



SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE WORKSHOP

Wednesday, September 2, 2026

2:00 P.M. – 2:20 P.M.

City of Jacksonville Police and Fire Pension Fund
1 West Adams Street Suite 100, Jacksonville, FL 32202
Richard "Dick" Cohee Board Room

Board of Trustees

Terry Wood, Board Secretary
Mia Jones

Staff

Timothy H. Johnson, Executive Director – Plan Administrator
Steve Lundy, Deputy Director
Kevin Grant, Finance Manager

Guests

John Keane, Retired Member

Notice

Meeting Agendas and Summaries are available on our website at jacksonville.gov/PFPF. For additional meeting documents, please contact Steve Lundy, Custodian of Public Records for the City of Jacksonville Police and Fire Pension Fund at 904-255-7373 or SLundy@coj.net to file a public records request.

Pursuant to the American with Disabilities Act, accommodations for persons with disabilities are available upon request. Please allow 1-2 business days notification to process; last minute requests will be accepted, but may not be possible to fulfill. Please contact Disabled Services Division at: V(904) 630-4940, TTY-(904) 630-4933. If any person decides to appeal any decision made with respect to any matter considered at this public meeting such person will need a record of proceedings, and for such purpose such person may need to ensure that a verbatim record of the proceedings is made at their own expense and that such record includes the testimony and evidence on which the appeal is based. The public meeting may be continued to a date, time, and place to be specified on the record at the meeting. Additional items may be added / changed prior to meeting.

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Agenda

I. Public Speaking

None.

II. Personnel Committee

a. Executive Director Contract

Steve Lundy presented a timeline highlighting the process of his Executive Director – Administrator Contract:

- 06/16/2026 – Draft Contract presented to Personnel Committee
- 06/26/2026 – Contract approval deferred at the request of Trustee Wood pending concerns with Salary and Employment Plan
- July – Meeting Hiatus
- 08/21/2026 – Personnel Committee Workshop requested by Steve Lundy to review final draft contract
- 09/02/2026 – Personnel Committee Workshop
- 09/25/2026 – Anticipated approval of contract
- 12/01/2026 – Contract takes effect

Steve Lundy then presented a Summary of Salary and Employment Plan and Draft Contract Changes:

Salary and Employment Plan:

- *Section 6: Holidays* – Addition of Juneteenth to the list of Holidays for employees
- Juneteenth is already observed by PFPF (City Employee Services Directive 0113)
- Salary and Employment Plan(s) to be revised as part of Steve Lundy's 2027 goals

Executive Director – Administrator Contract:

- *Automobile* – Deleted
- *Special Business Expense Reimbursement* – Revised in alignment with current practice
- *Minor edits* – Updated effective date of final anticipated contract approval (September 25, 2026)

Steve Lundy presented the Special Business Expense Reimbursement language of the Draft Contract:

“SPECIAL BUSINESS EXPENSE REIMBURSEMENT. The BOARD shall reimburse the EXECUTIVE DIRECTOR - ADMINISTRATOR for any reasonable special business expenses incurred in furtherance of the goals and objectives of the BOARD.”

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Steve Lundy added that this language would align the contract with current practice, and that reimbursements are rare; most special business expenses are paid via p-card and shown in monthly consent agenda reports under *“DISBURSEMENTS B”*.

Steve Lundy recommended that the Board of Trustees change the PFPF staff evaluation period from a calendar-year basis to a fiscal-year basis, aligning it with the Fund’s budget year of October 1 through September 30. Under the proposal, Fiscal Year 2027 salary increases would take effect on October 1, 2026, subject to approval at the October 23, 2026 Board meeting. He added that the change would streamline the staff evaluation and budget preparation processes.

Kevin Grant explained that PFPF staff were originally evaluated and compensated on a fiscal-year basis, but the evaluation period was later changed to a calendar-year basis to align with Timothy Johnson’s executive evaluation period. He noted that returning to a fiscal-year schedule would also align the Fund’s evaluation period with the City’s.

Timothy Johnson agreed that aligning the staff evaluation period with the Fund’s budget year and the City’s schedule would be beneficial.

Steve Lundy presented the Executive Assistant to Plan Administrator job description to the Personnel Committee and proposed revising certain minimum qualifications and readvertising the position to attract a broader pool of candidates. He explained that the City had added most of the requirements other than the degree requirement, and that only 20 of the 41 applicants had been deemed qualified, excluding candidates he had expected to be eligible and wished to interview. In response to questions from Mia Jones, he clarified that the document reflected the current job description with proposed deletions marked, and that the requirements for two years of professional administrative work and experience working with decision makers had eliminated approximately half of the applicants.

John Keane described those requirements as vague.

Steve Lundy indicated that he had planned to interview five veteran candidates, citing his understanding of applicable interview requirements, as well as three other qualified candidates and two applicants who had been excluded.

John Keane recalled a previous hiring process in which he had asked the City to include veterans omitted from its referral list.

Mia Jones expressed concern that revising and readvertising the position could create the appearance that the qualifications were being changed to accommodate particular candidates and asked how the decision would be explained to applicants who would need to reapply.

Steve Lundy acknowledged the concern and explained that the requirements had proved more restrictive than anticipated, that he expected all original applicants to meet the revised qualifications, and that any changes would be subject to Board approval.

Terry Wood also raised concerns about how the change might be perceived by previously qualified applicants, and Mia Jones indicated that she was satisfied those concerns had been discussed.

Steve Lundy stated that, if the Board approved the revised job description on the 25th, Employee Services would be contacted to repost the position, potentially for another week, with initial interviews conducted over Zoom and the strongest candidates invited for a second round in person.

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Steve Lundy also reviewed the copy of the revised Executive Director–Administrator draft contract and accompanying Exhibits A and B, covering the job description and annual leave provisions, noting that Section 12 addressed Special Business Expense Reimbursement, the automobile provision had been removed, and the date on the signature page had been updated.

Terry Wood asked about the provision concerning defense of the Executive Director–Administrator against lawsuits, and John Keane explained that the language was standard in the Fund’s contracts.

With no further questions, Mia Jones and Terry Wood expressed support for forwarding the materials to the Board for inclusion in its meeting package.

III. Adjournment
2:20 P.M.

Terry Wood, Board Secretary

Summary Prepared By:

Steve Lundy, Deputy Director
City of Jacksonville Police and Fire Pension Fund

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