

CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



Admin Committee Meeting Minutes

Monday, June 6, 2023

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

Trustees:

Chet Opolski
Tracy Shippy
Brian Roehl
Dan Bojalad
Greg Trozak

Role:

Chair
Vice-Chair
Trustee
Trustee
Trustee

Excused Absence: Rick Kosmack

Others present: Brian Green & Steve Gordon, AndCo. Consulting
Kevin Leonard, NEPC
Burton Carlson & Erik Burger, Graystone Consulting
Louis Sinagra, Member (via phone)

Legal Representation: Aaron Castle

BeneSys Representation: Violet Gjorgjevski and Jennifer Crosby

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

Motion – To accept the agenda dated June 6, 2023, 2023: By T. Shippy, seconded by B. Roehl.

- Motion Carried – Unanimously

Presentation – AndCo. Consulting – Brian Green & Steve Gordon

Presentation – NEPC Investment – Kevin Leonard

Presentation – Graystone Consulting – Burton Carlson & Erik Burger

Motion – To recommend that the Board retain AndCo. Consulting for Investment Consultant services subject to legal review and negotiation of contractual terms with fees not to exceed \$80,000/year. By G. Trozak, seconded by D. Bojalad.

- Motion Carried – Unanimously

Public Comment - None

Legal Report

A. 2023 MAPERS Case Update

Mr. Castle provided a copy of the 2023 MAPERS Case update for informational purposes.

Administrative Report/Administrative Committee Report

A. Outstanding Check Report – June 2023

Ms. Crosby provided the Admin Committee with the list of uncashed, stale dated HRA checks that are currently outstanding. She informed the Admin Committee that she has requested that the Claims department follow up via phone with members who have large dollar checks that were never cashed. Letters are mailed to these members 90 days after check is written, at 6 months and at 1 year. Every June BeneSys provides an update to the Committee.

B. Appeal 2781292420

The Admin Committee reviewed the Appeal from participant 2781292420. Discussion with BeneSys took place regarding the Appeal.

Motion – to recommend to the Board approval of the Appeal for 2022 claims only for participant 2781292420:
By B. Roehl, seconded by T. Shippy.

- Motion Carried – Unanimously

Business Agent Report

Chairman Opolski provided his notes from the MAPERS 2023 Spring Conference for the Admin Committee to review and discussed his experience from the conference.

New Business

A. Appropriate Amount of Time to Submit Required Documents for HRA

Ms. Crosby discussed with the Admin Committee that when a participant submits an HRA Claim and doesn't have proper supporting documentation they are sent a letter requesting additional information. She stated that BeneSys wanted guidelines as to how long the participant would have to return the additional information that is needed to process the claim. Discussion took place and the Admin Committee advised that they can be pending for additional information until December 31 of the year following the claim submittal.

B. Recommended Open Enrollment Dates 2023

Benesys provided recommended Open Enrollment dates of October 2, 2023 to October 30, 2023 for 2024 Benefit year. The Admin Committee was comfortable using these recommended dates.

C. Direct Deposit Letter/Form Included with Checks – July 2023

Ms. Crosby asked if the Admin Committee would like to include the Direct Deposit Letter and Form along with paper checks in the month of July 2023 like was done in March 2023. The Admin Committee didn't feel it was necessary in July.

D. 2024 HRA Reimbursement Form

Ms. Crosby provided a draft of the 2024 HRA Reimbursement Form for the Admin Committee to review.

E. 2024 Open Enrollment Documents Draft

Ms. Crosby provided drafts of some of the 2024 Open Enrollment Documents for the Admin Committee to review. Discussion took place regarding when and where the Open Enrollment Meetings would be held.

F. MAPERS Spring Conference 2023 Reimbursement – Chet Opolski

Chairman Opolski provided his requested Reimbursement from the MAPERS 2023 Spring Conference. The Admin Committee recommended this to be presented to the Board for approval.

Unfinished Business

A. Professional Advisor Review – Investment Consultant

Representatives from AndCo Consulting, NEPC, and Graystone Consulting were in attendance and presented to the Committee.

B. Priority Health – 2024 Benefits

The Admin Committee reviewed additional information provided from Priority Health regarding the Hearing Aid benefits. Priority Health provided the option to have TruHearing provide the Hearing Aid benefits for 2024. The benefits will remain the same and there will be no additional cost to the Trust.

Motion – to recommend to the Board to change the hearing aid provider to TruHearing for 2024 benefit year:
By G. Trozak, seconded by D. Bojalad.

- Motion Carried – Unanimously

C. HRA Disbursement Analysis

Ms. Gjorgjevski reported that her analysis is in progress.

D. HRA Reimbursement Direct Deposit Directive

This matter is pending the analysis that Ms. Gjorgjevski is working on.

E. BeneSys – HRA Duplication Error

Ms. Crosby updated the Admin Committee regarding this matter. There are six spouses who received duplicate Direct Deposits on March 8, 2023. She presented letters for these six spouses with explanation of the benefit overpayment and request for the funds to be returned to the Trust. If the funds are not returned in a lump sum the policy states that future HRA benefits can be reduced until the overpayment is paid back. Legal counsel will review the letters before they are mailed to the spouses.

F. Fiduciary Liability Policy Renewal

Mr. Castle updated the Admin Committee that a policy through JLA with Chubb has been put into place effective June 1, 2023. He provided the invoice to BeneSys for payment. Ms. Crosby will send out invoices to the Trustees for their Waiver of Recourse payments.

Correspondence

A. BeneSys DOL Cybersecurity Program Response Q2 2023

B. BeneSys Navigator Q2 2023

C. Thank You from Member

Trustee Comment/Open Forum

Adjournment

Motion – To adjourn the Administrative Committee Meeting: By G. Trozak, seconded by D. Bojalad.

Motion Carried – Unanimously

Meeting adjourned at 2:01 p.m.