

## CITY OF DETROIT POLICE AND FIRE RETIREE HEALTHCARE TRUST



### Admin Committee Meeting Minutes

Monday, December 13, 2021

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

#### Trustees:

Chet Opolski

Richard Kosmack

Dan Bojalad

Brian Roehl

Tracy Shippy

#### Attending:

In-Person

In-Person

In-Person

In-Person

In-Person

#### Role:

Chairman

Trustee

Trustee

Trustee

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 9:33 am.

**Motion** – To accept the agenda dated December 13, 2021: By D. Bojalad, seconded by B. Roehl.

- Motion Carried – Unanimously

Copy of the previously approved Administrative Committee Meeting minutes and Closed Meeting minutes from November 8, 2021 were presented.

#### Public Comment

Mr. Sinagra wished the Admin Committee a Happy Holiday and stated that he hopes the public can continue to attend meetings remotely because it is very informative and helpful.

#### Financial Consultants – None

#### Legal Report

##### **A. Benefits Consultant**

Mr. Castle provided supplemental information that had been provided by Aon and Manquen Vance in response to the Board's request for estimates for ad hoc benefits consulting services.

## **B. Trustee Education & Travel Policy**

Mr. Castle provided a draft Policy for the Admin Committee to review and discuss. Based on feedback and discussion revisions will be made to the draft Policy for further review and consideration.

## **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 to review Legal Counsel at the next Board meeting, the Auditor at the Admin Committee meeting in January 2022 and the Investment Consultant at the Admin Committee meeting in February 2022. Mr. Castle will follow-up with representatives from Plante Moran regarding their attendance at the January Admin Committee meeting.

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

Ms. Gjorgjevski explained to the Admin Committee that the BeneSys office is closed on December 27, 2021 and there is a Board Meeting scheduled that day. The Admin Committee agreed to move the Board Meeting to December 20, 2021.

## **Business Agent Report**

Chairman Opolski informed the Admin Committee that he continues to receive calls requesting forms. He is also continuing to send out Newsletters frequently.

## **New Business - None**

## **Unfinished Business**

### **A. 2022 Administrative Committee Meeting Notice Draft**

Ms. Crosby presented the 2022 Meeting Notice for the Admin Committee to review. The location for meetings needs to be updated to the BeneSys office address and then the meeting notice can be posted.

### **B. 2022 Board Meeting Notice Draft**

Ms. Crosby presented the 2022 Board Meeting Notice for the Admin Committee to review. The location for meetings needs to be updated to the BeneSys office address and then the meeting notice can be posted.

## **Correspondence**

### **A. BeneSys Compliments Received**

Ms. Crosby shared two member compliments received at BeneSys for both the Eligibility Department and the Member Services Department.

## **Trustee Comment/Open Forum - None**

## **Adjournment**

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

Motion Carried – Unanimously

Meeting adjourned at 11:10 a.m.