

**MINUTES OF MEETING
COUNTY EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES
AD HOC PERSONNEL COMMITTEE
SEPTEMBER 7, 2022 AT 2:00 P.M. ET (1:00 P.M. CT)
VIA LIVE VIDEO TELECONFERENCE**

At the special called meeting of the County Employees Retirement System Board of Trustees Ad Hoc Personnel Committee held on September 7, 2022, the following members were present: JT Fulkerson (Chair), George Cheatham, and Michael Foster. Staff members present were David Eager, Rebecca Adkins, Erin Surratt, Michael Board, Steve Willer, Lori Casey, Ashley Gabbard, Shaun Case, Katie Park, and Sherry Rankin. Others present included CERS CEO Ed Owens, III, CERS Trustee Betty Pendergrass, and Eric Branco with Johnson Bowman Branco, LLP.

Mr. Fulkerson called the meeting to order.

Mr. Board read the Legal Opening Statement.

Ms. Rankin called the roll.

There being no *Public Comment* submitted, Mr. Fulkerson introduced agenda item *Approval of Minutes – June 22, 2022*. Mr. Cheatham made a motion and was seconded by Mr. Foster to approve the minutes as presented. The motion passed unanimously.

Mr. Fulkerson introduced agenda item *CEO Evaluation Process*. Ms. Lori Casey presented the updated CERS Employee Performance Appraisal form, CERS CEO Detailed Evaluation, Project Summary, Appraisal Guidelines, and Self-Review forms. She briefly reviewed the changes and additions made to these forms since the last meeting of the CERS Ad Hoc Personnel Committee. Mr. Eager suggested to replace names with titles, when permitted, to reduce edits to the documents over time. Mr. Cheatham stated that the signature lines on page one of the Employee Performance Appraisal should reflect the Chair and Vice-Chair of the CERS Ad Hoc Personnel Committee. In addition, Mr. Cheatham added that he would like the CEO to provide a detailed report on their performance i.e. projects, results, issues faced etc. throughout the year. Mr. Cheatham made a motion and was seconded by Mr. Foster to approve the CEO Evaluation Process, as modified with

the suggestions discussed. The motion passed unanimously.

Mr. Fulkerson introduced agenda item *CERS Personnel Policy Manual*. Ms. Casey reviewed the drafted CERS Personnel Policy Manual with the Committee and welcomed feedback from the Trustees. Ms. Casey advised that the listed Duties and Qualifications for the CEO and General Counsel reflect the position description and summary of duties provided by Ms. Pendergrass. Ms. Pendergrass commented that these duties and qualifications were used to recruit the positions. Mr. Eric Branco with Johnson Bowman Branco, LLP commented that there are job duties and qualifications for the CEO listed in the CERS Bylaws; therefore, the manual should mirror that language. Ms. Casey stated that additional information was needed in the Recruitment Strategies and Succession Planning sections of the manual. Mr. Cheatham asked if Recruitment Strategies and Succession Planning sections were required. Ms. Casey stated that the addition of these sections was recommended by Ms. Pendergrass and Mr. Fulkerson. Ms. Pendergrass added that it is standard policy to include these in similar personnel manuals. Further, Ms. Pendergrass suggested that the Committee review the meeting minutes from May and June 2021 to review the prior data and information discussed regarding strategy. Mr. Cheatham stated that the General section should include compliance responsibilities. Ms. Pendergrass agreed with Mr. Cheatham and asked Ms. Casey to include state procurement information and the statute which requires KPPA to hire a CEO and General Counsel. Mr. Board advised the Committee that the bylaws require that recruitment strategies are included in the Personnel Policy. Ms. Adkins suggested that the option to utilize a third-party for recruitment should be included in the policy. Mr. Cheatham agreed as long as the language reflects that it is not required. Mr. Cheatham also suggested that language be included to allow the School Board Association to host these job openings on their website. Mr. Cheatham summarized the discussion and requested that broad language allowing the use of national recruitment services and headhunters be included. Mr. Fulkerson agreed. Ms. Lori Casey stated that she would make these edits and present the updated CERS Personnel Policy Manual for further review by the Committee at an upcoming meeting. Mr. Cheatham added that a six-month period would be beneficial regarding succession planning. This would provide time for recruitment and training, said Mr. Cheatham. Ms. Pendergrass asked if it would be possible to hire interns to work alongside Staff who may be retiring in the near future. It was discussed whether or not language to allow a position to be filled in the interim was needed. Ms. Pendergrass looked to Mr. Branco to advise what is required. He suggested that a general policy statement be included to describe what the Committee would like to see happen in the event of Staff retirement and

indicate if a notice period is expected. Mr. Branco added that the statement may also include how the transitioning individual would assist their successor and state that the Board would have the authority to hire in the interim. Ms. Pendergrass requested that Mr. Branco create a proposal for the Succession Planning section of the manual for presentation to the Committee. Mr. Cheatham reiterated that the section should clearly indicate where the responsibilities of the CERS CEO would fall in the interim as a new CEO is recruited. Mr. Branco stated that he would conduct further research to see what the Board is allowed to do by statute.

A motion was made by Mr. Foster and seconded by Mr. Cheatham to adjourn the meeting. The motion passed unanimously.

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CERTIFICATION

I do certify that I was present at this meeting, and I have recorded the above actions of the Trustees on the various items considered by it at this meeting. Further, I certify that all requirements of KRS 61.805-61.850 were met in conjunction with this meeting.


Recording Secretary

I, JT Fulkerson, the Chair of the County Employees Retirement System Ad Hoc Personnel Committee, do certify that the Minutes of Meeting held on September 7, 2022 were approved on January 10, 2023.

/s/ Jim Tony Fulkerson
Chair of the CERS Finance Committee

I have reviewed the Minutes of the September 7, 2022 CERS Ad Hoc Personnel Committee Meeting for content, form, and legality.


Executive Director
Office of Legal Services