



SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE WORKSHOP

Tuesday, June 16, 2026

2:00 P.M. – 2:35 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 B. Grant, Finance Manager

Chuck Hayes, Pension Benefits Manager

Guests

Tara Johnson, Chief of Talent Management

*Rhonda Sarli, Employee Services

Regina Ross, Office of General Counsel

John Keane

*Asterisk denotes virtual meeting attendance via the ZOOM application.

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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Summary

I. Public Speaking

None.

II. Personnel Committee

Timothy Johnson introduced Steve Lundy and noted that on May 29, the Board of Trustees voted to approve him as the next Executive Director – Administrator following Mr. Johnson’s retirement on November 30, 2026. Mr. Johnson stated that Mr. Lundy accepted the Board’s offer and signed the offer letter. He explained that the purpose of the Personnel Committee Workshop was to review Mr. Lundy’s proposed vision for the organizational chart, review which Deputy Director duties would be retained or transferred upon the transition, and review the draft Executive Director – Administrator employment contract for placement on the June 26, 2026 Board of Trustees agenda.

a. Executive Assistant Job Description

Mr. Lundy reviewed the proposed duty realignment, explaining that the duties listed in the blue box would be retained by the Executive Director – Administrator. He stated that most of those duties are executive-level responsibilities, while the non-executive-level duties being retained require significant historical and institutional knowledge and are not duties that frequently require substantial time. Mr. Lundy noted that he is training Maria Young, Pension Benefits Specialist, to respond to member inquiries, primarily by providing detailed pension retirement estimates. He stated that Ms. Young is making good progress and that he expects her to be fully proficient by December 1, 2026, when he assumes the Executive Director – Administrator role. The remaining duties are proposed to be transferred to the new Executive Assistant position, which Mr. Lundy hopes to fill before December 1.

Mr. Lundy reviewed the proposed organization chart, noting that it remains unchanged from the current organizational chart except that the Executive Assistant position replaces the Deputy Director position. He then reviewed the draft Executive Assistant job description, which includes administrative and analytical responsibilities relating to day-to-day operations, including coordinating Board and committee functions, coordinating elections, preparing agendas and backup materials, attending meetings to record minutes, coordinating staff meetings, maintaining procedures and policy manuals, preparing and distributing Fund publications, serving as Public Records Custodian, serving as Department Ethics Officer, maintaining the PFPF website in accordance with ADA requirements, and assisting the Executive Director with other duties as assigned. Mr. Lundy stated that he is requesting assistance from the City Employee Services Department to tailor the Executive Assistant duties, add any duties that may be missing, and assign an appropriate salary range.

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a. Executive Director Contract

Mr. Lundy then reviewed the draft Executive Director – Administrator contract with the Personnel Committee. He explained that the draft contract is a synthesis of the current Executive Director and prior Executive Director – Administrator contracts. The proposed contract provides for a five-year term beginning December 1, 2026 and ending November 30, 2031. Mr. Lundy identified the sections that remain the same as the current contract, including Sections 1, 3, 4, 6, 10, 12, and 14 through 18. He then reviewed the proposed changes and new provisions. Section 2 specifies a salary of \$215,000, consistent with the Board’s offer. Section 5 changes the termination-for-absence period from 90 days to 45 days. Section 7 changes the leave plan commencement from zero years to 12 years to reflect Mr. Lundy’s full-time service with the PFPF since 2014. Section 8 changes the maximum annual leave bank accrual from 480 hours to 840 hours, consistent with the Salary and Employment Plan applicable to employees hired under the plan effective in 2014. Section 9 states that Mr. Lundy will remain in the General Employees Defined Benefit Pension Plan, since he has already made that pension election as a long-term full-time employee. Section 11 is a new provision authorizing use of the Pension Fund vehicle for official duties, and Section 13 is a new provision authorizing a business expense account accruing \$500 per month.

Mia Jones asked whether the \$500 monthly business expense amount would reset each month or accumulate over time. Mr. Lundy responded that the structure would be determined by the Board and asked for the Committee’s input. Following discussion, the Personnel Committee recommended adding language stating that the business expense account balance should accumulate up to a maximum of \$6,000. Following discussion of the draft contract, the Personnel Committee reached consensus to recommend the contract to the full Board of Trustees for approval at the June 26, 2026 Board meeting.

III. Adjournment

2:35 P.M.

Terry Wood, Board Secretary

Summary Prepared By:

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

Posted: 06/17/2026

To be Approved: 06/26/2026