

CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



Admin Committee Meeting Minutes

Monday, February 8, 2021

9:30 am via Conference Call

<u>Trustees:</u>	<u>Attending Remotely From:</u>	<u>Role:</u>
Chet Opolski	Sterling Heights, MI	Chairman
Dan Bojalad	Rochester, MI	Trustee
Tracy Shippy	Sterling Heights, MI	Trustee
Richard Kosmack	Grosse Pointe Woods, MI	Trustee
Brian Roehl	Troy, MI	Trustee

Legal Representation: Aaron Castle (via phone)

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

The meeting was held via Conference Call

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

Motion – To accept the agenda dated February 8, 2021: By D. Bojalad, seconded by T. Shippy.

- Motion Carried – Unanimously

Copy of the previously approved Administrative Committee Meeting minutes and Closed Meeting Minutes from the January 11, 2021 were presented.

Public Comment – None

Legal Report - None

Administrative Report/Administrative Committee Report

Mr. Opolski asked that BeneSys reach out to their IT Team to see if documents can “pop up” when selected on the VEBA Website rather than go to the download or documents folder. He feels the members will be very confused by this change. Ms. Crosby stated she will ask the IT Team, but it may be an update to the browser which would be out of the control on BeneSys. She will report back at the next meeting.

Mr. Opolski asked for an update regarding staffing at BeneSys. Ms. Crosby informed the Admin Committee that a new Claims Analyst is being trained for the group. This is to be proactive to meet the new 10 Day Turn Around Performance Guarantee.

Mr. Opolski asked that we add Participant 2781844097 to the Board Meeting Agenda. BeneSys is working with Mr. Castle regarding her Eligibility for Benefits through the Trust and he should have a full Legal Report for the Board Meeting.

Ms. Crosby informed the Admin Committee that a change has been made within the BeneSys system regarding members that Self-Pay. The update allows members to keep their Medical Eligibility even if they do not make their Self-Pay for Dental and Vision coverage. This was something that had to be done manually in the past but has now been automated so that a Self-Pay member doesn't inadvertently lose their medical coverage that the Trust is paying for because they didn't make their Dental and Vision premium payments.

Business Agent Report

Mr. Opolski let the Admin Committee know that the phones have been busy from members requesting assistance with forms and additional support. He stated that he has worked closely with Ms. Crosby to address an issue or concerns from the members reaching out to him. He stated that he has had a couple of out of state members that are having problems with Priority Health and he is working with Megan and her team at Priority Health to resolve those issues.

Mr. Opolski asked BeneSys if there was a drop box at the BeneSys office in Troy. Ms. Gjorgjevski responded that there is and that it is located at the main door to the reception lobby. There is a bin that members can drop information into. The office itself is still closed to visitors.

Mr. Opolski asked BeneSys if the email address for Claims to be submitted was new. Ms. Crosby explained that it is not new, but this is the first year that the email address has been listed on the HRA Claim Form.

New Business

A. Priority Health ANOC Mailing Error

Ms. Crosby presented an email received from Priority Health informing BeneSys that there was a coding error on the ANOC Books that caused PPO and HMO books to be sent to members that didn't match the members benefit selection. They have pulled those books and are sending out correct books to those that receive the wrong one.

B. Utilization Rate Survey

Mr. Opolski asked for this item to be moved from Unfinished Business to New Business. BeneSys is gathering information for the Board regarding members who have not enrolled in any benefit with the Trust. The thought being that perhaps it would be of benefit to hire a survey company to reach out to these members to obtain why they aren't using the benefits offered. BeneSys will present this information at the Board Meeting for review. It was discussed that members may not respond to a survey company and it may be better for Mr. Opolski to reach out to the members himself depending on the number of members not enrolled. This will be kept on the Agenda for the Board Meeting and discussed further once the information from BeneSys is presented.

C. Sale of City of Detroit B-Notes

Mr. Opolski asked for this item to be added to New Business. Mr. Castle updated the Admin Committee that after the Special Meeting held by the Board on February 3, 2021, Nat Singer sold \$50 million of the Series One

B Notes at a price of 95. Morgan Stanley has been informed of the sale and will be presenting options for investment of this money at the next Board Meeting.

Unfinished Business

A. Total Members Not Enrolled Data

Ms. Crosby informed the Admin Committee that she will have report ready to present at the Board Meeting.

B. Actuarial and/or Benefit Consulting Service

The Admin Committee discussed the RFP's that were given last year and what should be done with the search that was set aside due to the COVID-19 Pandemic.

Motion – To recommend that the Board request a supplemental RFP response from vendors for Actuarial and/or Benefit Consulting Services. Proposals will need to be submitted prior to the March 8, 2021 Admin Committee Meeting: By T. Shippy, seconded by R. Kosmack.

- Motion Carried – Unanimously

C. Weiler Settlement Surplus Funds

Mr. Castle informed the Admin Committee that there were no new updates.

Correspondence

A. Thank You Letter and Check

Mr. Opolski informed the Admin Committee that he received a letter of thanks from a member for assistance provided by former Trustee Barr who passed away last year. There was a check provided as well that Mr. Opolski will forward to Mr. Barr's widow per the member's request.

Trustee Comment/Open Forum

Ms. Gjorgjevski asked the Trustees if they had received their 1099 Forms. They stated they have not. She stated that she will be getting PDF copies for everyone and once she has them, she will email them to the Trustees in case the mail is delayed.

Adjournment

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

- Motion Carried – Unanimously

Meeting adjourned at 10:30 am.