



INVESTED IN TOMORROW.

**Ad Hoc Executive Director Search Committee**  
via Zoom

**Tuesday, June 8, 2021**  
following Investment Committee

**Committee Members**

Paula Fisher, Chair  
David Roybal, Vice Chair  
Francis Page

Maggie Toulouse Oliver  
Tim Eichenberg  
Lawrence Davis, *Alternate*  
Diana Rosales Ortiz, *Alternate*

**AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. New Business**
  - A.** Approval Results of Initial Screening of Executive Director Applications      Action      Paula Fisher, Committee Chair;  
David Roybal, Committee Vice
- 5. Adjournment**

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**Consent Agenda**

Approval of April 13, 2021 AdHoc Executive Director Search Committee Minutes

Any person with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Trish Winter at 795-0712 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Ms. Winter if a summary or other type of accessible format is needed.



**PERA**

Public Employees  
Retirement Association  
of New Mexico

P: (505) 476-9300

F: (505) 476-9401

Toll Free:

1 (800) 342-3422

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## MEMORANDUM

DATE: June 4, 2021

TO: Ad hoc Executive Director Search Committee

FROM: Paula Fisher, Chair Ad Hoc Executive Director Committee  
David Roybal, Vice-Chair Ad Hoc Executive Director Committee  
Jessica Trujillo, PERA Human Resources Manager

RE: Initial Screening of Executive Director Applications

On Friday, June 4, 2021 a meeting was held via zoom, attendees included David Roybal, Paula Fisher and Jessica Trujillo. The purpose of the meeting was to conduct an initial screening of Executive Director applications received by the published deadline of 5:00 p.m. (MST), Tuesday, June 1, 2021. A total of fifteen (15) applications for the position were received. Resumes were reviewed to determine if each applicant met the minimum qualifications that were established by the Board.<sup>1</sup> The minimum qualifications are listed below:

1. Bachelor's Degree (Required)
2. A minimum of ten (10) years of management experience (Required)
3. A minimum of eight (8) years of experience administering a public pension (Required)
4. Advanced Degree (Preferred)
5. Professional Certification (Preferred)
6. Board of Directors Experience (Preferred)

The initial screening reviewed applications for minimum required background and experience. After reviewing all resumes it was determined that five (5) applicants met the "Required" criteria and would move forward in the screening process. The remaining ten (10) applicants were disqualified due to a lack of experience directly related to the administration of a public pension system or lack of required degree.

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<sup>1</sup> The noted minimum qualifications are not exhaustive; the Board-approved job classification further described the background and experience desired for the position. The minimum qualifications noted were used to establish a threshold of acceptable candidates to move forward to the full committee for ranking.



# NMPERA

## Application Scoring Matrix

### Executive Director Position

Applicant:			Evaluator:	
<b>I = Inadequate (0)</b>	<b>A = Adequate (1)</b>	<b>S = Superior (2)</b>	<b>O = Outstanding (3)</b>	
Detail	I	A	S	O
Education (Required BA)				
Education (Advanced Degree)				
Professional Certification				
Experience – Management (required of 10 years)				
Experience – Public Pension Administration (required of 8 years)				
Experience – Board of Directors				
Experience – Institutional Investing				
Experience – Legislative				
Experience – Fiscal Management				
Other skills/experience relevant to this position (Note Below):				
TOTAL SCORE (Maximum Score – 30):				
<b>Overall Evaluation</b>				
Not Qualified (0 – 7.5)	Acceptable (7.5 – 15.0)	Strong (15.0 – 22.5)	Outstanding (22.5 – 30.0)	
Comments (Below):				

**NEW MEXICO**  
**PUBLIC EMPLOYEES' RETIREMENT ASSOCIATION**  
**AD HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE MEETING**  
**April 13, 2021**

This meeting of the Public Employees' Retirement Association Ad Hoc Executive Director Search Committee was held on the date cited above via Zoom tele/videoconferencing. Paula Fisher, Chair, called the meeting to order at approximately 11:32 a.m.

**1. Roll Call**

Trish Winter, Executive Assistant, undertook the roll call. Meeting attendance met quorum with the following members present:

**Committee Members Present**

Paula Fisher, Chair  
David Roybal, Vice Chair  
Francis Page  
Tim Eichenberg

**Committee Member Alternatives**

Lawrence Davis  
Diana Rosales Ortiz

**Committee Members Absent**

Maggie Toulouse Oliver

**Staff**

Greg Trujillo, Acting Executive Director  
Susan Pittard, General Counsel  
Trish Winter, Executive Assistant  
Anna Williams, CFO  
Dominic Garcia, CIO  
Kristin Varela, Deputy CIO  
LeAnne Larranaga Ruffy, Head of Equity  
Karyn Lujan, SmartSave Plan Manager  
Marlena Riggs, Budget Manager

**Special Notice for this meeting:**

Lawrence Davis is a committee alternate for Maggie Toulouse Oliver and because of her absence, his vote is recorded.

Diana Rosales Ortiz is an alternate for Tim Eichenberg and because he was present, her vote is not recorded.

## **2. Approval of Agenda**

A motion to approve the agenda was made by Mr. Page and seconded by Mr. Roybal. The motion to approve the agenda passed by roll call vote as follows:

Paula Fisher	Yes
David Roybal	Yes
Francis Page	Yes
Lawrence Davis, <i>Alternate</i>	Yes
Tim Eichenberg	Yes

## **3. New Business**

### **A. Executive Director Job Announcement Schedule**

*[Exhibit 1: Executive Director Job Announcement Schedule]*

Chair Fisher introduced the agenda item, saying the previously discussed and received Executive Director job description, timeline, scoring matrix, and questions to be asked at interview were before the Committee to provide an opportunity for any questions, changes, and additions.

Referring to an ad/announcement not included in the meeting packet, Ms. Pittard said it was envisioned this would be placed in the publications as noted to the Board. She said this was intended as an announcement of the recruitment search timeline and was abbreviated due to costs of publication. She said it will include a link back to the PERA website, where the Board's approved full Job Position Description, salary information, and other related information would be.

### **B. Updated Timeline**

*[Exhibit 2: Updated Timeline]*

Referring to the timeline presented in the meeting packet, Ms. Pittard said this was the framework proposed by the Board Chair, Chair of the Ad Hoc Committee, and staff, and that the posting of the abbreviated job ad would follow this timeline. She noted the first deadline to meet was supplying the job add to Pension & Investments for the ad to be run in print for four weeks beginning on May 3<sup>rd</sup>, 2020. She said they would also advise in the Sunday careers sections of the Albuquerque Journal and The New Mexican. She said they would also contact all the national pension organizations to have the ad posted, which was gratis therefore at no cost. She noted the deadline on the proposed timeline for the return of applications was Tuesday, June 1<sup>st</sup>, 2021, and that the subsequent dates on the selection process were at the pleasure of the Board.

### **Questions and Discussion**

Mr. Davis asked whether approval had been received from DFA for the upgraded pay band for the salary range. Ms. Pittard confirmed the reclassification for the pay band was approved by the DFA.

Mr. Page asked how they would be showing the salary range or scale. Responding, Ms. Pittard said she thought it had been discussed that they were going to have a statement to say salary was dependent on the experience of the candidate, and just the salary range would be shown.

### **C. Application Scoring Matrix**

*[Exhibit 3: Application Scoring Matrix]*

Referring to the Application Scoring Matrix, Ms. Pittard advised the Committee this document was a work in progress, noting it was somewhat akin to RFP MQs, but it would evaluate whether a candidate meets

the job's basic requirements. She pointed out that the scoring matrix included education, professional certifications, a management experience requirement of 10 years, a pension fund experience requirement of eight years, experience with a Board of Directors, experience with institutional investing, experience with legislative and fiscal management, and any other skills or experience that a candidate demonstrates by their application. She advised that the scoring matrix would be used to rate each candidate as their applications were received and that they also were working on the development of a database to show each applicant's scoring matrix. She said this database would be available to present the Board with scoring on candidates that did not meet the MQs who had been excluded, along with those passed on for further evaluation.

#### Further Questions and Discussion on Agenda Items A and B

Mr. Davis asked whether the Committee needed to take a vote on agenda Item B, the timeline for advertising the position. He was concerned that the item needed to move from the Committee to the Board, and suggested modifications or amendments be made by the full Board. Chair Fisher agreed.

Ms. Pittard responded that this was not entirely true. She said as the publication deadline with Pensions & Investments was April 26<sup>th</sup>, if the Committee approved the job ad they would send it to Pension & Investments to be published on May 3<sup>rd</sup>. She advised if Board was not comfortable with that and wished the ad/announcement to be presented to the full Board they would be looking at a mid-May publication date.

Mr. Page said he thought they needed to push the item forward, and if they could approve it today, they should because the longer they wait, the more time without an Executive Director in place.

Chair Fisher responded that she believed the Committee could make that decision and take a vote on it following the Committee's review of ad/announcement at the meeting.

#### Continued Presentation – Item A – Proposed Job Announcement

Referring to the proposed job announcement presented to the Committee, Ms. Pittard summarized that this was concise and talked about PERA as the state pension plan for over 90,000 members, and the size of the trust fund, that it reflected that applicants' letters of interest with resumes and references were due, by email, on June 1<sup>st</sup>. Ms. Pittard stated a link in the announcement would take candidates to more in-depth information to refer to.

A motion to approve the Executive Director job announcement was made by Mr. Page and seconded by Mr. Davis.

Mr. Davis suggested a minor amendment to the wording of the announcement where it said, "The Executive Director is responsible for working collaboratively with the Board and providing leadership to the Association", that the word "Association" should be replaced with "PERA" to reflect the wording in the heading. Ms. Pittard this change could be made within the motion to approve.

The motion to approve with Executive Director job announcement with a minor adjustment passed by roll call vote as follows:

Paula Fisher	Yes
David Roybal	Yes
Francis Page	Yes
Lawrence Davis, <i>Alternate</i>	Yes
Tim Eichenberg	Yes

A motion to approve the Updated Timeline was made by Mr. Page and seconded by Mr. Davis. The motion to approve with the Updated Timeline passed by roll call vote as follows:

Paula Fisher	Yes
David Roybal	Yes
Francis Page	Yes
Lawrence Davis, <i>Alternate</i>	Yes
Tim Eichenberg	Yes

#### Further Questions and Discussion on Agenda Item C – Scoring Matrix

Chair Fisher asked the Committee whether they had any further comments or changes on the scoring matrix.

Mr. Page provided the Committee background on the process for evaluating applications. He said the matrix would be used to judge applications received. After that, the Committee would decide whether to invite 10 percent or 10 applications to interview. From there, they would use the interview scoring charts to score applicants' interviews, and then present the top candidates to the full Board.

Chair Fisher agreed, and asked the Committee to look at the Overall Evaluation section on the bottom of the matrix where it said Not Qualified, Acceptable, Strong, Outstanding, that they would use to decide if they would take those from Strong to Outstanding or whatever range deemed necessary to take the Board.

Mr. Davis asked whether they were more interested in an individual who has actual trading experience or an individual who has management investment staff and whether the wording needed to be changed to reflect that. He said he thought the vast majority of individuals who may apply would be pension fund administrators, not institutional investors.

Responding, Ms. Pittard reminded the Committee that the Board approved Job Description includes reference to knowledge of institutional investment and capital markets. She said they were looking for a Chief Administrative Office and not a CIO, so she thought knowledge of institutional investment would be the bulk of what would be seen in applications.

Mr. Davis agreed and suggested "knowledge and oversight of institutional investment". He said he was concerned that the vast majority would score inadequate or zero when they are really looking for the knowledge and oversight component.

Ms. Pittard confirmed Agenda Items C and D were informational but noted changes could be made.

There were no further questions or discussion.

#### **D. Interview Question Template**

*[Exhibit 4: Interview Question Template]*

Chair Fisher asked if any Committee members had any input at this point on the proposed questions to be asked at an interview.

Mr. Davis said like his previous comments for the matrix, to incorporate into question four the wording for candidates to "Describe your knowledge and oversight of institutional investing and your experience in this area". Chair Fisher confirmed the addition of the wording "and oversight". Ms. Pittard confirmed the addition would be made.

Mr. Roybal expressed concern that as the meeting is being recorded and included interview questions, if he applied to this job he would do his research, so any potential applicants could look at the meeting minutes

and have access to these questions before an interview. Responding, Ms. Pittard said that was a good point to raise, and that she thought these were more informational items at this juncture.

Chair Fisher confirmed they were informational items, but the meeting was open for the Committee to make changes or additions to the matrix and interview questions. She said they would limit comments to those made at this point.

There were no further questions on this item.

#### 4. Adjournment

Having completed the agenda, Chair Fisher declared the meeting adjourned at 12:10 p.m.

Chair Fisher then confirmed with Ms. Pittard she would ensure the timeline for meeting publication deadlines were met on action items A and B.

Approved by:

Paula Fisher, Chair  
PERA Ad Hoc Executive Director Search Committee

ATTEST:

Greg Trujillo, Acting Executive Director

Attached Exhibit(s):

*Exhibit 1: Executive Director Job Announcement Schedule*

*Exhibit 2: Updated Timeline*

*Exhibit 3: Application Scoring Matrix*