



## SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING

Monday, April 8, 2019

2:04 P.M. – 2:30 P.M.

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

The next scheduled Personnel Committee meeting will be held April 19, 2019 at 9:00 A.M.

### Board of Trustees

Cpt. Michael Lynch, Trustee  
Nawal McDaniel, Trustee

### Staff

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

### Notice

Meeting Agendas and Summaries are available on our website at [jaxpfpf.coj.net](http://jaxpfpf.coj.net). For additional meeting documents, please contact Maria Young, Custodian of Public Records for the City of Jacksonville Police and Fire Pension Fund at 904-255-7373 or [MariaY@coj.net](mailto:MariaY@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, or email your request to [KLMcDan@coj.net](mailto:KLMcDan@coj.net). 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.

### Agenda

- I. Public Speaking  
None.
- II. Personnel Committee

Timothy Johnson discussed the attached memo he sent out last week which outlines the rationale for 3 proposed personnel actions. One applies to Lynn West, the PFPF's Pension Benefits Specialist, one applies to Maria Young, Administrative Specialist, and another applies to Courtney Garnett, the receptionist.

City of Jacksonville Police and Fire Pension Fund  
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Timothy Johnson showed the 'Summary of Personnel Actions' slide on the screen (HANDOUT). The effective date has been updated to April 22, 2019, which follows the April 19 Board of Trustees meeting in which these personnel actions will be voted on.

Timothy Johnson briefly discussed the three personnel actions:

- In the 2016 restructuring, Lynn West moved from the front office to the back office and was able to increase her duties. She has now taken full responsibility for all her duties and should receive an increase in pay. Her pay was not increased initially in 2016 when she moved to the back office.
- Lynn West has a long list of accomplishments since she increased her duties.
- Lynn West's supervisor, Chuck Hayes recommends a \$4,600 annual increase to her salary. This is a 7.6% increase.

Lawsikia Hodges asked how this differs from the New PFPF Pay Plan which was approved by the Board of Trustees in March.

Timothy Johnson said this raise for Lynn West is an adjustment acknowledging that she is increasing her performance. In the fall, we will acknowledge her adjustment for the Fiscal Year based on specific goals and objectives set forth at the beginning of the year.

Timothy Johnson continued discussing the personnel actions:

- It is customary for new employees to receive a 5% increase upon completion of their first 6 months. Maria Young has now completed her first 6 months, and is due the 5% raise. She has done superior, outstanding work in the past 6 months.
- Steve Lundy performed a study to show which hours the PFPF needed coverage at the front desk. The appropriate time is from 9AM – 2PM. We consulted with HR, and they recommend the part-time 'Clerical Support Aide III' position. The Board of Trustees gave us authority for a line item in the budget for that position, and the budget process is finished. Now, we would like to put Courtney Garnett in that position at a rate of \$13.73 per hour, not to exceed 25 hours per week.

Michael Lynch and Nawal McDaniel both approved of the three recommended personnel actions.

Timothy Johnson also discussed the City of Jacksonville appointed pay plan, and number 4 speaks to the ability of the Board to give one-time, lump-sum payments to staff. This could be utilized as an alternative to salary increases in the future, in cases other than yearly pay increases, or in cases such as when an employee maxes out their salary range. This would be a good way to reign in personnel expense in the future, if necessary.

City of Jacksonville Police and Fire Pension Fund  
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Monday April 8, 2019  
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III. Adjournment  
2:30 P.M.

Summary Approved:

Willard Payne, Secretary  
Board of Trustees

**Summary Prepared By:**  
Steve Lundy, Assistant Plan Administrator  
City of Jacksonville Police and Fire Pension Fund

**Posted:** 04/09/2019

**To be Approved:** 04/19/2019