

**MINUTES
REGULAR PENSION BOARD MEETING
CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND
TUESDAY, SEPTEMBER 17, 2024 AT 9:00AM**

1. CALL TO ORDER

Chair Shaw called the meeting to order at 9:15a.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Board Members present: Chair Phyllis Shaw, Vice Chair Barbara Armand; Secretary Robert Strauss, Jeffrey Greene; and George Keller (joined at 10:50a.m.). Also present: Executive Director Christine Bailey; Dana Nelson of the City of Hollywood Department of Design and Construction Management; Keith Reynolds and Felicia Ewell of Segal Marco; and Ron Cohen of Lorium Law.

A. September 17, 2024 Regular Board Meeting Agenda

MOTION made by Trustee Greene, seconded by Trustee Strauss to adopt the September 17, 2024 Regular Board Meeting Agenda. In a voice vote of the members present, all members voted in favor. **Motion** passed 4-0.

3. CONSENT AGENDA

- A. August 27, 2024 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 Armand, seconded by Trustee Strauss, to approve Consent Agenda Items 3a through 3c. In a voice vote of the members present, all members voted in favor. **Motion** passed 4-0.

4. FINANCIAL

A. Financial Reports and Investment Summary

Ms. Bailey provided the Board with the Preliminary August 2024 Financial Report and Investment Summaries. She also provided the Budget Variance Report as of August 31, 2024.

5. INVESTMENT (Keith Reynolds – Segal Marco)

A. July 2024 Flash Performance Report

Mr. Reynolds provided the Board with the Flash Performance Report for July 2024. He noted that the Fund's market value of assets as of July 31, 2024 increased to \$467.0 million. He also noted that the estimated return for the Fund was up 1.5% net of fees for the month ended July 31, 2024 and up 13.7% net of fees for the fiscal year to date.

B. 2024 Work Plan

Mr. Reynolds reviewed the 2024 Work Plan.

C. Board Insurance Update

Mr. Matthew Jackson and Leighann Parrish represented Segal Select Insurance. Mr. Jackson reviewed the Employment Practices Liability, Cyber Liability, Workplace Violence, Public Officials Bond, Fidelity Bond, and Fiduciary Liability insurances.

In response to a question from Trustee Strauss, Mr. Jackson noted that the overpayment of pension benefit due to incorrect calculations is provided under the Fiduciary Insurance, but fraud or intentional theft from the Fund was covered by the Fidelity Bond.

In response to a question from Trustee Shaw, Mr. Jackson noted that the Fidelity Bond policy covered fraud and dishonesty whether the Trustees were bonded by ERISA guidelines or not. Trustee Shaw requested that the language of the bond be changed to clarify that a natural person handling Non-ERISA Plan assets was covered by the policy.

Mr. Jackson advised that it was Segal Select Insurances recommendation that the Board accept all the policies which represented a \$2,673 or 1.3% increase across all policies.

MOTION made by Trustee Greene, seconded by Trustee Strauss, to approve the recommended insurance policies in aggregate. In a roll call vote of the members present, all members voted in favor. **Motion** passed 4-0.

Ms. Parrish reviewed the Commercial Line Insurances.

MOTION made by Trustee Strauss, seconded by Trustee Armand, to accept the recommendation of renewing with Chubb for the Commercial Lines insurance policy. In a roll call vote of the members present, all members voted in favor. **Motion** passed 4-0.

6. LEGAL (Ron Cohen – Lorium Law)

A. Legal Update

Mr. Cohen reminded the Board that there would be a hearing on September 18, 2024 regarding the competency of a retiree. He advised that with regard to the Virginia Ferguson-Tisdale case, he had files affirmative defenses, and the Court awaited the response of the Plaintiff. He advised that there was a hearing scheduled for September 19 where he expected the Judge to set deadlines for the response.

B. Executive Director Evaluation

Mr. Cohen advised that he had received four evaluation forms for Executive Director. He advised that Ms. Bailey received ratings in all categories of 4 or 5 out of 5 by the Trustees who submitted evaluations. The Board expressed their appreciation to Ms. Bailey for her service.

MOTION made by Trustee Strauss, seconded by Trustee Armand, to adjust the rate of pay of the Executive Director by 5% effective October 1, 2024. In a roll vote of the members present, all members voted in favor. **Motion** passed 4-0.

MOTION made by Trustee Armand, seconded by Trustee Greene, to adjust the Public Officers Bond insurance to \$500,000 for Christine Bailey and Veron Sibble. In a voice vote of the members present, all members voted in favor. **Motion** passed 4-0.

C. Request for Executive Session to Discuss Pending Litigation

Mr. Cohen requested an Executive Session to discuss the pending lawsuit Virginia Tisdale-Ferguson v. Blanche T. Pressley and the Board of Trustees of the City of Hollywood Employees' Retirement Fund.

The Board discussed the timing and details of the Tisdale-Ferguson case and the competency hearing for a retiree.

7. EXECUTIVE DIRECTOR'S REPORT

A. City Commission Communication

The Board received the City Commission Communication as amended.

B. Proposed Employee Trustee Election Process

Ms. Bailey provided the proposed employee election procedures, dates and deadlines.

C. Independent Auditors For the Fiscal Year Ending September 30, 2024.

Ms. Bailey provided a proposal from Marcum LLP to provide auditing services to the Board for the Fiscal Year 2024 Financial Statement. She noted that the proposal included proposed audit fee through Fiscal Year 2027 and requested that the Board approve the contract through Fiscal Year 2027.

MOTION made by Trustee Strauss, seconded by Trustee Greene, to retain Marcum Advisors for Fiscal Year 2024 through Fiscal Year 2027. In a roll vote of the members present, all members voted in favor. **Motion** passed 4-0.

D. CPMS Update

Ms. Bailey advised that during the testing of the Member Self Service (MSS) portal, an issue arose with the vested deferred retirement estimates and the calculation of normal retirement date. She advised that the go-live date of MSS had been pushed back to September 30. Ms. Bailey requested a one-month extension of the GTJZ contract to September 30. The Board discussed the request and the possibility of additional issues.

MOTION made by Trustee Strauss, seconded by Trustee Armand, as amended, to increase the GTJZ Contract by a not-to-exceed amount of \$50,000 for completion of this contract by November 15, 2024. In a roll vote of the members present, all members voted in favor. **Motion** passed 4-0.

E. Personnel Consideration

Ms. Bailey advised that the evaluations of the Pension Office staff had been completed and noted the dedication and commitment of the staff to the Fund's operation. She noted the accomplishments of the staff over the past year and their upcoming goals for 2025. She requested that the Board consider providing the staff with an increase in compensation of 5% effective October 1, 2024.

MOTION made by Trustee Strauss, seconded by Trustee Armand, to approve the recommendation of the Executive Director for 5% salary increases to staff effective October 1, 2024. In a roll call vote of the members present, all members voted in favor. **Motion** passed 4-0.

F. Communications from the Executive Director

- Mr. Dana Nelson provided an update on the Pension Office Renovation. He advised that there were two final inspections to be conducted later in the afternoon, fire and structural. He advised that all other outstanding items have been addressed. Trustee Shaw thanked Mr. Nelson and the DCM Team for all their work on this project.
- Ms. Bailey advised that the early voting was underway on PO 2024-14, and that the Election would be held on September 26, 2024.
- Ms. Bailey provided a listing of the Fund's accomplishments in Fiscal Year 2024 and upcoming projects for Fiscal Year 2025.
- Ms. Bailey provided the Board with the DROP Participant List.

8. **PUBLIC COMMENTS**


There were no public comments.

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


Trustee Strauss requested information about the relocation timeline. Ms. Bailey advised that a timeline was not yet in place. Trustee G. Keller provided information about the future development plans for City Hall. Trustee Shaw acknowledged the accomplishments of the Fund and noted the upcoming goals including educational workshops for the active members and retirees.

10. ADJOURNMENT

MOTION made by Trustee Greene, seconded by Trustee Armand, to adjourn the meeting. In a voice vote by the members present, **Motion** passed 5-0. The meeting adjourned at 11:15a.m.



Phyllis Shaw, Chair



Date