

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

**PERSONNEL COMMITTEE MEETING
Wednesday, September 28, 2022
2:00 PM**

Members of the Committee

Chris Prevatt, Chair
Charles Packard, Vice Chair
Richard Oates
Shawn Dewane

MINUTES

Chair Prevatt called the meeting to order at 1:55 p.m.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present via Zoom video teleconference pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020:

Present: Chris Prevatt, Chair; Richard Oates; Shawn Dewane Charles Packard, Vice Chair

Absent:

Also

Present: Steve Delaney, Chief Executive Officer; Brenda Shott, Assistant CEO, Internal Operations; Suzanne Jenike, Assistant CEO, External Operations; Gina Ratto, General Counsel; David Beeson Director of Investments; Tracy Bowman, Direct of Finance Matt Eakin, Director of Information Security; Cynthia Hockless, Director of Human Resources; David Kim, Director of Internal Audit; Jeff Lamberson; Member Services Director; Silviu Ardeleanu, Director of Member Services; Anthony Beltran, Visual Technician; Carolyn Nih and Ayanna McGiffert Recording Secretary.

PUBLIC COMMENTS

None

CONSENT AGENDA

C-1 COMMITTEE MEETING:

Personnel Committee Meeting

August 1, 2022

Recommendation: Approve minutes.

MOTION by Mr. Packard, **seconded** by Mr. Oates, to approve August 1, 2022, 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.

A-2 2023 STAFFING PLAN

Presentation Steve Delaney, CEO, OCERS

Recommendation: Approve and recommend the Board of Retirement include the following personnel costs in the 2023 OCERS Budget to be presented at the November 14, 2022, Board meeting:

1. **Add 14 New Positions to the 2023 Budgeted Headcount**
 - A. Add one Project Manager position to the Executive Division
 - B. Add three positions to the Legal Division
 - (1) Chief Compliance Officer
 - (2) Staff Attorney
 - (3) Executive Secretary I
 - C. Add one Investment Officer position to the Investments Division
 - D. Add three Retirement Program Specialists to the Member Services Division
 - E. Add one Information Security Analyst (Staff Analyst) position to the Information Security Department
 - F. Add three positions to the IT Department
 - (1) IT Systems Technician
 - (2) Testing Coordinator (Manager Level)
 - (3) Automation Developer (Manager Level)
 - G. Add two positions to the Human Resources Department
 - (1) Staff Analyst
 - (2) Staff Assistant
2. **Approve the Creation of Three Career Ladders in the Finance and Internal Audit Departments (no change to headcount)**
 - A. Finance Department
 - (1) Senior Accountant to Staff Analyst
 - (2) Accountant Auditor to Senior Accountant
 - B. Internal Audit Department
 - (1) Internal Auditor to Senior Internal Auditor
3. **Approve the Following Add/Drop**
 - A. Add a Director of Communications and drop a Communications Manager position in the Communications department (no change to headcount).

Staff would like to have this brought before the board at the October 17, 2022, Board Meeting for approval to be included in the 2023 budget presentation scheduled for November 2022 Board Meeting.

MOTION by Mr. Packard, **seconded** by Mr. Oates, to approve all 3 recommendations of action item A-2.

The motion passed **unanimously**.

The Board recessed for break at 3:34 p.m.

The Board reconvened from break at 3:38 p.m.

Recording Secretary administered the Roll Call attendance

A-3 OCERS CERTIFICATION INCENTIVE PROGRAM

Presentation by Steve Delaney, CEO and Brenda Shott, Assistant to CEO of Internal Operations, OCERS

Recommendation: Approve and recommend the Board of Retirement the following:

1. Create a second tier of certifications that are eligible for a salary incentive
 - a. TIER 1 = 5.5% annual increase
 - b. TIER 2 = 2.75% annual increase
2. Add one initial certification standard to the First Tier
 - a. Certified Information Systems Security Professional
3. Add two initial certification standards to the Second Tier
 - a. Certified Internal Auditor
 - b. SHRM - Senior Certified Professional
4. Require a minimum of 10 hours of continuing education (CE) for any certification that does not have a CE requirement set by its governing Board.

OR

5. Grant CEO authority to establish standards and make determinations as to eligible certification programs, with informational reports to the PERSONNEL COMMITTEE.

Committee request staff come back to the next Committee Meeting October 12, 2022, with budget impact plan for 2023 as well as continued education plan. Committee would like to know what each education tier consists of, when the increase applies for the continued education plan, ongoing cost for increase, CEO ability to make changes, 3 standards, 20 hour continued education plan requirement and what the process would be if the continued education plan is not completed by staff.

INFORMATION ITEMS

Each of the following informational items will be presented to the Committee for discussion.

I-1 OCERS COUNTY EMPLOYEES TO OCERS DIRECT STATUS UPDATE

Presentation by Cynthia Hockless, Director of Human Resources, OCERS

WRITTEN REPORTS

The following are written reports that will not be discussed unless a member of the Board requests discussion.

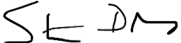
None

COMMITTEE MEMBER/CEO/COUNSEL/STAFF COMMENTS

None


The meeting **ADJOURNED** at 3:54 p.m.

Submitted by:

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Steve Delaney
Secretary to the Committee

Approved by:

DocuSigned by:

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Chris Prevatt
Chair