

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

**PERSONNEL COMMITTEE MEETING
Wednesday, December 3, 2025
9:00 A.M.**

MINUTES

OPEN SESSION

Chair Dewane called the meeting to order at 9:03 A.M.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

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

Also Present: Brenda Shott, Assistant CEO of Finance and Internal Operations; David Kim, Assistant CEO of External Operations; Darren Dang, Chief Technology Officer; Manuel Serpa, General Counsel; Cynthia Hockless, Director of Human Resources; Mark Adviento, Director of Member Services; Melissa Wozniuk, HR Analyst; Sarah Abrahamson, HR Analyst; Anthony Beltran, Audio Visual Technician; Amanda Evenson, Recording Secretary; Julie Lam (Zoom), County of Orange HR Class & Comp. Analyst

CONSENT AGENDA

C-1 PERSONNEL COMMITTEE MEETING MINUTES

Personnel Committee Meeting Minutes

August 20, 2025

Recommendation: Approve minutes.

A **motion** was made by Mr. Hilton, **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

No items were trailed from the Consent Agenda.

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A-2 OCERS EMPLOYEE POLICY HANDBOOK

Presentation by Cynthia Hockless, Director of Human Resources, and Manuel D. Serpa, General Counsel, OCERS

Recommendation: Approve and recommend that the Board approve the updated OCERS Employee Handbook as presented.

Ms. Hockless presented an overview of the OCERS Employee Policy Handbook updates.

Mr. Serpa clarified that the list of policies applicable to both OCERS Direct and County employees is correct as stated in the memo. While a parenthood leave policy exists for County employees and OCERS Direct employees, the County oversees the policy for County employees.

At the direction of the Committee, the provision for “incentive pay” contained in the Compensation Policy was removed as redundant with the new Lump Sum Bonus Policy.

After discussion, a **motion** was made by Mr. Hilton, **seconded** by Mr. Oates, to approve and recommend that the Board approve the updated OCERS Employee Handbook with changes directed by the Committee.

The motion passed **unanimously**.

A-3 ADOPTION OF THE CHIEF TECHNOLOGY OFFICER (CTO) CHARTER

Presentation by Darren Dang, Chief Technology Officer, OCERS

Recommendation: Approve and recommend that the Board adopt the Chief Technology Officer (CTO) Charter, formalizing the executive position approved by the Board on October 21, 2024.

After discussion, a **motion** was made by Mr. Hilton, **seconded** by Mr. Packard, to approve and recommend that the Board adopt the Chief Technology Officer (CTO) Charter as presented.

The motion passed **unanimously**.

INFORMATION ITEMS

I-1 UPDATE ON OUTREACH REGARDING EMPLOYER DATA

Presentation by Mark Adviento, Director of Member Services, and David Kim, Assistant CEO of External Operations, OCERS

I-2 UPDATE ON THE COUNTY’S CLASSIFICATION MAINTENANCE STUDY PROCESS

Presentation by Cynthia Hockless, Director of Human Resources, OCERS

Ms. Hockless provided an overview of the county’s Classification Maintenance Study, outlining the study process and the five key steps involved. She noted that the Committee will receive regular updates as the study progresses; however, final approval of the study’s results will rest with the County Board of Supervisors. Ms. Hockless also explained that any salary recommendations may be absorbed within the current budget, or, if needed, a recommendation will be brought forward to the Board for a budget amendment.

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I-3 OCERS DIRECT COMPENSATION STUDY

Presentation by Cynthia Hockless, Director of Human Resources, OCERS

Ms. Hockless presented an overview of the upcoming compensation study and the anticipated project timeline. The study will begin with each department reviewing its job descriptions, followed by the issuance of a Request for Proposals (RFP) in the first quarter. In the second quarter, a consultant will be selected to launch the study formally. Ongoing updates will be provided to the Personnel Committee throughout the process, with a tentative review scheduled for August 2026. The Committee will be consulted to approve the peer groups used to benchmark OCERS Direct salaries. Any approved salary adjustments will be incorporated into the FY 2027 annual budget.

Ms. Hockless also shared the results of an internal review, which revealed inconsistent market alignment across several classifications, warranting a broader, comprehensive study to address these disparities. It was confirmed that the last full compensation study was conducted in 2019 and implemented in 2020. Following policy, the CEO initially requested an internal review; however, based on the findings, he has now directed that an external HR consultant conduct a broader compensation study.

Ms. Shott noted that the compaction/compression between the different levels within the organization will be addressed in the compensation study as well.

COMMITTEE MEMBER/CHIEF EXECUTIVE OFFICER/COUNSEL/STAFF COMMENTS

None.

ADJOURNMENT

Chair Dewane **ADJOURNED** the meeting at 10:21 A.M.

Submitted by:

Submitted by:

Approved by:

DocuSigned by:
Cynthia Hockless
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Cynthia Hockless
Liaison

DocuSigned by:
Steve Delaney
C00D5744FF39403...
Steve Delaney
Secretary to the Board

Signed by:
Rog Hilton
555A903001904F8...
Roger Hilton
Chair