



Meeting Minutes - Administrative Committee Board

Monday, February 12, 2018

9:30 am at the Retired Detroit Police & Fire Fighters Association office  
Conference Call In: 1-866-730-7512 Access Code 795253 Host 133963

Trustees:

Chet Opolski	Chairman
John Clark	VP Chairman
Don Taylor	Trustee
Tom Sheehan	Trustee
John Barr - excused	Trustee

ABS:

Lisa Duncan	VMT: Aaron Castle
Chesla Emerick	

The meeting was held at the offices of the Retired Detroit Police & Fire Fighters Association, RDPFFA, at 2525 E 14 Mile Road, Sterling Hts., MI 48310. The Chairman called the Board meeting to order at 9:32

- Legal Counsel representative(s): A. Castle
- ABS representative(s): L. Duncan and C. Emerick

**Motion** – To accept the agenda dated February 12, 2018: By T. Sheehan, seconded by D. Taylor

- Motion Carried – Unanimously

**Motion** – To move from regular agenda to allow for public participation of guest's Marcella Rolf and Delphine Raska: By T. Sheehan, seconded by D. Taylor

- Motion Carried – Unanimously

Mrs. Rolf and Mrs. Raska attended the meeting to have a chance to speak with the Board and ABS regarding their HRA accounts. They also discussed the fact that they were not happy with the change from BCBS to Aetna, they feel the deductible is too high. They thought that once they opted out of the insurance, that they could not come back into it. The board explained that they can come back into the plan during any future open enrollment.

ABS will contact the members back later this afternoon in regards to their HRA payments.

**Motion** – To move back to the regular agenda: By T. Sheehan, seconded by D. Taylor

- Motion Carried – Unanimously

**Motion** – To approve the minutes from January 8, 2017: By T. Sheehan, seconded by D. Taylor

- Motion Carried – Unanimously

#### **Legal**

Revised Plan document: blue is additions, red is taking the verbiage out, green is moving existing language to another part of the document.

Proposed revisions primarily address the HRA claims and appeals process. 2 levels of Appeals: first level is to ABS next level is to the board. There are some legal regulations (30 days) consistent with Department of Labor rules.

Page 8 of the plan doc- paragraph 4: There will still be the 90 day grace period to submit claims, but this addition allows the board approve 2<sup>nd</sup> level appeals beyond the 90 day grace period, up to 12 months following the end of the previous plan year. The plan year is a calendar year, 1-1 through 12-31.

Legal also provided the Admin committee with draft Level 1 and Level 2 appeal forms. The Committee would like to review and would like feedback from ABS. If/when approved, ABS can create a fillable form for the website.

T. Sheehan requested that legal spell out in the document that Level 2 appeals must be presented with all existing information to the board.

**Motion** – To recommend the updated plan document to the full board for review as amended: By T. Sheehan, seconded by D. Taylor

- Motion Carried – Unanimously

Legal provided the Committee with the final Independent Contractor Agreement for the Business Agent position.

Verbiage was added in the compensation section (page 34). Chet wanted the verbiage to show that the board has discretion to approve additional time/funds paid.

**Motion** – To recommend the final Independent Contractor Agreement to the full board: By T. Sheehan, seconded by D. Taylor

- Motion Carried – C. Opolski abstains

#### **New Business:**

The Committee asked that ABS do a full audit on all the Duty Disability members in the HRA. We are to work with the pension system/Yvonne.

ABS was excused at 10:44

..... to prepare a summary of the  
Board meeting.

**Motion** – To adjourn the meeting; T. Sheehan, seconded by D. Taylor

Adjournment: 11:10 am

Lisa Duncan/Chesla Emerick/Aaron Castle

