

**MINUTES  
REGULAR PENSION BOARD MEETING  
CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND  
TUESDAY, MARCH 23, 2021 AT 9:00AM**

**1. CALL TO ORDER**

Chair Shaw called the meeting to order at 9:10a.m.

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

All attendees participated telephonically. Board Members: Chair Phyllis Shaw, Vice Chair Jeffrey Greene (joined at 9:15a.m.), Secretary Robert Strauss, Christopher Cassidy, Melissa Cruz, Charles Howell and George Keller. Also present: Executive Director Christine Bailey; Keith Reynolds, Alan Kosan, and Felicia Ewell of Segal Marco; and Ronald Cohen of Rice Pugatch Robinson Storfer & Cohen.

- a. March 23, 2021 Regular Board Meeting Agenda

Trustees requested that the staff investigate and address the technical difficulties that Trustees were experiencing in connecting to the meeting.

The Chair requested that the Agenda be amended to move Agenda Item 7B to 9:30a.m. and Agenda Item 5B to 11:00a.m. or thereafter.

**MOTION** made by Trustee Keller, seconded by Trustee Cassidy, to adopt the amended March 23, 2021 Regular Board Meeting Agenda. In a voice vote of the members present, all members voted in favor. **Motion** passed 6-0.

**3. CONSENT AGENDA**

- a. February 23, 2021 Regular Meeting Minutes  
b. March 1, 2021 Special Board Meeting Minutes  
c. Ratification of Distributions (Contributions and DROP) and Plan Expenses  
d. Approval/Ratification of New Retirements/DROP/Vested/Death Annuities

**MOTION** made by Trustee Strauss, seconded by Trustee Keller, to approve the Consent Agenda. In a voice vote of the members present, all members voted in favor. **Motion** passed 6-0.

**4. FINANCIAL**

- a. Ms. Bailey provided the Board with the Draft February 2021 Financial Operations and Investment Summaries. She also provided the Budget Variance Reports for Fiscal Year as of February 28, 2021. She noted that a Capital Expense Budget would be provided going forward to include the property purchase and the CPMS Project.

In response to a question, Mr. Cohen advised that the property would be held in the name of the City of Hollywood Employees' Retirement Fund.

**5. INVESTMENT (Keith Reynolds – Segal Marco)**

- a. January 2021 Flash Performance Report  
Mr. Reynolds provided the Board with the Flash Performance Report for January and February 2021. He noted that the market value of the assets available for investment as of February 28, 2021 was \$404.1 million, up 1.4% net of fees for the calendar year, and up 10.5% net of fees for the fiscal year to date.

**7. EXECUTIVE DIRECTOR'S REPORT**

- b. CPMS Presentation  
Kevin Hart and Daniel Bostedt presented the Milliman proposal for the development of the Fund's Comprehensive Pension Management System (CPMS). Mr. Hart confirmed that their fees would begin at approximately \$5,000 per month during development to cover the \$180,000 development costs, then would increase to approximately \$12,000 per month until the development costs were paid, then to approximately \$7,000 per month thereafter. Mr. Hart stated that the system would be available for use within 12 months provided a licensing agreement was signed. He also advised that data validation was included as part of the project during the data load and that the system could be set

up to only notify staff or require the approval of staff for any changes generated from the participant portal.

In response to a question regarding proposed cost, Mr. Hart clarified that the cost of \$260,000 was provided in response to a question from the Fund and confirmed that the fee would be \$180,000 as they did not anticipate recovering all their time charges for development.

John Reidy presented the Pension Technology Group proposal for the development of the Fund's CPMS. Mr. Reidy advised that the staff are based in Florida and Fort Lauderdale. He advised that the only concern was the quality of the Fund's data. Mr. Reidy confirmed that they have provided their product to several other general employee funds. There was a discussion of payment arrangements and penalty fees. Mr. Reidy identified the team members for the project.

**MOTION** made by Trustee Cassidy, seconded by Trustee Greene to move forward with PTG's Proposal with the following caveats. 1) Pay the setup fees of \$5000 per month for each month, until the setup fee is paid off. 2) The Pension Fund will receive one month of additional warranty for each month of delay on PTG's part that the project exceeds 13 months. In a roll call vote of the members present the **Motion** passed 5-2. Trustee Shaw and Trustee Cruz opposed the motion.

In response to a question, Mr. Cohen advised that in order to change a vote, a trustee on the prevailing side of the vote would have to make a motion to reconsider the original motion. **MOTION** made by Trustee Cassidy, seconded by Trustee Strauss to reconsider the previous motion. After discussion, the motion was withdrawn.

#### 5. INVESTMENT (Keith Reynolds – Segal Marco)

b. 2021 Investment Ideas Discussion

Mr. Kosan discussed investment ideas, including opportunistic credit, mezzanine debt, private credit, private equity, and real estate.

c. Work Plan 2021

Mr. Reynolds provided the Board with the 2021 Work Plan. He noted that the plan would be updated to include the investment ideas discussed.

In response to a question, Mr. Reynolds confirmed that TSW remained on the watchlist. He noted that there would be a review of TSW in May 2021.

**MOTION** made by Trustee Cassidy, seconded by Trustee Howell, to extend the meeting to 12:30p.m. In a voice vote of the members present, all members voted in favor. **Motion** passed 7-0.

#### 6. LEGAL (Ron Cohen – Rice Pugatch Robinson Storfer & Cohen)

a. Lorium Law

Mr. Cohen advised that his firm had merged with Marshall Grant PLLC and the combined firm's new name would be Lorium Law. He advised that the merger would allow his firm to expand geographically and in the types of service provided. He advised that he would remain the Practice Leader, and his group including Brent Chudachek and Richelle Levy would remain intact on the Fund's account.

b. Update on Investment Contract

Mr. Cohen advised that he continued to work on the Brightwood Capital side letter and after several communications with Brightwood and Segal, he was currently awaiting a response from Brightwood. He also advised that the closing had been extended to the end of April.

**7. EXECUTIVE DIRECTOR'S REPORT**

a. City Commission Communication

The Board received the City Commission Communication.

c. Public Officials Bond Renewal

Ms. Bailey advised that the Public Officials Bond would expire on May 26, 2021. She advised that the carrier had agreed to provide a short term policy from May 27, 2021 through September 30, 2021 at a cost of \$1,510.00 to allow all the Fund's insurance policies to align.

**MOTION** made by Trustee Keller, seconded by Trustee Cassidy, to extend the Public Officials Bond to September 30, 2021 at a cost of \$1,510.00. In a voice vote of the members present, all members voted in favor. **Motion** passed 7-0.

d. Pension Office Relocation

Ms. Bailey provided the Board with three proposals for the renovation of the new offices, two for architectural services only, and one for architectural and construction services. Ms. Bailey recommended that the Board proceed with HR Design at a cost of \$6,000.

**MOTION** made by Trustee Keller, seconded by Trustee Cassidy to proceed with HR Design Architecture and Interiors, P.A. In a roll call vote of the members present, all members voted in favor. **Motion** passed 7-0.

e. Communications from the Executive Director

- Ms. Bailey advised that approximately 60% of the 2021 Life Certificates had been returned by retirees. She advised the Board that 16 retirees' benefits had been stopped effective March 25, 2021 as they had not returned the 2020 or 2021 Life Certificates.
- Ms. Bailey advised the Board that 32 distributions remained for the FY2012 13<sup>th</sup> Check Settlement totaling \$185,819.44.
- Ms. Bailey advised that Mr. Tisdale's benefits would be discussed at the April meeting.
- Ms. Bailey provided the Board with a CPMS Project Manager proposal. The Board discussed the proposal and requested additional information and alternate bids. The Board also requested that other arrangements be considered include hiring additional staff.
- Ms. Bailey provided the DROP and Planned Retirement Participant Lists.

Trustee Shaw noted that FPPTA had requested that the Fund provide a presentation to its members on the restoration of benefits in Hollywood. She invited any Trustees who were interested in participating in the presentation.

**8. PUBLIC COMMENTS**

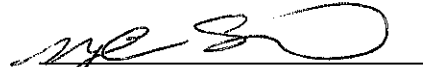
There were no public comments.

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

Trustee Cassidy acknowledged the work of the Board to move the Fund in the right direction with the relocation, the website update, and the new computer system. Trustee Keller acknowledge the passage of a retiree and requested that we make an extra effort to look out for our retirees. Trustee Strauss advised that the Retirees' Association had a new website COHRAFL.org. Trustee Shaw encouraged Trustees and staff to remember our retirees in this difficult time. She thanked Trustees, staff, the attorney and consultants for their continued work on behalf of the members and retirees.

**10. ADJOURNMENT**

**MOTION** made by Trustee Cassidy, seconded by Trustee Greene, to adjourn the meeting. In a voice vote by the members present, all members voted in favor. **Motion** passed 7-0. The meeting adjourned at 12:30p.m.



Phyllis Shaw, Chair

May 5, 2021

Date