



SFERS

San Francisco Employees' Retirement System

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

Wednesday, May 8, 2019

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

12:00 PM

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)

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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or by email at sotf@sfgov.org

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- Roll Call
Commissioner Casciato 12:10 PM
Commissioner Driscoll 12:10 PM

- 050819-01 Public Comment

- 050819-02 Action Item **Approval of the Minutes of the March 27, 2019 Personnel Committee Meeting**

Documents provided to the Committee prior to the current meeting: Draft Minutes of the March 27, 2019 Personnel Committee Meeting

Action: Approve the Minutes of the March 27, 2019 Personnel Committee Meeting

Ayes: Commissioners Casciato, Driscoll

Commissioner Driscoll requested that there be a standard closed session item added to the Calendar for all future meetings. The Commissioners will then have a choice as to whether or not to go into closed session on certain matters.

- 050819-03 Action Item **Report on Request for Qualifications (RFQ) for Executive Search Firms and Possible Action by the Committee related to Evaluating and Engaging Executive Search Firm(s)**

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

Jay Huish, Executive Director, reported that as part of the 2017-2018 Executive Director performance evaluation, the Personnel Committee directed the Executive Director to draft a Request for Qualifications (RFQ) 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. The proposed engagement would be on an "as needed" basis for a period of three years.

The Request for Qualifications was issued on January 28, 2019 with a deadline for interested firms to submit responses to the RFQ of March 15, 2019. Staff sent the RFQ via e-mail, to approximately nine executive and investment search firms for their consideration. At the deadline, SFERS received very limited response to the RFQ.

The Personnel Committee approved reissuing the RFQ at its March 27, 2019 committee meeting with a response deadline of April 30, 2019. The reissued RFQ was sent to eight additional executive search firms identified for their consideration.

Mr. Huish reported that no responses were received from the reissued RFQ and recommended that the Committee move forward with the one response received and set up an evaluation team to determine if an interview would be conducted.

As a second option Mr. Huish presented eight firms that responded to the Department of Human Resources back in 2016 to consider whether they would meet the Committee's needs and be part of the group that would be recommended to the full Board. Contractually SFERS could piggy-back off of DHR's existing contract with the City.

Mr. Huish stated that a third option would be to conduct recruitment ourselves.

The Committee engaged in a question and answer session.

Action: To direct staff to proceed with the scoring of the RFQ; that the Board designate a Committee member, Executive Director and HR Director to be the three independent scorers of the RFQ; and the eight other firms who are currently contracted with the City to be included in the scoring as long as they have public pension experience.

Ayes: Commissioners Casciato, Driscoll

Commissioner Driscoll called for public comment.

There were no public present and public comment was closed.

050819-04

Adjournment

Having no further business, the Board adjourned the meeting at 12:40 PM



Respectfully submitted,
Jay Huish, Executive Director