

**MINUTES**  
**PERSONNEL/AUDIT COMMITTEE MEETING**  
**FIRE AND POLICE PENSION FUND, SAN ANTONIO**  
**WEDNESDAY, FEBRUARY 18, 2026**  
**PENSION OFFICE – 11:30 AM**

**ROLL CALL:** Harry Griffin, Committee Chair, called the meeting to order at 1:15 p.m. Roll was called, and a quorum was declared present.

**COMMITTEE MEMBERS**

**PRESENT:** Harry Griffin, Police Retiree Representative; and Ryan Reynolds, Active Police Representative.

**COMMITTEE MEMBERS**

**ABSENT:** Washington Moscoso, Active Police Representative

**OTHERS**

**PRESENT:** Gail Jensen, Executive Director; Rick Matye and Christine Tejeda, Pension Fund staff.

**APPROVAL OF MINUTES**

Mr. Reynolds moved to approve the Minutes of the December 3, 2025, meeting of the Personnel/Audit Committee. The motion carried unanimously.

**PENSION FUND STAFF – PERFORMANCE EVALUATION**

Mr. Griffin reminded the Committee that at the December Board Meeting, the Board briefly discussed the Staff Compensation Study for the Pension Fund staff, including the recommendation from the Consultant, CBIZ, that staff performance be evaluated annually and used as the basis for future pay raises. Mr. Griffin noted that the Fund has historically used an informal evaluation process for staff and the Board agreed that creating a formal evaluation process would be beneficial.

Mr. Griffin invited Executive Director Gail Jensen to provide the Committee additional context for the recommendations from CBIZ as well as next steps. Ms. Jensen noted that CBIZ's recommendation with regards to staff evaluations was part of a larger recommendation for the Board to adopt a formal Compensation Philosophy. She noted that in discussing these recommendations in December, the Board decided to postpone the adoption of a Compensation Philosophy until the Board's Strategic Planning Retreat

so that the Pension Fund's new Executive Director could have input. However, the Board expressed interest in implementing performance evaluations in the 2026 calendar year, to be used as a basis for 2027 salary adjustments.

Ms. Jensen noted that based upon the Board's direction, staff had prepared a draft Employee Performance Evaluation Form for the Committee's review. She noted the importance of providing staff sufficient notice regarding the change in the evaluation process as well as the performance expectations. After discussion, the Committee decided to include the discussion regarding the performance evaluation process in the broader discussion of the Compensation Philosophy at the Strategic Planning Retreat, and directed Ms. Jensen to identify consultants who could assist in that process. The Committee determined that because the evaluation process would not be developed until later in the year, evaluations would not be implemented until the 2027 calendar year, serving as a basis for raises in 2028.

Ms. Jensen reminded the Committee that while the Board had initially planned to conduct the Strategic Planning Retreat in the Spring of 2026, the Board's Chairman had recommended delaying the Retreat until the Pension Fund has filled the General Counsel and CFO positions.

**ADJOURNMENT:** Mr. Reynolds made a motion to adjourn the meeting at 1:26 p.m. The motion carried unanimously.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2026.

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Harry Griffin, Personnel/Audit Committee Chairman



