



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF A REGULAR MEETING

The **Executive Committee of the Michigan Municipal Services Authority** (Authority) will hold a regular meeting on the following date, at the following time, and at the following location:

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, August 11, 2016	1:30 PM	Capitol View Building Constitution Room – 9th Floor 201 Townsend Street Lansing, MI 48933

The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

The meeting location is barrier-free and accessible to individuals with special needs. Individuals needing special accommodations or assistance to attend or address the meeting should contact the Authority at (248) 925-9295 prior to the meeting to assure compliance with Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, and 42 USC 12131 to 12134.

A copy of the proposed meeting minutes 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, August 11, 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 July 14, 2016 regular Executive Committee meeting
- V. Administrative Report**
 - a. Financial Report
 - b. Program Reports
- VI. New Business**
 - a. Resolution 2016-27 Approval of revised FY 2016-2017 Budget Schedule
 - b. Resolution 2016-28 Publication of FY 2016-2017 Budget Notice
 - c. Presentation of FY 2016-2017 Budget Recommendation and General Appropriations Act
- 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, July 14, 2016 at 1:30 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 1:32 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 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

*Participated via teleconference.

Other attendees:

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

III. Approval of Agenda

Moved by: Smith
Supported by: Delong

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the June 9, 2016 regular Executive Committee meeting

Moved by: Delong
Supported by: Cambridge

Yes: X No: ___

V. Administrative Report

The administrative report was delivered by CEO Robert Bruner.

VI. New Business

a. Resolution 2016-25 Adopting Anti-Fraud Policy

Moved by: Cambridge
Supported by: Vanderberg

Yes: X No: ___

b. Resolution 2016-26 Adopting Investment Policy

Moved by: Smith
Supported by: Delong

Yes: X No: ___

II. Public Comment

None

III. Other Business

a. Closed session for limited purpose of considering personnel evaluation of the Authority's Chief Executive Officer (CEO) pursuant to Section 8(a) of the Open Meetings Act (Act 267 of 1976).

The Board went into closed session at 2:15 pm and returned at 2:45 p.m.

IV. Adjournment

Motion to adjourn the meeting at 2:50 PM.

Moved by: Smith

Supported by: Vandenberg

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on August 5, 2016.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared August 5, 2016

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority
General Fund**

Fund	Activity	FYE 2016 Adopted	July 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
101	539		\$ -	\$ -	\$ -	
		\$ 126,315	\$ 9,258	\$ 105,438	\$ 105,263	0.2%
		\$ 126,315	\$ 9,258	\$ 105,438	\$ 105,263	0.2%
TOTAL OPERATING REVENUES		\$ 252,629	\$ 18,516	\$ 210,876	\$ 210,525	0.2%
Operating Expenses						
101	101	\$ 2,000	\$ -	\$ 2,062	\$ 1,667	23.7%
101	173	\$ 219,429	\$ 17,524	\$ 187,555	\$ 182,858	2.6%
101	191	\$ 5,000	\$ 92	\$ 3,898	\$ 4,167	-6.5%
101	223	\$ 10,200	\$ -	\$ 10,200	\$ 8,500	20.0%
101	228	\$ 4,000	\$ 900	\$ 1,947	\$ 3,333	-41.6%
101	266	\$ 12,000	\$ -	\$ 5,214	\$ 10,000	-47.9%
TOTAL OPERATING EXPENSES		\$ 252,629	\$ 18,516	\$ 210,876	\$ 210,524	0.2%
Change in Net Position		\$ -	\$ -	\$ (0)	\$ 1	

Michigan Municipal Services Authority
VHWM

Fund	Activity	FYE 2016 Adopted	July 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
501	539	State Grants	\$ 80,968	\$ 15,965	\$ 122,141	\$ 67,473 81.0%
501	600	Charges for Services	\$ 1,320,000	\$ 48,988	\$ 758,716	\$ 1,100,000 -31.0%
TOTAL OPERATING REVENUES			\$ 1,400,968	\$ 64,953	\$ 880,857	\$ 1,167,473 -24.6%
Operating Expenses						
501	266	Attorney	\$ 2,000	\$ -	\$ 4,401	\$ 1,667 164.1%
501	271	Program Management	\$ 180,000	\$ -	\$ 45,000	\$ 150,000 -70.0%
501	272	Contractual Services	\$ 1,070,000	\$ -	\$ 691,685	\$ 891,667 -22.4%
501		Transfer to General Fund	\$ 126,315	\$ 9,258	\$ 105,438	\$ 105,263 0.2%
TOTAL OPERATING EXPENSES			\$ 1,378,315	\$ 9,258	\$ 846,524	\$ 1,148,596 -26.3%
Change in Net Position			\$ 22,653	\$ 55,695	\$ 34,333	\$ 18,877 81.9%

**Michigan Municipal Services Authority
FMS**

Fund	Activity	FYE 2016 Adopted	July 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
502	539	State Grants	\$ 145,549	\$ 30,633	\$ 131,835	\$ 121,291 8.7%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ 2,863,430	\$ 2,386,192 20.0%
TOTAL OPERATING REVENUES			\$ 3,008,979	\$ 30,633	\$ 2,995,265	\$ 2,507,483 19.5%
Operating Expenses						
502	266	Attorney	\$ 12,000		\$ 10,000	-100.0%
502	271	Program Management	\$ 60,000	\$ -	\$ 38,260	\$ 50,000 -23.5%
502	272	Contractual Services	\$ 2,680,000	\$ 8,975	\$ 2,689,526	\$ 2,233,333 20.4%
502		Transfer to General Fund	\$ 126,315	\$ 9,258	\$ 105,438	\$ 105,263 0.2%
TOTAL OPERATING EXPENSES			\$ 2,878,315	\$ 18,233	\$ 2,833,224	\$ 2,398,596 18.1%
Change in Net Position			\$ 130,664	\$ 12,400	\$ 162,042	\$ 108,887 48.8%

**Michigan Municipal Services Authority
All Funds**

	FYE 2016 Adopted		July 2016		FYE 2016 Year to Date		FYE 2016 Budget to Date	Variance
OPERATING REVENUES								
General	\$ 252,629	\$	18,516	\$	210,876	\$	210,524	0.2%
VHWM	\$ 1,400,968	\$	64,953	\$	880,857	\$	1,167,473	-24.6%
FMS	\$ 3,008,979	\$	30,633	\$	2,995,265	\$	2,507,483	19.5%
TOTAL OPERATING REVENUES	\$ 4,662,576	\$	114,102	\$	4,086,998	\$	3,885,480	5.2%
OPERATING EXPENSES								
General	\$ 252,629	\$	18,516	\$	210,876	\$	210,524	0.2%
VHWM	\$ 1,378,315	\$	9,258	\$	846,524	\$	1,148,596	-26.3%
FMS	\$ 2,878,315	\$	18,233	\$	2,833,224	\$	2,398,596	18.1%
TOTAL OPERATING EXPENSES	\$ 4,509,259	\$	46,007	\$	3,890,623	\$	3,757,716	3.5%
CHANGE IN NET POSITION	\$ 153,317	\$	68,095	\$	196,375	\$	127,764	53.7%

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
6/30/16			Beginning Balance			\$ 566,230.41
7/1/16		Deposit	SOM MAIN FACS		\$ 46,598.52	\$ 612,828.93
7/8/16	ACH	Expenses Reim	Kristen Delaney	\$ 27.00		\$ 612,801.93
	ACH	Expenses Reim	Robert Bruner	\$ 479.84		\$ 612,322.09
	ACH	Expenses Reim	Robert Bruner	\$ 1,485.61		\$ 610,836.48
	ACH	Expenses Reim	Robert Bruner	\$ 215.97		\$ 610,620.51
	ACH		Segal Consulting	\$ 4,875.00		\$ 605,745.51
	ACH		Segal Consulting	\$ 4,100.00		\$ 601,645.51
7/13/16	ACH	Service Charge	Bank Service Charge	\$ 91.72		\$ 601,553.79
	Direct Deposits		Payroll	\$ 5,409.68		\$ 596,144.11
	ACH		EFTPS - payroll tax	\$ 5,917.34		\$ 590,226.77
	ACH		State of Mich - payroll tax	\$ 828.57		\$ 589,398.20
7/18/16		Deposit	Detroit	\$ -	\$ 48,987.73	\$ 638,385.93
7/21/16	5287		Michigan Municipal League	\$ 900.00		\$ 637,485.93
7/28/16	Direct Deposits		Payroll	\$ 5,409.68		\$ 632,076.25
TOTAL MI MUN SERV AUTH CASH BALANCE						\$ 632,076.25



Statement Period Date: 7/1/2016 - 7/31/2016
 Account Type: Comm'l 53 Analyzed
 Account Number: 7166385711



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



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Banking Center: Grand Rapids
 Banking Center Phone: 616-653-5440
 Commercial Client Services: 866-475-0729

4586

Account Summary - 7166385711

07/01	Beginning Balance	\$574,384.05	Number of Days in Period	31
	Checks			
13	Withdrawals / Debits	\$(36,994.05)		
2	Deposits / Credits	\$95,586.25		
07/31	Ending Balance	\$632,976.25		

Withdrawals / Debits

13 items totaling \$36,994.05

Date	Amount	Description
07/05	27.00 ✓	Michigan Municip CREDITS 4616288140 070516 OFFSET TRANSACTION
07/05	215.97 ✓	Michigan Municip CREDITS 4616288140 070516 OFFSET TRANSACTION
07/05	479.84 ✓	Michigan Municip CREDITS 4616288140 070516 OFFSET TRANSACTION
07/05	1,485.61 ✓	Michigan Municip CREDITS 4616288140 070516 OFFSET TRANSACTION
07/05	2,003.64 ✓	Michigan Municip PAYMENTS 4616288140 070516 OFFSET TRANSACTION
07/05	4,100.00 ✓	Michigan Municip PAYMENTS 4616288140 070516 OFFSET TRANSACTION
07/05	4,875.00 ✓	Michigan Municip PAYMENTS 4616288140 070516 OFFSET TRANSACTION
07/05	6,150.00 ✓	Michigan Municip PAYMENTS 4616288140 070516 OFFSET TRANSACTION
07/13	5,409.68 ✓	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 071316
07/13	91.72 ✓	SERVICE CHARGE
07/15	5,917.34 ✓	IRS USATAXPYMT 270659745229140 MICHIGAN MUNICIPAL SER 071516
07/20	828.57 ✓	MI Business Tax Payment SMIBUS000414984 TawneyMichael 072016
07/27	5,409.68 ✓	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 072716

Deposits / Credits

2 items totaling \$95,586.25

Date	Amount	Description
07/01	46,598.52	SOM MAIN FACS PAYMENTS V03000653657001 MICHIGAN MUNICIPAL SER 070116
07/18	48,987.73	DEPOSIT

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
07/01	620,982.57	07/15	590,226.77	07/20	638,385.93
07/05	601,645.51	07/18	639,214.50	07/27	632,976.25
07/13	596,144.11				

AS PART OF THE FEDERAL TRADE COMMISSION'S TELEMARKETING SALES RULE, EFFECTIVE JUNE 13, 2016, CUSTOMERS ENGAGING IN TELEMARKETING ACTIVITIES ARE PROHIBITED FROM UTILIZING REMOTELY CREATED PAYMENT ORDERS (E.G. REMOTELY CREATED CHECKS), CASH-TO-CASH MONEY TRANSFERS, AND CASH RELOAD MECHANISMS. PLEASE BE AWARE OF THIS NEW PROHIBITION AND COMPLY IF YOU ENGAGE IN APPLICABLE TELEMARKETING ACTIVITIES.

Michigan Municipal Services Authority
Check Register

Check Number	Check Date	Payee	Amount
Checks			
5283	07/14/16	EFTPS - FICA	5,917.34
5284	07/14/16	State of Michigan - WH	828.57
5285	07/14/16	Robert J. Bruner Jr.	0.00
5286	07/14/16	Kristen A. Delaney	0.00
5287	07/21/16	Michigan Municipal League	900.00
5288	07/28/16	Robert J. Bruner Jr.	0.00
5289	07/28/16	Kristen A. Delaney	0.00
20160701	07/08/16	Kristen Delaney	27.00
20160702	07/08/16	Robert J. Bruner Jr.	479.84
20160703	07/08/16	Robert J. Bruner Jr.	1,485.61
20160704	07/08/16	Robert J. Bruner Jr.	215.97
20160705	07/08/16	Segal Consulting	4,875.00
20160706	07/08/16	Segal Consulting	4,100.00
Total checks	13		<u>18,829.33</u>
		Total	<u>18,829.33</u>

Michigan Municipal Services Authority
Deductions Register

Emp. ID	Employee	Amount
Direct Deposit %		
2	Bruner Jr., Robert J.	7,149.93
3	Delaney, Kristen A.	3,669.43
	Total	<u>10,819.36</u>
	Company Totals	<u>10,819.36</u>

Michigan Municipal Services Authority
Balance Sheet
As of July 31, 2016

ASSETS

CURRENT ASSETS

Cash in Bank	\$ 632,076.25
Due From Cities	153,790.56
Due from State	<u>48,027.55</u>

Total Current Assets 833,894.36

PROPERTY AND EQUIPMENT

TOTAL ASSETS \$ 833,894.36

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>196,369.63</u>

Total Fund Balance 635,798.87

**TOTAL LIABILITIES AND
FUND BALANCE** \$ 833,894.36

Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 10 Months Ended July 31, 2016

	<u>1 Month Ended</u> <u>July 31, 2016</u>	<u>10 Months Ended</u> <u>July 31, 2016</u>
Revenues		
Contract Revenue	\$ 95,586.25	\$ 3,876,119.32
Operating Expenses		
Salary Director	\$ 9,461.54	\$ 102,730.77
Wages - Administrative Staff	4,766.66	52,433.26
Outside Service Contractors	8,975.00	3,430,833.47
Payroll Taxes	1,088.44	11,869.87
MESC Taxes	0.00	646.53
FUTA Taxes	0.00	84.00
Office Expense	1,965.45	7,869.06
Legal & Accounting	0.00	57,708.66
Seminars & Education	0.00	20.00
Insurance - General	0.00	1,702.00
Mileage Reimbursement	242.97	6,786.59
Travel Expenses	0.00	5,118.21
Dues	900.00	900.00
Bank Service Charges	91.72	1,047.27
	<hr/>	<hr/>
Total Operating Expenses	27,491.78	3,679,749.69
Revenues over Expenses	<u>\$ 68,094.47</u>	<u>\$ 196,369.63</u>

FMS Program Update

MMSA Administrative Report

FMS Program Update

Program Management

- No issues reported during the August 4 FMS Leadership meeting
- Next FMS Leadership meeting is September 8
- Kent County: Budget and finance are live; Human resources is scheduled to go live in November
- Grand Rapids: Budget and finance are live; Human resources is scheduled to go live in December
- Genesee County: Finance is scheduled to go live in October; Human resources is scheduled to go live in December; Budget is scheduled to go live in January

FMS Program Update

Tier I Program Development

- City of Lansing: Nothing new
- Wayne County: Nothing new
- Oakland County: Nothing new
- CGAP Grant FY 2014 final reimbursement request will be due August 1, 2018 (two years and counting)

Tier II Program Development

- Nothing new

FMS Program Update

Grant Management

- CGAP Grant FY 2012 (Round 2)
 - Q2 2016 CGAP grant report was submitted on July 20
 - Final reimbursement request was submitted on July 29
- CGAP Grant FY 2014 (Round 1)
 - Q1 2016 CGAP grant report was submitted on April 15
 - Q2 2016 CGAP grant report was submitted on July 25
 - Q3 2016 CGAP grant report is due October 30, 2016
 - Q4 2016 CGAP grant report is due January 30, 2017

VHWM Program Update

MMSA Administrative Report

VHWM Project Update

Invoices

- **May 2016:** Invoice sent to the City of Detroit for payment on June 1, 2016. Payment received by the Authority on July 14, 2016.
- **June 2016:** Invoice sent to the City of Detroit for payment on July 5, 2016. Payment is outstanding.
- **July 2016:** Invoice sent to the City of Detroit for payment on August 1, 2016. Payment is outstanding.
- The City of Detroit has implemented a new invoice submission system. Segal has reviewed the updated process. Registration has been completed and it has been approved by the City of Detroit. Segal has requested, and is still awaiting, log-in access in order to submit invoices via the new system. Segal has followed up with the City on the system access.

VHWM Program Update

Call Center Update

- The call center is currently staffed with two dedicated CSRs.
- Average wait times in the queue were less than 1 minute during the month of July.
- The City will likely move to the general call center pool effective September 1, 2016 in preparation for open enrollment. They will remain in the general pool through at least the end of 2017. They will also keep their current, dedicated phone line and will still have access to many of the same call statistics (e.g., call volume, wait times).

VHWM Program Update

Scope Changes and Other Updates

- **ACA Reporting:** The City of Detroit has completed the 1094-C transmittal process through their vendor, BenefitScape. BenefitScape has provided error reports for processing by the City. The City's error rate was substantially higher than other municipalities (1% versus 7%). The errors received are largely related to inaccurate TIN data (name, SSN, date of birth). This was expected as all of the dependent data originally used to load the BE system received was from the City's carriers. The City is currently working on validating the data on file. Corrections will be transmitted as soon as possible to close out Tax Year 2015 before work begins on Tax Year 2016.
- Note that BE will have the ability to transmit the reporting to the IRS for the Tax Year 2016, so a separate vendor may not be necessary.

VHWM Program Update

Retiree Transition Changes

- The City would like to formally close out the retiree opt-out 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, if any, is owed to the VEBAs. The final report was provided by Navia. Segal is assisting the City with final reconciliation of the reports.

VHWM Program Update

Next Steps - City of Detroit – Ultipro Payroll

- **Full implementation of the Ultipro census and payroll system file interfaces:** The implementation of UltiPro appears to be on track for a September 2016 go-live date. The City will utilize a phased-in approach for implementation – installing employees on the new platform on a group-by-group basis. This will extend the implementation timeline.

VHWM Program Update

Next Steps - City of Detroit – MMSA Contract

- Due to the departure of the retirees from City's benefits administration, the monthly reimbursement for the MMSA services was greatly reduced beginning in January, 2016, 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 proposed 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 is to begin in June, 2016.

VHWM Program Update

Next Steps - City of Detroit – MMSA Contract

- This proposal has been discussed with Mike Hall and Jeremiah Gross from the City numerous times and both agree that this approach is appropriate. Steve Liedel drafted an amendment on March 2, 2016 which includes these changes. The amendment was provided to the City on March 7, 2016 and its status is requested on a weekly basis. Approval from the City's procurement director is needed to finalize the agreement. A meeting with the director is scheduled for August 4, 2016. With this approval, the City will be able to sign the agreement. We are awaiting an update of the outcome of that meeting from the City.

VHWM Program Update

Next Steps - City of Detroit – Benefit Express Renewal

- Benefit Express provided 1, 3 and 5 year renewal options, which includes two call center options per the City's request: Move to the CSR pool for Ongoing and Annual Enrollment support and Annual Enrollment support only
- On May 26, 2016, the City agreed to a one (1) year renewal with ongoing and annual enrollment support to be provided by BE. **As noted previously, the call center transition to the general servicing pool is expected to take place on September 1, 2016 and the renewal pricing has been agreed to by BE. A renewal amendment is being drafted.**

VHWM Program Update

Program Development

- The development of an benefit administration system solution for Intermediate School Districts and similar entities, such as Wayne RESA, is still viable. BenefitExpress has acquired a smaller benefit administration system firm called benefitsCONNECT. This firm provides a better-priced solution for smaller entities, which may be an option for groups such as Wayne RESA. More information on the acquisition is forthcoming from BenefitExpress.

MI SHIP Update

MMSA Administrative Report

MI Self-Funded Healthcare Program (MI SHIP) Update

Next Steps

- Meet with Michigan Municipal Risk Management (MMRMA) to determine interest in a joint venture
 - MMRMA Annual Meeting is August 18 so meeting before then is unlikely
- Meet with Western Michigan Health Insurance Pool (WMHIP) to determine interest in a joint venture
- Meet with City of Grand Rapids to share Financial Analysis

Municipal Talent Pipeline Update

MMSA Administrative Report

Municipal Talent Pipeline Update

Program Development

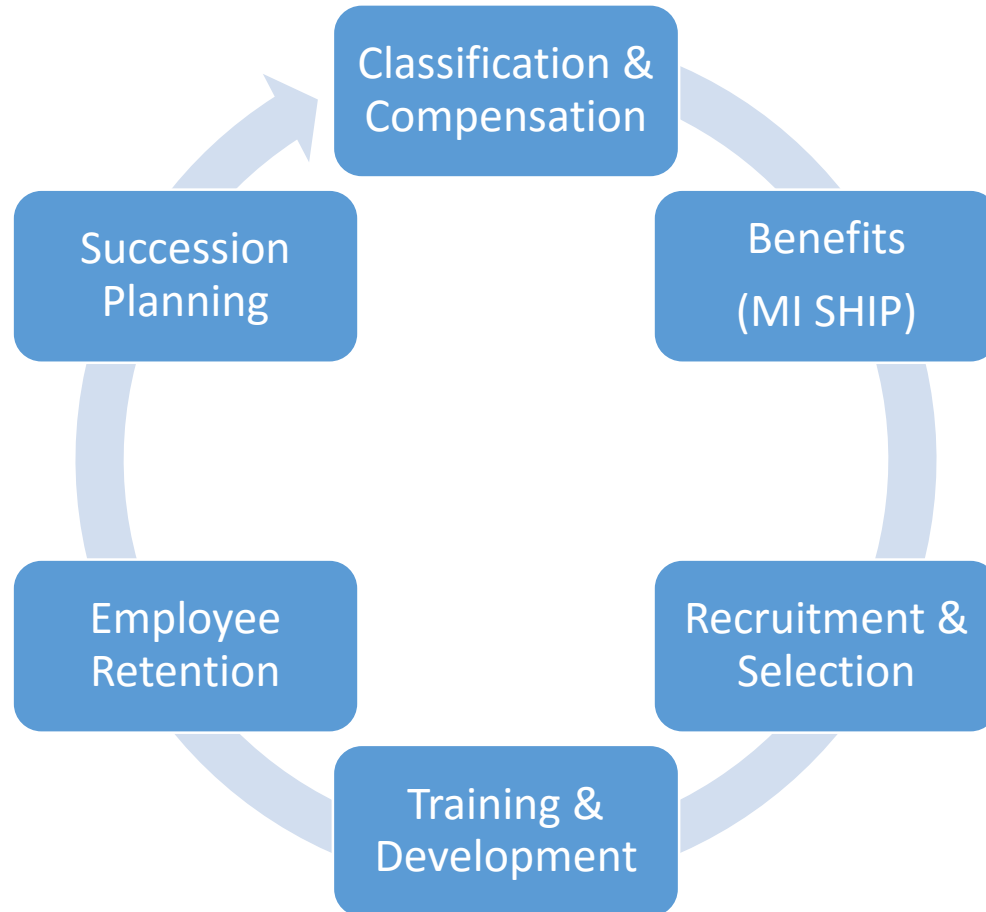
- Michigan Association of Equalization Directors (MAED) Annual Conference
- Program development meeting with Michigan State University (Arnold Weinfeld)
- MLGMA Regional meeting in Frankenmuth
- Program development meeting with Auburn Hills

Municipal Talent Pipeline Update

Program Development

- Michigan Local Government Management Association (MLGMA) Summer Workshop
- Program development meeting with Walsh College
- Program development meeting with City of Mason
- Program development meeting with Michigan Association of Counties (MAC)

Municipal Talent Pipeline Update



Collaborate • Innovate • Serve

Municipal Talent Pipeline Update

Recent Success

- We are working with the City of Auburn Hills and Orion Solutions Group to fill an Accounts Receivable Manager position

Next Steps

- Continue to identify interested employers
- Continue to identify potential providers
- Work with interested employers and providers to develop programs and services



Michigan Municipal Services Authority

**EXECUTIVE COMMITTEE
RESOLUTION 2016-27**

Approval of FY 2016-2017 Budget Time Schedule

The Executive Committee of the Michigan Municipal Services Authority resolves that the following budget time schedule is approved for the Michigan Municipal Services Authority ("Authority") in compliance with the Uniform Budgeting and Accounting Act, 1968 PA 2, MCL 141.421 to 141.440a, for the fiscal year beginning on October 1, 2016 and ending on September 30, 2017:

On or About

July 14, 2016:

Step

Chief Administrative Officer requests any budgetary centers of the Authority to provide information necessary and essential for preparation of recommend FY 2016-2017 budget.

July 28, 2016:

Budgetary centers of the Authority present the Chief Administrative Officer with information requested relating to FY 2016-2017 budget.

August 11, 2016:

Chief Administrative Officer presents recommended FY 2016-2017 budget and general appropriations act to Executive Committee.

September 22, 2016:

Executive Committee holds a public hearing and considers the recommended FY 2016-2017 budget and general appropriations act

Secretary's Certification:

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on August 11, 2016.

By: _____

James Cambridge
Authority Secretary



Michigan Municipal Services Authority

**EXECUTIVE COMMITTEE
RESOLUTION 2016-28**

Publication of FY 2016-2017 Budget Notice

The Executive Committee of the Michigan Municipal Services Authority (“Authority”) resolves that the law firm of Dykema Gossett PLLC is authorized to assist the Authority’s Secretary in securing the publication of notice of a public hearing of the FY 2015-2016 budget for the Authority in compliance with 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415. The notice shall be in a form substantially similar to the following:

NOTICE OF PUBLIC HEARING

A public hearing is scheduled for 2:00 p.m. on Thursday, September 22, 2016 at a special regular meeting of the Executive Committee of the Michigan Municipal Services Authority (“Authority”) held at 70 Ionia Avenue SW # 400, Grand Rapids, MI 49503 for the purpose of discussing adoption of the budget for the Authority for the 2016-2017 fiscal year. The meeting will be held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275. A copy of the proposed budget is available for public inspection at 201 Townsend St., Ste. 900, Lansing, MI 48909 and <http://www.michiganmsa.org>.

**THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT
THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.***

*Note: This notice is printed in compliance with 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415. The Authority is not authorized to levy taxes.

James Cambridge
Authority Secretary

Secretary’s Certification:

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on August 11, 2016.

By: _____
James Cambridge
Authority Secretary



FY 2016 – 2017 BUDGET RECOMMENDATION

General Fund Revenues

The General Fund's primary revenue sources are the general tax levy, local income taxes, certain state and federal aid, and fees and charges of the general fund departments. As the Authority has no general tax levy, local income taxes, certain state or federal aid, the General Fund's only revenue source is charges of the general fund departments to the enterprise funds. Each enterprise fund is charged an equal share (50%) of General Fund expenditures.

General Fund Expenditures

The legislative and administrative activities of the Authority are accounted for through the General Fund.

Governing Body: Liability insurance; Publishing expenses for Open Meetings Act compliance and other expenses directly related to Authority Board and Executive Committee meetings

Chief Executive

- Personal Services: Salary and payroll taxes for CEO and Assistant to the CEO
- Other Services and Charges
 - Conferences & Workshops: Registration, travel, hotel, and per diem for thirteen conferences
 - Memberships: Professional association and organizational memberships
- Transportation: Mileage, parking, and other transportation expenses necessary for Authority staff to attend meetings

Accounting: Michael A. Tawney & Company, P.C.

External Audit: Abraham & Gaffney, P.C.

Information Technology: Google Apps and website expenses

Attorney: Dykema

Enterprise Funds

Enterprise funds are used to report any activity for which a fee is charged to external users for goods or services. Activities must be reported as enterprise funds if the pricing policies of the activity establish fees and charges designed to recover its costs. Such is the case for the Authority's programs so an enterprise fund is used to report each.

Fund 501: Virtual Health and Wellness Marketplace (VHWM)

Revenue

Charges for Services: Charges for services rendered to the City of Detroit pursuant to Services Contract No. 2888656. No new contracts are included for budget planning purposes.

Expenditures

Attorney: Dykema

Program Management: Segal Consulting

Contractual Services: Charges from Benefit Express Services for services rendered to the City of Detroit pursuant to Services Contract No. 2888656. No new contracts are included for budget planning purposes.

Appropriation (Operating) Transfers (Out): Transfers to the General Fund equal to 50% of General Fund expenditures.

Fund 502: Financial Management System (FMS)

Revenue

Charges for Services: Charges for services rendered to the City of Grand Rapids, Genesee County, and Kent County pursuant to each Participation Agreement. No new agreements are included for budget planning purposes.

Expenditures

Attorney: Dykema

Program Management: Plante Moran

Contractual Services: Charges from CGI and Munetrix for services rendered to the City of Grand Rapids, Genesee County, and Kent County pursuant to each Participation Agreement. No new agreements are included for budget planning purposes.

Appropriation (Operating) Transfers (Out): Transfers to the General Fund equal to 50% of General Fund expenditures.

**Michigan Municipal Services Authority
FY 2016-2017 General Appropriations Act
General Fund**

Fund Activity			FYE 2015 Amended	FYE 2016 Adopted	FYE 2016 Q1 - Q3	FYE 2017 Recommended	FYE 2017 Estimated
OPERATING REVENUES							
101	539	State Grants	\$ -	\$ -	\$ -	\$ -	\$ -
		Transfer from VHWM	\$ 91,158	\$126,315	\$ 96,180	\$ 127,706	\$128,000
		Transfer from FMS	\$ 91,158	\$126,315	\$ 96,180	\$ 127,706	\$128,000
TOTAL OPERATING REVENUES			\$182,316	\$252,629	\$192,360	\$ 255,412	\$256,000
OPERATING EXPENSES							
101	101	Governing Body	\$ 1,716	\$ 2,000	\$ 2,062	\$ 2,000	\$ 2,000
101	173	Chief Executive	\$152,228	\$219,429	\$170,032	\$ 224,812	\$225,000
101	191	Accounting	\$ 4,468	\$ 5,000	\$ 3,806	\$ 5,000	\$ 5,000
101	223	External Audit	\$ 9,800	\$ 10,200	\$ 10,200	\$ 10,600	\$ 11,000
101	228	Information Technology	\$ 4,674	\$ 4,000	\$ 1,047	\$ 4,000	\$ 4,000
101	266	Attorney	\$ 9,430	\$ 12,000	\$ 5,214	\$ 9,000	\$ 9,000
TOTAL OPERATING EXPENSES			\$182,316	\$252,629	\$192,361	\$ 255,412	\$256,000
CHANGE IN NET POSITION			\$ -	\$ -	\$ (1)	\$ -	
		Net position, beginning of year	\$202,442	\$202,442	\$202,442	\$ 202,442	\$202,441
		Net position, end of year (\$)	\$202,442	\$202,442	\$202,441	\$ 202,442	\$202,441
		Net position, end of year (%)	111%	80%	105%	79%	79%

8/5/2016

Draft - Preliminary to final determination

**Michigan Municipal Services Authority
FY 2016-2017 General Appropriations Act
VHWM**

Fund	Activity	FYE 2015 Amended	FYE 2016 Adopted	FYE 2016 Q1 - Q3	FYE 2017 Recommended	FYE 2017 Estimated
OPERATING REVENUES						
501	539	\$ 309,671	\$ 80,968	\$ 106,176	\$ -	\$ -
501	600	\$ 1,242,771	\$ 1,320,000	\$ 709,728	\$ 600,000	\$ 600,000
TOTAL OPERATING REVENUES		\$ 1,552,442	\$ 1,400,968	\$ 815,904	\$ 600,000	\$ 600,000
OPERATING EXPENSES						
501	266	\$ 2,709	\$ 2,000	\$ 4,401	\$ 6,000	\$ -
501	271	\$ 226,725	\$ 180,000	\$ 45,000	\$ 60,000	\$ -
501	272	\$ 1,045,968	\$ 1,070,000	\$ 691,685	\$ 540,000	\$ 540,000
501		\$ 90,998	\$ 126,315	\$ 96,180	\$ 127,706	\$ 128,000
TOTAL OPERATING EXPENSES		\$ 1,366,400	\$ 1,378,315	\$ 837,266	\$ 733,706	\$ 668,000
CHANGE IN NET POSITION		\$ 186,042	\$ 22,653	\$ (21,362)	\$ (133,706)	\$ (68,000)
Net position, beginning of year			\$ 186,042	\$ 186,042	\$ 208,695	\$ 74,990
Net position, end of year (\$)		\$ 186,042	\$ 208,695	\$ 164,680	\$ 74,990	\$ 6,990
Net position, end of year (%)		14%	15%	20%	10%	1%

8/5/2016

Draft - Preliminary to final determination

**Michigan Municipal Services Authority
FY 2016-2017 General Appropriations Act
FMS**

Fund	Activity	FYE 2015 Amended	FYE 2016 Adopted	FYE 2016 Q1 - Q3	FYE 2017 Recommended	FYE 2017 Estimated
OPERATING REVENUES						
502	539	State Grants	\$ 255,451	\$ 145,549	\$ 101,202	\$ -
502	600	Charges for Services	\$ 1,674,610	\$ 2,863,430	\$ 2,863,430	\$ 2,864,000
TOTAL OPERATING REVENUES			\$1,930,061	\$3,008,979	\$2,964,632	\$ 2,863,430
OPERATING EXPENSES						
502	266	Attorney	\$ 68,964	\$ 12,000	\$ -	\$ 6,000
502	271	Program Management	\$ 164,000	\$ 60,000	\$ 38,260	\$ 50,000
502	272	Contractual Services	\$ 1,417,047	\$2,680,000	\$2,680,551	\$ 2,679,047
502		Transfer to General Fund	\$ 90,998	\$ 126,315	\$ 96,180	\$ 127,706
TOTAL OPERATING EXPENSES			\$1,741,009	\$2,878,315	\$2,814,991	\$ 2,862,753
CHANGE IN NET POSITION			\$ 189,052	\$ 130,664	\$ 149,641	\$ 677
Net position, beginning of year				\$ 189,052	\$ 189,052	\$ 319,716
Net position, end of year (\$)			\$ 189,052	\$ 319,716	\$ 338,693	\$ 320,393
Net position, end of year (%)			11%	11%	12%	11%

8/5/2016

Draft - Preliminary to final determination

Michigan Municipal Services Authority
FY 2016-2017 General Appropriations Act
All Funds

	FYE 2014	FYE 2015	FYE 2016	FYE 2016	FYE 2017	FYE 2017
	Audited	Audited	Adopted	Q1 - Q3	Recommended	Estimated
OPERATING REVENUES						
General			\$ 252,629	\$ 192,360	\$ 255,412	\$ 256,000
VHWM			\$1,400,968	\$ 815,904	\$ 600,000	\$ 600,000
FMS			\$3,008,979	\$2,964,632	\$ 2,863,430	\$2,864,000
TOTAL OPERATING REVENUES	\$ 2,196,995	\$3,311,528	\$4,662,576	\$3,972,896	\$ 3,718,842	\$3,720,000
OPERATING EXPENSES						
General			\$ 252,629	\$ 192,361	\$ 255,412	\$ 256,000
VHWM			\$1,378,315	\$ 837,266	\$ 733,706	\$ 668,000
FMS			\$2,878,315	\$2,814,991	\$ 2,862,753	\$2,864,000
TOTAL OPERATING EXPENSES	\$ 2,003,988	\$3,074,541	\$4,509,259	\$3,844,618	\$ 3,851,870	\$3,788,000
CHANGE IN NET POSITION	\$ 193,007	\$ 236,987	\$ 153,317	\$ 128,278	\$ (133,029)	\$ (68,000)
Net position, beginning of year	\$ 9,435	\$ 202,442	\$ 439,429	\$ 439,429	\$ 592,746	\$ 459,718
Net position, end of year (\$)	\$ 202,442	\$ 439,429	\$ 592,746	\$ 567,707	\$ 459,718	\$ 391,718
Net position, end of year (%)	10%	14%	13%	15%	12%	10%



**EXECUTIVE COMMITTEE
RESOLUTION 2016-_____**

FY 2016-2017 General Appropriations Act

The Executive Committee of the Michigan Municipal Services Authority resolves:

Section 1. Title. This resolution shall be known and may be cited as the Michigan Municipal Services Authority FY 2016-2017 General Appropriations Act.

Section 2. Public Hearing. In compliance with 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on _____ and a public hearing on the proposed budget was held by the Executive Committee of the Michigan Municipal Services Authority (“Authority”) on September 22, 2016.

Section 3. Millage Levy. The Authority is not authorized to levy taxes.

Section 4. Adoption of Budget by Activity. The Executive Committee of the Authority adopts the budget for the Authority for the fiscal year beginning on October 1, 2016 and ending on September 30, 2017 by activity. Authority officials responsible for the expenditures authorized in the budget may expend Authority funds up to, but not to exceed, the total appropriation authorized for each activity.

Section 5. Payment of Bills. All claims or bills against the Authority shall be approved by the Executive Committee of the Authority before payment by the Authority. However, the Treasurer of the Authority may pay certain claims or bills before payment is approved by the Executive Committee of the Authority to avoid late penalties, service charges, or interest. Any claims or bills paid before approval by the Executive Committee shall be reported by the Treasurer to the Executive Committee for approval at the next meeting of the Executive Committee.

Section 6. Estimated Revenues and Expenditures. Estimated total revenues and expenditures for the Authority for FY 2016-2017 are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$255,412	\$255,412
VHWM Fund	\$600,000	\$733,706
FMS Fund	\$2,863,430	\$2,862,753

General Fund Revenue

Number	Revenue Source	FY 2016-2017 Recommendation
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$255,412
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	Total Revenue	\$255,412

General Fund Expenditures

Number	Expenditure	FY 2016-2017 Recommendation
701	Personal Services	\$195,812
726	Supplies	\$1,000
800	Other Services and Charges	\$58,600
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$0
	Total Expenditures	\$255,412
	Change in Net Position	\$0
	Net position, beginning of year	\$202,442
	Net position, end of year (\$)	\$202,442

Virtual Health and Wellness Marketplace (VHWM) Revenue

Number	Revenue Source	FY 2016-2017 Recommendation
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$600,000
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	Total Revenue	\$600,000

Virtual Health and Wellness Marketplace (VHWM) Expenditures

Number	Expenditure	FY 2016-2017 Recommendation
701	Personal Services	\$0
726	Supplies	\$0
800	Other Services and Charges	\$606,000
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$127,706
	Total Expenditures	\$606,000
	Change in Net Position	\$(129,206)
	Net position, beginning of year	\$208,695
	Net position, end of year (\$)	\$79,490

Financial Management System (FMS) Fund Revenue

Number	Revenue Source	FY 2016-2017 Recommendation
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$2,864,000
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	Total Revenue	\$2,864,000

Financial Management System (FMS) Fund Expenditures

Number	Expenditure	FY 2016-2017 Recommendation
701	Personal Services	\$0
726	Supplies	\$0
800	Other Services and Charges	\$2,745,047
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$123,206
	Total Expenditures	\$2,858,253
	Change in Net Position	\$5,177
	Net position, beginning of year	\$319,716
	Net position, end of year (\$)	\$324,893

Section 7. Periodic Financial Reports. The Chief Administrative Officer shall provide the Executive Committee of the Authority at the meeting of the Executive Committee immediately following the end of each fiscal quarter, and at the final meeting of the Executive Committee of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts for the fiscal year.

Section 8. Budget Monitoring. Whenever it appears to the Chief Administrative Officer of the Authority that the actual and probable revenues in any fund of the Authority will be less than the estimated revenues upon which appropriations from the fund were based, and when it appears that expenditures will exceed an appropriation, the Chief Administrative Officer shall present recommendations to the Executive Committee to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. The recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 9. Adoption. Motion made by _____. Seconded by _____ to adopt this resolution as the general appropriations act for the Authority for the fiscal year ending September 30, 2017. Upon a roll call vote, the following members of the Executive Committee voted yes: _____. The following noted no: _____.

Secretary's Certification:

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on September 22, 2016.

By: _____
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	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 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	\$9,275 Included actuarial work for the MMSA risk pooling project (\$1,075)	92.75	<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 • 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	\$10,050 - includes \$6,150 - City of Detroit Support \$3,900 - Actuarial Work and New Program Development for the Risk Pool	81.00	<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 • 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.
May 2016	\$4,875 – City of Detroit Support \$4,100 - Actuarial Work and New Program Development for the Risk Pool	48.75 – City of Detroit Support 20.5 – Actuarial Work and New Program Development for the Risk Pool	<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

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 with ongoing system set-up for ACA reporting • Assist the City and the selected vendor to complete the 1094-C transmission • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Finalize 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, census and ACA files. • Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open enrollment material. • Begin 2017 renewal process and data request to vendors
June 2016	\$6,475 – City of Detroit Support \$12,300 - Actuarial Work and New Program Development for the Risk Pool	64.75 – City of Detroit Support 61.5 – Actuarial Work and New Program Development for the Risk Pool	<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 and the selected vendor to complete the 1094-C transmission and any necessary corrections. • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • 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. • Begin review of 2017 renewals development of 2017 rates.
July 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

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"> • 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 and the selected vendor to complete the 1094-C transmission and any necessary corrections. • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • 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. • Begin planning for open enrollment.