



SFERS

San Francisco Employees' Retirement System

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

Thursday, May 30, 2019

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

9:30 AM

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COMMITTEE MEMBERS

Al Casciato

Joseph Driscoll (Chair)

Jay Huish

Executive Director

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- Pledge of Allegiance
- Roll Call
Commissioner Casciato 9:30 AM
Commissioner Driscoll 9:30 AM

- 053019-01 Public Comment

Commissioner Driscoll called for public comment.

There were no public present and public comment was closed.

- 053019-02 Action Item **Approval of the Minutes of the May 8, 2019 Personnel Committee Meeting**

Documents provided to the Committee prior to the current meeting: Draft Minutes of the May 8, 2019 Personnel Committee Meeting

Action: Motion to Approve the Minutes of the May 8, 2019 Personnel Committee Meeting

Ayes: Commissioners Casciato, Driscoll

- 053019-03 Action Item **Update and Possible Action related to RFQ for Executive Search Services**

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

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

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.

At its May 8, 2019 meeting, the Personnel Committee directed staff to complete the evaluation of the response to the RFQ received from Spencer Stuart. An evaluation team comprised of Personnel Committee Chair Driscoll, SFERS Human Resources Director Grace Tam, and Executive Director Huish independently evaluated the Spencer Stuart response using the evaluation criteria published in the RFQ.

The evaluation team determined that, based on its RFQ response, Spencer Stuart has

significant experience in the recruitment of high-level investment positions for public pension plans and more limited experience in the recruitment of executive positions. The team also determined that the proposed staff and method, approach and technical capabilities of Spencer Stuart clearly satisfied the requirements of the scope of work detailed in the RFQ.

Mr. Huish recommended that the Committee accept Staff's recommendation to add them to a list of resources through the RFQ and that they would be one of the two or three that would be taken to the full Board for approval.

As further directed by the Personnel Committee at its May 8, 2019 meeting, SFERS Human Resources Director Tam and Executive Director Huish evaluated the eight search firms that were qualified (on a pass/fail basis) to conduct executive search services for the City as a result of an RFQ issued by the Department of Human Resources in 2018. The evaluation team identified two firms that presented successful experience in recruiting public sector executive (department head level) and investment positions in their RFQ responses:

Alliance Resource Consulting LLC (Long Beach, CA)

- Chief Investment Officer – San Jose CERA (2018)
- CEO – San Joaquin CERA (2017)
- Executive Director – Seattle City ERS (2017)
- Port Director – CCSF (2016)
- Asst. Retirement Administrator – Fresno CERA (2016)
- Retirement Plan Administrator – Merced County CERA (2016)
- Asst. Executive Director – Kern County ERA (2016)
- Plan Administrator – Merced County ERA (2016)
- Chief Executive Officer – Alameda County ERA (2016)
- Retirement Administrator – Fresno City ERS (2015)
- Executive Director, Ethics Commission – CCSF (2015)
- Executive Director, Civil Service Commission – CCSF (2014)
- Chief Executive Officer – Santa Barbara County ERS (2014)

Ralph Andersen & Associates (Rocklin, CA)

- Chief Executive Officer – San Bernardino County ERS (2014)
- Executive Director, Health Services System – CCSF (2017)
- Airport Director, SFO – CCSF (2016)

Mr. Huish asked the Committee what they would like to do further as far as evaluating Alliance and/or Ralph Anderson, and potentially recommending them to the full Board for executive recruitment.

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

Commissioner Casciato spoke about the limited responses received.

Commissioner Driscoll reported that he was putting together a list of another four names who have done work in the public pension area and that he is not ready to take anything to the Board yet.

Jay Huish spoke about closing the RFQ if they were going to be issuing RFIs targeting directly to other firms. Mr. Huish stated that they would then notify Spencer Stuart that they have been approved pending reference checking and conducting an oral interview, if needed. Once they got the list they would direct the RFIs to the four other additional firms.

Moved by Commissioner Casciato, seconded by Commissioner Driscoll to approve the selection of Spencer Stuart to be considered as qualified for "as needed" executive and investment position search services for a period of three years, to be recommended to the full Board for approval at a later date pending reference checking.

Commissioner Driscoll called for public comment.

There were no public present and public comment was closed.

Ayes: Commissioners Casciato, Driscoll

- 053019-04 Action Item **CLOSED SESSION – Mid-Year Performance Evaluation for Executive Director**

Commissioner Driscoll called for public comment on the Committee going into closed session.

There were no comments and public comment was closed.

Action: Moved by Commissioner Casciato, seconded by Commissioner Driscoll to go into Closed Session.

The Committee entered closed session at 9:40 AM

The following individuals were present for the closed session: Commissioners Casciato, Driscoll; Jay Huish, Executive Director.

The Committee returned to open session at 10:50 AM

Action: Moved by Commissioner Casciato, seconded by Commissioner Driscoll not to disclose discussions held in closed session under San Francisco Administrative Code Section 67.12(a).

□ 053019-05

Adjournment

Having no further business, the Board adjourned the meeting at 10:50 AM



Respectfully submitted,
Jay Huish, Executive Director