

NOTE: These minutes from the August 27, 2021 Personnel Performance and Compensation Committee were approved and executed at the September 27, 2021 Committee meeting.

**Personnel Performance and Compensation Committee
Board of Trustees
August 27, 2021**

Public Minutes

**New Hampshire Retirement System
54 Regional Drive
Concord, NH 03301**

Committee Members in attendance by video-conference: Chair Bill Hart; Trustees Tim Lesko, Robert Maloney and Scott Myers.

Staff: Rosamond Cain, *Director of HR.*

Trustee Hart called the meeting to order at 8:59 am

Due to the participation of all members by video-conference, all motions were acted upon by roll call vote.

Trustee Maloney moved to approve the public minutes from the August 5, 2021 PPCC meeting. The motion was seconded by Trustee Myers and approved unanimously.

Ms. Cain gave an update on staffing and recruitment. Both Member Account Specialist positions have been filled, the Contact Center Representative position has been filled, there are third interviews scheduled for both the Member Account Tech. position and the ISSO position. The Employer Reporting Manager position has been posted and there have been three internal candidates. We are working on a transition and staffing plan for the departure of Cecile Merrill, a key employee in IT.

The Committee went into non-public session to discuss staffing and personnel issues. Trustee Lesko made a motion, seconded by Trustee Maloney, to enter a non-public session under RSA 91-A:3, II(c) for the purpose of discussing a matter which, if discussed in public, would likely affect adversely the reputation of a person, other than a member of the public body itself. The motion carried unanimously.

After discussion, Trustee Myers moved to conclude the non-public session, seconded by Trustee Maloney. The motion carried unanimously.

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No votes were taken in the non-public session.

After much discussion and review of draft documents, the Committee decided not to do a traditional six-month performance appraisal for the Executive Director. The Committee recommends asking the Executive Director to review her first six months, the challenges, the success and the plan for the next 90 days. The Committee would also recommend inviting the Executive Team to answer the same questions. Chair of the Committee, Bill Hart and Committee member Scott Myers will coordinate the discussions with the Executive Team members.

The Committee then reviewed its Charter and confirmed the one recommended change in the time frame for the Executive Director's annual performance appraisal.

There being no further business for discussion, a motion was made at 9:53 am by Trustee Lesko to adjourn the meeting, seconded by Trustee Maloney. The motion carried unanimously.

Respectfully submitted,
Rosamond Cain