

**MINUTES
REGULAR PENSION BOARD MEETING
CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND
THURSDAY, FEBRUARY 23, 2017**

1. CALL TO ORDER

Chair Shaw called the meeting to order at 9:02 a.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Board Members present: Chair Phyllis Shaw, Vice-Chair Jeffrey Greene (arrived at 9:15 a.m., departed at 1:46 p.m.), Chris Cassidy, Charles Howell (arrived at 10:22 a.m. via telephone), George Keller (departed at 12:00 p.m.), Mel Standley (arrived at 9:03 a.m.), and Richard Templeton. Also present: Pension Coordinator Lisa Castronovo, Board Attorney James Linn (Lewis, Longman & Walker), and Court Reporter Nick Bruens (departed at 10:20 a.m.).

6. LEGAL ISSUES (James Linn – Lewis, Longman & Walker) – taken out of order

a. Attorney/Client Session (closed)

Attorney/Client session to discuss pending litigation (City of Hollywood vs. The Board of Trustees of the Employees Retirement Fund of the City of Hollywood, and the Board of Trustees of the City of Hollywood Firefighters Retirement System, and the Board of Trustees of the City of Hollywood Police Officers Retirement System).

Members of the public were instructed to leave the room at 9:03 a.m. so Mr. Linn could conduct a closed attorney-client session.

Meeting was reopened to the public at 10:15 a.m.

Meeting recessed at 10:15 a.m.

Meeting resumed at 10:22 a.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

a. Adoption of Agenda

MOTION made by Mr. Keller, seconded by Mr. Standley, to adopt the February 23, 2017 regular Board meeting Agenda as presented. In a voice vote by the members present, all members voted in favor. **Motion** passed 7-0.

3. CONSENT AGENDA

- a. January 26, 2017 Regular Meeting Minutes
- b. Ratification of Distributions (Contributions and DROP) and Plan Expenses
- c. Approval/Ratification of New Retirement/DROP/Vested/Death Annuities

MOTION made by Mr. Standley, seconded by Mr. Keller, to approve Consent Agenda Items 3.a.-c. with one change as noted. In a voice vote by the members present, all members voted in favor. **Motion** passed 7-0.

6. LEGAL ISSUES (James Linn – Lewis, Longman & Walker)

- b. Notice of Hearing and Prehearing Order re: Ifatunbi Adefunmi's Duty Disability Application

Mr. Linn briefly reviewed the Notice of Hearing and Prehearing Order he had prepared for Ifatunbi Adefunmi's formal hearing regarding her duty disability application.

MOTION made by Mr. Standley, seconded by Vice-Chair Greene, to accept the Notice of Hearing and Prehearing Order for Ifatunbi Adefunmi as presented by Board Attorney Linn. In a voice vote by the members present, all members voted in favor. **Motion** passed 6-0.

- c. Disability Application Processing and Hearing Procedures

Mr. Linn presented the final draft of the Disability Application Processing and Hearing Procedures. Mr. Templeton shared documents he obtained from the City of Pompano Beach General Employees' detailing the procedures they follow when processing disability applications. Mr. Templeton noted Pompano's procedures appeared to be much simpler than the ones followed by the Board and outlined in Mr. Linn's Disability Application Processing and Hearing Procedures and that possibly the Board's procedures could combine the two. Mr. Templeton voiced concern that the disability procedures adopted by the Board adhere with language detailed in the City's contract with its unions. Mr. Cassidy noted the disability language in the City's Code of Ordinances was part of the collective bargaining agreement by reference.

Due to the information Mr. Templeton provided, he suggested the item be tabled to the next Board meeting to give everyone time to compare all information to make sure the final adopted procedures are correct and complete. Chair Shaw agreed to continue the item to next month with the caveat that all Trustees thoroughly review the Procedures provided by Mr. Linn and documents provided by Mr. Templeton and be prepared to discuss at the next Board meeting.

ACTION REQUIRED:

Trustees - thoroughly review the Procedures provided by Mr. Linn and documents provided by Mr. Templeton and provide to Ms. Castronovo as soon as possible so she can forward to Mr. Linn.

Mr. Linn said the Board's actuary pointed out to him the City's contribution for the fiscal year ended September 30, 2015 fell short of the required contribution. Mr. Linn thus suggested a letter be drafted and sent to the City from the Board requesting the City make the rest of their contribution. The Board agreed and requested Mr. Linn to draft the letter and have Chair Shaw review.

Mr. Templeton would like language added to the Disability Application Processing and Hearing Procedures precluding an individual employee from filing a disability application after having a prior disability application denied and also precluding an employee from filing for disability if such employee is not in good standing with the City and/or no longer works for the City. Discussion ensued.

e. Board Credit Card

Chair Shaw stated she talked to Procurement Director Paul Bassar about getting a purchase card issued for the Board in the Board's name. Mr. Bassar stated a purchase card could be issued but he would need a Board account number. Chair Shaw continued that she also talked to Wells Fargo and Sun Credit Union to find out if either could issue a credit card to the Board with no one as the guarantor rather than a specific person as the guarantor. Both Wells Fargo and Sun Credit Union stated such a card could be issued. Discussion continued regarding tax-exempt credit cards.

MOTION made by Mr. Templeton, seconded by Vice-Chair Greene, that the Board request from Sun Credit Union two (2) credit cards with a \$20,000 credit limit with such credit account tax-exempt if possible. In a voice vote by the members present, **Motion** passed 6-0.

ACTION REQUIRED:

Ms. Castronovo – contact Sun Credit Union to request two credit cards issued to the Board; contact Florida Department of Revenue to find out if the State allows the issuance of tax-exempt credit cards;

f. Travel Expense approval for Board Chair's attendance at FPPTA Education Committee Meeting March 6 & 7, 2017

MOTION made by Vice-Chair Greene, seconded by Mr. Howell, to approve payment of all travel expenses incurred by Chair Shaw while attending the FPPTA Education Committee Meeting in Orlando, FL March 6-7, 2017. In a voice vote by the members present, **Motion** passed 6-0 (Mr. Standley had stepped out of the room).

8. **PUBLIC COMMENTS**

There were no public comments.

9. **TRUSTEE REPORTS, QUESTIONS AND COMMENTS**

Mr. Cassidy stated he would be out of town and unable to attend the Board's March 23, 2017 regular meeting.

MOTION made by Mr. Templeton, seconded by Mr. Howell, to excuse Mr. Cassidy from the Board's March 23, 2017 regular meeting. In a voice vote by the members present, **Motion** passed 5-0.

Chair Shaw stated FPPTA was willing to visit Hollywood at any time to provide pension fund education for the City Commissioners. Chair Shaw further noted she had spoken with NCPERS president Hank Kim who said he too was willing to meet with City Commissioners to provide pension fund education.