SFERS
San Francisco Employees' Retirement System

City and County of San Francisco
Employees' Retirement System

PERSONNEL COMMITTEE MINUTES

Wednesday, January 23, 2019

1145 Market Street, 6th Floor
San Francisco, CA 94103

10:00 AM

MISSION STATEMENT

San Francisco City and County Employees' Retirement System is Dedicated to Securing, Protecting and Prudently Investing the Pension Trust Assets, Administering Mandated Benefit Programs, and Providing Promised Benefits.

COMMITTEE MEMBERS

Al Casciato

Joseph Driscoll (Chair)

Wendy Paskin-Jordan

Jay Huish
Executive Director

DISABILITY ACCESS

The San Francisco Employees' Retirement System is wheelchair accessible. Accessible seating is available for persons with disabilities. To obtain a disability-related modification or accommodation, including large print agendas, American Sign Language interpreters, FM sound amplification system and auxiliary aids or services, please contact Darlene Armanino at (415) 487-7012 at least two (2) business days before the meeting.

There is accessible parking in the vicinity of 1145 Market Street at Civic Center Plaza. Accessible **MUNI** lines are available at the corner of Market Street and 8th Street. The closest accessible **MUNI /BART** station is Civic Center Station.

Materials accompanying the agenda are available for public inspection and copying at SFERS, 1145 Market Street, 7th Floor. For additional information, please contact Darlene Armanino, Executive Assistant, at (415) 487-7012.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Know Your Rights under the Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE SUNSHINE ORDINANCE TASK FORCE.

Sunshine Ordinance Task Force
City Hall
1 Dr Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
(415) 554-7724
by fax at (415) 554-7854
or by email at sotf@sfgov.org

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, http://www.sfgov.org/sunshine/

Any materials distributed to the Retirement Board (or committee) within 72 hours of the meeting or after distribution of the agenda packet to Board (or committee) members are available for public inspection at SFERS, 1145 Market Street, 7th Floor, during regular office hours.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site: www.sfgov.org/ethics

☐	Roll Call		Commissioner Casciato Commissioner Driscoll Commissioner Paskin-Jordan	10:05 AM 10:05 AM 10:05 AM
☐	012319-01	Public Comment	**Public Comment Procedures**	

Commissioner Driscoll called for public comment.

There were no public present and public comment was closed.

☐	012319-02	Action Item	**Approval of the Minutes of the August 15, 2018 Personnel Committee Meeting** Documents provided to the Committee prior to the current meeting: Draft Minutes of the August 15, 2018 Personnel Committee Meeting

Action: Moved by Commissioner Casciato, Seconded by Commissioner Paskin-Jordan to Approve Minutes of the August 15, 2018 Personnel Committee Meeting

Ayes: Commissioners Driscoll, Casciato and Paskin-Jordan

Commissioner Driscoll called Item #5

☐	012319-05	Discussion Item	**Review of Executive Director Succession Plan and Request for Qualification (RFQ) for Executive Search Firm** Documents provided to the Committee prior to the current meeting: Executive Director Succession Plan and Draft RFQ for Executive Search Firm

Jay Huish, Executive Director, reported to the Personnel Committee that the proposed Executive Director Succession Plan included two changes requested by Commissioner Casciato at the August 15, 2018 Personnel Committee. Mr. Huish also announced that the department Human Resources Division is fully staffed at this time. First, the HR Director would coordinate the search for Executive Director as his or her highest priority. Second, Staff would ensure that SFERS would continue to have the appropriate ongoing budget for candidate travel and other one-time expenses incurred in an executive search.

Additionally, Mr. Huish presented a Request for Qualification (RFQ) for executive and investment staff search services as requested by the Personnel Committee at their August 15, 2018 meeting. Mr. Huish explained that the RFQ was being issued to solicit qualified executive search firms to assist the Retirement Board, Personnel Committee and/or Executive Director in filling key executive and investment positions in the Department. This proposed engagement would be on an "as needed" basis for a period of three years.

The Board reviewed and discussed the material and engaged in a question and answer session.

Mr. Huish advised the Board that he was presenting this RFQ to the Committee to obtain feedback before he issued the RFQ. Commissioners Driscoll and Paskin-Jordan suggested changes to the minimum qualifications section to broaden and not restrict potential respondents by updating #3 to read "identify at least five clients for which Respondent has successfully recruited executive or investment professionals in the last five years."

Commissioner Casciato asked that the RFQ timeline be changed to February 15th for questions and March 15th for responses.

The Board discussed and agreed to the following scoring changes:

- Firm Experience and Qualifications (30 Points)
- Assigned Staff (45 Points)
- Method, Approach and technical Capabilities for Executive Recruitment (25 Points)

Action: This was a discussion item only

Chair Driscoll called for Items 3 and 4.

☐	012319-03	Action Item	**Mid-Year Performance Evaluation for Actuarial Services Coordinator** Documents provided to the Committee prior to the current meeting: FY2018-2019 Performance Evaluation Survey for Actuarial Services Coordinator
☐	012319-04	Action Item	**Mid-Year Performance Evaluation for Executive Director**

Documents provided to the Committee prior to the current meeting: FY2018-2019 Performance Evaluation Survey for Executive Director

The Committee entered Closed Session on Items 3 and 4 at 11:00 AM.

The Committee met in Closed Session under California Government Code Section 54957(b), and San Francisco Administrative Code Section 67.10(b).

The following individuals were present in the closed session: Commissioners Casciato, Driscoll, Paskin-Jordan; Jay Huish, Executive Director; Janet Brazelton, Actuarial Services Coordinator.

The Committee returned to Public Session at 12:20 PM.

Action: Moved by Commissioner Casciato, Seconded by Commissioner Paskin-Jordan to not disclose discussions held in Closed Session under San Francisco Administrative Code Section 67.12(a)

Ayes: Commissioners Casciato, Driscoll, Paskin-Jordan

☐ 012319-06

Adjournment

Having no further business, the Board adjourned the meeting at 12:25 PM.

Respectfully submitted,
Jay Huish, Executive Director