

CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



Admin Committee Meeting Minutes

Monday, August 10, 2020

9:30 am at Office of BeneSys, Inc., Troy, MI via Conference Call in Compliance with Executive Order 2020-4

Trustees:	Chet Opolski (via phone)	Chairman
	Dan Bojalad (via phone)	Trustee
	Tracy Shippy (via phone)	Trustee
	Brian Roehl (via phone)	Trustee
	Richard Kosmack (via phone)	Trustee

Legal Representation: Aaron Castle (via phone)

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

The meeting was held at the offices of the BeneSys, Inc. in Troy, Michigan via Conference Call

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

Motion – To accept the agenda dated August 10, 2020: By D. Bojalad, seconded by R. Kosmack.

- Motion Carried – Unanimously

Copy of the previously approved Administrative Committee Meeting minutes from the July 13, 2020 were presented.

Public Comment – Member, Louis Sinagra attended meeting via conference call. He stated he enjoys attending the meetings and finds them very informative.

Legal Report

Mr. Castle presented draft letters to be utilized by BeneSys to follow up on Outstanding HRA Checks per the new policy put in to place at the July 27, 2020 Board Meeting.

Motion – To recommend to the full Board to accept and approve letters as presented: By R. Kosmack, seconded by B. Roehl.

- Motion Carried – Unanimously

Mr. Castle presented the Restatement of RHC Trust Agreement for review. It was suggested that the Trustee Terms of Office will be set up on a three-year rotating schedule, every 3 years, two seats will be renewed. Attorney Castle will put a request in writing for Chairman Opolski to present to the Retiree Association at their next meeting.

Mr. Castle discussed Executive Order 2020-154 which has been extended so long as a State of Emergency exists in Michigan (currently to August 11, 2020). He stated that he anticipates that the order will be extended beyond this date as well.

Mr. Castle discussed Executive Order 2020-158 for the continuation of electronic signatures as a result of the COVID-19 pandemic.

Chairman Opolski had previously approached Mr. Castle about concerns with Public Participation in meetings. The concern being that we are meeting via conference call and the board at times needs to enter closed sessions to discuss Appeals that contain confidential personal health information under HIPAA. In addition, there is concern about the conference calling product that is used and how many people can call in. Mr. Opolski will follow up on the conference call capacity and Mr. Castle will present updated policy at the next Admin. Committee meeting.

Administrative Report/Administrative Committee Report

A. 2021 Open Enrollment Meeting Dates & Locations

Ms. Gjorgjevski presented to the Admin Committee that locations have been found for the 2021 Open Enrollment Meetings that will adhere to the Social Distancing Guidelines set forth by the Governor. The Admin Committee discussed the matter of having Open Enrollment Meetings during a pandemic considering the health and safety of its members at great length and in detail.

Motion – To recommend to the Board that, for the safety of its members, there be no Open Enrollment Meetings, that letters be sent out to all members prior to Open Enrollment to inform them that there will be no meetings and to look for packages in the mail and that the Open Enrollment Dates be set as October 12, 2020 to November 13, 2020: By D. Bojalad, seconded by B. Roehl.

Business Agent Report

Mr. Opolski stated that Newsletters are being opened by 54% of membership which is the highest since he began sending them.

New Business

A. ABS – Bank Reconciliation for July 2020

Mr. Castle reached out to prior TPA to inform them of the Trusts new Outstanding Check Policy. ABS provided the most recent bank reconciliation for the Board. Mr. Castle informed ABS that BeneSys will be taking over the follow up and processing of Outstanding Checks going forward.

Unfinished Business

A. Weiler Settlement Surplus Funds

Mr. Castle stated that there has been no new information on this matter.

B. 2021 Open Enrollment/HRA Documents Edits/Updates

Ms. Crosby presented a draft of the new Healthcare Enrollment Form to be used during the 2021 Open Enrollment based off prior discussions by the Admin Committee. Some additional edits need to take place and will be presented at the next meeting.

C. Priority Health – End of Year Pandemic Credit**D. Outstanding HRA Checks**

Updated under Legal Report

E. Delta Dental Pandemic Relief Credit

The Pension office successfully corrected the error from July 2020 for the August 2020 pensions. Members have been given their proper credit.

Correspondence**A. COPS Trust Invoicing**

Ms. Crosby shared communication with Tom Schneider from COPS Trust as to the proper billing protocol for Delta Dental and VSP invoices. Mr. Schneider will provide this going forward.

B. Balance Billing Information**Trustee Comment/Open Forum**

Priority Health will provide the Board with 2021 Open Enrollment information at the Board Meeting on August 24, 2020.

Admin Committee meeting date changes made: The 9/7/2020 Meeting was moved to 9/14/2020 and the 12/14/2020 meeting was moved to 12/7/2020.

Board Meeting date changes made: The 11/16/2020 meeting was moved to 11/23/2020 and the 2/22/2021 meeting was moved to 2/15/2021.

Adjournment

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

Motion Carried – Unanimously

Meeting adjourned at 11:09 am.