



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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## **PUBLIC NOTICE OF A REGULAR MEETING**

The **Authority Board 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:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Thursday, September 22, 2016	1:30 PM	Grid 70 70 Ionia Ave SW Suite 400 Grand Rapids, MI 49503

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

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**AUTHORITY BOARD  
REGULAR MEETING**

Thursday, September 22, 2016 at 1:30 p.m.

Grid 70  
Quark Conference Room  
70 Ionia Ave SW Suite 400  
Grand Rapids, MI 49503

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - a. Minutes of the June 9, 2016 regular Authority Board meeting
- V. Administrative Report**
  - a. Financial Report
  - b. Program Updates
  - c. Program Development Plan Update
- VI. Audits**
- VII. New Business**
- VIII. Public Comment**
- IX. Other Business**
- X. 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

**AUTHORITY BOARD**

Thursday, June 9, 2016 at 1:30 p.m.

Livonia City Hall  
33000 Civic Center Drive  
Livonia, MI 48933

**MINUTES**

Proposed Minutes       Approved Minutes

MEETING TYPE:     Regular     Special

**I. Call to Order**

The meeting was called to order at 1:32 p.m. by the Chairperson.

**II. Roll Call**

Authority Board Member Attendance:

Stacie Behler, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Wiescinski, Vice-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
Phil Bertolini	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Scott Buhrer	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Peggy Jury*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Brian Meakin	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dominick Pallone	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Smith	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Donald Snider	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Al Vanderberg*	<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\*

### III. Approval of Agenda

Moved by: Meakin

Supported by: Smith

Yes: X      No: \_\_\_

### IV. Approval of Minutes from March 10, 2016 Regular Meeting of the Authority Board.

Moved by: Smith

Supported by: Meakin

Yes: X      No: \_\_\_

### V. Administrative Report

The administrative report was delivered by CEO Robert Bruner. He noted that Delaney had worked with Tawney and resolved all of the checks outstanding. They will be removed from the next financial report.

### VI. Audit Reports

William Tucker from Abraham & Gaffney, P.C. presented the Audit for Fiscal Year 2014-2015 to the Authority Board. Cambridge asked Bruner if he was satisfied with Abraham & Gaffney's work. Bruner responded that he was. Cambridge asked if the Authority had a written investment policy. Tucker responded that they did not.

#### a) Resolution 2016-A Approval of Audit for Fiscal Year 2014-2015.

Motion to approve the audit as presented.

Moved by: Delong

Supported by: Smith

Yes: X      No: \_\_\_

### VII. New Business

None

### VIII. Public Comment

Dominick Pallone, new board member, introduced himself and gave an overview of his experience and work with the Michigan Association of Health Plans.

**IX. Other Business**

None.

**X. Adjournment**

Moved by: Cambridge

Supported by: Meakin

Yes: X      No: \_\_\_

Meeting adjourned at 2:34 PM

**Certification of Minutes**

Approved by the Authority Board on September 22, 2016.

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Authority Secretary

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Date



Michigan Municipal Services Authority

Administrative Report

Prepared September 14, 2016

Collaborate • Innovate • Serve

# Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority  
General Fund**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2016 Adopted</b>	<b>August 2016</b>	<b>FYE 2016 Year to Date</b>	<b>FYE 2016 Budget to Date</b>	<b>Variance</b>
<b>Operating Revenues</b>						
101	539		\$ -	\$ -	\$ -	
		\$ 126,315	\$ 7,791	\$ 113,229	\$ 115,789	-2.2%
		\$ 126,315	\$ 7,791	\$ 113,229	\$ 115,789	-2.2%
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 252,629</b>	<b>\$ 15,582</b>	<b>\$ 226,458</b>	<b>\$ 231,578</b>	<b>-2.2%</b>
<b>Operating Expenses</b>						
101	101	\$ 2,000	\$ -	\$ 2,062	\$ 1,833	12.5%
101	173	\$ 219,429	\$ 12,930	\$ 200,486	\$ 201,143	-0.3%
101	191	\$ 5,000	\$ 872	\$ 4,770	\$ 4,583	4.1%
101	223	\$ 10,200	\$ -	\$ 10,200	\$ 9,350	9.1%
101	228	\$ 4,000	\$ -	\$ 1,947	\$ 3,667	-46.9%
101	266	\$ 12,000	\$ 1,780	\$ 6,994	\$ 11,000	-36.4%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 252,629</b>	<b>\$ 15,582</b>	<b>\$ 226,459</b>	<b>\$ 231,577</b>	<b>-2.2%</b>
<b>Change in Net Position</b>		<b>\$ -</b>	<b>\$ 0</b>	<b>\$ (1)</b>	<b>\$ 1</b>	



**Michigan Municipal Services Authority  
VHWM**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2016 Adopted</b>	<b>August 2016</b>	<b>FYE 2016 Year to Date</b>	<b>FYE 2016 Budget to Date</b>	<b>Variance</b>
<b>Operating Revenues</b>						
501	539	State Grants	\$ 80,968	\$ -	\$ 122,141	\$ 74,221 64.6%
501	600	Charges for Services	\$ 1,320,000	\$ 98,123	\$ 856,839	\$ 1,210,000 -29.2%
<b>TOTAL OPERATING REVENUES</b>			<b>\$ 1,400,968</b>	<b>\$ 98,123</b>	<b>\$ 978,980</b>	<b>\$ 1,284,221 -23.8%</b>
<b>Operating Expenses</b>						
501	266	Attorney	\$ 2,000	\$ -	\$ 4,401	\$ 1,833 140.1%
501	271	Program Management	\$ 180,000	\$ -	\$ 45,000	\$ 165,000 -72.7%
501	272	Contractual Services	\$ 1,070,000	\$ 64,431	\$ 756,116	\$ 980,833 -22.9%
501		Transfer to General Fund	\$ 126,315	\$ 7,791	\$ 113,229	\$ 115,789 -2.2%
<b>TOTAL OPERATING EXPENSES</b>			<b>\$ 1,378,315</b>	<b>\$ 72,222</b>	<b>\$ 918,746</b>	<b>\$ 1,263,455 -27.3%</b>
<b>Change in Net Position</b>			<b>\$ 22,653</b>	<b>\$ 25,901</b>	<b>\$ 60,234</b>	<b>\$ 20,765 190.1%</b>

**Michigan Municipal Services Authority  
FMS**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2016 Adopted</b>	<b>August 2016</b>	<b>FYE 2016 Year to Date</b>	<b>FYE 2016 Budget to Date</b>	<b>Variance</b>	
<b>Operating Revenues</b>							
502	539	State Grants	\$ 145,549	\$ -	\$ 131,835	\$ 133,420	-1.2%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ 2,863,430	\$ 2,624,811	9.1%
<b>TOTAL OPERATING REVENUES</b>			<b>\$ 3,008,979</b>	<b>\$ -</b>	<b>\$ 2,995,265</b>	<b>\$ 2,758,231</b>	<b>8.6%</b>
<b>Operating Expenses</b>							
502	266	Attorney	\$ 12,000			\$ 11,000	-100.0%
502	271	Program Management	\$ 60,000	\$ -	\$ 38,260	\$ 55,000	-30.4%
502	272	Contractual Services	\$ 2,680,000	\$ 2,550	\$ 2,692,076	\$ 2,456,667	9.6%
502		Transfer to General Fund	\$ 126,315	\$ 7,791	\$ 113,229	\$ 115,789	-2.2%
<b>TOTAL OPERATING EXPENSES</b>			<b>\$ 2,878,315</b>	<b>\$ 10,341</b>	<b>\$ 2,843,565</b>	<b>\$ 2,638,455</b>	<b>7.8%</b>
<b>Change in Net Position</b>			<b>\$ 130,664</b>	<b>\$ (10,341)</b>	<b>\$ 151,701</b>	<b>\$ 119,775</b>	<b>26.7%</b>

**Michigan Municipal Services Authority  
All Funds**

	FYE 2016 Adopted	August 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
<b>OPERATING REVENUES</b>					
General	\$ 252,629	\$ 15,582	\$ 226,458	\$ 231,577	-2.2%
VHWM	\$ 1,400,968	\$ 98,123	\$ 978,980	\$ 1,284,221	-23.8%
FMS	\$ 3,008,979	\$ -	\$ 2,995,265	\$ 2,758,231	8.6%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 4,662,576</b>	<b>\$ 113,705</b>	<b>\$ 4,200,703</b>	<b>\$ 4,274,028</b>	<b>-1.7%</b>
<b>OPERATING EXPENSES</b>					
General	\$ 252,629	\$ 15,582	\$ 226,459	\$ 231,577	-2.2%
VHWM	\$ 1,378,315	\$ 72,222	\$ 918,746	\$ 1,263,455	-27.3%
FMS	\$ 2,878,315	\$ 10,341	\$ 2,843,565	\$ 2,638,455	7.8%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,509,259</b>	<b>\$ 98,145</b>	<b>\$ 3,988,769</b>	<b>\$ 4,133,487</b>	<b>-3.5%</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ 153,317</b>	<b>\$ 15,560</b>	<b>\$ 211,934</b>	<b>\$ 140,541</b>	<b>50.8%</b>

# MICHIGAN MUNICIPAL SERVICES AUTHORITY

## Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
7/31/16			Beginning Balance			\$ 632,076.25
8/5/16	ACH		Dykema Gossett	\$ 1,780.20		\$ 630,296.05
	ACH		Michael A Tawney & Company	\$ 300.00		\$ 629,996.05
	ACH	Expenses Reim	Robert Bruner	\$ 1,576.88		\$ 628,419.17
	ACH	Expenses Reim	Robert Bruner	\$ 576.50		\$ 627,842.67
	ACH		Segal Consulting	\$ 12,300.00		\$ 615,542.67
	ACH		Segal Consulting	\$ 6,475.00		\$ 609,067.67
8/10/16	ACH	Service Charge	Bank Service Charge	\$ 96.96		\$ 608,970.71
8/11/16	Direct Deposits		Payroll	\$ 3,574.97		\$ 605,395.74
	ACH		EFTPS - payroll tax	\$ 3,944.90		\$ 601,450.84
	ACH		State of Mich - payroll tax	\$ 552.38		\$ 600,898.46
8/19/16	ACH		Plante Moran	\$ 2,550.00		\$ 598,348.46
8/25/16	Direct Deposits		Payroll	\$ 4,037.51		\$ 594,310.95
8/26/16	ACH		Michael A Tawney & Company	\$ 475.00		\$ 593,835.95
	ACH		Benefits Express	\$ 45,655.93		\$ 548,180.02
	DEPOSIT		Deposit		\$ 48,619.26	\$ 596,799.28
8/31/16	DEPOSIT		Deposit		\$ 49,503.56	\$ 646,302.84
<b>TOTAL MI MUN SERV AUTH CASH BALANCE</b>						<b><u>\$ 646,302.84</u></b>

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

**ASSETS**

**CURRENT ASSETS**

Cash in Bank	\$ 646,302.84
Due From Cities	153,790.56
Due from State	<u>48,027.55</u>

**Total Current Assets** 848,120.95

**PROPERTY AND EQUIPMENT**

**TOTAL ASSETS** \$ 848,120.95

**CURRENT LIABILITIES**

Accounts Payable	\$ 183,883.88
Accrued State W/H	373.18
Accrued Federal W/H	1,260.00
Accrued FICA	2,220.35
Accrued MESC	27.63
Accrued Salaries & Wages	<u>8,998.33</u>

**Total Current Liabilities** 196,763.37

**LONG-TERM LIABILITIES**

**Total Liabilities** 196,763.37

**FUND BALANCE**

Fund Balance Retained	439,429.24
Current Revenue over Expenses	<u>211,928.34</u>

**Total Fund Balance** 651,357.58

**TOTAL LIABILITIES AND  
FUND BALANCE** \$ 848,120.95

**Michigan Municipal Services Authority**  
**Statement of Income**  
**For the 1 Month and 11 Months Ended August 31, 2016**

	<u>1 Month Ended</u> <u>August 31, 2016</u>	<u>11 Months Ended</u> <u>August 31, 2016</u>
<b>Revenues</b>		
Contract Revenue	\$ 98,122.82	\$ 3,974,242.14
<b>Operating Expenses</b>		
Salary Director	\$ 9,461.54	\$ 112,192.31
Wages - Administrative Staff	550.00	52,983.26
Outside Service Contractors	68,761.13	3,499,594.60
Payroll Taxes	766.10	12,635.97
MESC Taxes	0.00	646.53
FUTA Taxes	0.00	84.00
Office Expense	1,576.88	9,445.94
Legal & Accounting	775.00	58,483.66
Seminars & Education	0.00	20.00
Insurance - General	0.00	1,702.00
Mileage Reimbursement	576.50	7,363.09
Travel Expenses	0.00	5,118.21
Dues	0.00	900.00
Bank Service Charges	96.96	1,144.23
	<hr/>	<hr/>
<b>Total Operating Expenses</b>	82,564.11	3,762,313.80
<b>Revenues over Expenses</b>	<u>\$ 15,558.71</u>	<u>\$ 211,928.34</u>





Statement Period Date: 8/1/2016 - 8/31/2016

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

4532

**Account Summary - 7166385711**

<b>08/01</b>	<b>Beginning Balance</b>	<b>\$632,976.25</b>	Number of Days in Period	31
1	Checks	\$(900.00)		
18	Withdrawals / Debits	\$(137,834.59)		
2	Deposits / Credits	\$98,122.82		
<b>08/31</b>	<b>Ending Balance</b>	<b>\$592,364.48</b>		

**Check**

**1 check totaling \$900.00**

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

Number	Date Paid	Amount
5287 i	08/03	900.00

**Withdrawals / Debits**

**18 items totaling \$137,834.59**

Date	Amount	Description
08/04	300.00 ✓	Michigan Municip PAYMENTS 4616288140 080416 OFFSET TRANSACTION
08/04	576.50 ✓	Michigan Municip CREDITS 4616288140 080416 OFFSET TRANSACTION
08/04	1,576.88 ✓	Michigan Municip CREDITS 4616288140 080416 OFFSET TRANSACTION
08/04	1,780.20 ✓	Michigan Municip PAYMENTS 4616288140 080416 OFFSET TRANSACTION
08/04	6,475.00 ✓	Michigan Municip PAYMENTS 4616288140 080416 OFFSET TRANSACTION
08/04	12,300.00 ✓	Michigan Municip PAYMENTS 4616288140 080416 OFFSET TRANSACTION
08/10	3,574.97 ✓	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 081016
08/10	96.96 ✓	SERVICE CHARGE
08/15	3,944.90 ✓	IRS USATAXPYMT 270662844007877 MICHIGAN MUNICIPAL SER 081516
08/18	2,550.00 ✓	Michigan Municip PAYMENTS 4616288140 081816 OFFSET TRANSACTION
08/22	552.38 ✓	MI Business Tax Payment SMIBUS000485038 TawneyMichael 082216
08/23	475.00 ✓	Michigan Municip PAYMENTS 4616288140 082316 OFFSET TRANSACTION
08/23	45,655.93 ✓	Michigan Municip PAYMENTS 4616288140 082316 OFFSET TRANSACTION
08/24	4,037.51 ✓	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 082416
08/30	2,277.00	Michigan Municip PAYMENTS 4616288140 083016 OFFSET TRANSACTION
08/30	2,300.00	Michigan Municip PAYMENTS 4616288140 083016 OFFSET TRANSACTION
08/30	4,100.00	Michigan Municip PAYMENTS 4616288140 083016 OFFSET TRANSACTION
08/30	45,261.36	Michigan Municip PAYMENTS 4616288140 083016 OFFSET TRANSACTION

**Deposits / Credits**

**2 items totaling \$98,122.82**

Date	Amount	Description
08/26	48,619.26	DEPOSIT
08/31	49,503.56	DEPOSIT

**Daily Balance Summary**

Date	Amount	Date	Amount	Date	Amount
08/03	632,076.25	08/18	598,900.84	08/26	596,799.28
08/04	609,067.67	08/22	598,348.46	08/30	542,860.92
08/10	605,395.74	08/23	552,217.53	08/31	592,364.48
08/15	601,450.84	08/24	548,180.02		



Michigan Municipal Services Authority  
Check Register

Check Number	Check Date	Payee	Amount
Checks			
20160801	08/05/16	Dykema Gossett PLLC	1,780.20
20160802	08/05/16	Michael A. Tawney & Co PC	300.00
20160803	08/05/16	Robert J. Bruner Jr.	1,576.88
20160804	08/05/16	Robert J. Bruner Jr.	576.50
20160805	08/05/16	Segal Consulting	12,300.00
20160806	08/05/16	Segal Consulting	6,475.00
20160807	08/19/16	Plante Moran	2,550.00
20160808	08/26/16	Michael A. Tawney & Co PC	475.00
20160809	08/26/16	Benefit Express Services LLC	45,655.93
Total checks	9		<u>71,689.51</u>

Total

2,277-

2,300 -

4,100 -

45,261.36

125,627.87

**Michigan Municipal Services Authority  
Check List**

All Bank Accounts  
August 1, 2016 - August 31, 2016

Check Number	Check Date	Payee	Amount
<b>Payroll Direct Deposit</b>			
5292	08/11/16	Bruner Jr., Robert J	3,574.97
5293	08/25/16	Bruner Jr., Robert J	3,574.97
5294	08/25/16	Delaney, Kristen A	462.54
<b>Payroll Direct Deposit Total</b>			<u>7,612.48</u>
<b>Vendor Checks</b>			
5290	08/11/16	Internal Revenue Service	3,944.90
5291	08/11/16	State of Michigan	552.38
<b>Vendor Check Total</b>			<u>4,497.28</u>
<b>Check List Total</b>			<u><u>12,109.76</u></u>

Check count = 5

# FMS Program Update

MMSA Administrative Report

# FMS Program Update

## **Program Management**

- No issues reported during the September 8 FMS Leadership meeting
- Next FMS Leadership meeting is October 6
- 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

## Program Development

- Oakland County
  - Request for Proposal Released August 29, 2016
  - Intent to Respond Form Due September 14, 2016
  - Proposals Due October 26, 2016
- City of Lansing: Nothing new
- Wayne County: Nothing new
- CGAP Grant FY 2014 final reimbursement request will be due August 1, 2018 (now less than two years away)

# 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

- **August 2016:** Invoice sent to the City of Detroit for payment on September 1, 2016. Payment is outstanding. **Payment for June and July has been received by the Authority.**
- 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. Both Segal and the Authority have followed up with the City on the system access.



# VHWM Program Update

## Call Center Update

- The City has moved 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).
- Wait times for the month August averaged 1.5 minutes. For the first week of September, wait times were reduced to an average of 22 seconds. This decrease in wait times was expected due to the increased number of available CSRs.

# 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. All corrections have been submitted and processed. The 1094-c process is now complete.
- 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

## Next Steps - City of Detroit – Ultipro Payroll

- **Full implementation of the Ultipro census and payroll system file interfaces:** The implementation of UltiPro is now delayed until sometime in 2017. A new go-live date is not yet set. We expect the implementation to be staggered with different groups going live at different points over the next year or so.

# 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.
- The City's Procurement Director has approved implementation of the new cost structure. Retroactive time charges above the PEPM cap for June and July were added to the August invoice.

# 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
- 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 provides Annual Enrollment support only (City provides Ongoing support):
  - 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%\*
- 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 took effect on September 1, 2016 and the pricing has been agreed to by BE. A renewal amendment has been drafted and is being edited.
- Due to the delay in the Ultipro payroll implementation, the MMSA has requested that the City reconsider the one-year renewal as it is likely the BE system will be needed longer than first anticipated and a two or three year commitment will provide for additional savings.

# 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

## Provided Data

- City of Ann Arbor
- Calhoun County
- City of Ferndale
- City of Grand Rapids
- Jackson County
- City of Livonia
- City of Midland
- City of Muskegon
- City of Oak Park
- City of Roseville
- City of Troy
- City of Kalamazoo



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

## **Next Steps**

- Meet with Michigan Municipal Risk Management (MMRMA) to determine interest in a joint venture
- 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

## **Recent Success**

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

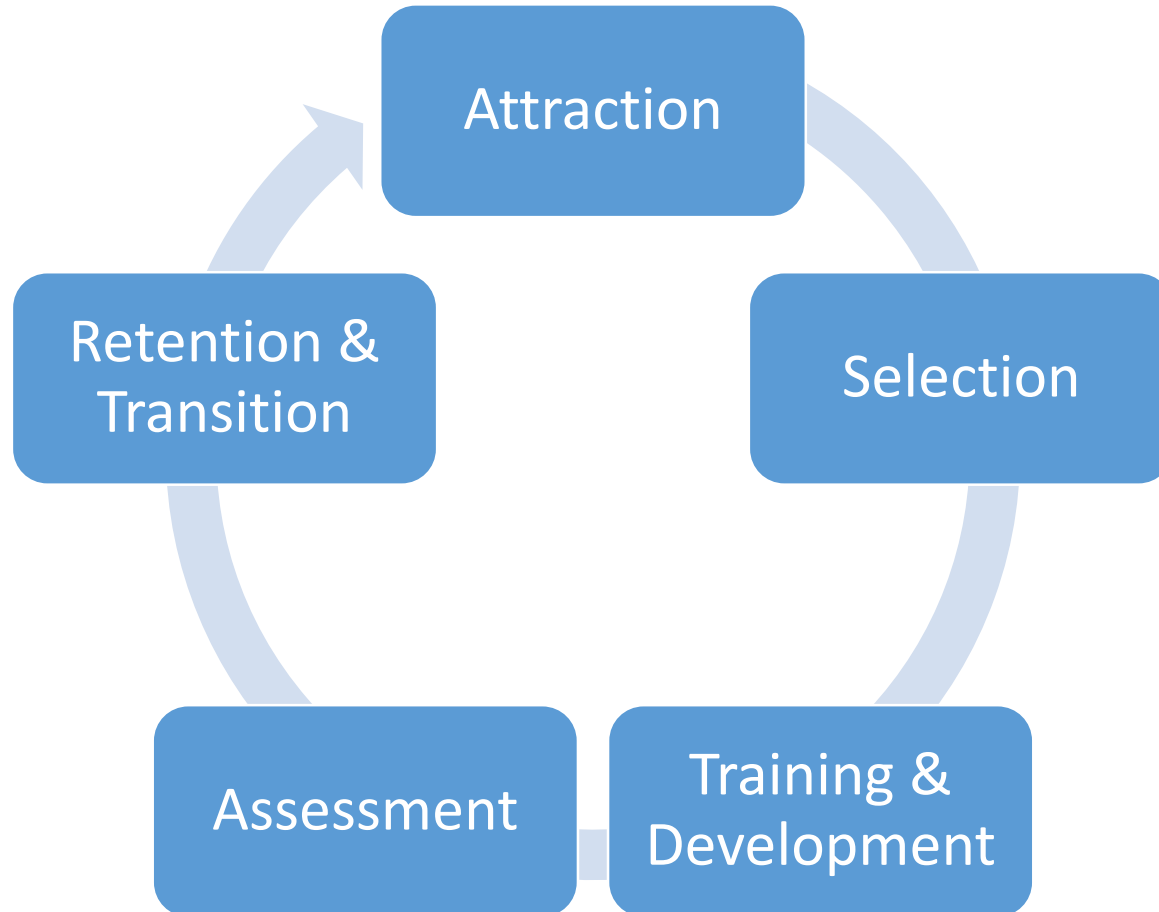
## **Next Steps**

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

# Municipal Talent Pipeline Update

- Recent focus has been on recruitment, selection, training, and development
- These services alone are not likely to generate enough net revenue to sustain the Authority
- The program will be expanded to include other workforce planning and staffing solutions as opportunities present themselves

# Workforce Planning Services



Collaborate • Innovate • Serve

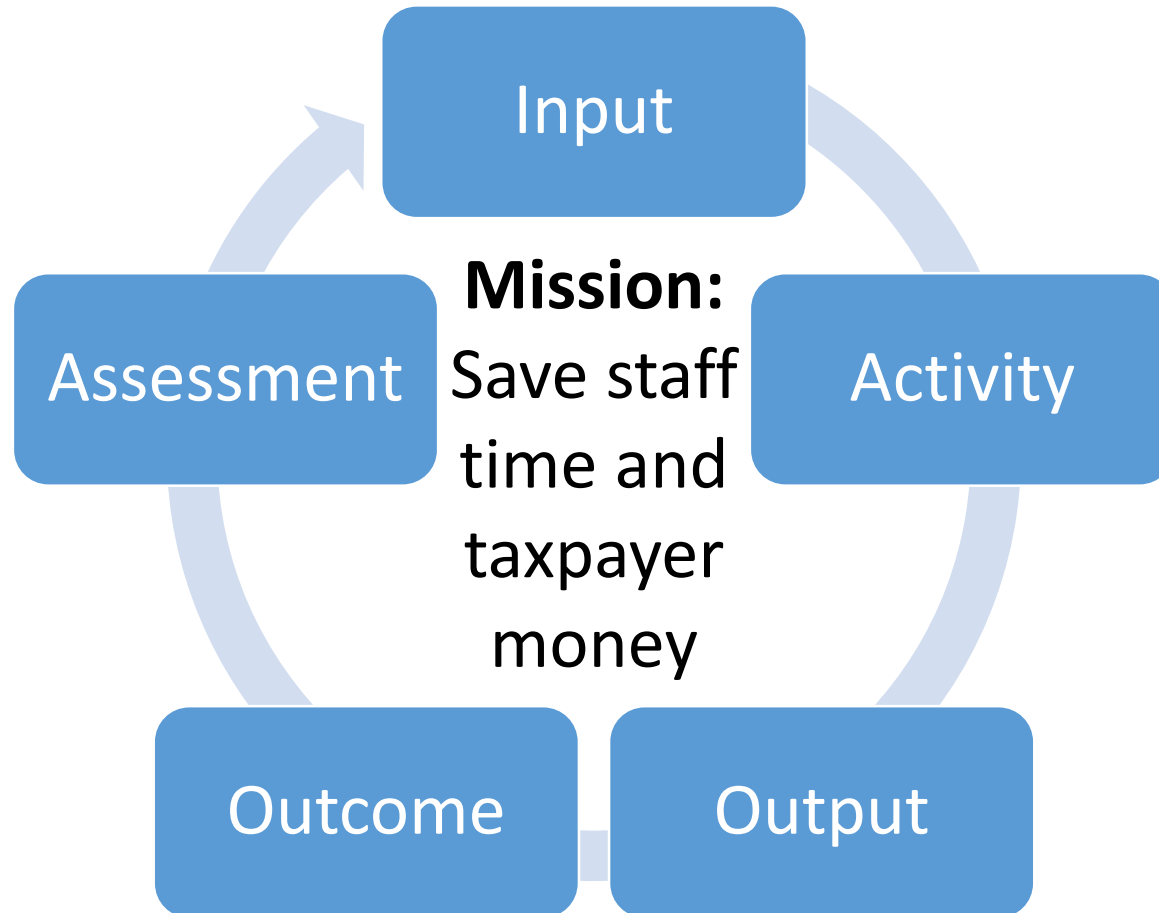
# Program Development Update

MMSA Administrative Report

# Introduction

- A Program Development Plan was presented to the Authority Board on September 24, 2014
- An update follows
- The proposed FYE 2017 budget includes a \$133,000 fund balance expenditure in order to maintain current operations based on current revenue
- Developing new and expanding existing programs within the next two years is essential to achieve financial sustainability

# Program Development Cycle





# Program Development Cycle

## **Inputs**

- Time
- Money

## **Activities**

- Networking
  - Marketing
  - Research

# Potential Programs & Services

## **311/CRM Systems**

- Outputs: Program development materials and meetings
- Next Steps: Continue to identify interested employers and service providers

## **Analytics, Benchmarking, and Transparency (ABT) Program**

- Outputs: Program development materials and meetings
- Next Steps: Continue to identify interested employers and service providers

# Potential Programs & Services

## **Assessing & Equalization**

- Outputs: Consolidated with Municipal Talent Pipeline program

## **Code Inspections**

- Outputs: Consolidated with Municipal Talent Pipeline program

# Potential Programs & Services

## **Equipment & Service Sharing**

- Outputs: Program development materials and meetings
- Next Steps: Continue to identify interested employers and service providers

## **Fleet Management**

- Outputs: Program development materials and meetings
- Next Steps: Continue to identify interested employers and service providers

# Potential Programs & Services

## **GASB 77 Compliance**

- Outputs: Program development materials and meetings
- Next Steps: Continue to identify interested employers and service providers

## **IT Infrastructure Services**

- Outputs: Program development materials and meetings
- Next Steps: Continue to identify interested employers and service providers

# Potential Programs & Services

## **Learning Management System (LMS)**

- **Outputs:** Consolidated with Municipal Talent Pipeline program

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

- **Outputs:** Collected data from 12 employers
- **Next Steps:** Meet with Western Michigan Health Insurance Pool (WMHIP) to determine interest in a joint endeavor

# Potential Programs & Services

## **Municipal Talent Pipeline**

- **Outputs:** Program development materials and meetings; Agreement with the City of Auburn Hills
- **Next Steps:** Continue to identify interested employers and service providers

## **Payment Service Provider (PSP)**

- **Outputs:** Program development materials and meetings
- **Next Steps:** Continue to identify interested employers and service providers

# Potential Programs & Services

## **Recruitment & Selection**

- Outputs: Consolidated with Municipal Talent Pipeline program



## City of Detroit Major Activities by Month Segal Consulting

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

These out of scope changes include the following:

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

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

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>○ <b>Work Order #6 – 10/23/2013: Add optional life and AD&amp;D coverage selection to the active open enrollment windows. Not included in original programming request.</b></li> <li>● Retiree informational meetings held – provided overview of new online system               <ul style="list-style-type: none"> <li>○ 12 sessions were held at the City of Detroit main office and at Macomb Community College</li> </ul> </li> </ul>
November 2013	\$15,000	323	<ul style="list-style-type: none"> <li>● Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>● <b>Retiree open enrollment is postponed until 3/1/2014</b></li> <li>● Active employee open enrollment begins</li> <li>● Assisted with responses to call center questions and escalations</li> <li>● Develop monthly invoice and assist with work order processing</li> <li>● Active employee enrollment sessions held               <ul style="list-style-type: none"> <li>○ 15 sessions were held at multiple City of Detroit work locations for active employees to receive one on one assistance with enrollment on the new site.</li> </ul> </li> <li>● <b>Work Order #7A- 11/4/2013: Last minute system changes for open enrollment; includes retirement status code updates, BCBSM/CMS compliance updates, and changes to the retiree HAP Rx only plan.</b></li> <li>● <b>Work Order #8 – 11/5/2013: Additional ports required for toll-free phone line. Call volumes were 2.5 times higher than anticipated and caused the phone line to fail. Benefit Express had to add additional phone line ports in order to properly manage the call volume.</b></li> <li>● <b>Work Order #12 – 11/20/2013: Extension of the active open enrollment period to 11/22/2013.</b></li> <li>● <b>Work Order #13 – 11/21/2013: Extending call center support for 10 weeks. Added due to continued high call volume.</b></li> <li>● <b>Work Order #15 – 11/25/2013: Hiring six additional customer service reps for 4 weeks due to higher than expected call volume.</b></li> <li>● <b>Work Order #18 – 11/24/2013: Adding semi-monthly and monthly payroll schedules. These payroll schedules were not provided during system set-up.</b></li> </ul>
December 2013	\$15,000	273	<ul style="list-style-type: none"> <li>● Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>● Data clean-up from active open enrollment</li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

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

## City of Detroit Major Activities by Month Segal Consulting

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

## City of Detroit Major Activities by Month Segal Consulting

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

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• <b>Draft and edit communication material for retirees regarding special enrollment period and verification process. Develop mailing lists for enrollment communication and verification process.</b></li> <li>• <b>Prepare data updates for Benefit Express system for special enrollment period.</b></li> <li>• <b>Assist with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain open and requires our ongoing support.</b></li> <li>• <b>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</b></li> <li>• <b>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</b></li> <li>• <b>Work Order #38 - Transfer EMS to General City Benefits – 05/16/14</b></li> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
June 2014	\$15,000	191.25	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• <b>Finalize and test enrollment site for special enrollment period</b></li> <li>• <b>Special enrollment period held from 06/09/14 – 06/20/14.</b></li> <li>• <b>Retiree stipend verification process held from 05/23/14 (date of notification) – 06/23/14.</b></li> <li>• <b>Data clean-up from special enrollment period and stipend verification project begins</b></li> <li>• <b>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</b></li> <li>• <b>Assist with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the addition of this</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p><b>second retiree open enrollment, the call center continues to remain open and requires our ongoing support.</b></p> <ul style="list-style-type: none"> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
July 2014	\$15,000	152	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• <b>Data clean-up from special enrollment period and stipend verification project continues</b></li> <li>• <b>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</b></li> <li>• <b>Assist with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the addition of this second retiree open enrollment, the call center continues to remain open and requires our ongoing support.</b></li> <li>• <b>Create stipend file to load to Benefit Express</b></li> <li>• <b>Create stipend file to load to pension and Flex-Plan that includes retroactive stipends</b></li> <li>• Assist with finalizing contract between MMSA and the City of Detroit</li> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
August 2014	\$15,000	168.75	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Benefits from special enrollment period effective 8/1/2014.</li> <li>• Begin planning for active and retiree open enrollment, tentatively scheduled for 11/10/2014 – 11/21/2014 (e.g. finalize rates, plans, other changes)</li> <li>• <b>Negotiate new pricing terms with Benefit Express for the transition of the retirees to standalone VEBA administrators.</b></li> <li>• <b>Data clean up from special enrollment period continues</b></li> <li>• Assist with responses to call center questions and escalations.</li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

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



## City of Detroit Major Activities by Month Segal Consulting

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

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree open enrollment and ongoing data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• <b>Work Order #45 – Update to allow Medicare-eligible, duty disabled retirees to add dependents to dental and vision coverage</b></li> <li>• <b>Work Order #46 - Update to add Medicare information to retiree dental segments on BCBSM eligibility file</b></li> <li>• <b>Work Order #47 – Update BPIDs/group structure for BCBSM active eligibility file</b></li> <li>• <b>Add new “active” plan for non-Medicare police and fire surviving spouses and children and conduct another open enrollment. (Note – an additional open enrollment period was not necessary. This was a closed group of employees. Benefit changes were implemented for this group only).</b></li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> </ul>
February 2015	\$9,275	92.75	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree open enrollment and ongoing data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Work Order #48 – Update to implement tracking for special classes of employees and implement a “waive” option for retiree medical coverage. Also to include an import file to fill in the new fields for the special classes as well as updating other data fields (married to another employee (duplicate SSN issue resolution), union local no, second address, etc.).</b></li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> <li>• <b>Create eligibility and other data files for new VEBA administrators. The VEBAs began requesting data</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<b>from Benefit Express in February 2015. This process is currently being reviewed and refined.</b>
March 2015	\$15,000	184.50	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree open enrollment and ongoing data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> <li>• <b>Create eligibility and other data files for new VEBA administrators. The VEBAs began requesting data from Benefit Express in February 2015. The City was provided with data and will coordinate all future data requests</b></li> <li>• <b>Work Order #49 – VEBA Transition Updates: Create new HRA plan to replace current stipend plan, update group structures for carriers where needed, and update 834 files where needed. Develop communication outlining the change for affected retirees</b></li> <li>• <b>Create production file for FlexPlan for new HRA plan</b></li> <li>• <b>Review duplicate SSN report, document necessary changes and provide data to clean up some of the duplicates (Work Order #48 import file)</b></li> </ul>
April 2015	\$12,225	122.25	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Coordinate with carriers (BCBSM, BCN, HAP, BCBSM dental, Golden Dental and Heritage Vision) to provide split billing to accommodate both VEBAs</b></li> <li>• <b>Review and document Audit #25 report to clean – up benefit class effective date issues</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

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

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Begin review and update of active enrollment guides for the next open enrollment period</li> <li>• <b>Review and document discrepancies between June and July FlexPlan production files</b></li> <li>• <b>Provide information to City of Detroit benefits manager on ACA hours tracking and reporting vendors; assist with scheduling demos of various systems. BE has provided Work Order #52, if the City would like to use their ACA tracking and reporting capabilities.</b></li> <li>• <b>Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system</b></li> <li>• <b>Coordinate with BCBSM dental to provide split billing to accommodate both VEBAs</b></li> <li>• <b>Analyze catastrophic drug claim reports for retirees to determine reimbursement amounts (part of the settlement agreement)</b></li> </ul>
July 2015	\$14,200	142	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Continue to review and update the active enrollment guides for the next open enrollment period</li> <li>• <b>Review and document discrepancies between July and August FlexPlan production files</b></li> <li>• <b>Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

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

## City of Detroit Major Activities by Month Segal Consulting

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

## City of Detroit Major Activities by Month Segal Consulting

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



## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• Assist the City/Benefit Express to finalize ACA reporting as needed</li> <li>• Continue to assist the City with the analysis of ScriptGuideRx proposal</li> <li>• Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</li> <li>• Provide assistance with the review and updates to the Ultipro payroll deduction test files</li> <li>• Work with BE to audit and prepare final census and enrollment data files for each retiree VEBA</li> <li>• Assist the city with nondiscrimination testing</li> </ul>
February 2016	\$8,800 Included actuarial work for the MMSA risk pooling project (\$3,325)	88	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean-up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Assist the city with finalizing post-open enrollment auditing and data clean-up</li> <li>• Assist the City/Benefit Express to finalize ACA reporting as needed</li> <li>• Continue to assist the City with the analysis of ScriptGuideRx proposal</li> <li>• Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</li> <li>• Provide assistance with the review and updates to the Ultipro payroll deduction and census files.</li> <li>• Assist with the set-up of the Ultipro ACA reporting file.</li> </ul>
March 2016	\$9,275 Included actuarial work for the MMSA risk pooling project (\$1,075)	92.75	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean-up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Assist the City/Benefit Express to finalize ACA reporting as needed</li> <li>• Assist the City with locating a vendor to complete the 1094-C transmission</li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

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

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> <li>• Assist the City/Benefit Express with ongoing system set-up for ACA reporting</li> <li>• Assist the City and the selected vendor to complete the 1094-C transmission</li> <li>• Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</li> <li>• Finalize analysis of ScriptGuideRx proposal</li> <li>• Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</li> <li>• Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</li> <li>• Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open enrollment material.</li> <li>• Begin 2017 renewal process and data request to vendors</li> </ul>
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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean-up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Assist the City/Benefit Express to finalize ACA reporting as needed</li> <li>• Assist the City/Benefit Express with ongoing system set-up for ACA reporting</li> <li>• Assist the City and the selected vendor to complete the 1094-C transmission and any necessary corrections.</li> <li>• Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</li> <li>• Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</li> <li>• Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</li> <li>• Begin review of 2017 renewals development of 2017 rates.</li> </ul>
July 2016	\$4,100 – City of Detroit Support \$2,300 - Actuarial Work and New Program	41.00 – City of Detroit Support 11.5 – Actuarial	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
	Development for the Risk Pool	Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> <li>• Run and review audit reports continued data clean –up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</b></li> <li>• <b>Assist the City/Benefit Express with ongoing system set-up for ACA reporting</b></li> <li>• <b>Assist the City and the selected vendor to complete the 1094-C transmission and any necessary corrections.</b></li> <li>• <b>Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> <li>• <b>Begin planning for open enrollment.</b></li> </ul>
August 2016	TBD	TBD	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean –up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</b></li> <li>• <b>Assist the City/Benefit Express with ongoing system set-up for ACA reporting</b></li> <li>• <b>Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> <li>• <b>Update Scriptguide Rx claims target with actual data and provide support in negotiations</b></li> <li>• <b>Continue planning for open enrollment.</b></li> </ul>