

**MINUTES  
REGULAR PENSION BOARD MEETING  
CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND  
TUESDAY, JUNE 22, 2021 AT 9:00AM**

**CORRECTED**

**1. CALL TO ORDER**

Vice Chair Greene called the meeting to order at 10:00a.m.

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

Board Members present: Chair Phyllis Shaw (telephonically, exited at 12:00noon), Vice Chair Jeffrey Greene, Secretary Robert Strauss, Melissa Cruz, Charles Howell (telephonically) and George Keller. Also present: Executive Director Christine Bailey; Keith Reynolds and Felicia Ewell of Segal Marco; and Ronald Cohen of Lorium Law.

Trustee Cassidy was Absent.

a. June 22, 2021 Regular Board Meeting Agenda

Vice Chair Greene requested that the Agenda Items be taken out of order as necessary.

**MOTION** made by Trustee Strauss, seconded by Trustee Cruz, to adopt the June 22, 2021 Regular Board Meeting Agenda. In a voice vote of the members present, all members voted in favor. **Motion** passed 6-0.

b. Absent and Excused

Ms. Bailey advised that Mr. Cassidy was unable to attend the last meeting due to Family Medical Leave, and requested to be excused. She further advised the Mr. Cassidy also requested to be excused from this meeting for the same reason.

**MOTION** made by Trustee Keller, seconded by Trustee Cruz, to excuse Mr. Cassidy's absences. In a voice vote of the members present, all members voted in favor. **Motion** passed 6-0.

**3. CONSENT AGENDA**

- a. May 25, 2021 Regular Meeting Minutes
- b. Ratification of Distributions (Contributions and DROP) and Plan Expenses
- c. Approval/Ratification of New Retirements/DROP/Vested/Death Annuities

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

**7. EXECUTIVE DIRECTOR'S REPORT**

b. Presentations by Prospective CPMS Project Managers

Ms. Bailey advised the Board that two proposals were received in response to RFQ#2021-1: Segal and GTJZ Consulting LLC.

Messrs. Jeffrey Mills and John Van Dunk of Segal presented their proposal to the Board. In response to questions, they advised that they had worked with PTG on several projects that were completed timely and that their proposed schedule was a 12 month timetable to match the PTG's proposal.

Messrs. Gary Tunnicliffe and Jack Ziegler of GTJZ presented their proposal to the Board. In response to questions, they advised that any additional work over the proposed 870, even work beyond the additional 435 hour proposed at no cost, would be provided at no cost to the Fund. They also advised that they had no intention of closing the firm in the next 13 months and if, something unforeseen was to happen to one of them, an equally qualified colleague would assume responsibilities.

**MOTION** made by Trustee Shaw, seconded by Trustee Keller, to approve GTJZ with the caveat that if GTJZ cannot work with PTG then the Board can opt out of the contract. In a roll call vote of the members present, all members voted in favor. **Motion** passed 6-0.

**4. FINANCIAL**

a. Proposed Budget for Fiscal Year 2022

Ms. Bailey provided the Board with the proposed budget for fiscal year 2022. She advised that overall budget request was \$3,812,900, a decrease of 5%. She advised that FY2021 and FY2022 expenses of approximately \$1,291,777, representing the new office space and CPMS would be capitalized.

In response to a question, Ms. Bailey advised that the budget included \$396,000 for the CPMS Project Manager. She advised that if the budget were approved as proposed, the excess funds budgeted for the project would be transferred into the contingent reserve.

**MOTION** made by Trustee Strauss, seconded by Trustee Cruz, to approve the FY2022 Budget as proposed by the Executive Director. In a roll call vote of the members present, all members voted in favor. **Motion** passed 6-0.

c. Financial Reports and Investment Summary

Ms. Bailey provided the Board with the Final December 2020, January 2021 and February 2021 Financial Operations and Investment Summaries as well as the Draft May 2021 Summaries. She also provided the Budget Variance Reports for Fiscal Year 2021 as of May 31, 2021.

**6. LEGAL (Ron Cohen – Lorium Law)**

a. Legal Updates

Mr. Cohen advised that the closing for Brightwood would be today but that he received the documents yesterday and would be reviewing them. He stated that there may be a capital call soon, however no capital call would be met until the documentation was complete. Mr. Cohen also advised that he expected the PTG contract to be done very soon.

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

a. April 2021 Flash Performance Report

Ms. Ewell provided the Board with an updated Flash Performance Report for April 2021. She noted that the market value of the assets available for investment as of April 30, 2021 was \$425.0 million, up 2.4% net of fees for the month of April 2021, and up 17.0% net of fees for the fiscal year to date.

b. Affiliated Housing Impact Fund

Messrs. Jeffrey Burns and Nicholas Rojo presented the Affiliated Housing Fund LP investment opportunity. They advised that they would reduce their proposed fee from 1.50% to 1.25% if the three Hollywood pension plans invested a total of \$20 million in the Fund. In response questions, they advised that the Hollywood Police and Fire Plans had invested \$5 million and \$2.5 million, respectively. They also advised that 5% of the units in the proposed Hollywood location, the Tropic, would be set aside for City of Hollywood General Employees' Retirement Fund Participants. Trustee Strauss requested that any agreement clearly state that retirees are included in the 5% of units set aside for Fund Participants.

Trustees requested that the definition of local workforce essential workers be expanded to clearly include City Employees and Retirees, and that the proposed fee reduction threshold be reduced to \$15 million. Mr. Burns and Mr. Rojo agreed to the requests.

Mr. Reynolds advised that this investment would be an extension of the Fund's real estate investments. He advised that the assets would be sources from core real estate. He noted that this would be a good fit for the real estate allocation and emerging manager program.

In response to a question, Mr. Burns noted that all units would be ADA compliant and would also met FHA requirements.

**MOTION** made by Trustee Keller, seconded by Trustee Strauss, to invest \$5 million in Affiliated Development. In a roll call vote of the members present, all members voted in favor. **Motion** passed 5-0. Trustee Shaw exited the meeting.

**MOTION** made by Trustee Keller, seconded by Trustee Strauss, to extend the meeting for an additional 15 minutes. In a voice vote of the members present, all members voted in favor. **Motion** passed 5-0.

- e. Work Plan 2021  
Mr. Reynolds provided the 2021 Work Plan.

## 7. EXECUTIVE DIRECTOR'S REPORT

- a. City Commission Communication  
The Board received the City Commission Communication.

In response to a question, Mr. Cohen noted that while there seems to be no State statute requirement that the Fund meet in person, the Attorney General had opined that meetings must be in person. He said that he believed that the Fund could continue to meet virtually but was not certain how a court would rule. He also advised that there were several pension funds who continue to meet virtually.

- b. Proposed Questions for Prospective City Commission Board Appointees  
Ms. Bailey advised that at least one of the current questions for prospective City Commission Board appointees was outdated. She provided new proposed questions that would be forwarded to the City Clerk for consideration.
- d. Communications from the Executive Director
  - Ms. Bailey advised that approximately 60 of the 2021 Life Certificates remain outstanding.
  - Ms. Bailey advised the SPD 2012 balances remained unchanged.
  - Ms. Bailey requested approval to attend the Koried Global Summit.

**MOTION** made by Trustee Keller, seconded by Trustee Strauss, to approve the attendance of any interested Board Member and the Executive Director at the Koried Global Summit on July 14-16, 2021. In a roll call vote of the members present, all members voted in favor. **Motion** passed 5-0.

- Ms. Bailey provided the DROP and Planned Retirement Participant Lists.

Ms. Bailey noted that the City Commission reappointed Charles Howell to a three-year term beginning July 1, 2021. She also noted that the Commission did not appoint anyone to its other Board position, the two-year term beginning July 1, 2021. She advised that Trustee Greene would be leaving the Board as of June 30, 2021 and thanked him for his service, assistance and guidance.

## 9. PUBLIC COMMENTS

There were no additional public comments.

## 10. TRUSTEE REPORTS, QUESTIONS AND COMMENTS

Trustee Greene thanked current and former Trustees, consultants and staff. He thanked the Commission members for the honor of being involved with the employees of the City of Hollywood. He expressed his great respect for all that they do. He thanked former Mayor Giuliani for getting him involved and noted that when he joined the Fund, there were \$40 million in assets and now there were over \$400 million. He expressed appreciation for the ability to serve the members and retirees.


Trustees thanked Trustee Greene for his over two decades of service to the Fund and the City. They noted he would be missed as he left with a vast amount of institutional knowledge that could not be replaced.

Trustee Strauss requested information on the architect. Ms. Bailey advised that the contract had been signed, measurements had been taken, and the first draft was expected shortly. She advised that she hoped to provide the Board with a plan at the next meeting.

**11. ADJOURNMENT**

**MOTION** made by Trustee Keller, seconded by Trustee Strauss, to adjourn the meeting. In a voice vote by the members present, all members voted in favor. **Motion** passed 5-0. The meeting adjourned at 12:50p.m.

  
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Phyllis Shaw, Chair

  
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Date