



BOARD OF ADMINISTRATION

City Hall
Wing Rooms 118-120
200 East Santa Clara
Street,
San Jose, CA 95113

Meeting Minutes Joint - Personnel Committee

Thursday, June 7, 2018

11:30 AM

200 E Santa Clara St, San Jose, CA 95113

or immediately following the Police and Fire Department Retirement Plan Board meeting.

Police & Fire Committee Members

Vincent Sunzeri, Chair

Nick Muyo

Stephen Brennan

Federated Committee Members

Marty Dirks, Vice Chair

Matt Loesch

Anurag Chandra

COUNSEL

Harvey Leiderman, General and Fiduciary Counsel

Roberto L. Peña, CEO, Office of Retirement Services

The Joint Personnel Committee met on Thursday, June 7, 2018 at City Hall Wing Rooms 118-120, 200 E. Santa Clara Street, San Jose, Ca. The meeting was called to order at 1:00 p.m. by Chair Sunzeri.

Retirement Staff Present: Roberto L. Peña, Prabhu Palani, Donna Busse, Linda Alexander, Michelle San Miguel and Marti Zarate.

Others Present: Harvey Leiderman, General and Fiduciary Counsel, Jeremy Evnine

CALL TO ORDER AND ROLL CALL

Present 5 - Matt Loesch, Nick Muyo, Martin Dirks, Stephen Brennan, and Vincent Sunzeri

Absent 1 - Anurag Chandra

AGENDA

ORDERS OF THE DAY

NEW BUSINESS

1. Discussion and action on the succession planning for the position of Chief Operating Officer/ Deputy Director of ORS, including position responsibilities, attributes and search process timeline.

Roberto Peña, CEO, introduced and spoke to the item. Mr. Peña stated that he was working with current Deputy Director, Donna Busse, to outline specific job duties and to create a timeline for the recruitment process. Trustee Loesch asked if there was a plan to use a vendor for the recruitment process. Mr. Peña replied that he was thinking of using traditional

means to recruiting. Trustee Loesch asked Mr. Peña to keep the Committee and Boards apprised of the progress as it develops. Chair Sunzeri asked the Committee if it would be appropriate to allot a budget for the project in the event that Mr. Peña decides to seek a recruitment firm for the process. After a brief discussion the Committee concluded that it would be prudent to recommend a budget to be split between the Boards' if necessary, to ensure no delays in the recruitment process.

A motion was made to make a recommendation to the Boards' for approval of a not to exceed budget amount of \$25,000 to be split by both Boards to potentially hire a recruiting firm for the recruitment of the Deputy Director position.

Approved. (M.S.C. Loesch/Dirks 5-0-0)

2. Discussion and action on presentation structure and format of the CEO Compensation Study to be presented to City Council.

Chair Sunzeri introduced the item and explained that the item was essentially presenting the Committee's decision to increase the CEO salary range as approved at the last JPC meeting to the City Council on June 26. Trustee Loesch stated that he had already created a memo and presentation for the City Council, but had not submitted the documents yet. Trustee Loesch also noted that the City Council agendas are extremely full in the month of June. Chair Sunzeri questioned whether the presentation should be delayed due to the recent news regarding ORS possibly not having their budget approved by the City. After a brief discussion Chair Sunzeri requested from the Committee the flexibility to possibly delay the presentation if necessary as to not muddle the priorities of the Boards, as the budget being approved should take precedence.

A motion was made to allow Chair Sunzeri and Trustee Loesch the flexibility to defer the presentation of the CEO Compensation Study to the City Council to a later date if necessary.

Approved. (M.S.C. Dirks/Muyo 5-0-0)

3. Discussion and action on vacation related benefit for the Chief Investment Officer.

Mr. Peña introduced the item and stated that vacation time accrual had not been thoroughly discussed at the time of CIO Prabhu Palani's hiring; Mr. Palani had planned vacations and realized that his current vacation time may not cover the balance of what he has already scheduled. Mr. Palani also spoke to the item. The Committee agreed that the request was reasonable and understandable.

A motion was made to recommend approval to the Boards' for 3.5 additional days of vacation for CIO, Prabhu Palani at the June and August meetings of the Boards.

Approved. (M.S.C. Loesch/Brennan 5-0-0)

CONSENT CALENDAR

4. Approval of the JPC Minutes of April 19, 2018.

A motion was made to approve the Minutes from the April 19, 2018 JPC meeting.

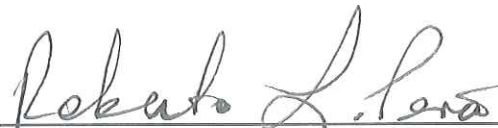
Approved. (M.S.C. Loesch/Dirks 5-0-0)

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Adjournment

The meeting adjourned at 1:16 p.m.

Minutes Recorded, Prepared and Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Roberto L. Peña", is written over a horizontal line.

Roberto L. Peña, CEO, Office of Retirement Services