

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

**PERSONNEL COMMITTEE MEETING
Wednesday, April 2, 2025
2:00 P.M.**

MINUTES

OPEN SESSION

Chair Dewane called the meeting to order at 2:10 P.M.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present: Shawn Dewane, Chair; Roger Hilton, Vice Chair; Charles Packard, Board Member; Richard Oates, Board Member

Also Present: Iriss Barriga, Board Member; Steve Delaney, CEO; Brenda Shott, Assistant CEO of Internal Operations; David Kim, Assistant CEO of External Operations; Manuel Serpa, General Counsel; Cynthia Hockless, Director of Human Resources; Tracy Bowman, Director of Finance; Sarah Abrahamson, HR Analyst; Melissa Wozniuk, HR Analyst; Dena Gunsolley, Manager of Learning and Organizational Development; Anthony Beltran, Audio Visual Technician; Amanda Evenson, Recording Secretary; Elena Sandoval, Interim Staff Assistant; Adrienne Gordon, Interim Disability Retirement Investigator; Marisa Huskey, Interim Disability Retirement Investigator; Sandi Florez (Zoom), County of Orange

CONSENT AGENDA

C-1 PERSONNEL COMMITTEE MEETING MINUTES

Personnel Committee Meeting Minutes

October 8, 2024

Recommendation: Approve minutes.

A **Motion** by Mr. Packard, **seconded** by Mr. Oates, to approve staff's recommendation 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 PENSION ADMINISTRATION SYSTEM (PAS) PROJECT TEMPORARY STAFFING REQUEST

Presentation by David Kim, Assistant CEO, External Operations, and Cynthia Hockless, Director of Human Resources, OCERS

Recommendation: Approve and recommend to the Board of Retirement the following 22 Limited Term requests to the Member Services and Disability Departments in preparation for the PAS implementation:

1. Member Services Manager position (1)
2. Member Services Supervisor positions (3)
3. Senior Retirement Program Specialist positions (4)
4. Retirement Program Investigator (8)
5. Accounting Technician (5)
6. Disability Retirement Specialist (1)

The total estimated annual personnel cost for these staffing changes is **\$1,098,257**. The estimated budget impact for 2025 due to mid-year hiring for several positions is **\$637,130**. There may be requests from other departments, which will then be brought to the Personnel Committee for approval.

Mr. Kim and Ms. Hockless presented the new Pension Administration System (PAS) project initial temporary staffing needs, as well as the employee cycle workflow, the 2025 budgeted headcount, employment types, and the estimated budget impact. The total estimated personnel cost for the Limited Term positions will be absorbed into the current approved budget and have no impact on the 2025 annualized budget at this time. However, OCERS will come back for a requested budget amendment if circumstances change. Mr. Delaney added that in fact other departments will also most likely need Subject Matter Experts pulled off their daily work, leading to additional Limited Term requests, but those would come later in the project. Mr. Hilton thanked Mr. Delaney for adding that to the record, as he had wondered if that could be the case.

After discussion, a **Motion** by Mr. Packard, **seconded** by Mr. Hilton, to approve and recommend the Board of Retirement the following 22 Limited Term requests to the Member Services and Disability Departments in preparation for the PAS implementation.

The motion passed **unanimously**.

INFORMATION ITEMS

I-1 REVIEW OF PERSONNEL COMMITTEE CHARTER

Presentation Cynthia Hockless, Director of Human Resources, OCERS

Ms. Hockless presented the Personnel Committee Charter and reviewed the key duties and responsibilities.

CHIEF EXECUTIVE OFFICER

Mr. Delaney thanked Sandi Florez from the County of Orange for joining the meeting.

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COMMITTEE MEMBER/COUNSEL/STAFF COMMENTS

None.

ADJOURNMENT

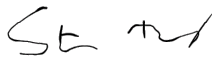
Chair Dewane **ADJOURNED** the meeting at 2:40 P.M.

Submitted by:


DocuSigned by:

C3FEC83C3717411...
Cynthia Hockless
Liaison

Submitted by:

DocuSigned by:

688D5744FF39463...
Steve Delaney
Secretary to the Board

Approved by:

DocuSigned by:

27DA17D0F23344E...
Shawn Dewane
Chair