



## Legislation Text

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### City of Alexandria, Virginia

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#### MEMORANDUM

**DATE:** NOVEMBER 6, 2019

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

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

**DOCKET TITLE:**

Consideration of Appointment of the Medic/Fire Marshal Representative and Alternate to the City of Alexandria's Supplemental Retirement Board.

**ISSUE:** Appointment of The Medic/Fire Marshal Representative and Alternate to the Retirement Board ("Board") of the City of Alexandria's Supplemental Retirement Plan ("Plan").

**RECOMMENDATIONS:** That City Council appoint the following individuals to the City of Alexandria's Supplemental Retirement Plan Board:

- James Mikell for Medics and Fire Marshals Representative;
- Kelsea Bonkoski for Medics and Fire Marshals Alternate;

Assuming City Council appointment, the effective dates of these terms will be December 1, 2019 to December 31, 2020.

**DISCUSSION:** In accordance with Plan rules, the Board held elections for one vacant position at the October 2, 2019 and the Board voted to appoint Mr. Mikell as the Medic/Fire Marshal Representative in a contested election. The Medics and Fire Marshals Representative position was previously held by Charles Curia who has separated from the City of Alexandria. The Medics and Fire Marshals Alternate position has currently been held by James Mikell since April 2017.

**BACKGROUND:** The Board was created on December 11, 2012 and includes General Schedule, Deputy Sheriff and Fire Marshal/Medic employees. The Board is comprised of eight members and five alternates who serve as the trustees of the Plan's trust and fiduciaries of the Plan and its assets. The Board acts for the City on matters concerning the Plan's assets, including selecting and monitoring investment funds and appointing investment managers, custodians, and advisors. The Board is also charged with consulting with City management to recommend modifications to the Plan. The Plan requires Board meetings to be held each quarter

of the calendar year, but meetings are held more often.

City Council has the authority to appoint Board members. The Board members are either nominated by the City Manager or by the Board. The City Manager nominates four representatives and one alternate to represent City management. The Board nominates two representatives and two alternates to represent General Schedule employees, one representative and one alternate to represent the Deputy Sheriffs, and one representative and one alternate to represent the Fire Marshals and Medics. In the event that City Council does not appoint a representative or alternate nominated by the City Manager or the Board, the nomination process must be repeated until all Board member positions are filled. The chairman and the secretary are elected by the Board members.

Participant Representatives and Participant Alternates serve four-year terms, which are staggered so that members' terms overlap but are not concurrent.

Current Participant Representatives and Alternates for the Supplemental Retirement Board are as follows:

Participant Representatives and Alternates for General Schedule Employees:

<u>Name</u>	<u>Current Term</u>
Philip Caldwell	1/1/2017 - 12/31/2020
Nathan Imm	1/1/2017 - 12/31/2020
Lynda Barbieri-Strain	1/1/2019 - 12/31/2022
Karen Spence	1/1/2019 - 12/31/2022

Participant Representatives and Alternates for Deputy Sheriffs:

<u>Name</u>	<u>Current Term</u>
Robert Gilmore	1/1/2019 - 12/31/2022
Valarie Wright	1/1/2019 - 12/31/2022

Participant Representatives and Alternates for Medics and Fire Marshals:

<u>Name</u>	<u>Current Term</u>
Vacant Representative (To be filled by James Mikell)	12/1/2019 - 12/31/2020
Vacant Alternate (To be filled by Kelsea Bonkoski)	12/1/2019 - 12/31/2020

Management Representatives and the Management Alternate serve until they resign, are removed from the Board, by City Council, or end their employment with the City.

Current Management Representatives and Alternate for the Supplemental Retirement Board are as follows:

<u>Name</u>
Shari Davidson, Human Resources Manager, Human Resources Department
Jean Kelleher, Director, Office of Human Rights
Philip Pugh, Property Maintenance Code Division Chief, Code Administration
Laura Triggs, Deputy City Manager, City Manager's Office
Sharon Vaughan-Roach, Assistant Director, Center for Operations, DCHS

**FISCAL IMPACT:** None.

**STAFF:**

Laura Triggs, Deputy City Manager

Kendel Taylor, Finance Director

Kadira Coley, Retirement Administrator