

**MINUTES**  
**SPECIAL PENSION BOARD MEETING**  
**CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND**  
**TUESDAY, AUGUST 15, 2017**

**1. CALL TO ORDER**

Chair Shaw called the meeting to order at 2:07 p.m.

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

Board Members present: Chair Phyllis Shaw, Vice-Chair Jeffrey Greene, Ronald Bolton, Chris Cassidy (arrived at 2:09 p.m.), George Keller, Charles Howell (via telephone) and Mel Standley. Also present: 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 reviewed the executive summary he provided to the Trustees regarding the background check performed on Jennifer Kerr, the Board's selected candidate for the Pension Coordinator position. The Board discussed the findings and asked Mr. Thomas questions.

**MOTION** made by Mr. Howell, seconded by Mr. Bolton, to reconsider the June 13, 2017 Motion awarding the Pension Administrator contract to Jennifer Kerr. In a voice vote by the members present, **Motion** passed 7-0.

Mr. Bolton suggested, since the Board had decided to hire an executive director with a deputy assistant, the Board could hire someone from the RFP respondents to be the Pension Coordinator for the immediate for continuity sake. Mr. Thomas stated that would not be possible since the RFP was specifically worded to seek someone to serve as the primary administrator of the Fund.

Mr. Cassidy stated he felt the Board should take everything piece-by-piece, step-by-step by starting the search process over again and being much more involved in each and every step.

Chair Shaw asked the Board to weigh in on how they wished to proceed. Mr. Keller stated the Board could proceed with its search in one of three ways: use the City's procurement services department again, hire an executive search firm, or conduct the search themselves. Vice-Chair Greene stated he thought the Board did not need to hire a search firm but rather rely on employment postings the Board could place with the various national benefits organizations such as FPPTA, NCPERS, and IFEBP.

**MOTION** made by Mr. Cassidy, seconded by Vice-Chair Greene, to reject all responses to the RFP for Pension Administrator. In a voice vote by the members present, **Motion** passed 7-0.

Chair Shaw shared with the Board job descriptions for executive director and assistant administrator she received from the administrator of the Pompano Beach General Employees' plan. Mr. Bolton inquired if it was the Board's intention to hire both positions at this time or only the executive director with the assistant to be hired in the future. Mr. Keller said he thought the Board should post for both positions at the same time.

Chair Shaw said the job postings could be listed with the Florida League of Cities as well as the other organizations previously mentioned. Mr. Keller emphasized the need to make sure everyone knows all of the organizations the Board should post the jobs with so that no organization is missed.

Mr. Cassidy said he thought it was very important that the Board be responsible for receiving and reviewing all of the resumes/applications rather than any other person or entity.

**MOTION** made by Mr. Cassidy, seconded by Mr. Keller, to have the notice for both positions sent out as soon as possible with a post time of thirty (30) days, with the Board providing the list of organizations with which to post the jobs.

Discussion continued. Mr. Keller suggested the Board Attorney do the postings of the notice with the various organizations identified by the Board.

MOTION was amended to add that the Board Attorney would handle to posting of the jobs with the various organizations. In a voice vote by the members present, **Motion** passed 7-0.

The Board identified the following organizations with which with the jobs should be posted: Florida League of Cities, FPPTA (Florida Public Pension Trustees Association), NCPERS (National Conference of Public Employees Retirement Systems), IFEBP (International Foundation of Employee Benefit Plans), P&I (Pensions & Investments).

**MOTION** made by Mr. Bolton, seconded by Mr. Keller, to set the total amount for the posting/advertising of the jobs to not exceed \$5,000. In a voice vote by the members present, **Motion** passed 7-0.

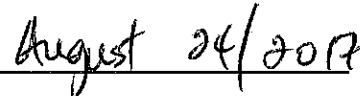
Mr. Cassidy asked if the persons hired would be direct employees of the Board or contracted employees. The Board collectively agreed that the persons hired would be direct employees of the Board but covered by employment agreements. Mr. Howell suggested using ADP Payroll Services for the processing of the employees' pay.

Chair Shaw stated she wanted the Board to adopt policies and procedures regarding various matters – hiring practices, internal office controls, etc. – so that the Board could be assured that the Pension Office was run professionally with all deadlines met and all benefits calculated and paid correctly. Vice-Chair Greene added that he wanted the retirees to be assured that they would have a place to go with people open for them and willing and able to talk to them and help them as needed.

4. **ADJOURNMENT**

**MOTION** made by Mr. Keller, seconded by Mr. Howell, to adjourn the meeting. In a voice vote by the members present, **Motion** passed 7-0. Meeting adjourned at 3:11 p.m.

  
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Phyllis Shaw, Chair

  
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Date