

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

**PERSONNEL COMMITTEE MEETING
Wednesday, September 15, 2021
9:30 AM**

Members of the Committee

Chris Prevatt, Chair
Shawn Dewane, Vice Chair
Charles Packard

MINUTES

Chris Prevatt called the meeting to order at 9:32 a.m.

Recording Secretary administered the Roll Call attendance.

All committee members were present.

Attendance was as follows:

Present via Zoom video teleconference pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020:

Present: Chris Prevatt, Chair; Shawn Dewane, Vice Chair; Charles Packard

Also

Present: Steve Delaney, Chief Executive Officer; Brenda Shott, Assistant CEO, Internal Operations; Suzanne Jenike, Assistant CEO, External Operations; Gina Ratto, General Counsel; Cynthia Hockless, Director of Human Resources; Jeff Lamberson, Director of Member Services; Jenny Sadoski, Director of Information Technology; Anthony Beltran, Visual Technician; and Brittany Cleberg, Recording Secretary

PUBLIC COMMENTS

None

CONSENT AGENDA

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

C-1 COMMITTEE MEETING:

Personnel Committee Meeting

June 9, 2021

Recommendation: Approve minutes.

The motion passed **unanimously**, pursuant to a Roll Call vote, as follows:

<u>AYES</u>	<u>NAYS</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Mr. Dewane			
Mr. Packard			
Chair Prevatt			

ACTION ITEMS

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

No items were trailed from the Consent Agenda.

A-2 2022 STAFFING PLAN

Presentation Steve Delaney, CEO, OCERS

After discussion by the Committee, **MOTION** by Packard, **seconded** by Dewane, to approve and recommend the Board of Retirement approve the following items related to the 2022 Staffing Plan at the October 18, 2021 Board meeting:

1. Add one Extra Help position (Project Manager) to the Executive department (Est. cost \$160,000)
2. Add two (2) Information Technology Managers to the IT department (Est. cost \$214,000 each or \$428,000)
3. Add a total of ten (10) new positions to the Member Services department (Est. total cost \$1,230,672).
 - a. Two (2) Benefit Analysts - Payroll and QA \$303,362
 - b. Two (2) Retirement Supervisors - QA \$254,566
 - c. Four (4) Senior Retirement Program Specialist (Sr. RPS) - QA \$455,744
 - d. Two (2) Retirement Program Specialist (RPS) - Call Center \$217,000

The costs above include salary and a 55% fringe benefits load factor. The total annual cost related to increasing the OCERS headcount from 96 to 109 for the positions listed above is \$1,818,672.

Staff will present the staffing request to the Board at its October meeting in conjunction with the request for approval of the Strategic Plan. The costs associated with the staffing request will be reflected in the 2022 Administrative Budget and presented to the Board for approval at the Board's November meeting.

The motion passed **unanimously**, pursuant to a Roll Call vote, as follows:

AYES

NAYS

ABSTAIN

ABSENT

Mr. Dewane
Mr. Packard
Chair Prevatt

A-3 REVIEW TIMELINE FOR THE CEO’S 2021 PERFORMANCE EVALUATION

Presentation Cynthia Hockless, Director of Human Resources, OCERS

After discussion by the Committee, **MOTION** by Packard, **seconded** by Dewane, the committee directed Ms. Hockless to work with Chair Prevatt regarding the CEO’s review.

The motion passed **unanimously**, pursuant to a Roll Call vote, as follows:

AYES

NAYS

ABSTAIN

ABSENT

Mr. Dewane
Mr. Packard
Chair Prevatt

INFORMATION ITEMS

The following informational items were presented to the Committee:

I-1 REVIEW OF PERSONNEL COMMITTEE CHARTER

Presentation Cynthia Hockless, Director of Human Resources, OCERS

I-2- REVIEW OF TOPICS FOR DISCUSSION AT PERSONNEL COMMITTEE MEETINGS

Presentation Steve Delaney, CEO, OCERS

STAFF COMMENTS

Ms. Jenike thanked the committee for the support.

CEO COMMENTS

Mr. Delaney reiterated a thanks to the committee for their support. He also acknowledged that the added positions will go a long way towards achieving 100% accuracy and the calculations needed for the Alameda decision. He also noted that there is an increased likelihood of another wave of retirements, with the vaccine mandate for safety members.

COMMITTEE MEMBER/CONSULTANT/COUNSEL COMMENTS

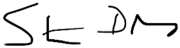
None

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The meeting **ADJOURNED** at 10:47 a.m.

Submitted by:

DocuSigned by:

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Steve Delaney
Secretary to the Committee

Approved by:

DocuSigned by:

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Charles Packard
Vice Chair