



Seattle City Employees' Retirement System

Administrative Committee Meeting
Pacific Building, 720 3rd Avenue, Suite 900, Seattle, WA
(206) 386-1293

Minutes, Thursday, October 26, 2023

AC Members Present: Judith Blinder (Chair), Sherri Crawford, Maria Coe, Jamie Carnell, Joseph Hoffman

SCERS Staff Present: Jeff Davis, Paige Alderete, Nina Melencio

Others Present: Andrew Robinson (FAS)

Call to Order

Judith Blinder, Chair, called the meeting to order at 3:00 pm.

Public Comment

There was no public comment.

Minutes

Approved Minutes from the May 25, 2023 Administrative Committee.

Motion: Upon motion by Jamie Carnell, seconded by Sherri Crawford, the Administrative Committee approved the minutes from the May 25, 2023 Administrative Committee meeting. The motion passed unanimously (5-0).

SCERS Staff Satisfaction Survey Results

Paige Alderete provided a high-level recap of the results of the anonymous staff survey.

There were significantly more staff responding to the survey this year. Eighty-seven percent of staff completed the survey this year versus 68% in 2022 and 73% in 2019. The overall satisfaction rating went up to 4.20 (with 5 being highly satisfied) from 3.95 in 2022 and 4.14 in 2019.

The lowest rating under the topic of Inclusion and Belonging was staff feeling connected to their co-workers. Some of it may be due to the nature of the hybrid work environment coming back from Covid. The highest rating was that staff felt that their colleagues treated them with respect.

One of the higher rated topics was Job Satisfaction. The lowest rating was 4.23 under a feeling of personal accomplishment. The highest rating for Job Satisfaction was 4.42 in that staff interactions at work are positive. One rating that fell below the neutral range was opportunities for advancement at 2.77 which fell in the Satisfaction with SCERS topic. We are a very small department with not a lot of room for growth. Under

Satisfaction with SCERS the high rating of 4.5 was staff feeling that SCERS cares about them and that SCERS is a safe and ethical workplace.

Last year part of the dissatisfaction among staff was the high backlog. Staff focused this year on the backlog so there would be less frustration. Ms. Alderete was happy to report that the service logs are now caught up. We have more room to improve and will continue to work with the team. We are heading in a good direction and things have improved.

Committee members congratulated the staff for the work they did to catch up on the backlog and for the satisfaction results.

Charter and Policy Review

It is the practice of SCERS to review each charter or policy on a three-year cycle. Staff proposed revisions to the Executive Director Policy and reaffirmations for the Board Chair Charter, Secretary to the Board Charter, Treasurer to the Board Charter, and the Election Policy. Mr. Davis spoke to Kimberly Loving and Jamie Carnell on the charters that affected them. There were no revisions requested.

Board Chair Charter

Motion: Upon motion by Sherri Crawford, seconded by Jamie Carnell the Administrative Committee recommended that the Board of Administration reaffirm the Board Chair Charter. The motion passed unanimously (5-0).

Secretary of the Board Charter

Motion: Upon motion by Sherri Crawford, seconded by Jamie Carnell, the Administrative Committee recommended that the Board of Administration reaffirm the Secretary of the Board Charter. The motion passed unanimously (5-0).

Treasurer of the Board Charter

Motion: Upon motion by Sherri Crawford, seconded by Jamie Carnell, the Administrative Committee recommended that the Board of Administration reaffirm the Treasurer of the Board Charter. The motion passed unanimously (5-0).

Executive Director Charter

Mr. Davis reviewed the proposed revisions to the Executive Director charter.

(3:21 pm – Joseph Hoffman left the meeting.)

Administrative Committee members were fine with the changes requested.

Motion: Upon motion by Jamie Carnell, seconded by Sherri Crawford, the Administrative Committee recommended that the Board of Administration adopt the revised Executive Director Charter. The motion passed unanimously (4-0).

Election Policy

Initially, staff were not proposing any changes to the Election Policy. A comment by Ms. Blinder led staff to finding that the language referencing the Seattle Municipal Code (SMC) doesn't match the code. Staff are requesting an amendment to the Election Policy so that the language referencing the SMC is correct.

Motion: Upon motion by Sherri Crawford, seconded by Jamie Carnell, the Administrative Committee recommended that the Board of Administration approve the Board of Administration Election Policy as amended to make first paragraph consistent with Seattle Municipal Code. The motion passed unanimously (4-0).

Executive Director Report

Staff are working closely with the WEvolve project team to make sure we are staying on top of implementation and how the data from the new Workday timesheet will feed to the Pension Administration System.

Adjourn Meeting

Motion: Upon motion by Sherri Crawford, seconded by Jamie Carnell, the Administrative Committee voted to adjourn the meeting at 3:36 pm. The motion passed unanimously (4-0).