

# VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION

## BOARD OF RETIREMENT

### PERSONNEL REVIEW COMMITTEE

June 6, 2014

#### AGENDA

**PLACE:** Ventura County Employees' Retirement Association  
Second Floor Boardroom  
1190 South Victoria Avenue  
Ventura, CA 93003

**TIME:** 9:00 a.m.

**ITEM:**

I. **CALL TO ORDER**

II. **APPROVAL OF AGENDA**

III. **APPROVAL OF MINUTES**

- A. Personnel Review Committee Meeting of May 9, 2014
- B. Personnel Review Committee Meeting of May 19, 2014

IV. **NEW BUSINESS**

- A. Review and Approval of Executive Search Firm Contract.
- B. Review and Consideration of VCERA Staff Organizational Structure, Staffing, and Salaries, Including Investment Officer Position.

V. **PUBLIC COMMENT**

VI. **COMMITTEE MEMBER COMMENT**

VII. **ADJOURNMENT**

**VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**

**BOARD OF RETIREMENT**

**PERSONNEL REVIEW COMMITTEE**

**May 9, 2014**

**MINUTES**

**DIRECTORS** Will Hoag, Personnel Review Committee Chair, Alternate Retiree Member  
**PRESENT:** Mike Sedell, Public Member  
Chris Johnston, Alternate Employee Member

**DIRECTORS** None.  
**ABSENT:**

**STAFF** Lori Nemiroff, Assistant County Counsel  
**PRESENT:**

**PLACE:** Ventura County Employees' Retirement Association  
Second Floor Boardroom  
1190 South Victoria Avenue  
Ventura, CA 93003

**TIME:** 9:00 a.m.

**ITEM:**

**I. CALL TO ORDER**

Chairman Hoag called the Personnel Review Committee meeting of May 9, 2014, to order at 9:00 a.m.

**II. APPROVAL OF AGENDA**

**MOTION:** Approve the Agenda.

Moved by C. Johnston, seconded by Sedell.

Vote: Motion carried.  
Yes: C. Johnston, Sedell, Hoag.  
No: -  
Absent: -

**III. NEW BUSINESS**

- A. Selection of Executive Search Firm for Retirement Administrator Recruitment.

Six Firms that submitted proposals were discussed: Roberts Consulting Group, W. Brown Creative Partners, PAS Associates, William Avery & Associates, Cooperative Personnel Services HR Consulting, and EFL Associates.

MOTION: Tentatively select Cooperative Personnel Services HR Consulting (CPS) as executive search firm for Retirement Administrator, subject to due diligence and approval at a subsequent meeting.

Moved by C. Johnston, seconded by Sedell.

Vote: Motion carried.  
Yes: C. Johnston, Sedell, Hoag.  
No: -  
Absent: -

**IV. PUBLIC COMMENT**

None.

**V. COMMITTEE MEMBER COMMENT**

None.

**VI. ADJOURNMENT**

The meeting was adjourned at 10:04 a.m.

Approved,

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WILL HOAG, Personnel Review Committee Chair

**VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**

**BOARD OF RETIREMENT**

**PERSONNEL REVIEW COMMITTEE**

**May 19, 2014**

**MINUTES**

**DIRECTORS** Will Hoag, Personnel Review Committee Chair, Alternate Retiree Member  
**PRESENT:** Mike Sedell, Public Member  
Chris Johnston, Alternate Employee Member

**DIRECTORS** None.  
**ABSENT:**

**STAFF** Lori Nemiroff, Assistant County Counsel  
**PRESENT:**

**PLACE:** Ventura County Employees' Retirement Association  
Second Floor Boardroom  
1190 South Victoria Avenue  
Ventura, CA 93003

**TIME:** 8:00 a.m.

**ITEM:**

**I. CALL TO ORDER**

Chairman Hoag called the Personnel Review Committee meeting of May 19, 2014, to order at 8:20 a.m.

**II. APPROVAL OF AGENDA**

**MOTION:** Approve the Agenda.

Moved by C. Johnston, seconded by Sedell.

Vote: Motion carried.  
Yes: C. Johnston, Sedell, Hoag.  
No: -  
Absent: -

**III. OLD BUSINESS**

- A. Continuation of Executive Search Firm Selection for Retirement Administrator Recruitment.

Chairman Hoag reported on due diligence meeting with Cooperative Personnel Services (CPS).

MOTION: Select Cooperative Personnel Services (CPS) to conduct executive search for Retirement Administrator. Delegate contract negotiation to Personnel Review Committee Chair and VCERA Counsel, with signature by VCERA Board Chair.

Moved by C. Johnston, seconded by Sedell.

Vote: Motion carried.  
Yes: C. Johnston, Sedell, Hoag.  
No: -  
Absent: -

**IV. PUBLIC COMMENT**

None.

**V. COMMITTEE MEMBER COMMENT**

None.

**VI. ADJOURNMENT**

The meeting was adjourned at 8:32 a.m.

Approved,

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WILL HOAG, Personnel Review Committee Chair