



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, May 12, 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 April 14, 2016 regular Executive Committee meeting
- V. Administrative Report**
- VI. New Business**
 - a. Resolution 2016-22 Adopting the ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan & Trust
- 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, April 14, 2016 at 1:32 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
James Cambridge, Secretary	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Eric DeLong, Treasurer	<input checked="" type="checkbox"/> Present	<input 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 type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

*Participated via teleconference.

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority*
- Steven Liedel, Dykema

DeLong chaired the meeting as Chairperson Behler was not present.

III. Approval of Agenda

Moved by: Smith
Supported by: Vanderberg

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the March 10, 2016 regular Executive Committee meeting

Moved by: Vanderberg
Supported by: Smith

Yes: X No: ___

V. Administrative Report

The administrative report was delivered by CEO Robert Bruner.

VI. New Business

None

II. Public Comment

None

III. Other Business

None

IV. Adjournment

Motion to adjourn the meeting at 2:27 PM.

Moved by: Smith
Supported by: Vandenberg

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on May 12, 2016.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared May 9, 2016

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority
General Fund**

Fund	Activity	FYE 2016 Adopted	April 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
101	539		\$ -	\$ -	\$ -	
		\$ 126,315	\$ 9,865	\$ 75,407	\$ 73,684	2.3%
		\$ 126,315	\$ 9,865	\$ 75,407	\$ 73,684	2.3%
TOTAL OPERATING REVENUES		\$ 252,629	\$ 19,730	\$ 150,814	\$ 147,368	2.3%
Operating Expenses						
101	101	\$ 2,000		\$ 2,209	\$ 1,167	89.3%
101	173	\$ 219,429	\$ 17,205	\$ 128,955	\$ 128,000	0.7%
101	191	\$ 5,000	\$ 405	\$ 3,189	\$ 2,917	9.3%
101	223	\$ 10,200	\$ 1,500	\$ 10,200	\$ 5,950	71.4%
101	228	\$ 4,000	\$ -	\$ 1,047	\$ 2,333	-55.1%
101	266	\$ 12,000	\$ 620	\$ 5,214	\$ 7,000	-25.5%
TOTAL OPERATING EXPENSES		\$ 252,629	\$ 19,730	\$ 150,814	\$ 147,367	2.3%
Change in Net Position		\$ -	\$ 0	\$ 0	\$ 1	

**Michigan Municipal Services Authority
VHWM**

Fund	Activity	FYE 2016 Adopted	April 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
501	539	State Grants	\$ 80,968	\$ 10,456	\$ 106,176	\$ 47,231 124.8%
501	600	Charges for Services	\$ 1,320,000	\$ -	\$ 581,791	\$ 770,000 -24.4%
		TOTAL OPERATING REVENUES	\$ 1,400,968	\$ 10,456	\$ 687,967	\$ 817,231 -15.8%
Operating Expenses						
501	266	Attorney	\$ 2,000	\$ 3,039	\$ 4,401	\$ 1,167 277.2%
501	271	Program Management	\$ 180,000	\$ -	\$ 45,000	\$ 105,000 -57.1%
501	272	Contractual Services	\$ 1,070,000	\$ 136,903	\$ 563,978	\$ 624,167 -9.6%
501		Transfer to General Fund	\$ 126,315	\$ 9,865	\$ 75,407	\$ 73,684 2.3%
		TOTAL OPERATING EXPENSES	\$ 1,378,315	\$ 149,807	\$ 688,786	\$ 804,017 -14.3%
		Change in Net Position	\$ 22,653	\$ (139,351)	\$ (819)	\$ 13,214 -106.2%

**Michigan Municipal Services Authority
FMS**

Fund	Activity	FYE 2016 Adopted	April 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
502	539	State Grants	\$ 145,549	\$ 15,317	\$ 101,202	\$ 84,904 19.2%
502	600	Charges for Services	\$ 2,863,430	\$ 1,889,620	\$ 2,863,430	\$ 1,670,334 71.4%
TOTAL OPERATING REVENUES			\$ 3,008,979	\$ 1,904,937	\$ 2,964,632	\$ 1,755,238 68.9%
Operating Expenses						
502	266	Attorney	\$ 12,000		\$ 7,000	-100.0%
502	271	Program Management	\$ 60,000	\$ -	\$ 35,042	\$ 35,000 0.1%
502	272	Contractual Services	\$ 2,680,000	\$ 1,766,000	\$ 2,678,001	\$ 1,563,333 71.3%
502		Transfer to General Fund	\$ 126,315	\$ 9,865	\$ 75,407	\$ 73,684 2.3%
TOTAL OPERATING EXPENSES			\$ 2,878,315	\$ 1,775,865	\$ 2,788,450	\$ 1,679,017 66.1%
Change in Net Position			\$ 130,664	\$ 129,072	\$ 176,182	\$ 76,221 131.1%

**Michigan Municipal Services Authority
All Funds**

	FYE 2016 Adopted	April 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
OPERATING REVENUES					
General	\$ 252,629	\$ 19,730	\$ 150,814	\$ 147,367	2.3%
VHWM	\$ 1,400,968	\$ 10,456	\$ 687,967	\$ 817,231	-15.8%
FMS	\$ 3,008,979	\$ 1,904,937	\$ 2,964,632	\$ 1,755,238	68.9%
TOTAL OPERATING REVENUES	\$ 4,662,576	\$ 1,935,123	\$ 3,803,413	\$ 2,719,836	39.8%
OPERATING EXPENSES					
General	\$ 252,629	\$ 19,730	\$ 150,814	\$ 147,367	2.3%
VHWM	\$ 1,378,315	\$ 149,807	\$ 688,786	\$ 804,017	-14.3%
FMS	\$ 2,878,315	\$ 1,775,865	\$ 2,788,450	\$ 1,679,017	66.1%
TOTAL OPERATING EXPENSES	\$ 4,509,259	\$ 1,945,401	\$ 3,628,050	\$ 2,630,401	37.9%
CHANGE IN NET POSITION	\$ 153,317	\$ (10,279)	\$ 175,363	\$ 89,435	96.1%

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
3/31/16			Beginning Balance			\$ 622,092.23
4/1/16	ACH		Benefits Express	\$ 79,103.28		\$ 542,988.95
	ACH		Benefits Express	\$ 48,999.76		\$ 493,989.19
	ACH		Dykema Gossett	\$ 1,656.00		\$ 492,333.19
	ACH	Expenses Reim	Robert Bruner	\$ 1,206.19		\$ 491,127.00
	ACH	Expenses Reim	Robert Bruner	\$ 697.57		\$ 490,429.43
4/7/16		Deposit	Kent County Payments		\$ 944,810.00	\$ 1,435,239.43
4/8/16	Direct Deposits		Payroll	\$ 5,409.68		\$ 1,429,829.75
	ACH		Segal Consulting	\$ 8,800.00		\$ 1,421,029.75
4/12/16		Service Charge	Bank Service Charge	\$ 105.23		\$ 1,420,924.52
4/13/16		Deposit	Deposit		\$ 944,810.00	\$ 2,365,734.52
4/15/16	ACH	Payroll Tax	EFTPS Federal Withholding Tax	\$ 3,944.89		\$ 2,361,789.63
	ACH	Payroll Tax	EFTPS FUTA	\$ 84.00		\$ 2,361,705.63
	5261	Payroll Tax	State of Michigan - UIA	\$ 646.53		\$ 2,361,059.10
	ACH	Payroll Tax	State of Michigan - W/H	\$ 552.38		\$ 2,360,506.72
4/22/16		Deposit	SOM FACS		\$ 25,772.64	\$ 2,386,279.36
	Direct Deposits		Payroll	\$ 5,409.68		\$ 2,380,869.68
	ACH		Abraham & Gaffney	\$ 1,500.00		\$ 2,379,369.68
4/29/16	ACH		CGI Technologies	\$ 883,000.00		\$ 1,496,369.68
	ACH		CGI Technologies	\$ 883,000.00		\$ 613,369.68
	ACH		Dykema Gossett	\$ 2,003.64		\$ 611,366.04
	ACH		Michael A Tawney	\$ 300.00		\$ 611,066.04
TOTAL MI MUN SERV AUTH CASH BALANCE						\$ 611,066.04

Michigan Municipal Services Authority
Balance Sheet
As of April 30, 2016

ASSETS

CURRENT ASSETS

Cash in Bank	\$ 611,066.04
Due From Cities	153,790.56
Due from State	<u>48,027.55</u>

Total Current Assets 812,884.15

PROPERTY AND EQUIPMENT

TOTAL ASSETS \$ 812,884.15

CURRENT LIABILITIES

Accounts Payable	\$ 183,883.88
Accrued State W/H	552.38
Accrued Federal W/H	1,768.00
Accrued FICA	2,865.27
Accrued MESC	27.63
Accrued Salaries & Wages	<u>8,998.33</u>

Total Current Liabilities 198,095.49

LONG-TERM LIABILITIES

Total Liabilities 198,095.49

FUND BALANCE

Fund Balance Retained	439,429.24
Current Revenue over Expenses	<u>175,359.42</u>

Total Fund Balance 614,788.66

**TOTAL LIABILITIES AND
FUND BALANCE** \$ 812,884.15

Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 7 Months Ended April 30, 2016

	<u>1 Month Ended</u> <u>April 30, 2016</u>	<u>7 Months Ended</u> <u>April 30, 2016</u>
Revenues		
Contract Revenue	\$ 1,915,392.64	\$ 3,652,595.79
 Operating Expenses		
Salary Director	\$ 9,461.54	\$ 69,615.38
Wages - Administrative Staff	4,766.66	35,749.95
Outside Service Contractors	1,902,903.04	3,288,024.49
Payroll Taxes	1,088.44	8,060.33
MESC Taxes	(15.85)	646.53
FUTA Taxes	0.00	84.00
Office Expense	1,206.19	4,344.65
Legal & Accounting	5,459.64	57,233.66
Seminars & Education	0.00	20.00
Insurance - General	0.00	2,209.00
Mileage Reimbursement	697.57	5,316.48
Travel Expenses	0.00	5,118.21
Bank Service Charges	105.23	813.69
	<hr/>	<hr/>
Total Operating Expenses	1,925,672.46	3,477,236.37
 Revenues over Expenses	 <u>\$ (10,279.82)</u>	 <u>\$ 175,359.42</u>

Michigan Municipal Services Authority
Check Register

Check Number	Check Date	Payee	Amount
Payroll Checks			
5263	04/07/16	Robert J. Bruner Jr.	0.00
5264	04/07/16	Kristen A. Delaney	0.00
5265	04/21/16	Robert J. Bruner Jr.	0.00
5266	04/21/16	Kristen A. Delaney	0.00
			<u>0.00</u>
Vendor Checks			
5259	04/14/16	EFTPS - FICA	3,944.89
5260	04/14/16	EFTPS - FUTA	84.00
5261	04/14/16	State of Michigan - UIA	646.53
5262	04/14/16	State of Michigan - WH	552.38
20160401	04/01/16	Benefit Express Services LLC	79,103.28
20160402	04/01/16	Benefit Express Services LLC	48,999.76
20160403	04/01/16	Dykema Gossett PLLC	1,656.00
20160404	04/01/16	Robert J. Bruner Jr.	1,206.19
20160405	04/01/16	Robert J. Bruner Jr.	697.57
20160406	04/08/16	Segal Consulting	8,800.00
20160407	04/22/16	Abraham & Gaffney, PC	1,500.00
20160408	04/29/16	CGI Technologies and Solutions	883,000.00
20160409	04/29/16	CGI Technologies and Solutions	883,000.00
20160410	04/29/16	Dykema Gossett PLLC	2,003.64
20160411	04/29/16	Michael A. Tawney & Co PC	300.00
			<u>1,915,494.24</u>
Total checks	19	Total	<u>1,915,494.24</u>



Statement Period Date: 4/1/2016 - 4/30/2016

Account Type: Comm'l 53 Analyzed

Account Number: 7166385711

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



0

4624

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

Account Summary - 7166385711

04/01	Beginning Balance	\$506,983.43	Number of Days in Period	30
1	Checks	\$(646.53)		
10	Withdrawals / Debits	\$(1,791,805.86)		
3	Deposits / Credits	\$1,915,392.64		
04/30	Ending Balance	\$629,923.68		

Check

1 check totaling \$646.53

* Indicates gap in check sequence i = Electronic Image s = Substitute Check

Number	Date Paid	Amount
5261 i	04/26	646.53

Withdrawals / Debits

10 items totaling \$1,791,805.86

Date	Amount	Description
04/06	5,409.68	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 040616
04/12	8,800.00 ✓	Michigan Municip PAYMENTS 4616288140 041216 OFFSET TRANSACTION
04/12	105.23	SERVICE CHARGE
04/15	3,944.89 ✓	IRS USATAXPYMT 270650601240574 MICHIGAN MUNICIPAL SER 041516
04/20	552.38 ✓	MI Business Tax Payment SMIBUS000221026 TawneyMichael 042016
04/20	1,500.00 ✓	Michigan Municip PAYMENTS 4616288140 042016 OFFSET TRANSACTION
04/20	5,409.68	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 042016
04/26	883,000.00 ✓	Michigan Municip PAYMENTS 4616288140 042616 OFFSET TRANSACTION
04/26	883,000.00 ✓	Michigan Municip PAYMENTS 4616288140 042616 OFFSET TRANSACTION
04/29	84.00 ✓	IRS USATAXPYMT 270652050507269 MICHIGAN MUNICIPAL SER 042916

Deposits / Credits

3 items totaling \$1,915,392.64

Date	Amount	Description
04/07	944,810.00	Kent County PAYMENTS PAYABLES 2386004862 MICHIGAN MUNICIP 040716
04/13	944,810.00	DEPOSIT
04/22	25,772.64	SOM MAIN FACS PAYMENTS V03000638196301 MICHIGAN MUNICIPAL SER 042216

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
04/06	501,573.75	04/13	2,382,288.52	04/22	2,396,654.21
04/07	1,446,383.75	04/15	2,378,343.63	04/26	630,007.68
04/12	1,437,478.52	04/20	2,370,881.57	04/29	629,923.68

FMS Program Update

MMSA Administrative Report

FMS Program Update

Program Management

- May FMS Leadership meeting to be held on May 26
- Q1 2016 CGAP grant report was filed on April 15
- Q2 2016 CGAP grant report is due July 30, 2016

FMS Program Update

Tier I Program Development

- City of Lansing: Still waiting
- Wayne County: Still waiting
- Oakland County: Plans to issue RFP this year
- Genesee ISD: On hold pending CGI research
- Wayne RESA: On hold pending CGI research

FMS Program Update

Tier II Prospects

- Grand Traverse County + Traverse City: Thu, April 28 conference call
- Kalamazoo: Tue, May 3 call

VHWM Program Update

MMSA Administrative Report

VHWM Project Update

Invoices

- **March 2016:** Invoice sent to the City of Detroit for payment on April 1, 2016.
- **April 2016:** Invoice sent to the City of Detroit for payment on May 2, 2016.

Payment for the March invoice is still outstanding. The City of Detroit is still experiencing issues with payment due to the transition to the new system. The City's Benefits Manager is following up on this internally.

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 has been provided to the City. These are outlined in Next Steps – City of Detroit – Benefit Express Renewal.

VHWM Program Update

Scope Changes and Other Updates

- **ACA Reporting:** 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 has secured a vendor, BenefitScape, who will assist the City with the transmission process. BenefitScape has provided a scope of services. Segal is reviewing the scope and will add indemnification language pertaining to the MMSA's role in the process. The City will provide a BAA for signature by BenefitScape.

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 processed the terminations and is now auditing the results to ensure that all dependents were captured. The audit will be provided to the City for review prior to processing any additional 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 by the City. More detail is included in Next Steps – City of Detroit – ScriptGuide Rx Review.

VHWM Program Update

Retiree Transition Changes

- The City would like to formally close out the retiree HRA plan this year and make no further reimbursements to the administrator, Navia Benefits. Segal has requested a report of all outstanding HRA amounts that have not yet been paid, so that the City can determine the amount owed to the VEBAs. The final report will be provided in May, once all potential appeals have been resolved and the accounts are finalized.

VHWM Program Update

Next Steps - City of Detroit - ACA

- 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. BE provided feedback on April 8, 2016. All feedback on the file was finalized on April 18, 2016.

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 at least 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. Testing of ongoing changes was completed by Ultipro on May 2, 2016. Benefit Express is currently reviewing this testing feedback.

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. Ultipro provided an updated census file for testing on May 4, 2016. This was sent to Benefit Express for review on May 5, 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. This has not yet been charged on the 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. The City has verbally expressed agreement to the terms, but formal execution of the amendment is still outstanding.

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. A meeting was held with the City on February 22, 2016 to review 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 was held with SGRX on April 7, 2016 to review the response. Segal provided a list of potential areas of concern to the City on April 21, 2016. An additional call with SGRX, LSA and the City was held on April 28, 2016 to discuss these concerns. Based on the outcome of this call, there are still several potential areas of concern for the City to consider during their decision making process. Segal provided the City with an updated analysis. The arrangement is projected to produce only minimal savings.
- BE has been notified that, if the City moves forward with this change, all LSA members will move to SGRX and an additional file feed may 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 (continued)

- 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 additional information is needed. Bob Bruner told Wayne RESA that the Authority can provide assistance with that procurement process.
- 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. A meeting is scheduled with Segal, BE and Bob Bruner for May 10, 2016.

MI SHIP Update

MMSA Administrative Report

MI Self-Funded Healthcare Program (MI SHIP) Update

Program Development

- Wed, May 18: Meeting with Gallagher Benefit Services + Western Michigan Health Insurance Pool (WMHIP)

MI SHIP Prospects

Employer	FTEs	Source	Status
Ann Arbor	721	2015 CAFR, page 211	Collecting data
Calhoun County	590	2014 CAFR, page 169	Collecting data
Westland	537	Estimate	Collecting data
Farmington Hills	486	2015 CAFR, page 133	Collecting data
Clinton Township	484	Estimate	Collecting data
Dearborn Heights	369	Estimate	Collecting data
Roseville	303	Estimate	Collecting data
Muskegon	228	2015 CAFR, page 133	Collecting data
Eastpointe	208	Estimate	Collecting data
Portage	193	2014 CAFR, page 158	Collecting data
Ferndale	127	Estimate	Collecting data
Grand Rapids	1,611	2014 CAFR, page 131	Data provided
Jackson County	573	2014 CAFR, page 205	Data provided; Analyzing
Macomb County	2,785	2014 CAFR, page E-16	Fully-insured and unable to provide data
Rochester Hills	256	2014 CAFR, page 167	Fully-insured and unable to provide data
Redford Township	241	Estimate	Fully-insured and unable to provide data
Auburn Hills	137	Estimate	Fully-insured and unable to provide data
Oakland County	4,326	2014 CAFR, page 196	Not now
Battle Creek	511	2014 CAFR, page 223	Not now
Mount Pleasant	117	2014 CAFR, page 192	Not now
Kent County	1,762	2014 CAFR, page 236	On hold pending FMS implementation
Genesee County	899	2014 CAFR, page 177	On hold pending FMS implementation
Midland	339	2014 CAFR, page 6-26	Partial data provided; Seeking more
Troy	327	2015 CAFR, page 161	Partial data provided; Seeking more
Oak Park	147	2014 CAFR, page 147	Partial data provided; Seeking more
Kalamazoo	543	2014 CAFR, page 130	Reviewing data request
Southfield	459	Estimate	Reviewing data request
Birmingham	209	2015 CAFR, page 162	Reviewing data request
Bloomfield Township	205	Estimate	Reviewing data request
Monroe	166	2014 CAFR, page 136	Reviewing data request
Ottawa County	936	2014 CAFR, page 153	Waiting for reply
Livonia	619	Estimate	Waiting for reply
Sterling Heights	570	2015 CAFR, page 151	Waiting for reply
East Lansing	394	2015 CAFR, page 150	Waiting for reply
Royal Oak	303	2015 CAFR, page 168	Waiting for reply
Bay City	291	2014 CAFR, page 155	Waiting for reply
Port Huron	234	2015 CAFR, page 165	Waiting for reply
Jackson	197	2014 CAFR, page 190	Waiting for reply
Madison Heights	190	Estimate	Waiting for reply
Novi	250	2015 CAFR, page 151	Wed, May 11 conference call

Total: 23,844

Municipal Talent Pipeline Update

MMSA Administrative Report

Municipal Talent Pipeline Update

Program Development

- City of Bloomfield Hills is interested in help filling Building Official position
- July 2016 Michigan Certified Assessing Officer (MCAO) program is full
- Connected with Michigan Economic Development Corporation
- Connected with Wayne State University and Great Lakes Water Authority (GLWA)
- May 9: Municipal Talent Pipeline meeting with Empco
- May 11: Program development meeting with American Society of Employers (ASE)

MTP Prospects

Employer	Category	Posted	Title	Deadline	Status
Calhoun County	Assessing	11/19/12	Equalization Director	N/A	Seeking partner
Fenton	Finance & Accounting	02/12/16	Deputy Treasurer	02/19/16	Follow-up
Walled Lake	Finance & Accounting	02/12/16	Deputy Finance Director	03/10/16	Unknown
South Huron Valley Utility Authority	Public Works	02/16/16	System Manager	03/24/16	Filled
Calhoun County	Finance & Accounting	02/17/16	Finance Director	N/A	Filled
Royal Oak	Code Inspections	02/19/16	Part-Time Construction Inspector	04/04/16	Unknown
Northville	Assessing	02/19/16	Assessor - Level III - Part Time	N/A	Filled
Howell	Assessing	02/23/16	MAAO/3 Assessor	N/A	Follow-up
Auburn	Public Works	02/23/16	DPW Director	03/02/16	Follow-up
Clinton County	Code Inspections	02/26/16	Building Inspector/Soil Erosion Enforcement Officer	03/25/16	Follow-up
Bloomfield Hills	Code Inspections	02/26/16	Building Official	04/01/16	Seeking partner
Imlay City	Public Works	03/01/16	Wastewater Treatment Plant Superintendent	03/24/16	Follow-up
Michigan Rural Water Association	Finance & Accounting	03/01/16	Finance Director	03/18/16	Follow-up
Midland	Public Works	03/01/16	Director of Utilities	03/24/16	Follow-up
Ingham County	Finance & Accounting	03/04/16	Lead Senior Accountant Financial Services	N/A	Follow-up
Novi	Assessing	03/08/16	City Assessor	N/A	Follow-up
Adrian	Finance & Accounting	03/11/16	Assistant Finance Director	N/A	Follow-up
South Haven	Public Works	03/11/16	Public Works Director	04/08/16	Follow-up
Portland	Assessing	03/11/16	Part-Time Assessor	03/30/16	Filled
35th District Court	Finance & Accounting	03/18/16	Court Controller	N/A	Proposal made
Pottersville	Assessing	03/18/16	Assesor	N/A	Follow-up
Hastings	Assessing	03/18/16	PartTime Assessing Assistant/Appraiser	N/A	Follow-up
Bay County	Finance & Accounting	03/18/16	Finance Officer	03/30/16	Follow-up
East China Township	Public Works	03/18/16	Wastewater Plant Operator	N/A	Follow-up
Grand Traverse County	Finance & Accounting	03/25/16	Finance Director	04/22/16	Follow-up
Saginaw	Public Works	03/25/16	Operating Foreman, Water Treatment Plant	04/08/16	Follow-up
Saginaw	Public Works	03/25/16	Operating Foreman, Water Treatment Plant	N/A	Follow-up
Marine City	Code Inspections	03/29/16	Building Inspector (Part Time)	04/14/16	Follow-up
Bay View Association	Finance & Accounting	03/30/16	Finance Director	04/29/16	Follow-up
Clinton County	Community Development	03/30/16	Community Development Director	N/A	Follow-up
Oak Park	Assessing	04/01/16	City Assessor	N/A	Follow-up
Oak Park	Assessing	04/01/16	Senior Appraiser	N/A	Follow-up
Imlay City	Public Works	04/01/16	Wastewater Treatment Plant Operator	04/18/16	Follow-up
Delta Township	Public Works	04/04/16	Professional Engineer	04/29/16	Follow-up
Ottawa County Road Commission	Public Works	04/15/16	Civil Engineer	05/13/16	Follow-up
Gaylord	Assessing	04/19/16	Assessor	05/20/16	Follow-up
Bloomfield Township Public Library	Finance & Accounting	04/26/16	Full Time Finance Coordinator/Bookkeeper	05/16/16	Follow-up
Saginaw	Finance & Accounting	04/29/16	Deputy City Treasurer	05/27/16	Follow-up
Bloomfield Hills	Code Inspections	04/29/16	Building Official	N/A	Follow-up
Adrian	Code Inspections	04/29/16	Building Official	N/A	Follow-up
Grand Ledge	Public Works	04/29/16	Public Works Supervisor	05/23/16	Not now
Harrison Township	Assessing	05/03/16	Assessor	N/A	Follow-up
Calhoun County	Finance & Accounting	05/03/16	Fiscal Manager	N/A	Proposal made



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
RESOLUTION 2016-22**

**Adopting the ICMA Retirement Corporation 457 Governmental Deferred
Compensation Plan & Trust**

Account Number 30-7205

Name of Employer: Michigan Municipal Services Authority

State: Michigan

Title of Program Coordinator: Chief Executive Officer

The establishment of a deferred compensation plan for employees of the Michigan Municipal Service Authority (the “**Employer**”) will serve the interests of the Employer by enabling the Employer to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel.

The Employer has determined that the establishment of a deferred compensation plan to be administered by the ICMA Retirement Corporation serves the these objectives.

The Employer wants its deferred compensation plan to be administered by the ICMA Retirement Corporation, and some or all of the funds held under the plan to be invested in VantageTrust, a trust established for the collective investment of funds held public employers under their retirement and deferred compensation plans.

The Executive Committee of the Michigan Municipal Services Authority therefore resolves as follows:

- that the Employer hereby adopts the deferred compensation plan (the “**Plan**”) in the form of the ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan & Trust, included as attachment A;
- that the Employer hereby adopts the Declaration of Trust of VantageTrust, included as attachment B, intending this adoption to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in VantageTrust;
- that the assets of the Plan will be held in trust, with the Employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets will not be diverted to any other purpose;
- that the Employer hereby agrees to serve as trustee under the Plan;

- that the chief executive officer of the Employer (the “CEO”) will be the coordinator for this program; will receive necessary reports, notices, etc. from ICMA Retirement Corporation or VantageTrust; will cast on behalf of the Employer any required votes under VantageTrust;
- that administrative duties to carry out the Plan may be assigned to the appropriate departments; and
- that the CEO is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan;

Secretary’s Certification:

I hereby certify that this resolution was adopted by the executive committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present held on May 12, 2016. _____

James Cambridge
Authority Secretary

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

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"> ○ Work Order #6 – 10/23/2013: Add optional life and AD&D coverage selection to the active open enrollment windows. Not included in original programming request. ● Retiree informational meetings held – provided overview of new online system <ul style="list-style-type: none"> ○ 12 sessions were held at the City of Detroit main office and at Macomb Community College
November 2013	\$15,000	323	<ul style="list-style-type: none"> ● Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal ● Retiree open enrollment is postponed until 3/1/2014 ● Active employee open enrollment begins ● Assisted with responses to call center questions and escalations ● Develop monthly invoice and assist with work order processing ● Active employee enrollment sessions held <ul style="list-style-type: none"> ○ 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. ● 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. ● 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. ● Work Order #12 – 11/20/2013: Extension of the active open enrollment period to 11/22/2013. ● Work Order #13 – 11/21/2013: Extending call center support for 10 weeks. Added due to continued high call volume. ● Work Order #15 – 11/25/2013: Hiring six additional customer service reps for 4 weeks due to higher than expected call volume. ● Work Order #18 – 11/24/2013: Adding semi-monthly and monthly payroll schedules. These payroll schedules were not provided during system set-up.
December 2013	\$15,000	273	<ul style="list-style-type: none"> ● Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal ● Data clean-up from active open enrollment

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"> • 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. • Planning for retiree open enrollment begins • Developed and edited new retiree benefit communications for 3/1/2014 effective date. • 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. • Develop monthly invoice and assist with work order processing • 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. • Work Order #19 – 12/6/2013: Leave administration set-up, which includes two additional rate discriminators not originally included. • Work Order #22 – 12/19/2013: Retiree open enrollment changes for new 3/1/2014 effective date.
January 2014	\$15,000	282.75	<ul style="list-style-type: none"> • Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Active benefits are effective 1/1/2014 • Data clean-up from active open enrollment continues • Develop monthly invoice and assist with work order processing • Maintain open and closed items logs • 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. • Coordinated and scheduled COD and Segal on-site representation for retiree enrollment sessions with BCBSM and HAP • Provided BCBSM and HAP representatives training on the Benefit Express enrollment site.

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"> • Provided on-site assistance with retiree enrollment sessions <ul style="list-style-type: none"> ○ 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. • Finalized and tested enrollment site for retiree enrollment • Retiree open enrollment begins
February 2014	\$15,000	246.75	<ul style="list-style-type: none"> • Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Data clean up from retiree open enrollment. • 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. • 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. • Develop monthly invoice and assist with work order processing • Work Order #28 –2/12/2014: Extension of 12 customer service reps through 3/28/2014.
March 2014	\$15,000	181	<ul style="list-style-type: none"> • Twice weekly implementation/status calls with Benefit Express and the City of Detroit • Maintain open and closed items logs • Retiree benefits are effective 3/1/2014 • 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 • 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 • 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. • Developed weekly MAPD file reconciliation process

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"> • BCBSM MAPD file reconciliation for managing deceased retirees/surviving spouses requires additional programming of the Benefit Express system • Planning for special enrollment period for retiree settlement changes begins for benefits effective 8/1/2014. • Work Order #29 – 3/4/2014: System set-up for special enrollment period for retiree settlement changes. • 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. • Develop monthly invoice and assist with work order processing
April 2014	\$15,000	263	<ul style="list-style-type: none"> • Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Planning for special enrollment period for retiree settlement changes continues • Retiree settlement agreement requires document verification for implementation of stipend changes. Hodges Mace selected as the vendor for this process. • Implementation activity with verification vendor begins • 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. • Prepare data updates for Benefit Express system for special enrollment period. • 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 • Work Order #34 – BCBSM MAPD File Reconciliation/Retiree Death Processing – 04/15/2014 • Develop monthly invoice and assist with work order processing
May 2014	\$15,000	260.25	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal

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"> • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Draft and edit communication material for retirees regarding special enrollment period and verification process. Develop mailing lists for enrollment communication and verification process. • Prepare data updates for Benefit Express system for special enrollment period. • 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 open and requires our ongoing support. • 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 • 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 • Work Order #38 - Transfer EMS to General City Benefits – 05/16/14 • Develop monthly invoice and assist with work order processing
June 2014	\$15,000	191.25	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Finalize and test enrollment site for special enrollment period • Special enrollment period held from 06/09/14 – 06/20/14. • Retiree stipend verification process held from 05/23/14 (date of notification) – 06/23/14. • Data clean-up from special enrollment period and stipend verification project begins • 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 • 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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>second retiree open enrollment, the call center continues to remain open and requires our ongoing support.</p> <ul style="list-style-type: none"> • Develop monthly invoice and assist with work order processing
July 2014	\$15,000	152	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Data clean-up from special enrollment period and stipend verification project continues • 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 • 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. • Create stipend file to load to Benefit Express • Create stipend file to load to pension and Flex-Plan that includes retroactive stipends • Assist with finalizing contract between MMSA and the City of Detroit • Develop monthly invoice and assist with work order processing
August 2014	\$15,000	168.75	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Benefits from special enrollment period effective 8/1/2014. • Begin planning for active and retiree open enrollment, tentatively scheduled for 11/10/2014 – 11/21/2014 (e.g. finalize rates, plans, other changes) • Negotiate new pricing terms with Benefit Express for the transition of the retirees to standalone VEBA administrators. • Data clean up from special enrollment period continues • Assist with responses to call center questions and escalations.

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"> • Develop monthly invoice and assist with work order processing
September 2014	\$15,000	172.50	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Continue planning for active and retiree open enrollment, tentatively scheduled for 11/10/2014 – 11/21/2014 • Training for COD Benefits Administration staff on ongoing processing in the Benefit Express system • Assist with documenting work order necessary for active and retiree open enrollment site changes • Draft and edit communication material and mailing lists for active and retiree open enrollment • Assist with responses to call center questions and escalations. • Coordinate with carriers on open enrollment material needed – SBCs, EOCs, benefit summaries, rates, etc. • Data updates for Benefit Express site for active and retiree open enrollment. • Develop monthly invoice and assist with work order processing • Finalize pricing terms with Benefit Express for the transition of the retirees to standalone VEBA administrators • Develop MMSA project budget estimates for 2014, 2015 and 2016 plan years • Work Order #40 – BCN MAPD File Reconciliation/Retiree Death Processing • Work Order #41 – Manual Employee Data Update Hourly Charges (Ongoing)
October 2014	\$15,000	232.50	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Review and finalize work order for active and retiree open enrollment changes – Work Order #42 – 2015 Annual Enrollment Changes • Coordinate with carriers on open enrollment material needed – SBCs, EOCs, benefit summaries, rates, etc. • 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

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"> • Finalize and test enrollment site • Assist with responses to call center questions and escalations. • Develop monthly invoice and assist with work order processing • Finalize contract between MMSA and COD and MMSA and Benefit Express • Begin planning for retiree transition to two separate VEBA administrators tentatively set for 04/01/15
November 2014	\$15,000	150.50	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Active and retiree open enrollment begins – 11/10/2014 – 11/21/2014 • Work Order #43 - Extend open enrollment by nine days to 11/30/14 • Assist with responses to call center questions and escalations. • Develop monthly invoice and assist with work order processing • Finalize contract between MMSA and Benefit Express • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15
December 2014	\$15,000	151.75	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice and assist with work order processing • Work Order #44 - Update active Heritage Vision rates and contributions • Add new “active” plan for non-Medicare police and fire surviving spouses and children and conduct another open enrollment • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15
January 2015	\$15,000	153.25	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs

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"> • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment and ongoing data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice and assist with work order processing • Work Order #45 – Update to allow Medicare-eligible, duty disabled retirees to add dependents to dental and vision coverage • Work Order #46 - Update to add Medicare information to retiree dental segments on BCBSM eligibility file • Work Order #47 – Update BPIDs/group structure for BCBSM active eligibility file • 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). • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15
February 2015	\$9,275	92.75	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment and ongoing data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • 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.). • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15 • Create eligibility and other data files for new VEBA administrators. The VEBAs began requesting data

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			from Benefit Express in February 2015. This process is currently being reviewed and refined.
March 2015	\$15,000	184.50	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment and ongoing data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15 • 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 • 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 • Create production file for FlexPlan for new HRA plan • Review duplicate SSN report, document necessary changes and provide data to clean up some of the duplicates (Work Order #48 import file)
April 2015	\$12,225	122.25	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Coordinate with carriers (BCBSM, BCN, HAP, BCBSM dental, Golden Dental and Heritage Vision) to provide split billing to accommodate both VEBAs • Review and document Audit #25 report to clean – up benefit class effective date issues

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"> • Review and document discrepancies between April and May FlexPlan production files • Work Order #50 – Update BCN MAPD eligibility file to add retiree’s phone number • Assist with cleaning-up weekly audit reports from Benefit Express • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15
May 2015	\$15,000	170.75	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Review and document discrepancies between May and June FlexPlan production files • Provide information to City of Detroit benefits manager on ACA hours tracking and reporting vendors; assist with scheduling demos of various systems • Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system. • Work Order #51 – Provide Medicare Advantage enrollment calls for BCBSM/BCN on a quarterly basis for auditing purposes • Coordinate with BCBSM dental to provide split billing to accommodate both VEBAs • Provide training to staff to clean-up benefit class effective date issues (Audit #25 report) • 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 <p>(Note that additional hours in May were billed for other Segal staff members for the analysis and development for a proposed pooling arrangement for the VHWM, which does not apply to the City.)</p>
June 2015	\$11,025.00	110.25	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs

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"> • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Begin review and update of active enrollment guides for the next open enrollment period • Review and document discrepancies between June and July FlexPlan production files • 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. • Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system • Coordinate with BCBSM dental to provide split billing to accommodate both VEBAs • Analyze catastrophic drug claim reports for retirees to determine reimbursement amounts (part of the settlement agreement)
July 2015	\$14,200	142	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Continue to review and update the active enrollment guides for the next open enrollment period • Review and document discrepancies between July and August FlexPlan production files • Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system • Maintain separate meeting minutes for the UltiPro project

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

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

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

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"> • Assist the City/Benefit Express to finalize ACA reporting as needed • Continue to assist the City with the analysis of ScriptGuideRx proposal • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction test files • Work with BE to audit and prepare final census and enrollment data files for each retiree VEBA • Assist the city with nondiscrimination testing
February 2016	\$8,800 Included Preliminary actuarial work for the MMSA risk pooling project (\$3,325)	88	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean-up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the city with finalizing post-open enrollment auditing and data clean-up • Assist the City/Benefit Express to finalize ACA reporting as needed • Continue to assist the City with the analysis of ScriptGuideRx proposal • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction and census files. • Assist with the set-up of the Ultipro ACA reporting file.
March 2016	TBD	TBD	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean-up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the City/Benefit Express to finalize ACA reporting as needed • Assist the City with locating a vendor to complete the 1094-C transmission

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"> • Continue to assist the City with the analysis of ScriptGuideRx proposal • Work Order #64 – Set up of new Rx option for LSA members (ScriptGuide). This is not final. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.
April 2016	TBD	TBD	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean –up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the City/Benefit Express to finalize ACA reporting as needed • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City with implementation of vendor to complete the 1094-C transmission • Finalize analysis of ScriptGuideRx proposal for the City • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ’s for open enrollment material. • Begin open enrollment planning for 2017