

Minutes

A regular meeting of the Virginia Retirement System Administration, Finance and Talent Management Committee was held on April 20, 2023, with the following members participating:

A. Scott Andrews, Chair
Joseph W. Montgomery, Vice Chair
Michael P. Disharoon
W. Brett Hayes

Board members present:
Jessica L. Hood

VRS Staff:

Patricia Bishop, Andrew Junkin, Jennifer Schreck, Jeanne Chenault, Michael Cooper, David Cotter, Juanita Cribbs, Laurie Fennell, Antonio Fisher, Robert Irving, LaShaunda King, Angela Payne, Matt Priestas, Steven Ramirez, Paula Reid, Mark Rein, Kristy Scott, Leslie Weldon and Cindy Wilkinson.

Guests:

Emily Grimes, Department of Planning and Budget.

The meeting convened at 10:02 a.m.

Opening Remarks

Mr. Andrews called the meeting to order and welcomed everyone to the April 20, 2023, meeting of the Administration, Finance and Talent Management Committee.

Approval of Minutes

Following a motion by Mr. Montgomery, with a second by Mr. Disharoon, the Committee unanimously approved the minutes of its March 29, 2023, meeting.

Approve Revised Administrative Pay Plan

Paula Reid, Director of Human Resources, presented the proposed amendments to the Administrative Pay Plan. Ms. Reid advised the Committee that CBIZ Compensation Consulting conducted a comprehensive compensation study for administrative staff with the objectives of enhancing the agency's ability to attract, retain and motivate qualified individuals and establishing structures that are flexible in meeting changing needs and are well-aligned with broader agency goals and strategies.

Ms. Reid outlined the recommendations offered by CBIZ, including:

- Increase the compensation of all applicable employees to the minimum of their respective proposed salary ranges.
- Implement the compensation plan uniformly across all positions.
- Consider compression-based pay adjustments as appropriate in the future.
- Implement additional methods to reward employee performance and move individuals through pay grades.

- Conduct a comprehensive market review every three to five years.

Regarding changes specific to the Administrative Pay Plan, Ms. Reid advised the Committee of the following recommendations:

- Institute a new job grade system to replace the current plan to create a consistent system for evaluating employee roles and providing more flexibility in rewarding employees based on their skills.
- Add in-grade salary adjustments for changes in job duties and employee retention, consistent with recent changes made to the Department of Human Resource Management Compensation Policy 3.05.

Upon a motion by Mr. Montgomery, with a second by Mr. Hayes, the Committee recommended approval of the following action to the full Board:

RBA: Approve changes to Administrative Pay Plan.

Request for Board Action: *The Virginia Retirement System Board of Trustees approves an amended Administrative Pay Plan ("Pay Plan"), effective May 10, 2023, and approves the adoption of the recommendations of the compensation market study conducted by CBIZ, Inc.*

Other Business

Lastly, Mr. Andrews advised that Investment Policy Committee will hold a brown bag session at the conclusion of the Administration, Finance and Talent Management Committee meeting, followed by the full Board of Trustees meeting at 1:00 p.m.

Adjournment

Following a motion by Mr. Montgomery, with a second by Mr. Disharoon, the Committee unanimously agreed to adjourn the meeting.

There being no further business, the meeting concluded at 10:42 a.m.



6/13/23

Chair

Date