

Memorandum

**TO: Federated Employees
City Retirement System Administration**

FROM: Roberto L. Peña

SUBJECT: Public Member Recruitment

DATE: June 20, 2019

Recommendation

Discussion on the process to attract potential qualified candidates for the public member seat for the Board of Administration.

Background

On May 16, 2019, the Federated Board discussed the process to attract potential qualified candidates for the public member seat, which included discussion on extending the radius requirement to live 50 miles from City Hall to 100 miles to cast a wider net of possible applicants and attract good candidates.

However, communication from the Bargaining units on this issue indicated their opposition to it and their strong support for continue recruitment within the 50 miles radius of City Hall for public members. In summary, the Board directed staff to:

- Outreach to academic departments and alumni associations at San Jose State University, UC Berkeley and Stanford University as well as Healthcare Management agencies.
- Reach out to OER and bargaining units to coordinate with groups and get the information out about the openings. If the Police and Fire Board has additional ideas, send it out again in June.
- Reach out to a Consultant recruiting agency.
- When available, email a copy of the City Clerk's notice to the Board to handout to peers and contacts.

In addition to the FED Board directives, at the June 6, 2019 Police and Fire Board meeting, they discussed additional suggestions:

- Submit an announcement in the Council district's 1-10 newsletter.
- Send an email blast to LinkedIn contacts.
- Place an ad in the Mercury Newspaper and the CFA newsletter.
- Place Radio and TV ads.
- Revise length of application process and make the questions appeal to all applicants, not just investment professionals.

The following is the progress of the request from the Boards:

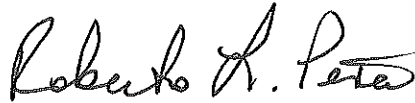
- Staff has developed a list of contacts in the Academic departments of the Universities and Alumni Associations, CFA society, healthcare management, along with other municipalities. Staff has also reached out to their personal contacts.
- Staff has reached out to a recruiting firm regarding a referral to a Board and Commissions/Trustee consulting firm.

- Staff reached out to the Clerk's office for a timeline for the public member process.
- Staff revised the public recruitment brochure for distribution.
- Staff is working on quotes from the media (Mercury News, Radio, etc).
- Staff is working with OER to shorten the application process and have the questionnaire geared to all applicants.

Conclusion

In Conclusion, to live within a 50-mile radius of City Hall will remain in the recruitment process. Staff reached out to the Clerks' and the Attorney's offices regarding posting dates and timeline in order to properly reach out to their contact list. The Attorney's Office and Office of Employee Relations are working together regarding where they are in the meet and confer process for the two public member open seats and will follow up with the Clerks' office. Staff will continue to follow up with all three offices to expedite the process in order to proceed with the recruitment.

Sincerely,



Roberto L. Peña
Chief Executive Officer
Office of Retirement Services

