



City and County of San Francisco Employees' Retirement System

RETIREMENT BOARD

PERSONNEL COMMITTEE MINUTES

Wednesday, December 6, 2023

1145 Market Street, 6th Floor

San Francisco, CA 94103

1:00 PM

Members of the Personnel Committee will attend this meeting in-person. Members of the public attending the meeting in person will have an opportunity to provide public comment on every item. In addition to in-person public comment, members of the public may provide public comment remotely by phone. The Personnel Committee will hear remote public comment on each agenda item in the order that commenters add themselves to the queue to comment on the item.

MISSION STATEMENT

San Francisco City and County Employees' Retirement System is Dedicated to Securing, Protecting and Prudently Investing the Pension Trust Assets, Administering Mandated Benefit Programs, and Providing Promised Benefits.

PERSONNEL COMMITTEE MEMBERS

Tim O'Connor, Chair

Scott Heldfond

A.J. Thomas

Alison Romano, CEO & CIO

Personnel Committee Meeting

PUBLIC COMMENT CALL-IN: 415-655-0001

Access Code: 2660 430 9177

Providing Public Comment

- Public comment will be available on each item on this agenda. Each speaker will be allowed 2 minutes to speak. Comments or opportunities to speak during the public comment period are available via phone call by calling **(415) 655-0001**, access code [**2660 430 9177**], then '#’.
- When connected you will hear the meeting discussions, but you will be muted and in listening mode only.
- When your item of interest comes up, dial *3 to be added to the speaker line. Best practices are to call from a quiet location, speak clearly and slowly, and turn down your television, radio, or computer.

Personnel Committee Minutes

December 6, 2023

Page 3 of 7

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(Chapter 67 of the San Francisco Administrative Code)

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Sunshine Ordinance Task Force
City Hall
1 Dr Carlton B. Goodlett Place, Room 244
San Francisco, CA 94103-4689
(415) 554-7724
by fax at (415) 554-7854
or by email at sotf@sfgov.org

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OPENING CALENDAR

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|---------------------|-----------------------|---------|
| 1. Roll Call | Commissioner O'Connor | 1:05 PM |
| | Commissioner Heldfond | 1:05 PM |
| | Commissioner Thomas | 1:05 PM |

2. 120623-03 General Public Comment

Chair O'Connor called for public comment.

There were no comments from the public and General Public Comment was closed.

3. 120623-04 Action Item Approval of the Minutes of the June 20, 2023 Personnel Committee Meeting

Documents provided to the Retirement Board prior to the current meeting: Draft Minutes of the June 20, 2023 Personnel Committee Meeting.

Public Comment was called.

There were no comments from the public and Public Comment was closed.

Action: Moved by Commissioner Heldfond, seconded by Commissioner Thomas, to approve the Minutes of the June 20, 2023 Personnel Committee Meeting.

Ayes: Commissioners O'Connor, Heldfond, Thomas

4. 120623-04 Action Item Review Executive Director and Actuarial Services Coordinator Performance Evaluation Policies

Documents provided to the Retirement Board prior to the current meeting: Staff Memorandum, Executive Director Performance Evaluation Policy – redlined, Actuarial Services Coordinator Performance Evaluation Policy.

Alison Romano, CEO & CIO, reported that during the FY2022-2023 performance evaluation process, the Board discussed opportunities to enhance the Executive Director performance evaluation process and in particular expressed interest in receiving a Self-Assessment from the Executive Director.

A policy amendment was proposed to the Committee which included a requirement for Self-Assessment from the Executive Director, along with a policy formalizing an Actuarial Services Coordinator

Performance Evaluation Policy which was drafted to follow the same principles and process as in the Executive Director Policy.

The Committee engaged in a question and answer session.

Public Comment was called.

There were no comments from the public and Public Comment was closed.

Action: Moved by Commissioner Heldfond, seconded by Commissioner Thomas, to approve revisions to Executive Director Performance Evaluation Policy and the Actuarial Services Coordinator Performance Evaluation Policy.

Ayes: Commissioners O'Connor, Heldfond, Thomas

5. 120623-05 Closed Session Mid-Year Evaluation

The Committee may consider this item in Closed Session under California Government Code Section 54957(b) and San Francisco Administrative Code Section 67.10(b).

Chair O'Connor announced that the Committee would be going into Closed Session.

Chair O'Connor called for public comment.

There was no public comment and Public Comment was closed.

The Committee entered Closed Session at 1:20 PM

5(a) Discussion and possible action regarding Actuarial Services Coordinator Mid-Year Performance Evaluation for Janet Brazelton

The following individuals participated in closed session #5(a) – Discussion and possible action regarding Actuarial Services Coordinator Mid-Year Performance Evaluation for Janet Brazelton: Commissioners O'Connor, Heldfond, Thomas; Alison Romano, CEO & CIO; Cecilia Mangoba, Deputy City Attorney; Janet Brazelton, Actuarial Services Coordinator.

The following individual participated remotely: Ashley Dunning, Nossaman.

Action: Moved by Commissioner Heldfond, seconded by Commissioner O'Connor, to agendaize a Mid-Year Performance Evaluation for the Actuarial Services Coordinator, Janet Brazelton, at the full Board.

Ayes: Commissioners O'Connor, Heldfond, Thomas

5(b) Discussion and possible action regarding CEO & CIO Mid-Year Performance Evaluation for Alison Romano

The following individuals participated in closed session #5(b) – Discussion and possible action regarding CEO & CIO Mid-Year Performance Evaluation for Alison Romano: Commissioners O'Connor, Heldfond, Thomas; Alison Romano, CEO & CIO; Cecilia Mangoba, Deputy City Attorney.

The following individual participated remotely: Ashley Dunning, Nossaman.

Action: Moved by Commissioner O'Connor seconded by Commissioner Thomas, to agendaize a Mid-Year Performance Evaluation for the CEO & CIO, Alison Romano, at the full Board.

Ayes: Commissioners O'Connor, Heldfond, Thomas

The Committee ended Closed Session at 1:40 PM

The Committee returned to Open Session at 1:43 PM

Chair O'Connor called for public comment.

There was no public comment and Public Comment was closed.

Action: Moved by Commissioner Heldfond, seconded by Commissioner Thomas, not to disclose any discussions held in Closed Session under San Francisco Administrative Code Section 67.12(a).

6. 120623-06 Discussion Item Personnel Committee Member Good of the Order

There were no comments from the Committee.

No comments from the Committee.

Chair O'Connor called for public comment.

There was no public comment and Public Comment was closed.

7. 120623-07

Adjournment

Having no further business, the Committee adjourned the meeting at 1:45 PM