

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



**Admin Committee Meeting Minutes**

**Monday, July 13, 2020**

**9:30 am at Office of BeneSys, Inc., Troy, MI via Conference Call in Compliance with Executive Order 2020-4**

<b>Trustees:</b>	<b>Chet Opolski (via phone)</b>	<b>Chairman</b>
	<b>Dan Bojalad (via phone)</b>	<b>Trustee</b>
	<b>Tracy Shippy (via phone)</b>	<b>Trustee</b>
	<b>Brian Roehl (via phone)</b>	<b>Trustee</b>
	<b>Richard Kosmack (via phone)</b>	<b>Trustee</b>

**Legal Representation: Aaron Castle (via phone)**

**BeneSys Representation: Violet Gjorgjevski, Jennifer Crosby (via phone)**

The meeting was held at the offices of the BeneSys, Inc. in Troy, Michigan via Conference Call

The meeting was called to order at 9:30 am.

**Motion** – To accept the agenda dated July 13, 2020: By D. Bojalad, seconded by T. Shippy.

- Motion Carried – Unanimously

Copy of the previously approved Administrative Committee Meeting minutes from the June 8, 2020 were presented.

**Public Comment** - None

**Legal Report**

Mr. Castle presented letter for Appeal 2810115928. Chairman Opolski requested a respond by date of September 1, 2020 be added to the letter and then it can be mailed to member.

Mr. Castle presented the Record Retention Policy to the board.

**Motion** – To recommend to the full Board to adopt policy as presented: By D. Bojalad, seconded by B. Roehl.

- Motion Carried – Unanimously

Mr. Castle presented the Outstanding Check Policy draft for review. It was determined that annual letters would be mailed in June of each year.

Mr. Castle discussed Executive Order 2020-129 which has been extended to July 31, 2020.

### **Administrative Report/Administrative Committee Report**

#### **A. Appeals**

- a. **2704675642**
- b. **2754118399**

**Motion** – To enter into closed session at 9:58 am to address appeals, administrative appeals containing confidential personal health information under HIPAA: By B. Roehl, seconded by D. Bojalad.

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

The Committee exited closed session at 10:04 am.

**Motion** – for participant 2704675642 to recommend that Board approves Appeal for spouse to be enrolled in 2020 HRA benefit: By D. Bojalad, seconded by B. Roehl.

**Motion** – for participant 2754118399 to recommend that Board approves Appeal for spouse to be enrolled in 2020 HRA benefit: By R. Kosmack, seconded by T. Shippy.

#### **B. ABS – HRA Outstanding Check Information**

Ms. Gjorgjevski presented an HRA Outstanding check information received from ABS, prior TPA for the trust. It was confirmed that the prior TPA is escheating the unclaimed funds back to the appropriate State.

#### **C. TAT Performance Guarantees Jan-Jun 2020**

Ms. Gjorgjevski presented the Turn-Around-Time performance information for January – June 2020. BeneSys will present this information to the Board quarterly going forward.

#### **D. BeneSys Telephone Response Time Report August 2019 – July 2020**

Ms. Gjorgjevski presented the Telephone Response Time Report for August 2019 – July 2020. BeneSys will present this information to the Board quarterly going forward.

### **Business Agent Report**

Chairperson Opolski informed the Committee that that was an error by the Pension Department that caused the Delta Dental Pandemic Credit to not be given on July 2020 pensions. The error caused the Delta Dental Premium to be taken instead. The Pension Department will correct this on August 2020 pensions.

Mr. Opolski stated that Newsletters are being opened by 54% of membership which is the highest since he began writing them.

Mr. Opolski informed Committee that he and Ms. Gjorgjevski are working on dates and locations for Open Enrollment. It is unclear at this time if we will be able to have them due to the Pandemic, but they are moving forward with preparation.

**New Business - None**

**Unfinished Business**

**A. Weiler Settlement Surplus Funds**

Mr. Castle stated that there has been no new information on this matter.

**B. 2021 Open Enrollment/HRA Documents Edits/Updates**

Mr. Opolski stated that he and Ms. Shippy will be meeting to discuss her recommended updates and changes. He would like to Ms. Crosby to present recommended updates at the next Board Meeting so a draft can be reviewed.

**C. Priority Health – End of Year Pandemic Credit**

**D. Outstanding HRA Checks**

Updated under Legal Report

**E. Delta Dental Pandemic Relief Credit**

Updated under Business Agent Report

**Correspondence**

**A. VSP – Lens Enhancement Flyer**

**Trustee Comment/Open Forum**

Mr. Opolski stated the Investment Committee will meeting on July 27, 2020 at 9:00 am.

**Adjournment**

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

Motion Carried – Unanimously

Meeting adjourned at 10:51 am.