



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, April 14, 2016 at 1:30 PM

Capitol View Building  
201 Townsend St Suite 900  
Lansing, MI 48933

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - a. Minutes of the March 10, 2016 regular Executive Committee meeting
- V. Administrative Report**
- VI. New Business**

None
- VII. Public Comment**
- VIII. Other Business**
- IX. Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority  
PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, March 10, 2016 at 2:00 p.m.

Capitol View Building  
201 Townsend St Suite 900  
Lansing, MI 48933

**MINUTES**

Proposed Minutes       Approved Minutes

MEETING TYPE:     Regular     Special

**I. Call to Order**

The meeting was called to order at 2:14 PM.

**II. Roll Call**

Executive Committee Member Attendance:

Stacie Behler, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
James Cambridge, Secretary*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Eric DeLong, Treasurer	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Doug Smith, Member*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Al Vanderberg, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Brian Meakin, Member*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

\*Participated via teleconference.

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Steven Liedel, Dykema
- Scott Buhner, Grand Rapids

**III. Approval of Agenda**

Moved by: Vanderberg  
Supported by: Smith

Yes: X            No: \_\_\_

**IV. Approval of Minutes**

a. Minutes of the February 11, 2016 regular Executive Committee meeting

Moved by: Smith  
Supported by: Vandenberg

Yes: X            No: \_\_\_

**V. Administrative Report**

The administrative report was delivered by CEO Robert Bruner at the earlier Authority Board meeting.

**VI. New Business**

**a. Resolution 2016-20 Approval of the first amendment to services contract with the City of Detroit**

Moved by: Vandenberg  
Supported by: Smith

Yes: X            No: \_\_\_

**b. Resolution 2016-21 Approval of the second amendment to independent contractor agreement with The Segal Company**

Moved by: Smith  
Supported by: Vandenberg

Yes: X            No: \_\_\_

**II. Public Comment**

None

**III. Other Business**

None

**IV. Adjournment**

Motion to adjourn the meeting at 2:29 PM.

Moved by: Smith

Supported by: Vandenberg

Yes: X      No: \_\_\_

**Certification of Minutes**

Approved by the Executive Committee on April 14, 2016.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared April 8, 2016

Collaborate • Innovate • Serve

# Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority  
General Fund**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2016 Adopted</b>	<b>March 2016</b>	<b>FYE 2016 Year to Date</b>	<b>FYE 2016 Budget to Date</b>	<b>Variance</b>
<b>Operating Revenues</b>						
101	539		\$ -	\$ -	\$ -	
		\$ 126,315	\$ 13,625	\$ 65,542	\$ 63,158	3.8%
		\$ 126,315	\$ 13,625	\$ 65,542	\$ 63,158	3.8%
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 252,629</b>	<b>\$ 27,250</b>	<b>\$ 131,084</b>	<b>\$ 126,315</b>	<b>3.8%</b>
<b>Operating Expenses</b>						
101	101	\$ 2,000		\$ 2,209	\$ 1,000	120.9%
101	173	\$ 219,429	\$ 17,085	\$ 111,750	\$ 109,715	1.9%
101	191	\$ 5,000	\$ 9,118	\$ 11,484	\$ 2,500	359.4%
101	223	\$ 10,200		\$ -	\$ 5,100	-100.0%
101	228	\$ 4,000	\$ 1,047	\$ 1,047	\$ 2,000	-47.7%
101	266	\$ 12,000	\$ -	\$ 4,594	\$ 6,000	-23.4%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 252,629</b>	<b>\$ 27,250</b>	<b>\$ 131,084</b>	<b>\$ 126,315</b>	<b>3.8%</b>
<b>Change in Net Position</b>		<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ 1</b>	

**Michigan Municipal Services Authority  
VHWM**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2016 Adopted</b>	<b>March 2016</b>	<b>FYE 2016 Year to Date</b>	<b>FYE 2016 Budget to Date</b>	<b>Variance</b>	
<b>Operating Revenues</b>							
501	539	State Grants	\$ 80,968	\$ 31,380	\$ 95,720	\$ 40,484	136.4%
501	600	Charges for Services	\$ 1,320,000	\$ 115,350	\$ 581,791	\$ 660,000	-11.8%
<b>TOTAL OPERATING REVENUES</b>			<b>\$ 1,400,968</b>	<b>\$ 146,729</b>	<b>\$ 677,511</b>	<b>\$ 700,484</b>	<b>-3.3%</b>
<b>Operating Expenses</b>							
501	266	Attorney	\$ 2,000	\$ -	\$ 1,362	\$ 1,000	36.2%
501	271	Program Management	\$ 180,000	\$ -	\$ 45,000	\$ 90,000	-50.0%
501	272	Contractual Services	\$ 1,070,000	\$ 11,725	\$ 427,075	\$ 535,000	-20.2%
501		Transfer to General Fund	\$ 126,315	\$ 13,625	\$ 65,542	\$ 63,158	3.8%
<b>TOTAL OPERATING EXPENSES</b>			<b>\$ 1,378,315</b>	<b>\$ 25,350</b>	<b>\$ 538,979</b>	<b>\$ 689,158</b>	<b>-21.8%</b>
<b>Change in Net Position</b>			<b>\$ 22,653</b>	<b>\$ 121,379</b>	<b>\$ 138,532</b>	<b>\$ 11,327</b>	<b>1123.1%</b>

**Michigan Municipal Services Authority  
FMS**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2016 Adopted</b>	<b>March 2016</b>	<b>FYE 2016 Year to Date</b>	<b>FYE 2016 Budget to Date</b>	<b>Variance</b>
<b>Operating Revenues</b>						
502	539	State Grants	\$ 145,549	\$ 26,127	\$ 85,885	\$ 72,775 18.0%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ 973,810	\$ 1,431,715 -32.0%
<b>TOTAL OPERATING REVENUES</b>			<b>\$ 3,008,979</b>	<b>\$ 26,127</b>	<b>\$ 1,059,695</b>	<b>\$ 1,504,490 -29.6%</b>
<b>Operating Expenses</b>						
502	266	Attorney	\$ 12,000			\$ 6,000 -100.0%
502	271	Program Management	\$ 60,000	\$ 2,495	\$ 35,042	\$ 30,000 16.8%
502	272	Contractual Services	\$ 2,680,000	\$ -	\$ 912,001	\$ 1,340,000 -31.9%
502		Transfer to General Fund	\$ 126,315	\$ 13,625	\$ 65,542	\$ 63,158 3.8%
<b>TOTAL OPERATING EXPENSES</b>			<b>\$ 2,878,315</b>	<b>\$ 16,120</b>	<b>\$ 1,012,585</b>	<b>\$ 1,439,158 -29.6%</b>
<b>Change in Net Position</b>			<b>\$ 130,664</b>	<b>\$ 10,007</b>	<b>\$ 47,110</b>	<b>\$ 65,332 -27.9%</b>

**Michigan Municipal Services Authority  
All Funds**

	FYE 2016 Adopted	March 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
<b>OPERATING REVENUES</b>					
General	\$ 252,629	\$ 27,250	\$ 131,084	\$ 126,315	3.8%
VHWM	\$ 1,400,968	\$ 146,729	\$ 677,511	\$ 700,484	-3.3%
FMS	\$ 3,008,979	\$ 26,127	\$ 1,059,695	\$ 1,504,490	-29.6%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 4,662,576</b>	<b>\$ 200,106</b>	<b>\$ 1,868,290</b>	<b>\$ 2,331,288</b>	<b>-19.9%</b>
<b>OPERATING EXPENSES</b>					
General	\$ 252,629	\$ 27,250	\$ 131,084	\$ 126,315	3.8%
VHWM	\$ 1,378,315	\$ 25,350	\$ 538,979	\$ 689,158	-21.8%
FMS	\$ 2,878,315	\$ 16,120	\$ 1,012,585	\$ 1,439,158	-29.6%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,509,259</b>	<b>\$ 68,720</b>	<b>\$ 1,682,648</b>	<b>\$ 2,254,630</b>	<b>-25.4%</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ 153,317</b>	<b>\$ 131,385</b>	<b>\$ 185,642</b>	<b>\$ 76,659</b>	<b>142.2%</b>

**Michigan Municipal Services Authority**  
**Balance Sheet**  
**As of March 31, 2016**

**ASSETS**

**CURRENT ASSETS**

Cash in Bank	\$ 622,092.23
Due From Cities	153,790.56
Due from State	<u>48,027.55</u>

**Total Current Assets** 823,910.34

**PROPERTY AND EQUIPMENT**

**TOTAL ASSETS** \$ 823,910.34

**CURRENT LIABILITIES**

Accounts Payable	\$ 183,883.88
Accrued State W/H	552.38
Accrued Federal W/H	1,768.00
Accrued FICA	2,865.26
Accrued MESC	690.01
Accrued FUTA	84.00
Accrued Salaries & Wages	<u>8,998.33</u>

**Total Current Liabilities** 198,841.86

**LONG-TERM LIABILITIES**

**Total Liabilities** 198,841.86

**FUND BALANCE**

Fund Balance Retained	439,429.24
Current Revenue over Expenses	<u>185,639.24</u>

**Total Fund Balance** 625,068.48

**TOTAL LIABILITIES AND  
FUND BALANCE** \$ 823,910.34

**Michigan Municipal Services Authority**  
**Statement of Income**  
**For the 1 Month and 6 Months Ended March 31, 2016**

	<u>1 Month Ended</u> <u>March 31, 2016</u>	<u>6 Months Ended</u> <u>March 31, 2016</u>
<b>Revenues</b>		
Contract Revenue	\$ 172,855.70	\$ 1,737,203.15
 <b>Operating Expenses</b>		
Salary Director	\$ 9,461.54	\$ 60,153.84
Wages - Administrative Staff	4,766.66	30,983.29
Outside Service Contractors	12,772.00	1,385,121.45
Payroll Taxes	1,088.44	6,971.89
MESC Taxes	0.00	662.38
FUTA Taxes	0.00	84.00
Office Expense	1,219.42	3,138.46
Legal & Accounting	11,495.00	51,774.02
Seminars & Education	0.00	20.00
Insurance - General	0.00	2,209.00
Mileage Reimbursement	549.15	4,618.91
Travel Expenses	0.00	5,118.21
Bank Service Charges	118.21	708.46
	<hr/>	<hr/>
<b>Total Operating Expenses</b>	41,470.42	1,551,563.91
 <b>Revenues over Expenses</b>	 <u>\$ 131,385.28</u>	 <u>\$ 185,639.24</u>

# MICHIGAN MUNICIPAL SERVICES AUTHORITY

## Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
2/29/16			Beginning Balance			\$ 490,706.96
3/2/16	ACH		Abraham Gaffney	\$ 8,700.00		\$ 482,006.96
	ACH	Expenses Reim	Robert J Bruner	\$ 527.55		\$ 481,479.41
	ACH	Expenses Reim	Robert J Bruner	\$ 663.17		\$ 480,816.24
	ACH		Segal Consulting	\$ 11,725.00		\$ 469,091.24
3/4/16	ACH	Expenses Reim	Kristen Delaney	\$ 556.25		\$ 468,534.99
	ACH	Expenses Reim	Kristen Delaney	\$ 21.60		\$ 468,513.39
3/10/16		Service Charge		\$ 118.21		\$ 468,395.18
	Direct Deposits		Payroll	\$ 5,409.69		\$ 462,985.49
	ACH	Payroll Tax	EFTPS Federal Withholding Tax	\$ 3,944.90		\$ 459,040.59
	ACH	Payroll Tax	MI Tax Payment	\$ 552.38		\$ 458,488.21
3/17/16		Deposit	SOM FACS		\$ 29,136.14	\$ 487,624.35
3/18/16	ACH		Michael A Tawney	\$ 300.00		\$ 487,324.35
	ACH		Plante Moran	\$ 2,495.00		\$ 484,829.35
3/22/16		Deposit	SOM FACS		\$ 28,370.02	\$ 513,199.37
3/24/16		Deposit	City of Detroit		\$ 115,349.54	\$ 628,548.91
3/25/16	ACH		Munetrix LLC	\$ 1,047.00		\$ 627,501.91
3/31/16	Direct Deposits		Payroll	\$ 5,409.68		\$ 622,092.23
<b>TOTAL MI MUN SERV AUTH CASH BALANCE</b>						<b>\$ 622,092.23</b>





MICHIGAN MUNICIPAL SERVICES  
AUTHORITY  
PO BOX 12012  
LANSING MI 48901-2012



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4601

Statement Period Date: 3/1/2016 - 3/31/2016

Account Type: Comm'l 53 Analyzed

Account Number: 7166385711

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

### Account Summary - 7166385711

<b>03/01</b>	<b>Beginning Balance</b>	<b>\$506,213.96</b>	Number of Days in Period	31
	Checks			
18	Withdrawals / Debits	\$(172,086.23)		
3	Deposits / Credits	\$172,855.70		
<b>03/31</b>	<b>Ending Balance</b>	<b>\$506,983.43</b>		

#### Withdrawals / Debits

18 items totaling \$172,086.23

Date	Amount	Description
03/02	527.55 ✓	Michigan Municip Expense 4616288140 030216 OFFSET TRANSACTION
03/02	663.17 ✓	Michigan Municip Expenses 4616288140 030216 OFFSET TRANSACTION
03/02	8,700.00 ✓	Michigan Municip PAYMENTS 4616288140 030216 OFFSET TRANSACTION
03/02	11,725.00 ✓	Michigan Municip PAYMENTS 4616288140 030216 OFFSET TRANSACTION
03/08	21.60 ✓	Michigan Municip CREDITS 4616288140 030816 OFFSET TRANSACTION
03/08	556.25 ✓	Michigan Municip CREDITS 4616288140 030816 OFFSET TRANSACTION
03/09	5,409.69 ✓	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 030916
03/10	118.21 ✓	SERVICE CHARGE
03/15	3,944.90 ✓	IRS USATAXPYMT 270647572115777 MICHIGAN MUNICIPAL SER 031516
03/21	552.38 ✓	MI Business Tax Payment SMIBUS000136499 TawneyMichael 032116
03/22	300.00 ✓	Michigan Municip PAYMENTS 4616288140 032216 OFFSET TRANSACTION
03/22	2,495.00 ✓	Michigan Municip PAYMENTS 4616288140 032216 OFFSET TRANSACTION
03/30	5,409.68 ✓	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 033016
03/31	697.57	Michigan Municip CREDITS 4616288140 033116 OFFSET TRANSACTION
03/31	1,206.19	Michigan Municip CREDITS 4616288140 033116 OFFSET TRANSACTION
03/31	1,656.00	Michigan Municip PAYMENTS 4616288140 033116 OFFSET TRANSACTION
03/31	48,999.76	Michigan Municip PAYMENTS 4616288140 033116 OFFSET TRANSACTION
03/31	79,103.28	Michigan Municip PAYMENTS 4616288140 033116 OFFSET TRANSACTION

#### Deposits / Credits

3 items totaling \$172,855.70

Date	Amount	Description
03/17	29,136.14	SOM MAIN FACS PAYMENTS V03000630100001 MICHIGAN MUNICIPAL SER 031716
03/22	28,370.02	SOM MAIN FACS PAYMENTS V03000631127901 MICHIGAN MUNICIPAL SER 032216
03/24	115,349.54	DEPOSIT

#### Daily Balance Summary

Date	Amount	Date	Amount	Amount	
03/02	484,598.24	03/15	474,547.59	03/24	644,055.91
03/08	484,020.39	03/17	503,683.73	03/30	638,646.23
03/09	478,610.70	03/21	503,131.35	03/31	506,983.43
03/10	478,492.49	03/22	528,706.37		

**Michigan Municipal Services Authority**  
**Check Register**

Check Number	Check Date	Payee	Amount
Payroll Checks			
5255	03/10/16	Robert J. Bruner Jr.	0.00
5256	03/10/16	Kristen A. Delaney	0.00
5257	03/31/16	Robert J. Bruner Jr.	0.00
5258	03/31/16	Kristen A. Delaney	0.00
			0.00
Vendor Checks			
5253	03/10/16	EFTPS - FICA	3,944.90
5254	03/10/16	State of Michigan - WH	552.38
20160301	03/02/16	Abraham & Gaffney, PC	8,700.00
20160302	03/02/16	Robert J. Bruner Jr.	527.55
20160303	03/02/16	Robert J. Bruner Jr.	663.17
20160304	03/02/16	Segal Consulting	11,725.00
20160305	03/04/16	Kristen Delaney	556.25
20160306	03/04/16	Kristen Delaney	21.60
20160307	03/18/16	Michael A. Tawney & Co PC	300.00
20160308	03/18/16	Plante Moran	2,495.00
20160309	03/25/16	Munetrix LLC	1,047.00
			30,532.85
Total checks	15	Total	30,532.85

# FMS Program Update

MMSA Administrative Report

# FMS Program Update

## **Program Management**

- No new issues identified during April 7 FMS Leadership meeting
- Q1 2016 CGAP grant report is due Fri, April 29

# FMS Program Update

## **Tier I Program Development**

- City of Lansing: Still waiting
- Wayne County: Still waiting
- Oakland County: Plans to issue RFP this year
- Oakland Schools: Tue, March 15 conference call
- Genesee ISD: On hold pending CGI research
- Wayne RESA: On hold pending CGI research

# FMS Program Update

## **Tier II Program Development**

- Kalamazoo: Mon, March 14 meeting
- Michigan Municipal League (MML) Capital Conference Concurrent Session: Wed, March 23
- Port Huron: Still waiting

# VHWM Program Update

MMSA Administrative Report

# VHWM Program Update

## Invoices

- **January 2016:** Invoice sent to the City of Detroit for payment on February 2, 2016.
- **February 2016:** Invoice sent to the City of Detroit for payment on March 1, 2016.
- Payment for the January and February invoices was received via check dated March 18, 2016. The City recently transitioned to a new payment system which resulted in payment via check rather than wire transfer. The City will resume wire transfers as soon as all issues with the new system are resolved.
- **March 2016:** Invoice sent to the City of Detroit for payment on April 1, 2016.

# VHWM Program Update

## Call Center Update

- The call center is currently staffed with two dedicated CSRs.
- Average wait times in the queue were an average of one (1) minute during the month of March.
- Staffing for the post-January period has been discussed with the Director of Labor Relations, Mike Hall, and pricing for moving servicing to the BE general pool of CSRs rather than the dedicated CSRs has been provided.
- The City is considering bringing customer service in-house once the Ultipro system is active and the benefit team's workload is reduced. Benefit Express has provided pricing options for 2017-2021, which will be provided to the City.

# VHWM Program Update

## Scope Changes and Other Updates

- Work Order #52 for ACA eligibility tracking and reporting services was signed by the City on September 11, 2015. 1095-C forms were bulk shipped to the City by Benefit Express on March 24, 2016 and were distributed to employees by the deadline of March 31, 2016.
- The 1094-C transmittal is due to the IRS on June 30, 2016. Benefit Express will provide the 1094-C XML files, but will not transmit the files to the IRS. Segal is assisting the City with securing a vendor to provide the transmittal services.

# VHWM Program Update

## Scope Changes and Other Updates

- **Work Order #63** was sent to the City to terminate dependents who did not provide documentation of full time student status. The work order was approved on March 22, 2016. Benefit Express has begun processing the terminations.
- **Work Order #64** was provided by Benefit Express to set-up the new Rx option through ScriptGuide Rx that may be provided to LSA (Lieutenants and Sergeants) members. The City and Segal have reviewed the proposals and estimated savings for the change. A final decision on the new Rx option has not yet been made.

# VHWM Program Update

## Retiree Transition Changes

- Benefit Express will provide one final refresh file to each VEBA. Segal reviewed the files and sent feedback to the VEBAs on February 5, 2016.
- Segal has provided support in reviewing and resolving issues with the FlexPlan (Navia Benefits) files due to data clean up required, allowing retroactive changes and the ability to report all retroactivity correctly. This function has transitioned to the pre-2015 retiree VEBA administrators. One additional set of files showing retroactivity through the end of January was provided to Navia Benefits on March 25, 2016.

# VHWM Program Update

## Retiree Transition Changes

- The City would like to formally close out the HRA plan and make no further reimbursements. Segal has requested a report of all outstanding HRA amounts that have not yet been paid, so that the City can reimburse the VEBAs accordingly and the VEBAs can then distribute those funds. The final report will be provided in May, once all potential appeals have been resolved and the accounts are finalized.
- The General City and Police and Fire VEBAs need to reimburse the City for 2015 administrative services that were funded by the City. For each month of the 2015 calendar year, Segal created MMSA invoices for both VEBAs and provided them to the City for distribution. The City provided these invoices along with their internal costs to the VEBAs on March 30, 2016.

# VHWM Program Update

## Next Steps - City of Detroit - ACA

- **ACA Compliance and Reporting:** Segal is working with BE and the City on ACA reporting and filing for 2015. In addition, the measurement and eligibility management component of the project is still being implemented. On February 17, 2016, a call with BE and the City's new payroll vendor, Ultipro, was held to discuss the set-up of the ACA hours and earnings file. A test file was sent to BE on April 4, 2016 for review.

# VHWM Program Update

## Next Steps - City of Detroit – Ultipro Payroll

- **Full implementation of the Ultipro census and payroll system file interfaces:** The transition from the current payroll systems to the Ultipro system has now been delayed until June 2016. Census (new hires, terminations, status changes) and payroll deductions are expected to be automated at that time. BE will receive/load census files from Ultipro and provide deduction files to Ultipro. Ultipro will also provide hours and earnings information to BE for ACA reporting.
- **Deduction File:** The initial testing of the deduction file has been completed, but testing on the ongoing changes file is not yet complete. Benefit Express is currently preparing testing scenarios to test the ongoing, “changes-only” file.

# VHWM Program Update

## Next Steps - City of Detroit – Ultipro Payroll (continued)

- **Census File:** Ultipro provided an initial test census file to BE on February 16, 2016. Feedback was provided by BE on February 18, 2016. Ultipro provided a response with some additional follow-up questions on March 24, 2016. Segal and BE responded to these questions on March 24, 2016.
- **Other:** On March 3, 2016, Ultipro requested an additional “full” payroll deduction file for internal reconciliation purposes. It was provided on March 11, 2016. Since this was an additional request outside of the original scope of work, the cost to create the file will be charged via manual hours on a monthly invoice.

# VHWM Program Update

## **Next Steps - City of Detroit – Segal Contract**

- Due to the departure of the retirees from City of Detroit Benefits Administration, the monthly reimbursement for the MMSA services was greatly reduced beginning in January, as the MMSA fees are based on a fixed per employee per month amount. In order for the City to continue receiving the same level of service from the MMSA and Segal, the MMSA proposes that the City be charged the same hourly rate that the MMSA is charged by Segal, \$100 per hour capped at \$15,000 per month. This proposal was discussed with Mike Hall and he agrees that this approach is appropriate. Steve Liedel drafted a pricing amendment on March 2, 2016 between the MMSA and the City that includes these provisions. The amendment was provided to the City on March 7, 2016 for approval.

# VHWM Program Update

## Next Steps - City of Detroit – Benefit Express Renewal

- Benefit Express provided 1, 3 and 5 year renewal options to MMSA/Segal, which include two call center options: Move to the CSR pool for Ongoing and Annual Enrollment support and Annual Enrollment support only
- If BE provides Ongoing and Annual Enrollment support through CSR pool:
  - The 1 year renewal option provides a savings of 9.6%
  - The 3 year renewal option provides a savings of 23.6%
  - The 5 year renewal option provides a savings of 27.7%
- If BE were to provide just Annual Enrollment support only:
  - The 1 year renewal option provides a savings of 9.5%\*
  - The 3 year renewal option provides a savings of 14.2%\*
  - The 5 year renewal option provides a savings of 15.4%\*

\*Note that this option assumes the City is providing ongoing call center support.

# VHWM Program Update

## **Next Steps - City of Detroit – ScriptGuide Rx Review**

- The City of Detroit and Lieutenants and Sergeants Association (LSA) are evaluating a move to a new Pharmacy Benefit Manager, ScriptGuideRx (SGRX). Segal is providing assistance by working with Caremark to obtain necessary data, calculating costs and evaluating the SGRX contract terms.
- SGRX provided their final proposal to the City on January 14, 2016. Segal reviewed the proposal and provided feedback to the City on January 29, 2016. This feedback was passed to SGRX on February 3, 2016. SGRX updated their contract on February 11, 2016. On February 16, 2016, Segal provided feedback on the updated contract. On February 22, 2016, a meeting on February 22, 2016 with the City to review the feedback on the SGRX contract. Additional calls on March 9, 2016 and March 31, 2016 were held to finalize the estimated costs/savings to the City and note other items to consider (contract terms, member disruption, etc.)

# VHWM Program Update

## **Next Steps - City of Detroit – ScriptGuide Rx Review (continued)**

- A final cost/savings analysis that included the considerations was provided to SGRX on March 31, 2016. SGRX provided a written response on April 6, 2017. A call is scheduled with Harvey Day at SGRX on April 7, 2016.
- BE has been notified that, if the City moves forward with this arrangement, all LSA members will move to ScriptGuideRx and an additional file feed will be necessary. BE has provided work order #64 for approval to process these changes.

# VHWM Program Update

## Program Development

- Bob Bruner and Mary Jerome met with Wayne RESA on February 29, 2016 to review the BE capabilities for benefit administration.
- A demo of the BE system was conducted on March 11, 2016 with Wayne RESA and Northville Schools. Segal requested additional information from Wayne RESA on March 24, 2016 (number of districts, employees by district, average number of benefit plans, etc.) so that BE could evaluate the feasibility of implementing groups that were smaller than their normal requirements. As an example, Northville Schools had just 285 employees on its own even though Wayne RESA in total has about 25,000 employees.

# VHWM Program Update

## Program Development

- After the demo, Wayne RESA notified the MMSA that they are working with their districts on a formal RFP for these services and they will let us know if any additional information is needed.
- Per discussion with Kelly McMillen from BE, they would like to set-up a call/meeting to discuss the feasibility of working with entities like Wayne RESA where the combined group is large, but the individual members may be quite small. BE wants to provide a solution for the MMSA, but would like meet to discuss a framework for how this is approached, what standard/non-standard services would be provided and appropriate pricing. We are shooting for meeting sometime after April 25, 2016.

# MI SHIP Update

MMSA Administrative Report

# MI Self-Funded Healthcare Program (MI SHIP) Update

## **Program Development Meetings**

- Tue, April 12: Meeting with Michigan Municipal Risk Management Authority
- Thu, April 14: Meeting with Grand Rapids
- Wed, April 20: Meeting with Marsh & McLennan Agency
- Tue, April 26: Meeting with Gallagher Benefit Services

# MI SHIP Prospects

**MI SHIP Prospects**

<b>Employer</b>	<b>FTEs</b>	<b>Source</b>	<b>Contact</b>	<b>Title</b>	<b>Status</b>
Oakland County	4,326	2014 CAFR, page 196	Phil Bertolini	Deputy County Executive	Reviewing data request
Macomb County	2,785	2014 CAFR, page E-16	Mark Deldin	Deputy County Executive	Fully-insured and unable to provide data
Kent County	1,762	2014 CAFR, page 236	Stephen Duarte	Fiscal Services Director	On hold pending FMS implementation
Grand Rapids	1,611	2014 CAFR, page 131	Scott Buhner	CFO	Meeting on Thu, April 14
Ottawa County	936	2014 CAFR, page 153	Al Vanderberg	County Administrator	Waiting for reply
Genesee County	899	2014 CAFR, page 177	Keith Francis	County Controller	On hold pending FMS implementation
Ann Arbor	721	2015 CAFR, page 211	Greg Surmont	Account Director	Collecting data
Livonia	619	Estimate	Denise Maier	Human Resources Director	Collecting data
Calhoun County	590	2014 CAFR, page 169	Kelli Scott	County Administrator/Controller	Collecting data
Jackson County	573	2014 CAFR, page 205	Greg Surmont	Account Director	Data received
Sterling Heights	570	2015 CAFR, page 151	Mark Vanderpool	City Manager	Waiting for reply
Kalamazoo	543	2014 CAFR, page 130	Tom Skrobola	CFO	Collecting data
Westland	537	Estimate	Jonathon Trionfi	Health and Welfare Consultant	Collecting data
Battle Creek	511	2014 CAFR, page 223	Rebecca Fleury	City Manager	Renegotiating collective bargaining agreements
Farmington Hills	486	2015 CAFR, pg. 133	John Randle	Human Resources Director	Collecting data
Southfield	459	Estimate	John Michrina	Deputy City Administrator	Reviewing data request
East Lansing	394	2015 CAFR, page 150	George Lahanas	City Manager	Waiting for reply
Dearborn Heights	369	Estimate	Jonathon Trionfi	Health and Welfare Consultant	Collecting data
Midland	339	2014 CAFR, pg. 6-26	Jon Lynch	City Manager	Collecting data
Troy	327	2015 CAFR, pg. 161	Brian Kischnick	City Manager	Collecting data
Royal Oak	303	2015 CAFR, pg. 168	Don Johnson	City Manager	Waiting for reply
Roseville	303	Estimate	Scott Adkins	City Manager	Collecting data
Bay City	291	2014 CAFR, page 155	Rick Finn	City Manager	Waiting for reply
Rochester Hills	256	2014 CAFR, pg. 167	Bryan Barnett	Mayor	Waiting for reply
Novi	250	2015 CAFR, pg. 151	Pete Auger	City Manager	Waiting for reply
Redford Township	241	Estimate	Susan Kopinski	Finance Director	Fully-insured and unable to provide data
Port Huron	234	2015 CAFR, pg. 165	James Freed	City Manager	Waiting for reply
Muskegon	228	2015 CAFR, pg. 133	Frank Peterson	City Manager	Collecting data
Birmingham	209	2015 CAFR, pg. 162	Joe Valentine	City Manager	Reviewing data request
Eastpointe	208	Estimate	Steve Duchane	City Manager	Collecting data
Bloomfield Township	205	Estimate	Leo Savoie	Township Supervisor	Collecting data
Jackson	197	2014 CAFR, page 190	Jonathan Greene	Assistant City Manager	Collecting data
Portage	193	2014 CAFR, page 158	Rob Boulis	Deputy City Manager	Collecting data
Madison Heights	190	Estimate	Ben Myers	City Manager	Waiting for reply
Monroe	166	2014 CAFR, pg. 136	Peggy Howard	Human Resources Director	Waiting for reply
Oak Park	147	2014 CAFR, pg. 147	Erik Tungate	City Manager	Meeting on Mon, March 28
Auburn Hills	137	Estimate	Tom Tanghe	City Manager	Fully-insured and unable to provide data
Ferndale	127	Estimate	April Lynch	City Manager	Waiting for reply
Mount Pleasant	117	2014 CAFR, page 192	Susanne Gandy	Human Resources Director	Collecting data
Wayne	112	Estimate	Lisa Nocerini	City Manager	Waiting for reply
Emmet County	108	Estimate	Martin Krupa	County Controller	Waiting for reply
Hazel Park	105	Estimate	Ed Klobucher	City Manager	Waiting for reply
Mount Clemens	104	Estimate	Steve Brown	City Manager	Collecting data

**Total: 23,789**

# Municipal Talent Pipeline Update

MMSA Administrative Report

# Municipal Talent Pipeline Update

- Assessing & Equalization and Code Inspection program development have been merged with Municipal Talent Pipeline program development

## **Program Development Meetings**

- Mon, April 11: 35th District Court, Plymouth
- Thu, April 21: Calhoun County

# MTP Prospects

**MTP Prospects**

<b>Employer</b>	<b>Posted</b>	<b>Title</b>	<b>Deadline</b>	<b>Contact</b>	<b>Title</b>	<b>Status</b>
35th District Court	03/18/16	Court Controller	N/A	Pam Avdoulos	Court Administrator	Mon, April 11 meeting
Adrian	03/11/16	Assistant Finance Director	N/A	Shane Horn	City Administrator	Follow-up
Auburn	02/23/16	DPW Director	03/02/16	Patricia Rayl	City Administrator	Follow-up
Bay County	03/18/16	Finance Officer	03/30/16	Thomas Hickner	County Executive	Make first contact
Bay View Association	03/30/16	Finance Director	04/29/16	Mike Spencer	Executive Director	Make first contact
Bloomfield Hills	02/26/16	Building Official	04/01/16	Jay Cravens	City Manager	Follow-up
Calhoun County	11/19/12	Equalization Director	N/A	Kelli Scott	County Administrator/Controller	Thu, April 21 meeting
Calhoun County	02/17/16	Finance Director	N/A	Kelli Scott	County Administrator/Controller	Thu, April 21 meeting
Clinton County	02/26/16	Building Inspector/Soil Erosion Enforcement Officer	03/25/16	Ryan Wood	County Administrator	Make first contact
Clinton County	03/30/16	Community Development Director	N/A	Ryan Wood	County Administrator	Make first contact
Delta Township	04/04/16	Professional Engineer	04/29/16	Brian Reed	Township Manager	Make first contact
East China Township	03/18/16	Wastewater Plant Operator	N/A	Dwayne Loper	Water Plant Superintendent	Make first contact
Fenton	02/12/16	Deputy Treasurer	02/19/16	Lynn Markland	City Manager	Make first contact
Grand Traverse County	03/25/16	Finance Director	04/22/16	Tom Menzel	County Administrator	Make first contact
Hastings	03/18/16	PartTime Assessing Assistant/Appraiser	N/A	Jeff Mansfield	City Manager	Make first contact
Howell	02/23/16	MAAO/3 Assessor	N/A	Shea Charles	City Manager	Follow-up
Imlay City	03/01/16	Wastewater Treatment Plant Superintendent	03/24/16	Tom Youatt	City Manager	Make first contact
Imlay City	04/01/16	Wastewater Treatment Plant Operator	04/18/16	Tom Youatt	City Manager	Make first contact
Ingham County	03/04/16	Lead Senior Accountant Financial Services	N/A	Tim Dolehanty	County Controller/Administrator	Make first contact
Marine City	03/29/16	Building Inspector (Part Time)	04/14/16	Elaine Leven	City Manager	Follow-up
Michigan Rural Water Association	03/01/16	Finance Director	03/18/16	Tim Neumann	Executive Director	Make first contact
Midland	03/01/16	Director of Utilities	03/24/16	Jon Lynch	City Manager	Tue, March 15 call
Northville	02/19/16	Assessor - Level III - Part Time	N/A	Pat Sullivan	City Manager	Follow-up
Novi	03/08/16	City Assessor	N/A	Pete Auger	City Manager	Follow-up
Oak Park	04/01/16	City Assessor	N/A	Erik Tungate	City Manager	Schedule meeting
Oak Park	04/01/16	Senior Appraiser	N/A	Erik Tungate	City Manager	Schedule meeting
Portland	03/11/16	Part-Time Assessor	03/30/16	Mindy Tolan	Human Resources Manager	Follow-up
Pottersville	03/18/16	Assesor	N/A	Wanda Darrow	City Manager	Follow-up
Royal Oak	02/19/16	Part-Time Construction Inspector	04/04/16	Don Johnson	City Manager	Make first contact
Royal Oak	02/19/16	Part-Time Construction Inspector	04/04/16	Don Johnson	City Manager	Make first contact
Saginaw	03/25/16	Operating Foreman, Water Treatment Plant	04/08/16	Tim Morales	City Manager	Make first contact
South Haven	03/11/16	Public Works Director	04/08/16	Brian Dissette	City Manager	Make first contact
South Huron Valley Utility Authority	02/16/16	System Manager	03/24/16	Mark Gahry	Chairman	Make first contact
Walled Lake	02/12/16	Deputy Finance Director	03/10/16	Dennis Whitt	City Manager	Follow-up

## City of Detroit Major Activities by Month Segal Consulting

**Project Scope:** The original scope of the MMSA/City of Detroit project included the implementation of an online enrollment and eligibility system for ongoing use and the implementation of a customer service call center for the active and retiree open enrollment period, originally scheduled for November 2013 for both groups. The items in **bold** below indicate tasks that fall outside of the original project scope due to changes made by the City of Detroit. Some of these changes also resulted in additional programming by Benefit Express, which are managed through work orders. These work orders are also shown in **bold**.

These out of scope changes include the following:

1. The effective date for retiree benefits moved from 01/01/14 to 03/01/14 creating a requirement for a second open enrollment period. The second enrollment period extended the overall timeframe of support required by the Segal team due to planning and project management support, communication/data/system updates, support at retiree enrollment sessions, and our ongoing support of the call center.
2. The City's bankruptcy proceedings produced a settlement agreement that created the requirement for a third open enrollment period. The third enrollment period has further extended the overall timeframe of support required by the Segal team due to planning and project management support, communication/data/system updates, retention and support of a document verification vendor, and our ongoing support of the call center.
3. Complexities in the data needs of the City that were unforeseen at the outset of the project have also extended the timeframe for support required by the Segal team. The City moved from a completely manual benefits administration process to an automated enrollment system. As such, there are multiple factors that require ongoing tracking and support by the Segal team. For example, the City has a number of retirees who return to work as active employees. Per the City's eligibility rules, these people are eligible for benefits as an active employee and as a retiree. As such, they are currently set up with two accounts in Benefit Express. This causes inaccuracies from an audit perspective and may require additional programming to resolve.

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
August 2013	\$15,000	150	<ul style="list-style-type: none"> <li>• Online enrollment and eligibility vendor/customer service vendor review and negotiation</li> <li>• Benefit Express selected as vendor for both online enrollment/eligibility and customer service</li> </ul>
September 2013	\$15,000	307	<ul style="list-style-type: none"> <li>• Implementation of Benefit Express enrollment/eligibility system and call center begins</li> <li>• Implementation kick-off meetings/calls held with all carriers</li> <li>• Developed and edited retiree and active employee benefit communications</li> <li>• Twice weekly implementation/status calls with Benefit Express, City of Detroit and Segal begin</li> </ul>
October 2013	\$15,000	345	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Benefit Express enrollment site development               <ul style="list-style-type: none"> <li>○ Data requests from carriers</li> <li>○ Data requests from City of Detroit</li> <li>○ Finalize carrier group structures</li> <li>○ Finalize and test enrollment site</li> <li>○ <b>Added retiree paid dental and vision plans (7,200 non-Medicare retirees are provided a benefit where enrollment services must be provided)</b></li> <li>○ <b>Work Order #6 – 10/23/2013: Add optional life</b></li> </ul> </li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p><b>and AD&amp;D coverage selection to the active open enrollment windows. Not included in original programming request.</b></p> <ul style="list-style-type: none"> <li>• Retiree informational meetings held – provided overview of new online system               <ul style="list-style-type: none"> <li>○ 12 sessions were held at the City of Detroit main office and at Macomb Community College</li> </ul> </li> </ul>
November 2013	\$15,000	323	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• <b>Retiree open enrollment is postponed until 3/1/2014</b></li> <li>• Active employee open enrollment begins</li> <li>• Assisted with responses to call center questions and escalations</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• Active employee enrollment sessions held               <ul style="list-style-type: none"> <li>○ 15 sessions were held at multiple City of Detroit work locations for active employees to receive one on one assistance with enrollment on the new site.</li> </ul> </li> <li>• <b>Work Order #7A- 11/4/2013: Last minute system changes for open enrollment; includes retirement status code updates, BCBSM/CMS compliance updates, and changes to the retiree HAP Rx only plan.</b></li> <li>• <b>Work Order #8 – 11/5/2013: Additional ports required for toll-free phone line. Call volumes were 2.5 times higher than anticipated and caused the phone line to fail. Benefit Express had to add additional phone line ports in order to properly manage the call volume.</b></li> <li>• <b>Work Order #12 – 11/20/2013: Extension of the active open enrollment period to 11/22/2013.</b></li> <li>• <b>Work Order #13 – 11/21/2013: Extending call center support for 10 weeks. Added due to continued high call volume.</b></li> <li>• <b>Work Order #15 – 11/25/2013: Hiring six additional customer service reps for 4 weeks due to higher than expected call volume.</b></li> <li>• <b>Work Order #18 – 11/24/2013: Adding semi-monthly and monthly payroll schedules. These payroll schedules were not provided during system set-up.</b></li> </ul>
December 2013	\$15,000	273	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Data clean-up from active open enrollment</li> <li>• <b>Assisted with responses to call center questions and escalations. The call center was originally intended</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain open and requires our ongoing support.</p> <ul style="list-style-type: none"> <li>• Planning for retiree open enrollment begins</li> <li>• Developed and edited new retiree benefit communications for 3/1/2014 effective date.</li> <li>• Secured new vendor for printing and mailing of retiree benefit communication, as the usual vendor was not able to accommodate the request over the holidays.</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• <b>Work Order #14 – 12/2/2013: Change opt-out credit for active employees from \$900 to \$950. The original calculation of the opt-out credit was incorrect. The change was made post-enrollment and applied to all affected records.</b></li> <li>• <b>Work Order #19 – 12/6/2013: Leave administration set-up, which includes two additional rate discriminators not originally included.</b></li> <li>• <b>Work Order #22 – 12/19/2013: Retiree open enrollment changes for new 3/1/2014 effective date.</b></li> </ul>
January 2014	\$15,000	282.75	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Active benefits are effective 1/1/2014</li> <li>• Data clean-up from active open enrollment continues</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• Maintain open and closed items logs</li> <li>• <b>Assisted with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain open and requires our ongoing support.</b></li> <li>• <b>Coordinated and scheduled COD and Segal on-site representation for retiree enrollment sessions with BCBSM and HAP</b></li> <li>• <b>Provided BCBSM and HAP representatives training on the Benefit Express enrollment site.</b></li> <li>• <b>Provided on-site assistance with retiree enrollment sessions</b> <ul style="list-style-type: none"> <li>○ <b>41 sessions were held across the City for retirees to receive one on one assistance with their enrollment in a City sponsored or individual plan.</b></li> </ul> </li> <li>• <b>Finalized and tested enrollment site for retiree</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p><b>enrollment</b></p> <ul style="list-style-type: none"> <li>• <b>Retiree open enrollment begins</b></li> </ul>
February 2014	\$15,000	246.75	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• <b>Data clean up from retiree open enrollment.</b></li> <li>• <b>Data clean up from active open enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis.</b></li> <li>• <b>Assisted with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain open and requires our ongoing support.</b></li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• <b>Work Order #28 –2/12/2014: Extension of 12 customer service reps through 3/28/2014.</b></li> </ul>
March 2014	\$15,000	181	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express and the City of Detroit</li> <li>• Maintain open and closed items logs</li> <li>• <b>Retiree benefits are effective 3/1/2014</b></li> <li>• <b>Data clean up from retiree open enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis</b></li> <li>• <b>Data clean up from active open enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis</b></li> <li>• <b>Assisted with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain open and requires our ongoing support.</b></li> <li>• <b>Developed weekly MAPD file reconciliation process</b></li> <li>• <b>BCBSM MAPD file reconciliation for managing deceased retirees/surviving spouses requires additional programming of the Benefit Express system</b></li> <li>• <b>Planning for special enrollment period for retiree settlement changes begins for benefits effective 8/1/2014.</b></li> <li>• <b>Work Order #29 – 3/4/2014: System set-up for special enrollment period for retiree settlement changes.</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• <b>Work Order #32 – 3/18/2014: Add system option for benefits effective date of hire and/or file processing option for ad-hoc benefit effective dates.</b></li> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
April 2014	\$15,000	263	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• <b>Planning for special enrollment period for retiree settlement changes continues</b></li> <li>• <b>Retiree settlement agreement requires document verification for implementation of stipend changes. Hodges Mace selected as the vendor for this process.</b></li> <li>• <b>Implementation activity with verification vendor begins</b></li> <li>• <b>Assisted with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain open and requires our ongoing support.</b></li> <li>• <b>Prepare data updates for Benefit Express system for special enrollment period.</b></li> <li>• <b>Data clean up from retiree open enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis</b></li> <li>• <b>Work Order #34 – BCBSM MAPD File Reconciliation/Retiree Death Processing – 04/15/2014</b></li> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
May 2014	\$15,000	260.25	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• <b>Draft and edit communication material for retirees regarding special enrollment period and verification process. Develop mailing lists for enrollment communication and verification process.</b></li> <li>• <b>Prepare data updates for Benefit Express system for special enrollment period.</b></li> <li>• <b>Assist with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>open and requires our ongoing support.</p> <ul style="list-style-type: none"> <li>• Data clean up from original retiree open enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis</li> <li>• Work Order #37 – Amendment to Work Order #29 – Fees due to late rates received, additional field required on stipend export file, payroll data updates for active employees – 05/16/14</li> <li>• Work Order #38 - Transfer EMS to General City Benefits – 05/16/14</li> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
June 2014	\$15,000	191.25	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• <b>Finalize and test enrollment site for special enrollment period</b></li> <li>• <b>Special enrollment period held from 06/09/14 – 06/20/14.</b></li> <li>• <b>Retiree stipend verification process held from 05/23/14 (date of notification) – 06/23/14.</b></li> <li>• Data clean-up from special enrollment period and stipend verification project begins</li> <li>• Data clean-up from active and retiree enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis</li> <li>• Assist with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the addition of this second retiree open enrollment, the call center continues to remain open and requires our ongoing support.</li> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
July 2014	\$15,000	152	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• <b>Data clean-up from special enrollment period and stipend verification project continues</b></li> <li>• Data clean up from retiree enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis</li> <li>• Assist with responses to call center questions and escalations. The call center was originally intended</li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p><b>to be open only during the first enrollment period in November 2013. With the addition of this second retiree open enrollment, the call center continues to remain open and requires our ongoing support.</b></p> <ul style="list-style-type: none"> <li>• <b>Create stipend file to load to Benefit Express</b></li> <li>• <b>Create stipend file to load to pension and Flex-Plan that includes retroactive stipends</b></li> <li>• Assist with finalizing contract between MMSA and the City of Detroit</li> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
August 2014	\$15,000	168.75	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Benefits from special enrollment period effective 8/1/2014.</li> <li>• Begin planning for active and retiree open enrollment, tentatively scheduled for 11/10/2014 – 11/21/2014 (e.g. finalize rates, plans, other changes)</li> <li>• <b>Negotiate new pricing terms with Benefit Express for the transition of the retirees to standalone VEBA administrators.</b></li> <li>• <b>Data clean up from special enrollment period continues</b></li> <li>• Assist with responses to call center questions and escalations.</li> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
September 2014	\$15,000	172.50	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Continue planning for active and retiree open enrollment, tentatively scheduled for 11/10/2014 – 11/21/2014</li> <li>• Training for COD Benefits Administration staff on ongoing processing in the Benefit Express system</li> <li>• Assist with documenting work order necessary for active and retiree open enrollment site changes</li> <li>• Draft and edit communication material and mailing lists for active and retiree open enrollment</li> <li>• Assist with responses to call center questions and escalations.</li> <li>• Coordinate with carriers on open enrollment material needed – SBCs, EOCs, benefit summaries, rates, etc.</li> <li>• Data updates for Benefit Express site for active and retiree open enrollment.</li> <li>• Develop monthly invoice and assist with work order</li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>processing</li> <li>• <b>Finalize pricing terms with Benefit Express for the transition of the retirees to standalone VEBA administrators</b></li> <li>• <b>Develop MMSA project budget estimates for 2014, 2015 and 2016 plan years</b></li> <li>• <b>Work Order #40 – BCN MAPD File Reconciliation/Retiree Death Processing</b></li> <li>• <b>Work Order #41 – Manual Employee Data Update Hourly Charges (Ongoing)</b></li> </ul>
October 2014	\$15,000	232.50	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Review and finalize work order for active and retiree open enrollment changes – Work Order #42 – 2015 Annual Enrollment Changes</li> <li>• Coordinate with carriers on open enrollment material needed – SBCs, EOCs, benefit summaries, rates, etc.</li> <li>• Set schedule for in-person open enrollment meetings for actives and retirees, coordinate with carriers on additional support needed, and conduct enrollment training with carriers, if needed</li> <li>• Finalize and test enrollment site</li> <li>• Assist with responses to call center questions and escalations.</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• Finalize contract between MMSA and COD and MMSA and Benefit Express</li> <li>• <b>Begin planning for retiree transition to two separate VEBA administrators tentatively set for 04/01/15</b></li> </ul>
November 2014	\$15,000	150.50	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Active and retiree open enrollment begins – 11/10/2014 – 11/21/2014</li> <li>• <b>Work Order #43 - Extend open enrollment by nine days to 11/30/14</b></li> <li>• Assist with responses to call center questions and escalations.</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• Finalize contract between MMSA and Benefit Express</li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> </ul>
December 2014	\$15,000	151.75	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree open enrollment data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• <b>Work Order #44 - Update active Heritage Vision rates and contributions</b></li> <li>• <b>Add new “active” plan for non-Medicare police and fire surviving spouses and children and conduct another open enrollment</b></li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> </ul>
January 2015	\$15,000	153.25	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree open enrollment and ongoing data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• <b>Work Order #45 – Update to allow Medicare-eligible, duty disabled retirees to add dependents to dental and vision coverage</b></li> <li>• <b>Work Order #46 - Update to add Medicare information to retiree dental segments on BCBSM eligibility file</b></li> <li>• <b>Work Order #47 – Update BPIDs/group structure for BCBSM active eligibility file</b></li> <li>• <b>Add new “active” plan for non-Medicare police and fire surviving spouses and children and conduct another open enrollment. (Note – an additional open enrollment period was not necessary. This was a closed group of employees. Benefit changes were implemented for this group only).</b></li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> </ul>
February 2015	\$9,275	92.75	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree open enrollment and ongoing data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Work Order #48 – Update to implement tracking for special classes of employees and implement a “waive” option for retiree medical coverage. Also to include an import file to fill in the new fields for the special classes as well as updating other data fields (married to another employee (duplicate SSN issue resolution), union local no, second address, etc.).</b></li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> <li>• <b>Create eligibility and other data files for new VEBA administrators. The VEBAs began requesting data from Benefit Express in February 2015. This process is currently being reviewed and refined.</b></li> </ul>
March 2015	\$15,000	184.50	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree open enrollment and ongoing data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> <li>• <b>Create eligibility and other data files for new VEBA administrators. The VEBAs began requesting data from Benefit Express in February 2015. The City was provided with data and will coordinate all future data requests</b></li> <li>• <b>Work Order #49 – VEBA Transition Updates: Create new HRA plan to replace current stipend plan, update group structures for carriers where needed, and update 834 files where needed. Develop communication outlining the change for affected retirees</b></li> <li>• <b>Create production file for FlexPlan for new HRA plan</b></li> <li>• <b>Review duplicate SSN report, document necessary changes and provide data to clean up some of the duplicates (Work Order #48 import file)</b></li> </ul>
April 2015	\$12,225	122.25	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up.</li> <li>• Assist with responses to call center questions and</li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			escalations <ul style="list-style-type: none"> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Coordinate with carriers (BCBSM, BCN, HAP, BCBSM dental, Golden Dental and Heritage Vision) to provide split billing to accommodate both VEBAs</b></li> <li>• <b>Review and document Audit #25 report to clean –up benefit class effective date issues</b></li> <li>• <b>Review and document discrepancies between April and May FlexPlan production files</b></li> <li>• <b>Work Order #50 – Update BCN MAPD eligibility file to add retiree’s phone number</b></li> <li>• <b>Assist with cleaning-up weekly audit reports from Benefit Express</b></li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> </ul>
May 2015	\$15,000	170.75	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Review and document discrepancies between May and June FlexPlan production files</b></li> <li>• <b>Provide information to City of Detroit benefits manager on ACA hours tracking and reporting vendors; assist with scheduling demos of various systems</b></li> <li>• <b>Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system.</b></li> <li>• <b>Work Order #51 – Provide Medicare Advantage enrollment calls for BCBSM/BCN on a quarterly basis for auditing purposes</b></li> <li>• <b>Coordinate with BCBSM dental to provide split billing to accommodate both VEBAs</b></li> <li>• <b>Provide training to staff to clean–up benefit class effective date issues (Audit #25 report)</b></li> <li>• <b>Develop import file (Work Order #48) to include married/dependent of another employee indicator with corresponding SSN, retiree special tracking classes indicator, pre-2015 retiree indicator, address corrections, union local number corrections</b></li> </ul> <p>(Note that additional hours in May were billed for other Segal staff members for the analysis and development</p>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			for a proposed pooling arrangement for the VHWM, which does not apply to the City.)
June 2015	\$11,025.00	110.25	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Begin review and update of active enrollment guides for the next open enrollment period</li> <li>• <b>Review and document discrepancies between June and July FlexPlan production files</b></li> <li>• <b>Provide information to City of Detroit benefits manager on ACA hours tracking and reporting vendors; assist with scheduling demos of various systems. BE has provided Work Order #52, if the City would like to use their ACA tracking and reporting capabilities.</b></li> <li>• <b>Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system</b></li> <li>• <b>Coordinate with BCBSM dental to provide split billing to accommodate both VEBAs</b></li> <li>• <b>Analyze catastrophic drug claim reports for retirees to determine reimbursement amounts (part of the settlement agreement)</b></li> </ul>
July 2015	\$14,200	142	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Continue to review and update the active enrollment guides for the next open enrollment period</li> <li>• <b>Review and document discrepancies between July and August FlexPlan production files</b></li> <li>• <b>Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• <b>Maintain separate meeting minutes for the UltiPro project</b></li> <li>• <b>Work Order #54 – System upgrade to add same-gender spouses to coverage</b></li> <li>• <b>Review data requests from police and fire retiree VEBA actuary</b></li> <li>• <b>Analyze catastrophic drug claim reports for retirees to determine reimbursement amounts (part of the settlement agreement)</b></li> </ul>
August 2015	\$15,000	174.50	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Begin preparation for open enrollment. Review issues from last year to determine next steps.</li> <li>• Continue to review and update the active enrollment guides for the next open enrollment period</li> <li>• <b>Review and document discrepancies between August and September FlexPlan production files</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project</b></li> <li>• <b>Continue to analyze catastrophic drug claim reports for retirees to determine reimbursement amounts (part of the settlement agreement)</b></li> </ul>
September 2015	\$15,000	183.5	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Continue preparation for open enrollment. Review issues from last year to determine next steps</li> <li>• Continue to review and update the active enrollment guides for the next open enrollment period</li> <li>• <b>Review and document discrepancies between September and October FlexPlan HRA production files</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• <b>Work with BE to audit and prepare census and enrollment data files for each retiree VEBA</b></li> </ul>
October 2015	\$15,000	186.25	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Work Order #56 – Open Enrollment System Updates and Customer Service Support</li> <li>• Continue preparation for open enrollment. Review issues from last year to determine next steps.</li> <li>• Review, update and finalize active enrollment guides for the next open enrollment period</li> <li>• <b>Review and document discrepancies between October and November FlexPlan HRA production files</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction test files</b></li> <li>• <b>Work with BE to audit and prepare census and enrollment update data files for each retiree VEBA</b></li> </ul>
November 2015	\$15,000	165	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Work Order #61 – Extend Open Enrollment through 11/29/15.</li> <li>• Assist the city with post-open enrollment auditing and data clean-up</li> <li>• <b>Assist the City with the analysis of ScriptGuideRx proposal</b></li> <li>• <b>Review and document discrepancies between November and December FlexPlan HRA production files</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project</b></li> <li>• <b>Work with BE to audit and prepare refresh census</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p><b>and enrollment update data files for each retiree VEBA</b></p> <ul style="list-style-type: none"> <li>• <b>Assist the city with nondiscrimination testing</b></li> </ul>
December 2015	\$11,400 Included Preliminary actuarial work for the MMSA risk pooling project (\$1,200)	114	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Continue to assist the city with post-open enrollment auditing and data clean-up</li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting set-up as needed</b></li> <li>• <b>Continue to assist the City with the analysis of ScriptGuideRx proposal</b></li> <li>• <b>Work Order #62 – Employee data refresh file for ACA reporting (adding new field for distribution of form)</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction test files</b></li> <li>• <b>Work with BE to audit and prepare final census and enrollment data files for each retiree VEBA</b></li> <li>• <b>Assist the city with nondiscrimination testing</b></li> </ul>
January 2016	\$11,725 Included Preliminary actuarial work for the MMSA risk pooling project (\$3,500)	117.25	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean – up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Assist the city with finalizing post-open enrollment auditing and data clean-up</li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</b></li> <li>• <b>Continue to assist the City with the analysis of ScriptGuideRx proposal</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction test files</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• <b>Work with BE to audit and prepare final census and enrollment data files for each retiree VEBA</b></li> <li>• <b>Assist the city with nondiscrimination testing</b></li> </ul>
February 2016	\$8,800 Included Preliminary actuarial work for the MMSA risk pooling project (\$3,325)	88	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean – up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Assist the city with finalizing post-open enrollment auditing and data clean-up</li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</b></li> <li>• <b>Continue to assist the City with the analysis of ScriptGuideRx proposal</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction and census files.</b></li> <li>• <b>Assist with the set-up of the Ultipro ACA reporting file.</b></li> </ul>
March 2016	TBD	TBD	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean – up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</b></li> <li>• <b>Assist the City with locating a vendor to complete the 1094-C transmission</b></li> <li>• <b>Continue to assist the City with the analysis of ScriptGuideRx proposal</b></li> <li>• <b>Work Order #64 – Set up of new Rx option for LSA members (ScriptGuide). This is not final.</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> </ul>