



SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE WORKSHOP

Monday, March 15, 2021
10:31 A.M. – 11:06 A.M.

City of Jacksonville Police and Fire Pension Fund
1 West Adams Street Suite 100, Jacksonville, FL 32202

Board of Trustees

Nawal McDaniel, Secretary
Cpt. Michael Lynch

Staff

Timothy H. Johnson, Executive Director – Plan Administrator
Steve Lundy, Deputy Director
Lawsikia Hodges, Office of General Counsel

Notice

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Summary

Michael Lynch convened the meeting at 10:31 A.M.

I. Public Speaking

None.

II. Personnel Committee

Timothy Johnson said that succession planning was a goal for this Fiscal Year, which includes the handling of Sr. Pension Benefits Specialist Debbie Manning's retirement. We needed to decide what to do with her duties – we could hire someone in the same job, post a vacancy, or something else. This assignment was given to Chuck Hayes, and he met with Steve Lundy and Kevin Grant to bring today's recommendation on slide one.

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Timothy Johnson showed the personnel committee slide one, "New PFPF Organization Structure". At the top is the Executive Director, followed by the three managers. The last column is the staff, with the new changes. The Pension Administrative Specialist, Benefits Specialist, Finance & Benefits Specialist, and Building Services Manager. The Finance & Benefits Specialist is shown twice because there is a 60-40 split between finance and benefits duties, but will be filled by one person. There will be 8 full time staff, and 0 part time staff. The old structure was 8 full time, and 1 part time staff.

Timothy Johnson discussed the next slide, "Phase I of the Succession Plan: Newly Assigned Duties Following Manning Retirement". He discussed Debbie Manning's duties which have been distributed to Maria Young and Lynn West. Lynn West has a lower amount of duties, but they are more substantial in knowledge and time. Maria Young has a larger amount of duties, but are smaller or infrequent tasks.

Timothy Johnson said that to take on these new duties, Maria Young had to forgo some of her old duties, which have been given to Steve Lundy, such as the Records Custodian duty concerning public records requests.

Timothy Johnson discussed the next slide, "Recommendation". This was vetted with Employee Services, although the actual recommendation was slightly different. We came to a consensus with a new way of getting there, which is shown on the slide. He covered the points of his recommendation:

- Eliminate Part Time CSA III
- Post and hire a new Pension Administrative Specialist

Timothy Johnson said the PAS was Maria Young's old job. We would hire someone new to fill this position. A large part of this job would be the front line benefits tasks at the front desk.

- Convert the Sr. Pension Benefits Specialist position into the Finance & Benefits Specialist position

Timothy Johnson said that Debbie Manning's old position would be changed to the Finance & Benefits Specialist position, which Maria Young would fill.

- Re Grade Benefits Specialist Position

Timothy Johnson said that Lynn West was at the top of her pay grade, and the grade should be increased to accommodate her additional duties.

- Pay Adjustments
 - Deputy Director \$43.49/hr.
 - Pension Benefits Specialist \$ 38.46/hr.
 - Finance & Benefits Specialist \$30.05/hr.

Timothy Johnson said that these adjustments are based on the new duties these individuals are taking.

Nawal McDaniel asked who the part time employee is to be eliminated.

Timothy Johnson said that the part time position was held by Courtney Garnett, but she left the position after giving birth to spend more time with her children. The position was just 25 hours a week, which only provided partial coverage of the front desk.

Nawal McDaniel asked about the new hires.

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Timothy Johnson said that Maria Young would leave the Pension Administrative Specialist position and move into the new Finance & Benefits Specialist position. We would hire a new employee to fill Maria's old Pension Administrative Specialist position.

Michael Lynch remarked the new hire would be a Maria-Courtney blend.

Timothy Johnson agreed. He said that the Pension Benefits Specialist is Lynn West. She is taking on the meatier aspects of Debbie Manning's old job. We need permission to regrade Lynn's job. She is already in the role, and has taken on more responsibilities.

Timothy Johnson said that Chuck Hayes has been working on this transition since the fall as he was anticipating Debbie Manning's retirement. Maria Young and Lynn West have been performing Debbie Manning's old duties for months, and they are doing a great job.

Timothy Johnson reiterated his recommendation: to post and hire a new Pension Administrative Specialist, convert the Senior Pension Benefits Specialist position into the Finance & Benefits Specialist position, to regrade the Pension Benefits Specialist position, and to make the pay adjustments for everyone.

Michael Lynch discussed the previously approved lobbyist position, and asked if this was included in the payroll.

Timothy Johnson said that was budgeted as part of professional services. To add to the payroll would require an additional full-time equivalent.

Michael Lynch said that he does not like eliminating positions, and looking forward over the next two years, he does not want to be in a position where we need to hire a part time employee but cannot. He proposed not eliminating the CSA III (part time) position, but rather leaving it on the books but unfilled.

Timothy Johnson said that overall, he is working to reduce his administrative personnel expense. He said this recommendation would eliminate approximately \$60,000 in annual expense. He agreed that we would probably be better off keeping the CSA III position but leaving it unfilled.

Lawsikia Hodges said the Personnel Committee could vote on this recommendation, or move for a general consensus.

Michael Lynch agreed and said he is OK with the recommendation.

Nawal McDaniel said she is OK with the recommendation as well.

Timothy Johnson said he would make the change to the recommendation before Friday.

Timothy Johnson covered the final slide, "Phase II of the Succession Plan". In the Accredited Fiduciary Training over the last two weeks, we spent a whole day on succession planning. The timing was perfect. A Phase II recommendation will be presented to the Personnel Committee before the budget approval. This will look at the competencies needed in order to perform tasks within jobs which will become vacant within the next 5-10 years due to retirement.

Timothy Johnson said he would get memos for Kevin Grant and Steve Lundy's position with comparable salaries from Employee Services to ensure fairness in compensation.

Michael Lynch asked about Timothy Johnson's plan regarding retirement eligibility of PFPF staff.

Timothy Johnson said that Debbie Manning voluntarily shared her plan for retirement. Two others who will be eligible soon have shared their plans as well. He said the ultimate goal is to report back to the Personnel Committee before May.

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Michael Lynch and Nawal McDaniel said they were good with the recommendation.

III. Adjournment

11:06 A.M.

Nawal McDaniel, Board Secretary

Summary Prepared By:

Steve Lundy, Deputy Director

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Posted: 03/17/2021

To be Approved: 03/19/2021