

CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



Admin Committee Meeting Minutes

Monday, November 12, 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
	Don Taylor	Trustee
	Tom Sheehan	Trustee
	John Barr	Trustee

Legal Representation: Aaron Castle

BeneSys Representation: Violet Gjorgjevski; Samarah Murray

Others present: Dan Bojalad; Brian Roehl; Tracy Shippy

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 October 8, 2018: By T. Sheehan, seconded by J. Clark

- Motion Carried – Unanimously

Admin Committee Meeting minutes – September 10, 2018 – were approved at the full board meeting.

Legal Report

Mr. Castle presented the Committee with a draft HIPAA Notice of Privacy Practices and explained that the Board should consider its adoption with respect to the HRA program. Mr. Castle indicated that this is something that is required by the Department of Health and Human Services (HHS) regulations. He also noted that the VEBA has been administered consistent with the regulations and HIPAA Privacy Rule, but the Board still needs to adopt the written Notice. Questions from the Committee members were address and suggested revisions identified.

**Motion** – To recommend approval of the Notice of Privacy Practices, as revised, by the full Board of Trustees: By T. Sheehan, seconded by J. Clark

- Motion Carried - Unanimously

### Administrator Report/Administrative Committee Report

**Motion** – To enter into closed session to address Agenda items 5 a – i, administrative appeals containing confidential personal health information under HIPAA: By T. Sheehan, seconded by J. Clark

- Roll call vote: Barr – yes  
Clark – yes  
Opolski – yes  
Sheehan – yes  
Taylor – yes

The Committee entered into closed session at 9:46 am.

The Committee returned to open session at 9:50 am.

**Motion** – To table Agenda items 5 a-i to be addressed at the full Board meeting on November 26<sup>th</sup>, 2018: By J. Clark, seconded by J. Barr

- Motion carried - unanimously

### Unfinished Business

Chairman Opolski and the representatives from BeneSys discussed the Open Enrollment meetings and indicated that the meetings were well-attended and well received by the VEBA members in attendance. Ms. Murray suggested that the Board may want to consider an alternative format for future meetings so that the presenters are given relatively equal opportunity to communicate with the members in attendance.

Mr. Castle updated the Committee on the status of the fiduciary liability insurance policy and indicated that Segal Select had been provided with the information needed to obtain quotes for the upcoming year. He reminded the Committee that the waiver of recourse rider to the policy will require the Board members to pay \$25 out of pocket to ensure they are covered under the waiver.

### Business Agent Report

Business Agent Opolski updated the Committee on the latest newsletter and the calls he is receiving from VEBA members/beneficiaries.

### New Business/ Open Forum

Next Administrative Committee Meeting – December 10, 2018

Chairman Opolski discussed the purpose and composition of the Administrative Committee and requested that the incoming Board members consider serving on the Committee. New Board members to communicate with the Chairman regarding their desire to serve on the Committee.

### Adjournment

**Motion** – To adjourn Administrative Committee Meeting: By T. Sheehan, seconded by J. Clark

- Motion Carried – Unanimously

Meeting adjourned at 10:39 am.