise the PFPF employees' accrued Steps. As part of the New Pay Plan approved by the Board in March, PFPF staff would accrue their final Step through the end of September 2018. The New Pay Plan officially begins on October 1st. These raises bring the PFPF staff to the starting point of the New Pay Plan. The Steps are not equal for each employee because the Steps are based on the anniversary hire date for each employee.

Nawal McDaniel and Michael Lynch said the raises make sense.

5. FY2019 Performance Plan

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Timothy Johnson discussed the FY2019 Performance Plan with the Personnel Committee He began by describing the first category, Leading Change, and goals for that category, including new Fiscal Metrics and Exchange-Traded Funds (ETFs) as potential temporary placeholders in the Fund's Asset Allocation.

Michael Lynch described this idea of temporarily using ETFs as asset allocation placeholders. Instead of having unused funds sitting in cash, they could be earning returns in the meantime while invested in an ETF, and waiting for a permanent allocation.

Timothy Johnson continued discussing each item in each category.

Lawsikia Hodges mentioned that the 'Terminated Vested Contribution Refund Opinion' and the 'Forfeiture of Pension of Admitted Felons Opinion' are being reviewed by OGC, but will ultimately be issued on Bob Sugarman's letterhead.

Timothy Johnson continued discussing each item in each category.

Michael Lynch asked, regarding the 'Update position responsibilities & pay grades of Assistant Plan Administrator and Pension Benefits Specialist' item, how Timothy Johnson plans to transition responsibilities between positions early instead of playing 'catch-up', and having to grow the staff.

Timothy Johnson said his challenge is to get the most out of the staff based on what they are able to do, their experience, and skills. Everyone is in the right job, doing the right thing. Everyone is not only in the right job, but they are performing their jobs well. There is synergy. Staff is accomplishing more now because their jobs are better structured.

Timothy Johnson said administrative costs would be measured per member, and compared to those same costs of the PFPF's peers, such as the COJ GEPP, and other similarly sized pension plans. This comparison will be ready a year from now.

Timothy Johnson continued the discussion of items in the FY2019 Performance Plan.

The Personnel Committee discussed the DOJ-COJ Lawsuit at length, specifically the issue of whether the PFPF would have a dedicated representative during the settlement proceedings. Lawsikia Hodges referred the Personnel Committee to the case's assigned OGC litigator, Rita Mairs, if they had any questions.

Timothy Johnson continued the discussion of items in the FY2019 Performance Plan, touching on the new PFPF Affidavits, which requires each member's disclosure of reemployment with the City of Jacksonville.

Michael Lynch asked what the repercussions would be for members who lied on their affidavits regarding reemployment with the City of Jacksonville.

Timothy Johnson said the disclosure would reveal the truth.

Timothy Johnson finished the discussion of all items in the FY2019 Performance Plan, touching briefly on plans to rent out the vacant first floor space known as 'Firehouse Subs'.

Michael Lynch suggested a Starbucks Coffee for the space. It would get lots of business from the students living in the new FSCJ dorms across the street.

Nawal McDaniel remarked that Timothy Johnson has put a lot of thought and time into the FY2019 Performance Plan.

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Timothy Johnson said he loves what he does, and we are making lots of progress. The staff works a lot.

Lawsikia Hodges suggested clarifying specific wording in the Executive Director Performance review: 'dispute' should be changed to 'concerns'. There has been no official declaration of a 'dispute' by the Board against OGC to date.

Timothy Johnson agreed to make the modification.

Nawal McDaniel said Timothy Johnson did a good job going through everything in detail.

Summary Approved:

Willard Payne, Secretary
Board of Trustees

Summary Prepared By:

Steve Lundy, Assistant Plan Administrator
City of Jacksonville Police and Fire Pension Fund

Posted: 09/25/2018

To be Approved: 10/19/2018