



**SFERS**  
San Francisco Employees' Retirement System

City and County of San Francisco  
Employees' Retirement System  
**PERSONNEL COMMITTEE**

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**Wednesday, April 19, 2017**

**1145 Market Street, 6<sup>th</sup> Floor  
San Francisco, CA 94102**

**12:00 PM**

MISSION STATEMENT

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COMMITTEE MEMBERS

Malia Cohen (Chair)

Joseph Driscoll

Al Casciato

Jay Huish

*Executive Director*

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Sunshine Ordinance Task Force  
City Hall  
1 Dr Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689  
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by fax at (415) 554-7854  
or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org)

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Pledge of Allegiance

04192017-01 General Public  
Comment

**Chair Cohen called for general public comment.  
There were members of the public present.**

04192017-02 Action Item

**Approval of the Minutes of the April 29, 2015  
Personnel Committee Meeting**

Documents provided to the Committee prior to the current meeting: Draft Minutes of the April 29, 2015 Personnel Committee Meeting

Action: Moved by Commissioner Driscoll, Seconded by Commissioner Casciato to Approve Minutes of the April 29, 2015 Personnel Committee Meeting  
Ayes: Casciato, Cohen, Driscoll

04192017-03 Action Item

**Review and Approval of Board Performance  
Evaluation Process for Actuarial Services  
Coordinator**

Documents provided to the Committee prior to the current meeting: Staff memorandum

Jay Huish, Executive Director, presented an oral and written report on this item.

Commissioner Casciato noted that the Committee had not met since 2015 and recommended that the full Board provide feedback in Closed Session on a quarterly basis to staff being evaluated. He further recommended that the Board work with its Governance consultant (Nossaman) to develop evaluation criteria.

Mr. Huish noted that many of the functions of the Personnel Committee overlap with that of the Governance Committee.

President Cohen spoke in support of the recommended evaluation process.

Commissioner Casciato reviewed the proposed process with Janet Brazelton, Actuarial Services

Coordinator.

Ms. Brazelton noted that the evaluation criteria are based on the Actuarial Services Coordinator Terms of Reference and not on daily activities or Board priorities. She also noted that lack of direct feedback in the previous evaluation.

President Cohen called for public comment.

There were no comments from the public and comment was closed.

Action: Moved by Commissioner Casciato, Seconded by Commissioner Driscoll to Approve Board Performance Evaluation Process for Actuarial Services Coordinator.

Ayes: Casciato, Cohen, Driscoll

04192017-04 Action Item

**Review and Approval of Board Performance Evaluation Process for Executive Director**

Documents provided to the Committee prior to the current meeting: Staff memorandum

Jay Huish, Executive Director, presented an oral and written report on this item.

Mr. Huish noted the lack of direct feedback in the current process to either the Executive Director or the full Board.

Commissioner Casciato and Commissioner Driscoll expressed concerns regarding the current evaluation survey, and recommended working with the Board's governance consultant to develop a new evaluation survey.

President Cohen requested that the Committee request the Board's governance consultant work with the Committee to develop a new evaluation survey for use going forward.

President Cohen called for public comment.

There were no comments from the public and comment was closed.

Action: Moved by Commissioner Cohen, Seconded by Commissioner Casciato to Not Approve Board Performance Evaluation Process for Executive Director and refer it the Board's governance consultant to recommend a new evaluation survey.  
Ayes: Casciato, Cohen, Driscoll

04192017-05 Discussion Item

**Public Employee Performance Evaluation  
Executive Director Jay Huish**

Documents provided to the Committee prior to the current meeting: None

Entered Closed Session at 1:15

The Committee may discuss this item in closed session under the Brown Act, California Government Code Section 54957(b), and the Sunshine Ordinance, San Francisco Administrative Code Section 67.10(b).

Public comment, including comment on whether to conduct the performance evaluation in closed session

Performance evaluation, in open or closed session  
If the Committee enters closed session, return to open session. Vote whether to disclose discussions held in closed session under San Francisco Administrative Code Section 67.12(a) (action).

Left Closed Session at 1:53 PM

Moved by Casciato, Seconded by Driscoll to reconvene in Open Session and not disclose discussions.

Ayes: Casciato, Cohen, Driscoll

04192017-06

**Adjournment**

There being no further business, the Committee adjourned its meeting at 1:55 PM.

Respectfully submitted,

Jay Huish,  
Executive Director