

CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



Admin Committee Meeting Minutes

Monday, January 10, 2022

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

<u>Trustees:</u>	<u>Attending:</u>	<u>Role:</u>
Chet Opolski	In-Person	Chairman
Richard Kosmack	Via Phone from Grosse Pointe Woods, MI	Trustee
Dan Bojalad	In-Person	Trustee
Brian Roehl	In-Person	Trustee
Greg Trozak	In-Person	Trustee

Others present: Louis Sinagra, Member (via phone)

Legal Representation: Aaron Castle (in-person)

BeneSys Representation: Violet Gjorgjevski and Jennifer Crosby (in-person)

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

Motion – To accept the agenda dated January 10, 2022: By D. Bojalad, seconded by B. Roehl.

- Motion Carried – Unanimously

Copy of the previously approved Administrative Committee Meeting minutes from December 13, 2021 were presented.

Public Comment - None

Financial Consultants – None

Legal Report

A. Rules of Procedure

Mr. Castle provided a revised draft of the Board's Rules of Procedure for review and discussion.

Motion – To recommend that the Board Adopt the revised Board's Rules of Procedure as amended: By B. Roehl, seconded by D. Bojalad.

- Motion Carried – Unanimously

B. Trustee Education & Travel Policy

Mr. Castle provided a revised draft Policy for the Admin Committee for further review and discussion.

Motion – To recommend that the Board adopt the revised draft of the Trustee Education & Travel Policy as amended: By D. Bojalad, seconded by G. Trozak.

- Motion Carried – Unanimously

Motion – To recommend that the Board adopt an annual budget of \$35,000 total for Trustee Education & Travel: By B. Roehl, seconded by G. Trozak.

- Motion Carried – Unanimously

C. Professional Due Diligence

Mr. Castle informed the Board that pursuant to its policy, the Board has resolved to conduct a due diligence review of its professional advisors and services providers on a 5-year rotating schedule. He provided a historical review schedule for the Committee's reference. The Admin Committee would like the Board to review its Legal Counsel at the next meeting.

Administrative Report/Administrative Committee Report

Ms. Gjorgjevski informed the Admin Committee that there have been delays in the launch of direct deposit for HRA reimbursements. BeneSys is currently in the testing phase with Fifth Third Bank. The updated timeline to begin direct deposit is February 1, 2022. Chairman Opolski will update members via his Newsletter and BeneSys will post a statement on the Website.

Ms. Gjorgjevski additionally informed the Admin Committee that many members turned in their 2022 HRA Reimbursement Forms as early as September 2021. As a result, those claims have been sitting in the que to be processed until January 1, 2022. This will cause the Turn Around Time numbers to be inaccurate for 4th Quarter 2021 because it looks like claims were not processed timely. BeneSys will attempt to remove the 2022 claims from the 4th Quarter 2021 numbers when the report is presented.

Business Agent Report

Chairman Opolski informed the Admin Committee that he continues to receive calls requesting forms. He gave an update regarding Priority Health ID Cards, OTC Cards and Assist American Cards. There have been some delays in getting these cards out to members, but they are all in the mail now. He has been keeping members up to date on this matter through the Newsletters.

New Business - None

Unfinished Business - None

Correspondence

- A. BeneSys – Log4J Statement**
- B. BeneSys – NSA Notice**
- C. Graystone – Letter from Bill Messner**

D. Email from Andy Dillon – Life Expectancy Assumptions

Ms. Crosby shared the above communication with the Board for informative purposes.

Trustee Comment/Open Forum - None

Adjournment

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

Motion Carried – Unanimously

Meeting adjourned at 10:52 a.m.