



## SUMMARY TO THE BOARD OF TRUSTEES PERSONNEL COMMITTEE MEETING

Thursday, December 22, 2022  
8:00 A.M.

City of Jacksonville Police and Fire Pension Fund  
1 West Adams Street Suite 100, Jacksonville, FL 32202

### Board of Trustees

Nawal McDaniel, Secretary  
Cpt. Michael Lynch

Chief Chris Brown, Chair  
Mia Jones  
Terry Wood

### Fund Staff

Timothy H. Johnson, Executive Director – Plan Administrator  
Steve Lundy, Deputy Director  
Chuck Hayes, Pension Benefits Manager  
Cathryn Lively, Administrative Specialist

### Guests

Lawsikia Hodges, Office of General Counsel  
\*Bob Sugarman, Fund Counsel

\*Kevin Balaod, With.Intelligence  
Randy Wyse, President, IAFF Local 122  
Asst. Chief Richard Reichard, Advisory Committee

\*Asterisk denotes virtual meeting attendance via the ZOOM application.

### Notice

Meeting Agendas and Summaries are available on our website at [jaxpfpf.coj.net](http://jaxpfpf.coj.net). For additional meeting documents, please contact Steve Lundy, Custodian of Public Records for the City of Jacksonville Police and Fire Pension Fund at 904-255-7373 or [SLundy@coj.net](mailto:SLundy@coj.net) to file a public records request.

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City of Jacksonville Police and Fire Pension Fund  
Summary to the Board of Trustees Personnel Committee Meeting of  
December 22, 2022  
8:14 A.M. – 9:00 A.M.

## Summary

### I. Public Speaking

None.

### II. Personnel Committee

#### *a. Building Maintenance Supervisor Job Description*

Timothy Johnson gave an overview of the new Building Maintenance Supervisory job description. Building Services Manager, Troy Scherbinski, is retiring in January. This is the same job description, but updated, with a separation of duties relating to the parking garage and the main building, with greater detail. The job grade and pay range remains the same.

Nawal McDaniel noted that the job description is thorough. She asked if there are any new duties added which Troy Scherbinski is currently not performing.

Timothy Johnson said that computer competency, safety inspection have been added, along with contractor management.

Michael Lynch asked if the job would be posted internally within the City, then externally, if the applicants aren't satisfactory.

Timothy Johnson said that the job would be posted both internally and externally, for a week. If there is not enough demand within the week, the posting will be extended.

#### *b. Executive Director Performance Review*

Timothy Johnson presented his Fiscal Year 2022 Executive Director Performance Review. He covered administrative and financial metrics, and survey results for the Fiscal Year. He covered each 'Executive Core Qualification' (ECQ), and goals achieved throughout the year under each ECQ:

- ECQ 1: Results Driven
- ECQ 2: Leading Change
- ECQ 3: Leading People
- ECQ 4: Business Acumen
- ECQ 5: Building Coalitions

Timothy Johnson covered his recommendations, the first of which was his own salary increase. He recommended between 4-5%.

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Timothy Johnson covered his second recommendation, a modification to the PFPF Pay Plan for employees, which would include an inflation adjustment when annual inflation exceeds 5%. Currently, the Pay Plan annually provides for a guaranteed 2.5% COLA, and up to 2.5% merit component. He recommended, in times when the Social Security COLA exceeds 5%, that the COLA would be ½ of the Social Security COLA, and the merit component is up to ½ of the Social Security COLA.

Timothy Johnson noted his third recommendation would be to approve the Building Maintenance Manager job description and posting.

Michael Lynch and Nawal McDaniel discussed the Pay Plan recommendation, and did not agree it was timely, as it would be delayed a year based on when the Social Security Administration releases their COLA figures.

The Personnel Committee was in favor of approving Timothy Johnson's increase, and the Building Maintenance Manager recommendations.

III. [Adjournment](#)  
9:00 A.M.

Nawal McDaniel, Board Secretary

**Summary Prepared By:**

Steve Lundy, Deputy Director  
City of Jacksonville Police and Fire Pension Fund

**Posted:** 12/27/2022

**To be Approved:** 01/20/2023