



SFERS
San Francisco Employees' Retirement System

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

Wednesday, August 15, 2018

**1145 Market Street, 6th Floor
San Francisco, CA 94102**

1:00 PM

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COMMITTEE MEMBERS

Al Casciato (Chair)

Wendy Paskin-Jordan

Jay Huish

Executive Director

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- Roll Call Commissioner Casciato 1:05 PM
Commissioner Paskin-Jordan 1:05 PM

- 08152018-01 Public Comment **Public Comment Procedures:**

Members of the public shall have an opportunity to directly address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee, including items being considered today. In addition, members of the public may address the Committee at the time an item on today's agenda is being considered. Public comment is limited to 3 minutes per speaker, unless the Chair specifies a different time limit. Members of the public who wish to provide a public comment are encouraged to complete a Speaker Card for each agenda item for which they intend to address the Committee and return them to the Commission Secretary prior to the consideration of that agenda item.

There were no public present and public comment was closed.

- 08152018-02 Action Item **Approval of the Minutes of the May 9, 2018
Personnel Committee Meeting**

Documents provided to the Committee prior to the current meeting: Draft Minutes of the May 9, 2018 Personnel Committee Meeting

Commissioner Casciato called for public comment.

There were no public present and public comment was closed.

Action: Moved by Commissioner Casciato, Seconded by Commissioner Paskin-Jordan to Approve Minutes of the May 9, 2018 Personnel Committee Meeting

Ayes: Commissioners Casciato and Paskin-Jordan

Commissioner Casciato called Item #3 first

- 08152018-03 Action Item **Discussion and Approval of 2018-2019 Performance
Goals for Actuarial Services Coordinator**

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

Janet Brazelton, Actuarial Services Coordinator, presented the Board with performance goals for 2018-2019 and reported that there were 3 goals added in December 2017 which she believes are still appropriate and that they are still in the middle of Performance Criterion #11: coordinating

actuarial audit which will be 2 or 3 board items coming up this year. Economic assumptions will be influenced by the actuarial audit.

Commissioner Paskin-Jordan asked Ms. Brazelton to detail the work she is doing to show the Board all that she does behind the scenes that they are not aware of.

Robert Bryan, City Attorney, stated that there is no need to go into closed session because this discussion is about general goals for your actuary and there is nothing personal about it in a privacy sense.

Commissioner Paskin-Jordan requested that they plan a closed session in either December or January to discuss in detail what Ms. Brazelton does because there is a lot of work that she does that they are not aware of.

Ms. Brazelton announced that she is working on a special project coming up re updating the website benefits calculator. At mid-year, Ms. Brazelton will prepare a report to the Board regarding recent and current actuarial projects.

Commissioner Casciato called for public comment.

There were no public in attendance and public comment was closed.

Action: Moved by Commissioner Paskin-Jordan, Seconded by Commissioner Casciato to continue performance goals from previous year going forward.

Ayes: Commissioners Casciato and Paskin-Jordan

The Committee went into recess from 1:20 to 1:25 pm.

After the recess, Commissioner Casciato requested that they start with Agenda Item 5 - the Succession Plan.

08152018-05 Discussion Item **Executive Director Succession Planning**

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

Jay Huish, Executive Director, reported that one of the assignments given to him last year was to create a succession plan in the case of a sudden departure. Mr. Huish worked with Ashley Dunning, the Retirement Board's Governance Consultant, and defined 7 steps that would define the process that Staff would propose that the committee consider. This plan reflects what the current policy is. The coordination, authority and responsibility for starting and completing a search is with the Personnel Committee.

Commissioner Casciato requested two things from Mr. Huish: in Section 4 of the proposed succession plan to make sure that our relationship with human resources includes an experienced

human resources specialist who is going to be engaged and not overwhelmed with other projects and in Section 6 to make sure we have the right budget.

Mr. Huish stated that he will make the changes to the proposed succession plan that have been suggested and will report out to the Governance Committee that these were the changes in the Personnel Committee Meeting since this is a Discussion Only item.

There were no public in attendance and public comment was closed.

Action: This is a discussion only item

Commissioner Casciato called Item 4 – Discussion and Approval of 2018-2019 Performance Goals for Executive Director

08152018-04 Action Item **Discussion and Approval of 2018-2019 Performance Goals for Executive Director**

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

Ashley Dunning, Board Governance Consultant, presented an oral and written report on this item.

Ms. Dunning recommended removal of the following items on Target Performance goals for the Executive Director:

1. Coordinate board member travel
2. Address any obsolete provisions of the Administrative Code or provisions that warrant amendment

Modify Stakeholder Engagement Plan – Proactive Media/Communications/Education Plan (added in Dec. 2017) to Deployment of a Stakeholder Engagement Plan. Ashley suggested adding “i.e. Media/Communications/ Education Plan.”

Strategic Planning taken off Board calendar a year and half ago and currently working with President Stansbury on level of detail. It is anticipated that this item will be presented to the Board in the near future.

Ms. Dunning asked the Committee if they were satisfied with the Target Performance goals for 2018-2019 and all Commissioners agreed to the following Target Performance goals:

1. Board approve of 2018-2023 SFERS strategic plan which needs to be done by the end of fiscal year
2. Deployment of stakeholder engagement plan i.e. media/communication/education plan
3. Finalize report to Board on implementation of Funston report
4. Evaluate and recommend Board member fiduciary development and orientation in accordance with the Board Education and Travel Policy

There were no public in attendance and public comment was closed.

Action: Moved by Commissioner Paskin-Jordan, Seconded by Commissioner Casciato to accept the Target Performance goals for 2018-2019 as follows:

1. Board approve of 2018-2023 SFERS strategic plan which needs to be done by the end of fiscal year
2. Deployment of stakeholder engagement plan i.e. media/communication/education plan
3. Finalize report to Board on implementation of Funston report
4. Evaluate and recommend Board member fiduciary development and orientation in accordance with the Board Education and Travel Policy

Ayes: Commissioners Casciato and Paskin-Jordan

08152018-06

Adjournment

Having no further business, the Board adjourned the meeting at 2:31 pm.



Respectfully submitted,
Jay Huish, Executive Director