

**BOARD OF RETIREMENT
FRESNO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**

"Our mission is to provide secure retirement benefits and quality service to our members and beneficiaries while investing the assets of the plan within prudent levels of risk."

September 21, 2022

**PERSONNEL COMMITTEE MEETING
ACTION SUMMARY MINUTES**

[AN AUDIO RECORDING OF THE OPEN SESSION DISCUSSION ITEMS CAN BE FOUND ON THE FCERA WEBSITE AT WWW.FRESNOCOUNTYRETIREMENT.ORG](http://WWW.FRESNOCOUNTYRETIREMENT.ORG)

Committee Members Present:

Laura Basua	Stanley McDivitt
Doug Papagni	Riley Talford

Committee Members Absent:

None

Staff and Service Providers Present:

Donald Kendig, Retirement Administrator
Debbie Paolinelli, Assistant Retirement Administrator
Patti Montoya, Benefits Manager
Elizabeth Avalos, Executive Assistant
Merelle Buttner, Administrative Assistant
Ken Price and Craig Armstrong, Board Counsel

Members of the Public that were present that addressed the Committee:

Virginia Meza, FCERA Staff
Lauren Bailey, FCERA Staff
Jared Wong, FCERA Staff

1. CALL TO ORDER

Chair McDivitt called the meeting to order at 10:27 AM.

2. PUBLIC COMMENT

None.

3. **DISCUSSION**

- A. Oral Discussion of MOU with County regarding Leased Staffing, Supplemental or FCERA Specific Personnel Rules, Personnel Actions, and Responsibilities

DISCUSSED. NO ACTION TAKEN.

- B. Consideration of Proposed FCERA Administrative Protocols: Remote Work Protocols, Parameters, Terms, Conditions, and Expectations

The Committee heard from FCERA Staff: Virginia Meza, Lauren Bailey, and Jared Wong.

PRESENTED AND DISCUSSED. AN OPPORTUNITY WAS PROVIDED FOR PUBLIC COMMENT. THE BOARD DIRECTED STAFF TO CONTINUE TO ITS WORK ON THE REMOTE WORK POLICY FOR THE COMMITTEE'S CONSIDERATION. NO ACTION TAKEN.

- C. Receipt of oral updates on:
- i. Retirement Analyst Reclassification Request
 - ii. Recent Retirement Administrator Salary Adjustment
 - iii. Requested Assistant Retirement Administrator Salary Adjustment
 - iv. 4/9/4 Alternative Work Schedule (staff are now present 7-5pm M-Th and 8-5pm F)
 - v. New Office Hours – Provision of Initial Statistics
 - Walk ins
 - Phone calls

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4. **SET NEXT MEETING DATE:**

- A. Next meeting will be set as needed by the Personnel Committee Chair

The Personnel Committee will meet again on October 5, 2022.

There being no further business, the meeting adjourned at 12:09 PM.

Donald C. Kendig, CPA
Secretary to the Board