

Police and Fire RHC Trust

February 1, 2016

Meeting minutes of the Board of Trustees

Greg Trozak – Absent	Chairman
Greg Best	VP/Recording Secretary
Chet Opolski	Tom Sheehan
John Clark	Floyd Allen (T)
Andy Dillion (T)	Shirley Berger

The VP/Recording Secretary called the Board meeting to order at 9:30 am

- Roll call of Trustees was held and a quorum was present.
- Legal representation present: M. VanOverbeke
- ABS representation present: Lisa Duncan, Denise Allport, Jim Holevas

**Motion** – To accept the agenda dated February 1, 2016: By T. Sheehan, seconded by C. Opolski

- Motion carried – Unanimously

**Motion** – To accept the minutes for January 11, 2016: By T. Sheehan, seconded by J. Clark

- Motion carried – Unanimously

**Correspondence**

**Main Motion** – To acknowledge receipt of the resignation letter from Chairman Greg Trozak: By T. Sheehan, seconded by J. Clark.

- Discussion regarding the 90-day notice requirement specified under the RHC Trust Agreement and the Board's ability to waive that notice requirement

**Motion to Amend the Main Motion** – To reflect waiver of the 90-day notice requirement with respect to the resignation of Chairman Trozak: By [Name], seconded by [Name]

- Motion to Amend the Main Motion carried – [Vote]

**Amended Motion** – To acknowledge receipt of the resignation letter from Chairman Greg Trozak and waive the 90-day notice requirement under Section 8.3 of the RHC Trust Agreement

- Motion, as amended, carried – [Vote]

## Receipts / Disbursements

**Motion** – To authorize payments of invoices for:

Navia, Benefits Solutions	\$ 10,341.50
Gabriel, Roeder, Smith & Co.	\$ 5,762.50
Automated Benefit Services	\$ 42,769.17
MAPERS Renewal	\$ 100.00

By T. Sheehan, seconded by J. Clark

- Motion carried – Unanimously

## Legal

**Motion** – Adopt the Administrative Expense Resolution as presented: By C. Opolski, seconded by J. Clark

- Motion carried – Unanimously

**Motion** – To postpone the Trustee election: By C. Opolski, seconded by J. Clark

- Motion carried – Unanimously

**Plan Policies and Procedures:** The Board was presented with a list of required and recommended administrative policies and procedure that Legal will create to ensure the Board is properly administering the Plan and the Trust in accordance with its fiduciary duties.

Next 3 Board meeting dates were set for: February 22, March 14 and March 28, 2016.

## Administrator Report

**Motion** – To allow ABS to purchase 800 envelopes: By T. Sheehan, seconded by J. Clark

- Motion carried - Unanimously

Discussion held regarding the day to day operations of the ABS and what is needed for them to properly administer the plan. It was decided that Legal will work on amending the Administrative Expense Resolution to allow ABS the ability to purchase items needed up to a specified dollar amount, such as envelopes.

Discussion held regarding enrollment changes going forward and how these will be handled, it was decided that all changes need to come in the form of an Appeal from the member. First level appeal is done by ABS; second level is done by the Board.

The Appeal for Martin, ABS was asked to get additional information to present to the Board.

Board was notified that ABS is working with the website provider to make certain corrections and updates.

Discussion held on the Missing Retirees – it was decided that all the missing retirees that did not receive original open enrollment mailing, will be given a new open enrollment. ABS is targeting April 1, 2016 for the open enrollment start date.

Online claims admission email address given – [substantiation@abs-tpa.com](mailto:substantiation@abs-tpa.com)

### **Unfinished Business**

**Motion** – To table and extend time limit for responding to the Joseph Kukla appeal: By C. Opolski, seconded by J. Clark

- Motion carried – Unanimously

ABS will have their review and comments on the Plan Document Draft by next meeting.

ABS will furnish the Board with a report of the members who are part of the Weiler settlement group.

### **New Business / Open Forum**

**Motion** - To accept the Plante Moran CPA audit RFP: By T. Sheehan, seconded by J. Clark

- Motion carried – Unanimously

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

- Motion carried – Unanimously

Meeting adjourned at 12:45