

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

**PERSONNEL COMMITTEE MEETING
May 20, 2019
1:00 p.m.**

Members of the Committee

Chris Prevatt, Chair
Wayne Lindholm, Vice Chair
Roger Hilton

MINUTES

Attendance was as follows:

Present: Chris Prevatt, Chair; Wayne Lindholm, Vice Chair; Roger Hilton

Also

Present: Steve Delaney, Chief Executive Officer; Brenda Shott, Assistant CEO, Internal Operations; Suzanne Jenike, Assistant CEO, External Operations; Gina Ratto, General Counsel; Cynthia Hockless, Director of Administrative Services; Javier Lara, Visual Technician; and Brittany Cleberg, Recording Secretary

The Chair called the meeting to order at 1:37 p.m.

CONSENT AGENDA

All matters on the Consent Agenda are to be approved by one action unless a Committee Member requests separate action on a specific item.

A **motion** was made by Mr. Lindholm and **seconded** by Mr. Hilton to approve the Consent Agenda. The **motion carried unanimously**.

C-1 COMMITTEE MEETING:

Approval of Meeting and Minutes

Personnel Committee Meeting

April 23, 2019

Recommendation: Approve minutes.

ACTION ITEMS

NOTE: Public comment on matters listed in this agenda will be taken at the time the item is addressed, prior to the Committee's discussion of the item.

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

A-2 REVIEW OF PROPOSED REVISIONS TO THE OCERS EMPLOYEE HANDBOOK

Presentation by Brenda Shott, Assistant Chief Executive Officer, Internal Operations, OCERS

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

Ms. Shott reviewed the proposed revisions to the OCERS Employee Handbook with the Committee. She provided a reminder of OCERS split staff structure. The terms and conditions of County staff assigned to OCERS are set by the MOU between the County of Orange and Orange County Employees Association (OCEA) and the County's Personnel Policies. The Personnel Policies and Regulations, adopted by the Board of Retirement in November 2002, currently govern the terms and conditions of employment for OCERS Direct employees. OCERS has an MOU with the County of Orange, in order for them to administer benefits for OCERS Direct employees; OCERS will emulate the County's benefit program. OCERS had implemented changes by the County's Personnel and Salary Resolution but had not updated the OCERS Personnel Policies and Regulations documentation. The updated documentation is the OCERS Employee Handbook for OCERS Direct Staff.

A discussed took place regarding At-Will and the process of promotion and termination.

Mr. Delaney recommended grandfathering in current OCERS Direct Employees.

Mr. Eley commented that cleanup is needed in the Employee Handbook in reference to probation.

Ms. Jenike clarified that the classification of the OCERS Direct position be At-Will.

Chair Prevatt and Ms. Shott addressed the management, discipline, and documentation HR best practices.

Ms. Ratto advised that the day-to-day management of the personnel reside with the CEO.

Ms. Shott clarified the termination of At-Will employees would not take place without a review by CEO.

Ms. Shott discussed the Annual Leave accrual and recommendation of the maximum annual leave balance will be limited to two times the highest annual accrual rate of 592 hours.

Chair Prevatt suggested raising the maximum annual leave balance to 600 hours.

Chair Prevatt stated for the record, a cap should be established. Any hours accumulated over the cap, would be paid out in non-pensionable compensation. No one who is over the cap would be able to accrue additional hours.

Mr. Delaney stated for the record, employees would be losing the ability to grow and pushes for grandfathering.

Mr. Hilton requested to see surveys of other California systems to have good governance.

Ms. Shott highlighted discipline, grievance and appeal, and merit increases.

Mr. Hilton and Chair Prevatt discussed At-Will status and the need for use of best practices in Human Resources Management will negate the need for a probation period.

Chair Prevatt was open to increasing the leave accrual to up to six months.

A-3 2019 OCERS PERSONNEL COMMITTEE MEETING CALENDAR

Presentation by Steve Delaney, Chief Executive Officer, OCERS

Recommendation: Approve the 2019 OCERS Personnel Committee meeting schedule.

The Committee discussed the schedule of future meetings.

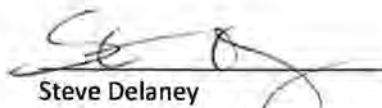
Chair Prevatt directed staff to review the calendar.

COMMITTEE MEMBER/CEO /STAFF/COUNSEL COMMENTS


None

ADJOURNMENT: The Chair adjourned the meeting at 2:36 p.m.

Submitted by:


Steve Delaney
Secretary to the Committee

Approved by:


Chris Prevatt
Chair