

**MINUTES  
SPECIAL PENSION BOARD MEETING  
CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND  
TUESDAY, JULY 11, 2017**

**1. CALL TO ORDER**

Chair Shaw called the meeting to order at 2:14 p.m.

**2. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Board Members present: Chair Phyllis Shaw, Vice-Chair Jeffrey Greene, Ronald Bolton, Chris Cassidy, George Keller, Charles Howell (via telephone) and Mel Standley (via telephone). Glenn Thomas for Board Attorney James Linn (via telephone).

**3. ADMINISTRATIVE ISSUES**

a. Pension Coordinator Position

Ms. Castronovo left the meeting. After she exited, Mr. Thomas directed the Board that they were to only consider information regarding Jennifer Kerr, their selected candidate for the Pension Coordinator position, and they should not hear or consider any statements or information presented regarding the current Coordinator, Ms. Castronovo.

The Board discussed the September 2014 deposition given by Ms. Kerr to the Broward County State Attorney's Office and the October 2014 close-out memorandum from the State Attorney's Office regarding the case. Each Trustee provided input and opinions regarding the main subject addressed in the deposition – Ms. Kerr's use of City of Hollywood Firefighters' Pension Fund Board credit cards for her own personal purchases.

Per Mr. Keller's request, Paul Bassar, Director of Procurement Services, addressed the Board and detailed the steps he and his office took to develop and then provide to the public the Pension Administrator RFP. Mr. Bassar noted that one of the steps of writing of the RFP was his request for input from each Trustee but that he only received feedback from Mr. Keller. Mr. Cassidy noted that he had provided feedback as did Chair Shaw and Vice-Chair Greene. Mr. Bassar closed his comments by stating the Pension Administrator process had been done professionally resulting in the finding of a qualified candidate.

Mr. Keller asked Mr. Thomas if the deposition or any finding in the deposition disqualified Ms. Kerr from consideration for the Pension Coordinator position. Mr. Thomas responded there was nothing in the deposition disqualifying Ms. Kerr though the Board could decide, based on the information detailed in the deposition, to not proceed in seeking Ms. Kerr's employment.

Mr. Keller stated he wanted to see the initially approved deep background check and draft employment contract presented to the Board upon completion rather than have information provided piece-meal prior to the background check being completed or employment contract being drafted. Mr. Bolton stated he wanted to see the process play out and if the Board ultimately received information indicating that Ms. Kerr was not the best candidate, then he would be willing to start the process over.

Public comments were heard from:

William Vulpis, retiree

Vera P. Hall, retiree

Patrick Mason, retiree

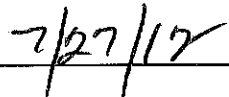
Barbara Long, retiree

Mr. Cassidy asked Mr. Thomas how the background check would be conducted to which Mr. Thomas responded that the surety bond company would conduct the background check, at no expense to the Board, and would look at Ms. Kerr's financial background, social security records, employment history, criminal records, residence history, bankruptcy records, court records, etc. Mr. Thomas noted that short of hiring a private investigator, the surety bond company would investigate everything that could legally be investigated. When asked when the background check would be completed, Mr. Thomas replied he did not know.

4. **ADJOURNMENT**

**MOTION** made by Vice-Chair Greene, seconded by Mr. Keller, to adjourn the meeting. In a voice vote by the members present, **Motion** passed 7-0. Meeting adjourned at 3:46 p.m.

  
\_\_\_\_\_  
Phyllis Shaw, Chair

  
\_\_\_\_\_  
Date