



Legislation Text

File #: 18-7614, **Version:** 1

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 18, 2018

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: MARK B. JINKS, CITY MANAGER /s/

DOCKET TITLE:

Consideration of the Appointment of a Management Representative Alternate to the City of Alexandria Supplemental Retirement Board and Firefighters and Police Officers Pension Board.

ISSUE: Appointment of a Management Representative Alternate to the City of Alexandria Firefighters and Police Officers Pension Board ("Fire & Police Board") and Appointment of a Management Representative Alternate to the Retirement Board of the City of Alexandria Supplemental Retirement Plan ("Supplemental Board").

RECOMMENDATION: That City Council replace Management Representative Alternate James Davis on the City of Alexandria Firefighters and Police Officers Pension Board and on the Supplemental Retirement Board with Sharon Vaughn Roach, Director, Center of Operations, at DCHS.

BACKGROUND: The Fire & Police Board consists of eight members and three alternates. The Supplemental Board consists of eight members and five alternates. Both Boards serve as the trustees and fiduciaries of their respective plans and assets. Both Boards act for the City on matters concerning the Plan's assets, including selecting and monitoring investment funds and appointing investment managers, custodians, and advisors. Both Boards are also charged with consulting with City management to recommend modifications to the Plan. Both Plans require board meetings to be held quarterly, but meetings are generally held more often.

DISCUSSION: City Council has the authority to appoint Fire & Police Board members. The board members are either nominated by the City Manager or elected by the Voting Participants, which include active sworn Firefighters and Police Officers as well as retired and deferred vested plan participants who were sworn Firefighters or Police Officers. The City Manager nominates four Management Representatives and one Management Alternate to act on behalf of City management. Firefighters nominate and elect through secret ballot two Participant Representatives and one Alternate. Police Officers also nominate and elect through secret

ballot two Participant Representatives and one Alternate. In the event that City Council does not appoint a representative nominated by the City Manager or the Voting Participants, the nomination and election process must be repeated until all board member positions are filled.

City Council has the authority to appoint Supplemental Board members. The members are either nominated by the City Manager or elected by the Supplemental Board trustees. The City Manager nominates four Management Representatives and one Management Alternate Representative to act on behalf of City management. The Supplemental Board Employee Representatives include: two General Schedule Employees, one Deputy Sheriff, and one Medic/Fire Marshal. Each Employee Representative has an Alternate. In the event that City Council does not appoint a representative nominated by the City Manager or the Board trustees, the nomination process must be repeated until all Board member positions are filled.

Current Management Representatives for the Firefighters and Police Officers Pension Board and the Supplemental Retirement Board are:

Laura Triggs, Deputy City Manager
Christina Zechman Brown*, Assistant City Attorney
Jean Kelleher, Director, Office of Human Rights
Jack Browand, Division Chief, RCPA
Proposed - Sharon Vaughan-Roach, Director, Center for Operations, DCHS

Current Employee Representatives of the Firefighters and Police Officers Pension Board are:

<u>Name</u>	<u>Term Expires</u>
Firefighters	
Michael Cross, Battalion Chief	12/31/2020
Patrick Evans, Firefighter II	12/31/2018
Ricky Muse, Jr., Firefighter II - Alternate	12/31/2018

<u>Name</u>	<u>Term Expires</u>
Police Officers	
Edward Milner, Lieutenant	12/31/2018
Albert Tierney, Retired	12/31/2020
Shirl Mammarella, Captain - Alternate	12/31/2018

Current Employee Representatives of the Supplemental Retirement Board are:

<u>Name</u>	<u>Term Expires</u>
General Schedule	
Lynda Barbieri-Strain, General Services	12/31/2018
Nathan Imm, Planning and Zoning	12/31/2020
Lillian Vagnoni, DCHS	12/31/2018
Philip Caldwell, DCHS - Alternate	12/31/2020

<u>Name</u>	<u>Term Expires</u>
Medic /Fire Marshal	

James Mikell, Fire Department
Charles Curia, Fire Department

12/31/2020
12/31/2020

Name

Term Expires

Deputy Sheriff

Robert Gilmore, Sheriff's Office

12/31/2018

Valarie Wright, Sheriff's Office - Alternate

12/31/2018

Mr. Davis is leaving his City employment in the City's Human Resources Department. We are recommending the appointment of Ms. Vaughan-Roach to both the City of Alexandria Firefighters and Police Officers Pension Board and the Supplemental Retirement Board. Staff requests that City Council appoint Ms. Vaughan-Roach to both Boards effective April 24, 2018.

After appointment, Ms. Vaughan-Roach will remain on both boards until removed by City Council or ending her employment.

Sharon Vaughan-Roach is the Department of Community and Human Services, Director for the Center of Operations. Ms. Vaughan-Roach directs the Department's human resources, finance, technology, facilities, contract/grants, and program evaluation divisions. Ms. Vaughan-Roach joined the City of Alexandria in 2017. Prior to her current position, she served in senior leadership roles providing oversight to various organizational operations inclusive of strategic planning, diversity/EEO compliance, and risk management for the District of Columbia, AARP, and Freddie Mac. Ms. Vaughan-Roach holds a Master of Science Administration (Public Administration) and a Bachelor of Science Business Administration (Finance).

FISCAL IMPACT: None.

ATTACHMENTS: None.

STAFF:

Laura Triggs, Deputy City Manager

Kendel Taylor, Finance Director, Finance

Kadira Coley, Retirement Administrator, Finance