

CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



Board Meeting Minutes

Monday, March 26, 2018

**9:30 am at RDPFFA Office Sterling Heights Michigan
Conference Call In: 1-866-730-7512 Access Code 700275 Host 484296**

Trustees:	Chet Opolski	Chairman
	John Clark	Vice Chairman
	Shirley Berger	Secretary
	Don Taylor	Trustee
	Tom Sheehan	Trustee
	John Barr	Trustee
	Floyd Allen (T)	Trustee
	Andy Dillon (T)	Trustee

ABS Representation: Lisa Duncan
Chesla Emerick
Denise Allport (T)

Legal Representation: Aaron Castle

The meeting was held at the offices of the Retired Detroit Police & Fire Fighters Association

The meeting was called to order at 9:30.

Motion – To accept the agenda dated March 26, 2018: By T. Sheehan, seconded by J. Barr

- Motion Carried – Unanimously

Motion – To approve all of the meeting minutes from February 26, 2018: By T. Sheehan, seconded by D. Taylor

- Motion Carried – Unanimously

Graystone Consulting – Burton Carlson

B Notes Summary – As of Friday, March 23, 2018 the price of the bond was at \$78.94 per J.J. Kenny Drake. Burton suggested working with a Trader from Wells Fargo instead of Citi Bank for future bond trades. This will need to be discussed further.

Cash Flow - Numbers are projected through January 2018 and do not reflect the sale of bonds or the cancellation of the line of credit. At no point does the cash flow drop below the \$17 million mark.

Developing an investment plan - Graystone discussed with the board an investment plan for the money at Fifth Third bank, called an Investment Policy Statement (IPS). Graystone would like to start by investing it in an intermediate or long term investment. The board advised Graystone that they are looking at the possibility of increasing the member benefits for 2019. Graystone will send the first draft of the IPS to Chairman Opolski and Legal for disbursement in two weeks.

Graystone leaves call at 10:02am.

Public Comment

- No one present

Correspondence

Motion – to review and accept the Wilmington and Fifth Third statements: by T. Sheehan, seconded by D. Taylor

- Motion Carried – Unanimously

Accounting Report - Denise Allport joined call at 9:51am.

Motion – to review and accept the Cash Activity statement: by T. Sheehan, seconded by D. Taylor

- Motion Carried – Unanimously

Motion – to review and accept the Receipts and Disbursements: by T. Sheehan, seconded by D. Taylor

Discussion – Chet Opolski would like to make sure that the reimbursements for the BA set up in the RDPFFA is not 1099'd to him.

- Motion Carried – Unanimously

Motion – to review and accept the financial statement: by T. Sheehan, seconded by D. Taylor

T. Sheehan would like ABS to remove the ratio column on the financials.

T. Sheehan also requested ABS find out if the Trust has been paid the money from the foundation – Denise at ABS will get back with him.

- Motion Carried – Unanimously

- Denise left call at 10:17 am.

Legal Report

- No formal legal report.

Administrator Report

Motion – To move to closed session for appeal discussion, to protect the individuals privacy rights to his/her protected health information under HIPAA: by T. Sheehan, seconded by J. Barr

- Roll call vote:
 - Allen – aye
 - Barr – aye
 - Clark – aye
 - Dillon – aye
 - Opolski – aye
 - Sheehan – aye
 - Taylor – aye

The board went into closed session at 10:17 am.

The board re-entered open session at 10:31 am.

Motion – To deny the appeal for Richard Court’s request for reimbursement for his 2016 HRA claims, due to it being outside the timeframe permitted by the rules established for submitting a claim: By T. Sheehan, seconded by J. Barr.

Discussion held and it was brought up that the board has already approved one appeal similar to Mr. Courts this year. The board wants to send out communication to the membership regarding the new time limits for appeals for claims that is being put into the Plan Document so going forward they are consistent with approvals and/or denials of appeals.

- Roll call vote:
 - Allen – no
 - Barr – yes
 - Clark – no
 - Dillon – no
 - Opolski – no
 - Sheehan – yes
 - Taylor – no
- Motion failed – two in favor, five opposed

Motion - To approve the appeal for Richard Court’s request for reimbursement for his 2016 HRA claims: By J. Clark, second by D. Taylor.

- Roll call vote:
 - Allen – yes
 - Barr – no
 - Clark – yes
 - Dillon – yes
 - Opolski – yes
 - Sheehan – no
 - Taylor – yes
- Motion carries – five in favor, two opposed

Administrative Committee Board

- Meeting Minutes - not approved by committee yet - March 12, 2018
 - Correction: Chet did not abstain from vote on page 68.
- Next Committee Board Meeting - April 9, 2018 - GRS will be included in the next meeting

Business Agent Report

Obtaining email address for membership - Is still an issue. ABS does not currently have this on file. This needs to be part of the 2019 enrollment process and cannot be passive.

Direct bill widow – Her chief complaint was that we don't supply postage paid return envelopes. Chairman will send out stamps to the member when they call back.

Website - Is pretty much updated. Chairman Opolski is working to get the newsletter added to the webpage and was quoted \$500 for a web design change. Chairman Opolski to revisit the request with the web designer to clarify what is trying to be accomplished. The Board does not believe it should cost \$500 to add a PDF.

Letter to Members - Chairman Opolski would like to start over with the letter. He believes the two page letter is too long and the introduction of the Business Agent can be shorted to one paragraph. The Board has set a goal to get the letter down to one page, including a short introduction to Chairman Opolski. The letter will also point out other important information (appeals info, obtain email address etc). Included with the letter will be an envelope with postage. Only thing left to approve is the content of the letter.

Finance Committee Board

- There wasn't a meeting.

Unfinished Business

Review of the drafted Plan Document changes. The administrative committee has recommended approval of the changes Aaron has made.

Motion – to adopt the amended Plan Document with an effective date of June 1, 2018: By J. Clark, second by J. Barr

Discussion: ABS would have up until March 31st, to approve claims for the previous year. Anything that came in after March 31st, the Board of Trustees would have 12 months to approve back. If someone appeals on April 2nd for 2017 it would come to the Board of Trustees. If it was for 2016, there would be no legal basis to approve the appeal.

- Motion carries - unanimously

The Chair confirmed with ABS mailings that the mailings are sent out first class, then asked what happened to any of the mailings if they are received back, what does ABS do?

Draft Trust Agreement - Aaron is still working on drafting. Nothing to approve at this time.

Are divorced spouses of the Weiler Settlement eligible for benefits after a divorce? Per Legal, they are eligible for benefits under the trust. Under the settlement, they were not eligible. Discuss at next administrative committee meeting.

Citi Bank M&T documents - Promissory notes, and bonds have been released. Legal has prepared documentation for the signature of the board closing out the line of credit.

Motion - To proceed with closing out everything with Wilmington Bank: By T. Sheehan, second by D. Clark

- Motion carries – Unanimously

New Business

- Next Full Board Meeting April 23rd, 2018

Recess at 11:30am until 12:00pm, when the first TPA presents.

Adjournment

Motion – To adjourn: By D. Taylor, seconded by T. Sheehan.

- Motion Carried – Unanimously

Meeting adjourned at 2:09pm.