

**ORANGE COUNTY EMPLOYEES RETIREMENT SYSTEM
BOARD OF RETIREMENT
2223 E. WELLINGTON AVENUE, SUITE 100
SANTA ANA, CALIFORNIA**

**PERSONNEL COMMITTEE MEETING
October 1, 2019
11:30 a.m.**

Members of the Committee

Chris Prevatt, Chair
Wayne Lindholm, Vice Chair
Roger Hilton

MINUTES

Attendance was as follows:

Present: Chris Prevatt, Chair; Wayne Lindholm, Vice Chair; Roger Hilton

Also

Present: Steve Delaney, Chief Executive Officer; Suzanne Jenike, Assistant CEO, External Operations; Molly Murphy, Chief Investment Officer; Gina Ratto, General Counsel; Cynthia Hockless, Director of Administrative Services; Anthony Beltran, Visual Technician; and Brittany Cleberg, Recording Secretary

The Chair called the meeting to order at 11:35 a.m.

CONSENT AGENDA

MOTION by Lindholm, **seconded** by Hilton, to approve staff's recommendation on all of the following items on the Consent Agenda:

C-1 COMMITTEE MEETING:

Personnel Committee Meeting

July 31, 2019

Recommendation: Approve minutes.

The motion passed **unanimously**.

ACTION ITEMS

A-1 INDIVIDUAL ACTION ON ANY ITEM TRAILED FROM THE CONSENT AGENDA

No items were trailed from the Consent Agenda.

A-2 EMPLOYEE HANDBOOK

Presentation by Steve Delaney, Chief Executive Officer, OCERS

After discussion by the Committee, **MOTION** by Hilton, **seconded** by Lindholm, to approve, and recommend that the Board approve, the OCERS Employee Handbook with the revisions to be made as presented, removing the At Will Policy and Annual Leave Policy for further discussion.

The motion passed **unanimously**.

A-3 2020 SALARIES AND BENEFITS BUDGET AND STAFFING PLAN RECOMMENDATIONS

Presentation by Steve Delaney, Chief Executive Officer, and Cynthia Hockless, Director of Administrative Services, OCERS

After discussion by the Committee, **MOTION** by Lindholm, **seconded** by Hilton, to approve the following items related to the 2020 Salaries and Benefits Budget and Staffing Plan in the 2020 Proposed Budget to be presented to the full Board of Retirement at the Budget Workshop:

1. Create five career ladder positions as proposed.
2. Change the organizational structure of the Administrative Services Department by dividing the department into two separate departments: Human Resources Department and Operations Support Services Department as proposed, which includes:
 - a. Adding a position of Director of Operations Support Services; and
 - b. Dropping a position of Staff Assistant.
3. Change the titles of four positions as proposed.
4. Implement the 2020 Performance Management structure as proposed.
5. Adjust all OCERS direct employee salary ranges by 2.5% to reflect inflationary impacts to the region.

Staff was directed to bring the following item back to the Committee on October 31, 2019.

6. Add the Certified Information Systems Security Professional (CISSP), Society for Human Resource Management Certified Professional (SHRM-CP), Society for Human Resource Professional Senior Certified Professional (SHRM-SCP), and Certified Internal Auditor certifications to OCERS' certification pay program.

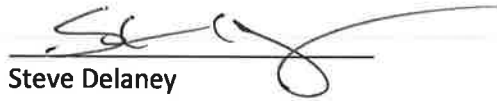
The motion passed **unanimously**.

COMMITTEE MEMBER/CEO/CONSULTANT/COUNSEL COMMENTS

None

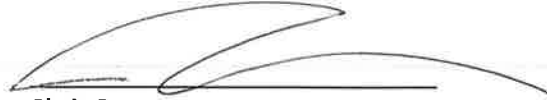
The meeting **ADJOURNED** at 12:44 p.m.

Submitted by:



Steve Delaney
Secretary to the Committee

Approved by:



Chris Prevatt
Chair