

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

**PERSONNEL COMMITTEE MEETING
Thursday, October 26, 2023
1:00 P.M.**

MINUTES

OPEN SESSION

Chair Packard called the meeting to order at 1:00 p.m.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present: Charles Packard, Chair; Roger Hilton, Board Member; Chris Prevatt, Board Member; Shawn Dewane, Board Member

Also Present: Steve Delaney, CEO; Manuel Serpa, General Counsel; Suzanne Jenike, Assistant CEO, External Operations; Silviu Ardeleanu, Director of Member Services; Tracy Bowman, Director of Finance; David Beeson, Director of Investments; Matt Eakin, Director of Cyber Security; Cynthia Hockless, Director of Human Resources; Jeff Lamberson, Director of Member Services; Nicole McIntosh, Director of Disabilities; Marielle Horst, Recording Secretary; Anthony Beltran, Audio Visual Technician.

PUBLIC COMMENT

None.

CONSENT AGENDA

C-1 COMMITTEE MEETING:

Approval of Meeting and Minutes

Personnel Committee Meeting Minutes

July 19, 2023

MOTION by Mr. Dewane, **seconded** by Mr. Prevatt, to approve the Minutes.

The motion passed **unanimously**.

ACTION ITEMS

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

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A-2 2024 STAFFING PLAN

Presentation by Steve Delaney, CEO; and Cynthia Hockless, Director of Human Resources

Recommendation: Staff recommend that the Personnel Committee forward to the Board a recommendation to approve the following:

1. Approve the addition of 19 new positions to the 2024 budgeted headcount:
 - a. Add three positions to the Investments Division
 - b. Add two positions to the Disability Division
 - c. Add twelve positions to the Member Services Division
 - d. Add one position to the Finance Department
 - e. Add one position to the Information Technology Division
2. Approve the creation of three career ladders:
 - a. Information Security Division:
 - i. Information Security Manager to Senior Information Manager
 - b. Disability Division
 - i. Two Office Specialists to Staff Assistants
3. Approve the following drop:
 - a. Drop the following Member Services positions:
 - i. Three Retirement Program Specialist – Extra Help
 - ii. Member Services Manager – Extra Help

After a presentation by staff, a **Motion** by Mr. Dewane, **seconded** by Mr. Prevatt, to approve staff's recommendation. After discussion, Mr. Prevatt withdrew his **second**, and the motion died.

The Committee directed staff to schedule a Personnel Committee meeting immediately following the Investment Committee meeting on November 15, 2023. During which, staff will provide a three-year staffing forecast for each department. Mr. Delaney will provide an update of the Staffing Plan at the November 13, 2023, Board meeting. The 2024 Budget will also be presented at the November 13, 2023, Board meeting and will exclude the cost of additional employees.

INFORMATION ITEMS

None.

COMMITTEE MEMBER COMMENTS

None.

STAFF COMMENTS

None.

CHIEF EXECUTIVE OFFICER

None.

COUNSEL COMMENTS

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None.

ADJOURNMENT

Chair Packard adjourned the meeting at 3:50 p.m.

Submitted by:

DocuSigned by:
Cynthia Hockless
C3FEC83C3717411...
Cynthia Hockless
Committee Liaison

Submitted by:

DocuSigned by:
Steve Delaney
C00D5744FF39463...
Steve Delaney
Secretary to the Board

Approved by:

DocuSigned by:
Charles Packard
CEB4495A5A6D423...
Charles Packard
Chair