

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

**PERSONNEL COMMITTEE MEETING
Wednesday, November 15, 2023**

12:00 P.M., or immediately following the Investment Committee Meeting, whichever is later.

MINUTES

OPEN SESSION

Chair Packard called the meeting to order at 1:58 p.m.

Recording Secretary administered the Roll Call attendance.

Attendance was as follows:

Present: Charles Packard, Chair; Roger Hilton, Board Member; Chris Prevatt, Board Member; Shawn Dewane, Board Member

Also Present: Steve Delaney, CEO; Suzanne Jenike, Assistant CEO of External Operations; Brenda Shott, Assistant CEO of Internal Operations; Molly Murphy, Chief Investment Officer; Manuel Serpa, General Counsel; Silviu Ardeleanu, Director of Member Services; Tracy Bowman, Director of Finance; David Beeson, Director of Investments; Matt Eakin, Director of Cyber Security; Cynthia Hockless, Director of Human Resources; Jeff Lamberson, Director of Member Services; Nicole McIntosh, Director of Disabilities; Will Tsao, E.M.P.O.; Marielle Horst, Recording Secretary; Anthony Beltran, Audio Visual Technician; Amanda Evenson, Executive Secretary

PUBLIC COMMENT

None.

The committee recessed for lunch at 2:00 p.m.

Mr. Dewane arrived at 2:06 p.m.

The Committee reconvened from lunch at 2:34 p.m.

Recording Secretary administered the Roll Call attendance.

CONSENT AGENDA

C-1 COMMITTEE MEETING MINUTES:

Orange County Employees Retirement System
November 15, 2023
Personnel Committee Meeting

Approval of Meeting and Minutes

Personnel Committee Meeting Minutes

October 26, 2023

A **Motion** by Mr. Dewane, **seconded** by Mr. Prevatt, to approve the minutes.

The motion passed **unanimously**.

ACTION ITEMS

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

A-2 2024 AND BEYOND STAFFING PLAN

Presentation by Steve Delaney, CEO; and Cynthia Hockless, Director of Human Resources

Recommendation: Staff recommends that the Personnel Committee forward to the Board a recommendation to approve the following:

1. Approve the addition of 17 new positions to the 2024 budgeted headcount:
 - a. Add three positions to the Investments Division
 - b. Add two positions to the Disability Division
 - c. Add ten positions to the Member Services Department
 - d. Add one position to the Finance Department
 - e. Add one position to the Information Technology Division

At Mr. Delaney's request, a **Motion** by Mr. Dewane, **seconded** by Mr. Prevatt to bifurcate the recommendations, and forward to the board a recommendation to approve the following:

- a. Add three positions to the Investments Division
- b. Add two positions to the Disability Division
- e. Add one position to the Information Technology Division

The motion passed **unanimously**.

A **Motion** by Mr. Dewane, **seconded** by Mr. Prevatt, to forward to the Board a recommendation to approve the following:

- d. Add one position to the Finance Department

Ms. Shott and Ms. Bowman addressed the committee regarding the request for additional staffing to support the implementation of the Pension Administration System (PAS). Mr. Hilton expressed concern pertaining to the current number of ongoing projects and meeting operational needs. Mr. Tsao informed the committee of the new project management system which calculates the optimal number of projects according to current resources to improve efficiency and effectiveness.

The motion passed by **majority**, with Mr. Hilton voting nay.

Following discussion, at Mr. Delaney's request, a **Motion to delay** by Mr. Dewane, **seconded** by Mr. Prevatt to delay the following no later than July 2024:

- c. Add ten positions to the Member Services Department

Orange County Employees Retirement System
November 15, 2023
Personnel Committee Meeting

The motion to delay passed **unanimously**.

- 2. Approve the creation of three career ladders:
 - a. Information Security Division:
 - i. Information Security Manager to Senior Information Manager
 - b. Disability Division
 - i. Two Office Specialists to Staff Assistants

A **Motion** by Mr. Dewane, **seconded** by Mr. Prevatt, to forward to the Board a recommendation to approve the creation of the three career ladders.

The motion passed **unanimously**.

- 3. Approve the following drop:
 - a. The following Member Services positions will go dark:
 - i. Three Retirement Program Specialist – Extra Help
 - ii. Member Services Manager – Extra Help

A **Motion to postpone** by Mr. Dewane, **seconded** by Mr. Prevatt, to postpone the approval of the drop positions.

The motion to postpone passed **unanimously**.

INFORMATION ITEMS

None.

COMMITTEE MEMBER/CEO/COUNSEL/STAFF COMMENTS

None.

ADJOURNMENT


Chair Packard adjourned the meeting at 4:04 p.m.

Submitted by:


DocuSigned by:

 C3FEC83C3717411...
 Cynthia Hockless
 Liaison

Submitted by:

DocuSigned by:

 C00D5744FF39463...
 Steve Delaney
 Secretary to the Board

Approved by:

DocuSigned by:

 555A903001904F8...
 Roger Hilton
 Chair