**CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST**

**Admin Committee Meeting Minutes**

**Monday, August 9, 2021**

**9:30 am at BeneSys Office, Troy, MI via In-Person and via Conference Call**

| **Trustees:** | **Attending:** | **Role:** |
|---|---|---|
| **Chet Opolski** | **In-Person** | **Chairman** |
| **Richard Kosmack** | **In-Person** | **Trustee** |
| **Dan Bojalad** | **In-Person** | **Trustee** |
| **Brian Roehl** | **In-Person** | **Trustee** |

**Others present: Stephanie Kostelic, Ron Crofoot and LaDom Brandon from Priority Health & Beth Sinagra, Spouse of Member (via phone)**

**Legal Representation: Aaron Castle (in-person)**

**BeneSys Representation: Jennifer Crosby (in-person)**

The meeting was called to order at 9:31 am.

**Motion** – To accept the agenda dated August 9, 2021: By D. Bojalad, seconded by B. Roehl.

- Motion Carried – Unanimously

Copy of the previously approved Administrative Committee Meeting minutes and Closed Meeting minutes from the July 12, 2021 were presented.

**Public Comment – None**

**Financial Consultants – None**

**Priority Health**

**A. Performance Guarantee 2020**

Stephanie Kostelic presented to the Board the Priority Health 2020 Performance Guarantees. The performance guarantees for Dispensing Rate Accuracy, Generic Dispensing Rate, Eligibility Transactions-Initial Enrollment, Eligibility Transactions–Manual Enrollment, Eligibility Transactions-Emergency Enrollment, ID Cards, Standard Reporting Package-Quarterly and Standard Reporting Package-Annually were all met. The performance guarantees for Mail Order Dispensing Turn Around Time are still to be determined. The performance guarantees for Average Speed to Answer and Abandoned Call Rate were not met, as a result the fund will receive a refund from Priority Health as a credit on a future invoice.

**<u>Legal Report</u>**

**A. Direct Deposit**

A. Castle updated the Board that he has reviewed and marked-up the new contractual documentation requested by Fifth Third Bank and submitted the same to Fifth Third for review and comment by their legal counsel.

**B. Admin Appeal Process/Procedures**

A. Castle presented proposed amendments to the Plan document and Board Policy for discussion.

**C. HRA Benefit Cap**

A. Castle presented proposed amendments to the Plan document for discussion.

**Motion** – To recommend to the Board that the proposed amendments to the Plan Document and Board Policy regarding the Admin Appeal Process/Procedure and the HRA Benefit Cap be accepted as presented: By B. Roehl, seconded by D. Bojalad.

- Motion Carried – Unanimously

**<u>Administrative Report/Administrative Committee Report</u>**

**A. Appeal**
   **a. 2802001822**

This matter is being handled in Closed Session at the end of meeting.

**B. BeneSys Call Back Reporting – 2nd Quarter 2021**

Ms. Crosby presented the 2nd Quarter 2021 Call Back Option Reporting to the Board. The Call Back Feature was activated for the retirees and spouses in September 2020 to reduce call wait times during high volume times such as Open Enrollment. The reporting shows that members are utilizing the feature and the success can be shown by the Call Answer Times in the Performance Guarantee Reporting.

**<u>Business Agent Report</u>**

**A. Dental/Vision Understanding with COPS Trust**

Chairman Opolski informed the Admin Committee that the COPS Trust Agreement goes through this year and the 2022 rates will remain the same.

**B. VEBA Trustee Compensation**

Chairman Opolski mentioned to the Admin Committee that the VEBA Trustee Compensation was set through the bankruptcy process and has remained unchanged from those levels for the past 7 years. There continues to be a lot of work on the part of the Trustees, and he feels the compensation should be commensurate with the amount of time and effort required. There was discussion of this at the RDPFFA meeting as well because the Association member rate is also subject to RDPFFA policy. There wasn't a common ground reached at the RDPFFA meeting, but Mr. Opolski wanted to bring the matter to discussion here.

**Motion** – To recommend to the Board that the Professional Trustee stipend be increased to $700 a month effective January 1, 2022: By D. Bojalad, seconded by R. Kosmack.

- Motion Carried – Unanimously

**Motion** – To recommend to the Board that the Non-professional Trustee stipend be increased to $350 a month effective January 1, 2022: By B. Roehl, seconded by R. Kosmack.

- Motion Carried – Unanimously

**New Business**

**A. Summary Annual Report – December 31, 2020**

Mr. Castle presented the December 31, 2020 Summary Annual Report to the Admin Committee for review and discussion. He will make updates to be presented at the Board Meeting.

**B. Member 2837716886 - Repayment**

Ms. Crosby informed the Admin Committee that member 2837716886 had submitted a check for repayment of benefits her spouse received from January 2016 to June 2021 in error. Her spouse was not eligible for benefits under the Trust rules.

**Unfinished Business**

**A. 2022 Benefit Enhancements**

Chairman Opolski and Trustee Shippy have been meeting with the team at Priority Health to discuss benefit enhancements for the 2022 Plan Year. Chairman Opolski presented the 2022 benefit enhancements to the Admin Committee for review and discussion.

**Motion** – To recommend to the Board to accept the Priority Health benefit enhancements as presented and increase HRA benefits by $50 PMPM subject to the $400 monthly cap: By D. Bojalad, seconded by R. Kosmack.

- Motion Carried – Unanimously

**Motion** – To recommend to the Board to renew Dental and Vision benefits through COPS Trust for another year, subject to legal review of the necessary agreement(s): By B. Roehl, seconded by R. Kosmack.

Motion Carried – Unanimously

**B. 2022 Open Enrollment Documents**

Ms. Crosby presented the 2022 Open Enrollment Documents with initial updates for the Admin Committee to review. Feedback for additional changes were given. Ms. Crosby will make these updates and present back to the Board.

### C. 2022 HRA Form

Ms. Crosby presented an updated version of the 2022 HRA Forms with previously requested changed made. Additional feedback was given. Ms. Crosby will make these additional updates and present back to the Board.

### D. Direct Deposit Form

Ms. Crosby presented the Direct Deposit form used by Fifth Third per the request of the Board as well as the form she has been creating. The Admin Committee requested she continue with her form with some additional updates. Ms. Crosby will make these updates and present back to the Board.

**Correspondence - None**

**Trustee Comment/Open Forum - None**

Mrs. Sinagra left the meeting at 11:13 am as the Board was entering closed session.

**Motion** – To enter into closed session at 11:13 am to address administrative related matter containing confidential personal health information under HIPAA: ***By D. Bojalad, seconded by B. Roehl.***

Roll call vote: Opolski – yes
Kosmack – yes
Bojalad – yes
Roehl - yes

The Board exited closed session at 11:21 am.

**Motion** – for participant 2802001822 to recommend to the Board to Deny Appeal for retirees' spouse to file 2020 HRA Claim beyond filing limit: ***By B. Roehl, seconded by R. Kosmack.***

Motion Carried – Unanimously

**Adjournment**

**Motion** – To adjourn the Administrative Committee Meeting: By D. Bojalad, seconded by R. Kosmack.

Motion Carried – Unanimously

Meeting adjourned at 11:23 a.m.