

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

**PERSONNEL COMMITTEE MEETING
November 7, 2019
1:30 p.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 1:33 p.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

October 1, 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 STAFFING PLAN RECOMMENDATIONS

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

After discussion by the Committee, **MOTION** by Lindholm, **seconded** by Hilton, to approve the following items related to the Staffing Plan Recommendations:

1. Approve the creation of two career ladder positions one in the Member Services department and one in the Administrative Services department.
2. Create a HR Analyst position to allow for additional skilled assistance to facilitate the OCERS Learning and Development initiatives, cross-training throughout the department and other high-level HR related tasks.
3. Change the organization structure of the Administrative Services Department by dividing the department into two separate departments: Human Resources, Operations Support Services (see the organizational chart for assignment of positions reporting in each newly created department – no change to total headcount).
 - a. Add a position of Senior Manager of Operations Support Services.
 - b. Drop a position of Staff Assistant.
4. Change the titles of four positions:
 - a. Director of Administrative Services - change to Director of Human Resources
 - b. IT Manager - change to Information Security Manager
 - c. Director of Cyber Security - change to Director of Information Security
 - d. Training Manager – change to Learning and Organizational Development Manager

The motion passed **unanimously**.

A-3 OCERS CERTIFICATION INCENTIVE PROGRAM

Presentation by Steve Delaney, Chief Executive Officer

After discussion by the Committee, staff was directed to gather more information to evaluate the additional certifications for OCERS' certification pay program:

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

A-4 APPOINTMENT OF CEO AS OCERS' LABOR NEGOTIATOR

Presentation Gina M. Ratto, General Counsel

After discussion by the Committee, **MOTION** by Lindholm, **seconded** by Hilton, to appoint Chief Executive Officer, Steve Delaney, as OCERS' labor negotiator to negotiate the terms and conditions of employment with OCERS direct employees.

The motion passed **unanimously**.

CLOSED SESSION

The Committee **ADJOURNED** to Closed Session at 2:50 p.m. for item E-1.

The Committee **reconvened** in Open Session at 3:53 p.m. and reported out the following actions taken during closed session on item E-1.

**E- 1 CONFERENCE WITH OCERS' LABOR NEGOTIATOR (Government Code section 54957.6)
Adjourn into closed session pursuant to Government Code section 54957.6 to confer with
Labor Negotiator**

OCERS' Designated Representative: Steve Delaney, CEO
Unrepresented Employees: All OCERS Direct Employee


There was **no reportable action taken** in closed session.

COMMITTEE MEMBER/CEO/CONSULTANT/COUNSEL COMMENTS

None

The meeting **ADJOURNED** at 3:54 p.m.

Submitted by:



Steve Delaney
Secretary to the Committee

Approved by:



Chris Prevatt
Chair