

NHRS Board of Trustees, PPCC Committee
Date: August 5, 2021

NOTE: These minutes from the August 5, 2021 Personnel Performance and Compensation Committee meeting were approved and executed at the August 27, 2021 Committee meeting.

**Personnel Performance and Compensation Committee
Board of Trustees
August 5, 2021**

Public Minutes

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

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

Absent: Trustee Tim Lesko

Staff: Jan Goodwin, *Executive Director*; Rosamond Cain, *Director of HR*.

Trustee Hart called the meeting to order at 2:06 pm

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

Trustee Myers moved to approve the public minutes from the June 1, 2021 PPCC meeting. The motion was seconded by Trustee Maloney and approved unanimously.

Trustee Myers moved to approve the non-public minutes from the June 1, 2021 PPCC meeting. The motion was seconded by Trustee Maloney and approved unanimously.

Ms. Cain gave an update on staffing and recruitment. NHRS has four open positions: Information Systems Security Officer, Contact Center Representative, Member Account Specialist, and the Member Account Technician positions and all are being actively recruited. NHRS is reviewing positions in Member Services as the PGV3 project is bringing process change.

There was a discussion around conducting the six-month interim evaluation for the Executive Director. Ms. Cain will draft an evaluation document and procedure and send to the PPCC for review.

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The Committee discussed the notification process of quarterly bonuses for the PGV3 project. The consensus was there is no need to hold a meeting for the standard approval, email notification will suffice. If something changes or there are questions, a formal meeting will be held.

Executive Director Goodwin gave an update on the PGV3 action plans, noting that NHRS has added succession planning to the quarterly requirements.

The Committee then reviewed its Charter. The Committee will be making 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 2:24 pm by Trustee Maloney to adjourn the meeting, seconded by Trustee Myers. The motion carried unanimously.

Respectfully submitted,
Rosamond Cain