

CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



Admin Committee Meeting Minutes

Monday, April 8, 2019

9:30 am at RDPFFA Office Sterling Heights Michigan  
Conference Call In: 1-866-730-7512 Access Code 700275 Host 484296

Trustees:	Chet Opolski	Chairman
	John Barr	Trustee
	Daniel Bojalad	Trustee
	Brian Roehl	Trustee
	Tracy Shippy	Trustee

Legal Representation: Aaron Castle

BeneSys Representation: Jim Lareau, Samarah Murray & Violet Gjorgjevski

The meeting was held at the offices of the Retired Detroit Police & Fire Fighters Association

The meeting was called to order at 9:30am

**Motion** – To accept the agenda dated April 8, 2019: By D. Bojalad, seconded by J. Barr.

- Motion Carried – Unanimously

Copy of approved Admin Committee Meeting minutes from the March 25, 2019 meeting were presented.

**Legal Report**

**A. Correction of Benefit Overpayments**

Attorney Castle reviewed a draft of an overpayment notification letter with the Board, after discussion the Admin Committee has recommended the Full Board to review and adopt.

**Motion** – To recommend the board of directors approve the overpayment notification letter as presented: By D. Bojalad, second by B. Roehl.

- Motion Carried – Unanimously

**B. Service Animals**

Attorney Castle was asked to research whether cost and expenses incurred for the use of a service animal are reimbursable by the participant. He provided a memo with IRS clarification regarding the use of a service animal stating that it is a reimbursable benefit with proper documentation. The Board will require a Letter of Medical Necessity among

other required documents. Attorney Castle to prepare a form letter of medical necessity for participant(s) to submit should they wish to submit claims pertaining to the use of service animals.

**Motion** – To recommend the board of directors approve the expenses for a service animal pending proper documentation is submitted by participant: By J. Barr, second by T. Shippy.

- Motion Carried – Unanimously

### **Administrative Report/Administrative Committee Report**

#### **A. Appeals**

**Motion** – To enter into closed session at 9:48am to address appeals, administrative appeals containing confidential personal health information under HIPAA: By J. Barr, seconded by B. Roehl.

- Roll call vote: Barr – yes
- Bojalad – yes
- Opolski – yes
- Roehl – yes

The Board exited closed session at 10:21am.

**Motion** - To recommend the board approve both member and spouse of 2781988486 to retroactively enroll in Medical Coverage for 2019 outside of the Open Enrollment period; pending proper documentation is submitted and enrollment into medical is allowed by Medical Provider: By B. Roehl, second by T. Shippy.

- Motion Carried – unanimously

**Motion** - To recommend the board approve spouse of 2685261429 to retroactively enroll and collect for 2018 HRA Benefit; pending proper documentation is submitted: By D. Bojalad, second by T. Shippy.

- Motion Carried – unanimously

**Motion** - To recommend the board deny retroactive HRA enrollment for 2017 and approve spouse of 2718667081 to retroactively enroll and collect for 2018 HRA Benefit; pending proper documentation is submitted: By B. Roehl, second by D. Bojalad.

- Motion Carried – unanimously

**Motion** - To recommend the board approve both member and spouse of 2781859196 to retroactively enroll and collect for 2018 HRA Benefit; pending proper documentation is submitted: By T. Shippy, second by D. Bojalad.

- Motion Carried – unanimously

**Motion** - To table request for appeal of 2831661130; pending additional documentation to be requested from the Pension Office: By T. Shippy, second by D. Bojalad.

- Motion Carried – unanimously

**Motion** - To recommend the board deny retroactive HRA enrollment for 2016 - 2017 and approve 2726379534 to retroactively enroll in 2018 HRA Benefit; pending proper documentation is submitted: By B. Roehl, second by B. Roehl.

- Motion Carried – unanimously

**Motion** - To recommend the board deny retroactive HRA enrollment for 2015 - 2017 of 2817221019: By B. Roehl, second by D. Bojalad.

- Motion Carried – unanimously

## **Unfinished Business**

### **A. HRA Allocation and Claims Processing Rules**

Ms. Murray discussed the progress of updates to the BeneSys System discussed at Full Board meeting on March 25<sup>th</sup>, 2019.

### **B. Trustee Stipends**

Ms. Gjorgjevski provided a form to be completed by the Trustees to begin the Trustee Stipends as well as retroactively to January 1, 2019. Once the form is completed the Trustees will receive their Stipends monthly.

## **Business Agent Report**

Chairperson Opolski advised the Board that he is in constant contact with BeneSys to resolve issues that arise by way of phone calls, emails and mail that he receives. He provided some feedback to Mr. James Lareau with BeneSys about working with the BeneSys team and expressed his concern with the staffing at BeneSys, Mr. Lareau assured him that there is plenty of staffing however BeneSys was not expecting the call volume and backlog of claims it received during the transition and now that it has passed he is confident that the team will remain current and phone calls will be handled promptly as promised. Mr. Lareau thanked the Board for allowing him to join the meeting and that they are always welcome to contact him with any questions or concerns.

## **New Business/Open Forum**

### **A. Reimbursement Process – Required Documentation**

A communication was circulated to the Board regarding some member concerns that Ms. Murray wanted the Board to be aware of. The concerns from the members have been resolved, this was just provided as informational.

### **B. GRS Proposed Timetable PY 2020**

GRS provided a timetable using 2 different methods, the Board requested that Legal reach out to GRS for pricing of both methods.

Discussion regarding Cost of doing Business at the RDPFFA, what is the cost of the conference room used by the Board twice a month. Chairman Opolski to reach out to RDPFFA and provide additional information at the next Administrative Board meeting on May 6, 2019.

Trustee Roehl discussed the Bonds being held, he would like to look into selling if the Board agrees. The Finance committee should discuss further action. The Finance Committee will consist of three Trustees, Trustee Brian Roehl, Chairman Chester Opolski and Trustee Andy Dillion. Further discussion to be had at the Full Board meeting on April 22, 2019.

The Administrative Board of Trustees have requested that a member of the Pension System attend a meeting to discuss the different types of Retirement statuses and rules.

**Adjournment**

**Motion** – To adjourn Administrative Committee Meeting: By J. Barr, seconded by D. Bojalad

Motion Carried – Unanimously

Meeting adjourned at 11:34 am.