

CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



Admin Committee Meeting Minutes

Monday, February 13, 2023

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

Trustees:

Chet Opolski
Tracy Shippy
Brian Roehl
Greg Trozak
Dan Bojalad
Rick Kosmack

Role:

Chairman
Vice-Chair
Trustee
Trustee
Trustee
Trustee

Others present: 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 February 13, 2023: By G. Trozak, seconded by D. Bojalad.

- Motion Carried – Unanimously

Copy of the previously approved Administrative Committee Meeting minutes from January 9, 2023 were presented.

Public Comment - None

Legal Report - None

Administrative Report/Administrative Committee Report

A. BeneSys Claims Accuracy Report 4th Quarter 2022

Ms. Crosby presented the BeneSys Claims Accuracy Report for the 4th Quarter of 2022 to the Admin Committee for review. BeneSys met the Performance Guarantee for 4th Quarter 2022.

B. Appeals

a. 1618307555

Motion – To recommend to the Board that the Appeal for participant #1618307555 be approved: By B. Roehl, seconded by G. Trozak.

- Motion Carried – Unanimously

b. 2845840148

Motion – To recommend to the Board that the Appeal for participant #2845840148 be approved: By B. Roehl, seconded by T. Shippy.

- Motion Carried – Unanimously

Business Agent Report

A. HRA Form Designation Between Member & Spouse

Mr. Opolski updated the Admin Committee regarding a situation where a Surviving Spouse submitted an HRA Claim form and marked herself as Spouse and the form was put in BeneSys systems under her deceased husband and therefore was not processed. Surviving Spouses take the place of the deceased member and are given their own ID number with BeneSys, so she should have identified herself as the member. This is something that has happened in the past and Mr. Opolski wanted to discuss potential solutions. Extensive discussion took place, and it was determined that Ms. Crosby would generate a draft letter for review, that would be mailed to Surviving Spouses when BeneSys learns that the member has passed away that will explain the process for HRA Claims and provide them with their new BeneSys ID number.

New Business

A. Trustee 1099's

Ms. Gjorgjevski wanted to make sure that the Trustees all received their 1099's for the 2022 calendar year.

Unfinished Business

A. Professional Advisor Review – Investment Consultant

Discussion took place regarding the Board's due diligence in performing professional reviews on a regular basis. Mr. Opolski gave permission to Trustee Roehl to call and vet prospective investment consulting firms and provide his input for issuing RFP's at the next Board Meeting.

B. Fifth Third Bank Options

This item will be removed from future agendas.

C. HRA Direct Deposit Letter to Members Receiving Checks

Ms. Crosby presented an updated draft of the letter regarding upcoming changes in HRA Payments and encourage enrollment in Direct Deposit.

Motion – To recommend to the Board that the letter be approved as presented to be put in envelope with checks for HRA Reimbursement in March 2023 to inform members of upcoming changes in HRA Payments and encourage them to enroll in Direct Deposit: By G. Trozak, seconded by R. Kosmack.

- Motion Carried – Unanimously

D. HRA Disbursement Analysis

Ms. Gjorgjevski presented her initial analysis of HRA Disbursements via Direct Deposit and Check and the cost to the VEBA associated with each option. After discussion it was determined that this analysis will need some additional information and will be presented again at the next Board Meeting.

E. HRA Reimbursement Direct Deposit Directive

Additional discussion took place regarding this matter.

Motion – To recommend to the Board that effective January 1, 2024, members will be required to enroll in Direct Deposit for HRA Reimbursement. If paper checks are still issued a fee will be assessed. Fee amount to be determined based upon actual costs incurred by the VEBA: By G. Trozak, seconded by D. Bojalad.

- Motion Carried – Unanimously

Correspondence

- A. Clarkston Capital – New Chief Compliance Officer**
- B. Foundation Infrastructure Debt Fund – Investor Letter**
- C. Boyd Watterson – GSA Fund Update 4th Quarter 2022**
- D. Boyd Watterson – State Fund Update 4th Quarter 2022**

Trustee Comment/Open Forum

Adjournment

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

- Motion Carried – Unanimously

Meeting adjourned at 10:41 a.m.