



## SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING

Tuesday, June 13, 2023  
9:03 A.M. – 10:00 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

### Guests

\*Lawsikia Hodges, Office of General Counsel

### Fund Staff

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

\*Asterisk denotes virtual meeting attendance via the ZOOM application.

### Notice

Meeting Agendas and Summaries are available on our website at [jaxpfpf.coj.net](http://jaxpfpf.coj.net). 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](mailto: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. Fiscal Year 2023 PFPF Performance Plan Results*

Executive Director Timothy Johnson presented the results of the Fiscal Year 2023 PFPF Performance Plan to the Personnel Committee. The plan consisted of four main initiatives: Succession, Member Engagement, Solvency, and Governance. While some items have been completed, others are still in progress. Each goal has been assigned to a specific staff member. The details of each initiative are as follows:

- Initiative: SUCCESSION: RECRUITMENT AND RETENTION OF PENSION STAFF AND TRUSTEES
  - Hire Building Maintenance Manager (Timothy Johnson): Completed.
  - Onboard and transition the new Building Maintenance Manager, which will affect Admin, Benefits & Finance, as well as Parking Garage administration. Additionally, implement the Aurora System for issuing Building/Parking Access Cards (Kevin Grant): Completed.
  - Train Maria to administer DROP enrollment (Lynn West & Maria Young): Completed.
  - Maria and Cathryn's attendance at the Florida Public Pension Trustees' Association event at Sawgrass (Maria Young & Cathryn Lively): In progress.
  - Trustees Mia Jones and Terry Wood attending the FPPTA event in Orlando as new Trustees: In progress.
  
- Initiative: MEMBER ENGAGEMENT: DIGITAL AND SOCIAL
  - Establish a Digital Active Election Portal for Actives (Steve Lundy): Completed.
  - Address the issue of Negative Share Plan Interest (Steve Lundy): Completed.
  - Implement the new IRS Tax Withholding, including programming, staff training, and member communication (Chuck Hayes): Completed.
  - Expand partnerships with Black Firefighter and Black Police, and host a Jazz Fest Social (Kevin Grant & Chuck Hayes): Completed.
  
- Initiative: SOLVENCY: FINANCIAL AND BUILDING ASSETS
  - Focus on renting the 3rd floor office space and allocate a leasehold improvement budget based on Will Messer's proposal (Kevin Grant): In progress.
  - Prepare the Capital budget for FY24, including capital improvement recommendations from Gene Carter. Ensure a quote is received from GEC. Schedule a meeting to discuss Ryan's goals for the year (Kevin Grant & Ryan Jensen): In progress.
  - Conduct an Asset Allocation Study in May/June (RVK / Timothy Johnson): Completed.

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- Proceed with the Thompson Siegel & Walmsley Replacement Search and include Most Favored Nation language in the new investment manager contract (RVK / Timothy Johnson): Completed.
- Conduct an Equity Structure Study based on the results of the Asset Allocation Study (RVK / Timothy Johnson): In progress.
- Include Most Favored Nation language in investment manager contracts (Kevin Grant): In progress.
- Initiative: GOVERNANCE: BOARD AUTHORITY
  - Monitor Senate Bill 3 House Bill 304 regarding ESG investments (Timothy Johnson): In progress.
  - Resolve legal language pertaining to SSVRP and Board Authority through a Board Resolution (OGC / Timothy Johnson): Completed.
  - Develop a plan to reestablish the Board budget and separate counsel authority (Timothy Johnson): In progress.
  - Work on the SSVRP Trust Agreement & Excess Benefit Plan (Sugarman & Susskind, Timothy Johnson & Chuck Hayes): In progress.
  - Publish an RFI (Request for Information) for auditors and proceed with the selection process (Kevin Grant): In progress.

*b. May 31, 2022/2023 Fiscal Year-To-Date Dashboard Metrics*

Deputy Director Steve Lundy, Finance Manager Kevin Grant, and Pension Benefits Manager Chuck Hayes discussed the overview of the 2022-2023 Fiscal Year to Date Dashboard metrics with the Personnel Committee. Each were responsible for discussing specific areas of metrics related to their respective roles. The metrics were compared between the fiscal years 2022 and 2023, covering the period from October 1 to May 31.

Chuck Hayes focused on the following pension-related metrics: retirement appointments, incoming and outgoing phone calls, time service connections, contribution refunds, retirements, DROP appointments, DROP entrants, pension estimates, and time service connection appointments.

Kevin Grant addressed the finance-related metrics, which included professional expenses, personnel expenses, investment expenses, parking net income, operating expenses, and building net income.

Steve Lundy provided an update on administrative-related metrics, specifically records scanned and public records requests.

*c. Inflation Recommendation*

Steve Lundy presented a recommendation regarding inflation and its impact on the PFPF Pay Plan's COLA component. The current Pay Plan consists of two parts: COLA and merit. Currently, the COLA is a fixed 2.5%, while the merit component can range from 0% to 2.5% based on individual performance. Consequently, the raise an employee can receive ranges from 2.5% to 5.0%.

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Over the past year and a half, inflation has reached levels not seen in the past 40 years. To address the impact of high inflation on PFPF employees' salaries, a recommended change to the COLA component of the Pay Plan has been proposed.

The Inflation Recommendation aims to modify the current flat 2.5% COLA to a variable COLA linked to the Social Security COLA. The modified plan would establish a floor of 2.5% and a ceiling of 5.5%. For instance, if inflation is at 1%, the COLA would be set at 2.5%. If inflation reaches 4%, the COLA would be adjusted to 4%. However, even if inflation exceeds 5.5%, the COLA would cap at 5.5%.

Implementing the Inflation Recommendation would allow for a new maximum possible raise of 8% for PFPF employees. This consists of a 5.5% COLA and a maximum merit component of 2.5%.

Timothy Johnson expressed gratitude to Steve Lundy for the presentation and emphasized that there is no immediate rush to make a decision on the recommendation. The PFPF performance reviews are scheduled for December, allowing the Personnel Committee nearly 6 months to review, modify, or approve the proposal.

III. [Adjournment](#)  
10:00 A.M.

Nawal McDaniel, Board Secretary

**Summary Prepared By:**

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

**Posted:** 06/14/2023

**To be Approved:** 06/16/2023