



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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## **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:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Thursday, January 12, 2017	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

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**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, January 12, 2016 at 1:30 PM

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

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - a. Minutes of the December 8, 2016 regular Executive Committee meeting
- V. Administrative Report**
  - a. Financial Report
  - b. Program Updates
  - c. Program Development Update
- VI. New Business**
- 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, December 8, 2016 at 2:00 p.m.

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

**MINUTES**

Proposed Minutes       Approved Minutes

MEETING TYPE:     Regular     Special

**I. Call to Order**

The meeting was called to order at 2:17 PM.

**II. Roll Call**

Executive Committee Member Attendance:

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

\*Participated via teleconference.

Other attendees:

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

DeLong chaired the meeting as Chairperson Behler participated via teleconference.

**III. Approval of Agenda**

Moved by: Smith  
Supported by: Vanderberg

Yes: X            No: \_\_\_

**IV. Approval of Minutes**

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

Moved by: DeLong  
Supported by: Vanderberg

Yes: X            No: \_\_\_

**V. Administrative Report**

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

**VI. New Business**

a. Resolution 2016-32 Schedule of Regular Meetings for Calendar Year 2017

Liedel suggested that the reference to a September meeting be removed since it was cancelled. Liedel noted a misspelling on the document.

Approval of 2016-32 Schedule of Regular Meetings for Calendar Year 2017 as amended.

Moved by: Vanderberg

Supported by: Smith

Yes: X            No: \_\_\_

**II. Public Comment**

None

**III. Other Business**

Bruner stated that he would like to hold one Executive Committee meeting in Grand Rapids. Behler said that she would consider some dates and get back to the Committee.

**IV. Adjournment**

Motion to adjourn the meeting at 2:21 PM.

Moved by: Vanderberg

Supported by: Smith

Yes: X      No:   

**Certification of Minutes**

Approved by the Executive Committee on January 12, 2017.

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

\_\_\_\_\_  
Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared January 9, 2017

Collaborate • Innovate • Serve

# Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority  
General Fund**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2017 Adopted</b>	<b>December 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		\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
		\$ 127,706	\$ 11,668	\$ 29,999	\$ 31,927	-6.0%
		\$ 127,706	\$ 11,668	\$ 29,999	\$ 31,927	-6.0%
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 255,412</b>	<b>\$ 23,336</b>	<b>\$ 59,998</b>	<b>\$ 63,853</b>	<b>-6.0%</b>
<b>Operating Expenses</b>						
101	101	\$ 2,000	\$ -	\$ -	\$ 500	-100.0%
101	173	\$ 224,812	\$ 22,937	\$ 58,654	\$ 56,203	4.4%
101	191	\$ 5,000	\$ 399	\$ 1,344	\$ 1,250	7.5%
101	223	\$ 10,600	\$ -	\$ -	\$ 2,650	-100.0%
101	228	\$ 4,000	\$ -	\$ -	\$ 1,000	-100.0%
101	266	\$ 9,000	\$ -	\$ -	\$ 2,250	-100.0%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 255,412</b>	<b>\$ 23,336</b>	<b>\$ 59,998</b>	<b>\$ 63,853</b>	<b>-6.0%</b>
<b>Change in Net Position</b>		<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ -</b>	

**Michigan Municipal Services Authority  
VHWM**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2016 Adopted</b>	<b>December 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	\$ -	\$ -	\$ -	\$ -	
501	600	Charges for Services	\$ 600,000	\$ 52,215	\$ 189,733	\$ 150,000	26.5%
<b>TOTAL OPERATING REVENUES</b>			<b>\$ 600,000</b>	<b>\$ 52,215</b>	<b>\$ 189,733</b>	<b>\$ 150,000</b>	<b>26.5%</b>
<b>Operating Expenses</b>							
501	266	Attorney	\$ 6,000	\$ 3,821	\$ 7,215	\$ 1,500	381.0%
501	271	Program Management	\$ 60,000	\$ -	\$ -	\$ 15,000	-100.0%
501	272	Contractual Services	\$ 540,000	\$ 88,113	\$ 206,034	\$ 135,000	52.6%
501		Transfer to General Fund	\$ 127,706	\$ 11,668	\$ 29,999	\$ 31,927	-6.0%
<b>TOTAL OPERATING EXPENSES</b>			<b>\$ 733,706</b>	<b>\$ 103,602</b>	<b>\$ 243,248</b>	<b>\$ 183,427</b>	<b>32.6%</b>
<b>Change in Net Position</b>			<b>\$ (133,706)</b>	<b>\$ (51,386)</b>	<b>\$ (53,515)</b>	<b>\$ (33,427)</b>	<b>60.1%</b>

**Michigan Municipal Services Authority  
FMS**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2016 Adopted</b>	<b>December 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	\$ -	\$ -	\$ -	0.0%	
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ 715,858	-100.0%	
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 2,863,430</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 715,858</b>	<b>-100.0%</b>	
<b>Operating Expenses</b>							
502	266	Attorney	\$ 6,000		\$ 1,500	-100.0%	
502	271	Program Management	\$ 50,000	\$ -	\$ 12,500	-100.0%	
502	272	Contractual Services	\$ 2,679,047	\$ 3,150	\$ 11,750	\$ 669,762	-98.2%
502		Transfer to General Fund	\$ 127,706	\$ 11,668	\$ 29,999	\$ 31,927	-6.0%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 2,862,753</b>	<b>\$ 14,818</b>	<b>\$ 41,749</b>	<b>\$ 715,688</b>	<b>-94.2%</b>	
<b>Change in Net Position</b>		<b>\$ 677</b>	<b>\$ (14,818)</b>	<b>\$ (41,749)</b>	<b>\$ 169</b>	<b>-24767.1%</b>	

**Michigan Municipal Services Authority  
All Funds**

	FYE 2016 Adopted	December 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
<b>OPERATING REVENUES</b>					
General	\$ 255,412	\$ 23,336	\$ 59,998	\$ 63,853	-6.0%
VHWM	\$ 600,000	\$ 52,215	\$ 189,733	\$ 150,000	26.5%
FMS	\$ 2,863,430	\$ -	\$ -	\$ 715,858	-100.0%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 3,718,842</b>	<b>\$ 75,551</b>	<b>\$ 249,731</b>	<b>\$ 929,711</b>	<b>-73.1%</b>
<b>OPERATING EXPENSES</b>					
General	\$ 255,412	\$ 23,336	\$ 59,998	\$ 63,853	-6.0%
VHWM	\$ 733,706	\$ 103,602	\$ 243,248	\$ 183,427	32.6%
FMS	\$ 2,862,753	\$ 14,818	\$ 41,749	\$ 715,688	-94.2%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,851,871</b>	<b>\$ 141,756</b>	<b>\$ 344,995</b>	<b>\$ 962,968</b>	<b>-64.2%</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (133,029)</b>	<b>\$ (66,205)</b>	<b>\$ (95,264)</b>	<b>\$ (33,257)</b>	<b>186.4%</b>

# MICHIGAN MUNICIPAL SERVICES AUTHORITY

## Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
11/30/16			Beginning Balance			\$ 579,355.79
12/1/16	Direct Deposits		Payroll	\$5,268.16		\$ 574,087.63
12/9/16	DEPOSIT		Deposit		\$ 52,215.22	\$ 626,302.85
	ACH		Segal Consulting	\$750.00		\$ 625,552.85
	ACH		Segal Consulting	\$8,150.00		\$ 617,402.85
12/12/16	charge		Bank Service Charge	\$99.33		\$ 617,303.52
12/15/16	ACH	payroll tax	EFTPS	\$3,848.82		\$ 613,454.70
	ACH	payroll tax	State of Michigan	\$536.80		\$ 612,917.90
	Direct Deposits		Payroll	\$5,268.18		\$ 607,649.72
12/16/16	7502		Benefit Corp of America	\$33,153.00		\$ 574,496.72
	ACH		Dykema Gossett	\$1,200.60		\$ 573,296.12
	ACH		Plante Moran	\$3,150.00		\$ 570,146.12
	ACH	Expenses	Robert J Bruner Jr.	\$431.76		\$ 569,714.36
	ACH	Expenses	Robert J Bruner Jr.	\$401.66		\$ 569,312.70
12/23/16	ACH		Benefits Express	\$46,060.07		\$ 523,252.63
	ACH		Dykema Gossett	\$1,738.80		\$ 521,513.83
	ACH		Dykema Gossett	\$881.10		\$ 520,632.73
	ACH		Michael A Tawney & Co	\$300.00		\$ 520,332.73
12/29/16	Direct Deposits		Payroll	\$5,547.16		\$ 514,785.57
<b>TOTAL MI MUN SERV AUTH CASH BALANCE</b>						<b>\$ 514,785.57</b>



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

**ASSETS**

**CURRENT ASSETS**

Cash in Bank	\$ 514,785.57
Due From Cities	153,790.56
Due from State	<u>48,027.55</u>

**Total Current Assets** 716,603.68

**PROPERTY AND EQUIPMENT**

**TOTAL ASSETS** \$ 716,603.68

**CURRENT LIABILITIES**

Accounts Payable	\$ 183,883.88
Accrued State W/H	805.20
Accrued Federal W/H	2,592.00
Accrued FICA	3,311.59
Accrued MESC	27.63
Accrued Salaries & Wages	<u>8,998.33</u>

**Total Current Liabilities** 199,618.63

**LONG-TERM LIABILITIES**

**Total Liabilities** 199,618.63

**FUND BALANCE**

Fund Balance Retained	612,248.29
Current Revenue over Expenses	<u>(95,263.24)</u>

**Total Fund Balance** 516,985.05

**TOTAL LIABILITIES AND  
FUND BALANCE** \$ 716,603.68

**Michigan Municipal Services Authority**  
**Statement of Income**  
**For the 1 Month and 3 Months Ended December 31, 2016**

	<u>1 Month Ended</u> <u>December 31, 2016</u>	<u>3 Months Ended</u> <u>December 31, 2016</u>
<b>Revenues</b>		
Contract Revenue	\$ 52,215.22	\$ 189,732.87
 <b>Operating Expenses</b>		
Salary Director	\$ 14,192.31	\$ 33,115.39
Wages - Administrative Staff	6,600.00	15,400.00
Outside Service Contractors	91,263.07	217,783.92
Payroll Taxes	1,311.61	3,432.42
Office Expense	431.76	4,240.22
Legal & Accounting	4,120.50	8,290.30
Insurance - Health	0.00	1,042.86
Mileage Reimbursement	401.66	1,422.34
Bank Service Charges	99.33	268.66
	<hr/>	<hr/>
<b>Total Operating Expenses</b>	118,420.24	284,996.11
 <b>Revenues over Expenses</b>	 <u>\$ (66,205.02)</u>	 <u>\$ (95,263.24)</u>

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

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
Checks			
7502	12/16/16	Benefit Corporation of America	33,153.00
20161201	12/09/16	Segal Consulting	750.00
20161202	12/09/16	Segal Consulting	8,150.00
20161203	12/16/16	Dykema Gossett PLLC	1,200.60
20161204	12/16/16	Plante Moran	3,150.00
20161205	12/16/16	Robert J. Bruner Jr.	431.76
20161206	12/16/16	Robert J. Bruner Jr.	401.66
20161207	12/23/16	Benefit Express Services LLC	46,060.07
20161208	12/23/16	Dykema Gossett PLLC	1,738.80
20161209	12/23/16	Dykema Gossett PLLC	881.10
20161210	12/23/16	Michael A. Tawney & Co PC	300.00
Total checks	11	Total	<u>96,216.99</u>

**Michigan Municipal Services Authority**  
**Check List**

All Bank Accounts

December 1, 2016 - December 31, 2016

Check Number	Check Date	Payee	Amount
<b>Payroll Direct Deposit</b>			
5315	12/01/16	Bruner Jr., Robert J	3,574.96
5316	12/01/16	Delaney, Kristen A	1,693.20
5317	12/15/16	Bruner Jr., Robert J	3,574.98
5318	12/15/16	Delaney, Kristen A	1,693.20
5319	12/29/16	Bruner Jr., Robert J	3,853.96
5320	12/29/16	Delaney, Kristen A	1,693.20
<b>Payroll Direct Deposit Total</b>			<u>16,083.50</u>
<b>Vendor Checks</b>			
5313	12/01/16	Internal Revenue Service	3,848.82
5314	12/01/16	State of Michigan	536.80
<b>Vendor Check Total</b>			<u>4,385.62</u>
<b>Check List Total</b>			<u><u>20,469.12</u></u>

Check count = 8



Statement Period Date: 12/1/2016 - 12/31/2016  
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

5094

**Account Summary - 7166385711**

<b>12/01</b>	<b>Beginning Balance</b>	<b>\$575,130.49</b>	Number of Days in Period	31
2	Checks	\$(34,195.86)		
15	Withdrawals / Debits	\$(78,364.28)		
1	Deposits / Credits	\$52,215.22		
<b>12/31</b>	<b>Ending Balance</b>	<b>\$514,785.57</b>		

**Checks**

**2 checks totaling \$34,195.86**

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

<u>Number</u>	<u>Date Paid</u>	<u>Amount</u>	<u>Number</u>	<u>Date Paid</u>	<u>Amount</u>
7501 i	12/13	1,042.86	7502 i	12/27	33,153.00

**Withdrawals / Debits**

**15 items totaling \$78,364.28**

<u>Date</u>	<u>Amount</u>	<u>Description</u>
12/06	750.00	Michigan Municip PAYMENTS 4616288140 120616 OFFSET TRANSACTION
12/06	8,150.00	Michigan Municip PAYMENTS 4616288140 120616 OFFSET TRANSACTION
12/12	99.33	SERVICE CHARGE
12/13	401.66	Michigan Municip CREDITS 4616288140 121316 OFFSET TRANSACTION
12/13	431.76	Michigan Municip CREDITS 4616288140 121316 OFFSET TRANSACTION
12/13	1,200.60	Michigan Municip PAYMENTS 4616288140 121316 OFFSET TRANSACTION
12/13	3,150.00	Michigan Municip PAYMENTS 4616288140 121316 OFFSET TRANSACTION
12/14	5,268.18	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 121416
12/15	3,848.82	IRS USATAXPYMT 270675073952457 MICHIGAN MUNICIPAL SER 121516
12/20	300.00	Michigan Municip PAYMENTS 4616288140 122016 OFFSET TRANSACTION
12/20	536.80	MI Business Tax Payment SMIBUS000762145 TawneyMichael 122016
12/20	881.10	Michigan Municip PAYMENTS 4616288140 122016 OFFSET TRANSACTION
12/20	1,738.80	Michigan Municip PAYMENTS 4616288140 122016 OFFSET TRANSACTION
12/20	46,060.07	Michigan Municip PAYMENTS 4616288140 122016 OFFSET TRANSACTION
12/28	5,547.16	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 122816

**Deposits / Credits**

**1 item totaling \$52,215.22**

<u>Date</u>	<u>Amount</u>	<u>Description</u>
12/09	52,215.22	CITY OF DETROIT 32802 FIN A/P 66 201267 MICHIGAN MUNICIPAL SER 120916

**Daily Balance Summary**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
12/06	566,230.49	12/13	612,119.50	12/20	553,485.73
12/09	618,445.71	12/14	606,851.32	12/27	520,332.73
12/12	618,346.38	12/15	603,002.50	12/28	514,785.57

# FMS Program Update

MMSA Administrative Report

# Genesee County

- August 2: Three incumbent County Commissioners (including chairman Jamie Curtis) lost their primary elections and a fourth dropped out of the primary
  - [http://www.mlive.com/news/flint/index.ssf/2016/08/round\\_up\\_genesee\\_county\\_commis.html](http://www.mlive.com/news/flint/index.ssf/2016/08/round_up_genesee_county_commis.html)
- August 4: County Controller Keith Francis resigned effective August 19
  - [http://www.mlive.com/news/flint/index.ssf/2016/08/county\\_controller\\_resigns\\_amid\\_g.html](http://www.mlive.com/news/flint/index.ssf/2016/08/county_controller_resigns_amid_g.html)

# Genesee County

- October 10: Karen Ruddy interviewed for County Controller
- November 8: The District 9 Republican challenger defeated the Democrat incumbent so five of the nine county commissioners would be new effective January 3, 2017
  - [http://www.mlive.com/news/flint/index.ssf/2016/11/genesee\\_county\\_voters\\_shake\\_up.html](http://www.mlive.com/news/flint/index.ssf/2016/11/genesee_county_voters_shake_up.html)
- November 10: Karen Ruddy was appointed County Controller effective December 5

# Genesee County

- December 16: Bob Bruner and Mark Warner attended a meeting with Genesee County. The meeting was attended by Human Resources and Labor Relations Director Anita Galajda, Assistant Controller Joy Haynes-Hawkins, Chief Information Officer Chris Newell, Assistant Controller Kristie Primuea, County Controller Karen Ruddy, and Finance Committee Chairman Commissioner Mark Young. CGI Engagement Manager Chris Del Rosario participated via Skype.

# Genesee County

- December 27: Karen Ruddy resigned effective immediately. Her letter cited the County's impending "cumbersome" software upgrades, which she says would not serve even the most basic functions for the job. Her letter also said Kent County switched to the same software and now struggles to get "invaluable reports that are required by the State of Michigan for grant compliance reporting."
  - [http://www.mlive.com/news/flint/index.ssf/2016/12/genesee\\_county\\_controller\\_resi.html](http://www.mlive.com/news/flint/index.ssf/2016/12/genesee_county_controller_resi.html)

# Genesee County

January 3

- Genesee County went live with CGI Advantage Financial Management.
- Commissioner Mark Young became Chairman of the Board of Commissioners. He refuted Ruddy's allegations in an interview with WNEM TV5 News.
  - <http://www.wnem.com/clip/13003822/nightmare-software-prompts-resignation-of-county-controller>

# Genesee County

January 3 (continued)

- WNEM TV5 News contacted Kent County and the County issued the following statement:
  - “Our experience in the transition to the new Financial Management System (FMS) has been as expected: difficult at times, but we continue to work closely with the vendor to resolve issues as they arise. County staff have been able to complete needed reports for compliance, and to date, we have not had any problems that would be an issue to vendors or suppliers. We have had a dedicated team in place as we have implemented the new FMS, and we are confident that the end result will be a success.”

# Genesee County

January 3 (continued)

- WNEM TV5 News also contacted the Authority but only to confirm the name of the software company, CGI. The producer seemed unaware of and uninterested in the Authority's role. Bob Bruner sent the producer the FMS Business Plan for context but the story does not mention the Authority, Kent County, or anyone else besides CGI and Genesee County.

# Genesee County

January 4

- Authority and CGI project staff discussed the situation and potential response.
- Timeline of recent events was shared with FMS Leadership Team via email.
- CGI project staff discussed the situation and potential response with communication staff.
- CGI communication staff shared talking points with the Authority.

# Genesee County

January 5

- Authority and CGI communication staff discussed talking points.
- Talking points were shared with FMS Leadership Team via email.
- FMS Leadership Team discussed the situation and potential response.
- Consensus was to do nothing at this time and prepare for future communications

# Genesee County

January 5 (continued)

- WJRT (Flint) aired a story about the changes in Genesee County including Chairman Mark Young refuting Ruddy's allegations.
  - <http://www.abc12.com/content/news/More-than-half-of-Genesee-County-commissioners-are-new-to-the-job-409825775.html>

# Genesee County

January 6

- Authority and CGI staff discussed next steps including preparation of a news release regarding successes to date to be shared with FMS Leadership Team and to be issued if/when the Team sees fit

# Program Management

- Kent County: Budget and finance are live (troubleshooting reporting); Human resources go live has been postponed from November to April
- Grand Rapids: Budget and finance are live (troubleshooting reporting); Human resources is scheduled to go live in February
- Genesee County: Finance is live (troubleshooting reporting); Human resources go live has been postponed from December and is to be determined; Budget go live has been postponed from January and is to be determined

# Program Development

- Nothing new
- Oakland County
  - Proposal submitted November 1, 2016
- Wayne County
  - Proposal submitted November 14, 2016

# Grant Management

- CGAP Grant FY 2014 (Round 1)
  - Q1 2016 CGAP grant report was submitted April 15
  - Q2 2016 CGAP grant report was submitted July 25
  - Q3 2016 CGAP grant report was submitted October 19
  - First reimbursement request was submitted October 27
  - Treasury completed an initial review of the reimbursement request on December 21, 2016 and requested additional information from Genesee County
  - Q4 2016 CGAP grant report is due January 30, 2017

# VHWM Program Update

MMSA Administrative Report

# VHWM Program Update

## Invoices

- October 2016: Invoice sent to the City of Detroit for payment on October 31, 2016. Payment was received on December 19, 2016.
- November 2016: Invoice sent to the City of Detroit for payment on December 2, 2016. Payment has not yet been received.

# VHWM Program Update

## Invoices

- 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. Both Segal and the Authority have followed up with the City numerous times on the system access. The user ID and password were finally provided and the January 2017 invoice will be submitted through the system as well as via email.

# VHWM Program Update

## **City of Detroit - Call Center Update**

- For the open enrollment period in November, all callbacks and any required enrollments were completed as of November 23, 2016.
- In December, call volumes dropped dramatically along with the wait times. They averaged less than a minute through the entire month (33 seconds – 52 seconds).

# VHWM Program Update

## **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 have provided additional payroll files for additional testing in October. We expect the implementation to be staggered with different groups going live at different points over the next year or so. This is still ongoing and no implementation date has been communicated to Segal.

# VHWM Program Update

## **City of Detroit - Other Updates**

- Open Enrollment: Open enrollment for City of Detroit active employees closed on November 22, 2016. Two new dental plans were available for 2017 through DenCap and Golden Dental Plans. Two new enrollment files were built by BE and they have been sent to the carriers. There may still be future modifications based on updates to the group structure that the City is considering.

# VHWM Program Update

## City of Detroit - Other Updates

- C.O.P.S. Trust Medical Plan: City of Detroit Police and Fire unions previously offered medical and prescription drug coverage, separate from the City offerings, through C.O.P.S. Trust. Due to the significant losses incurred by this plan, they notified the City that they will not continue to offer coverage in 2017. Open enrollment results indicate that nearly all of the employees previously enrolled in C.O.P.S. Trust have enrolled in a City sponsored plan for 2017.

# VHWM Program Update

## **City of Detroit - Other Updates**

- C.O.P.S. Trust Medical RFP: The Police and Fire unions and the City of Detroit are exploring offering another plan to employees in 2017. The City issued a medical RFP for just Police and Fire employees, which Segal was asked to assist in data preparation and analyzing responses.

# VHWM Program Update

## **City of Detroit – MMSA Contract and Benefit Express Renewal**

- 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 began in June, 2016.

# VHWM Program Update

## **City of Detroit – MMSA Contract and Benefit Express Renewal (continued)**

- 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 and the August charges included on the September invoice. Both invoices have been paid by the City.

# VHWM Program Update

## **City of Detroit – MMSA Contract and Benefit Express Renewal (continued)**

- Final updates to the MMSA Contract and the one-year Benefit Express renewal were reviewed with the City of Detroit on November 4, 2016. Additional revisions were made to the contract on November 21, 2016. The Contract has been approved internally at the City for presentation to City Council for approval.

# VHWM Program Update

## **City of Detroit – MMSA Contract and Benefit Express Renewal (continued)**

- We are still awaiting the final, signed contract from the City. Note that we follow-up on about a weekly basis. Note that BE has approved the language included in the City's agreement.

# Municipal Talent Pipeline Update

MMSA Administrative Report

# Prospects

- Wed, December 28: Met with City of Novi regarding Deputy Finance Director
- Fri, January 13: Meeting with City of Wayne regarding Finance Director

# Recent Job Postings

## **Assessing**

- Assessor, Northville
- Commercial/Industrial Appraiser, Lansing

## **Finance & Accounting**

- Finance Director, East Lansing
- Village Treasurer, Birch Run
- Finance Director, Owosso
- City Deputy Treasurer, Cedar Springs
- Finance Manager, WMSRDC

# Recent Job Postings

## **Human Resources**

- Human Resources Service Partner, Macomb County
- Human Resources and Benefits Manager, Sterling Heights
- HR Coordinator, Birmingham
- Human Resources Manager, Capital Region Airport Authority

# Program Development Update

MMSA Administrative Report

# Potential Programs & Services

## **CISO as a Service**

- Lots of interest at the November 18 Mi-GMIS Regional Roundtable
- Follow-up conference call held on December 22
- Next Mi-GMIS Regional Roundtable is January 20

## **Fleet Management**

- RFP issued on January 9
- Pre-Proposal Conference Call January 23
- Questions Due January 30
- Questions Answered February 6
- Proposal Deadline February 17
- Award March 9

## 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>• 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.</li> <li>• Work Order #19 – 12/6/2013: Leave administration set-up, which includes two additional rate discriminators not originally included.</li> <li>• Work Order #22 – 12/19/2013: Retiree open enrollment changes for new 3/1/2014 effective date.</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>• 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>• 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>• Review and document discrepancies between November and December FlexPlan HRA production files</li> <li>• Maintain separate meeting minutes for the UltiPro project</li> <li>• Work with BE to audit and prepare refresh census and enrollment update data files for each retiree VEBA</li> <li>• Assist the city with nondiscrimination testing</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>• Assist the City/Benefit Express to finalize ACA reporting set-up as needed</li> <li>• Continue to assist the City with the analysis of ScriptGuideRx proposal</li> <li>• Work Order #62 – Employee data refresh file for ACA reporting (adding new field for distribution of form)</li> <li>• Maintain separate meeting minutes for the UltiPro project</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>
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>• <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 implementation of vendor to complete the 1094-C transmission</b></li> <li>• <b>Finalize analysis of ScriptGuideRx proposal</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> <li>• <b>Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open enrollment material.</b></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>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</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>• 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>Begin planning for open enrollment.</b></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> </ul>
August 2016	\$5,675 – City of Detroit Support \$1,800 - Actuarial Work and New Program Development for the Risk Pool	56.75 – City of Detroit Support 9.00 - 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>• Continue planning for open enrollment (finalizing rates, determine system changes, request work order, etc.).</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> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
September 2016	\$6,125 – City of Detroit Support \$1,400 - Actuarial Work and New Program Development for the Risk Pool	61.25 – City of Detroit Support 7.00 - 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>• Continue planning for open enrollment (finalize rates, finalize work order, review and update benefit book, etc.).</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> </ul>
October 2016	\$8,150 – City of Detroit Support \$750 - Actuarial Work and New Program Development for the Risk Pool	81.50 – City of Detroit Support 3.75 - 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>• Finalize planning for open enrollment (complete system testing, review documentation (rates and approval forms), review and update employee communications (forms, open enrollment presentation and open enrollment book)).</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>Assist the City with analysis related to separate Police and Fire medical plan.</b></li> </ul>
November 2016	\$15,000 – City of Detroit Support	160.50 – City of Detroit Support	<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> </ul>

## City of Detroit Major Activities by Month

### Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
	\$850 - Actuarial Work and New Program Development for the Risk Pool	4.25 - Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data cleanup</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>• Finalize planning for open enrollment (complete system testing, review documentation (rates and approval forms), review and update employee communications (forms, open enrollment presentation and open enrollment book))</li> <li>• Conduct open enrollment</li> <li>• Work Order #66 – Annual Open Enrollment</li> <li>• <b>Work Order – ACA Government Required Forms</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>Assist the City with analysis related to separate Police and Fire medical plan which includes review of RFP document, request for data, and upload, review and updates to various claims, census and provider data files.</b></li> <li>• <b>Re-evaluate data and calculate split rates for the Police and Fire and General City segments.</b></li> </ul>
December 2016			<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 cleanup</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>Work Order – ACA Government Required Forms</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> </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 ACA reporting based on historical data load and provide feedback</li> <li>• Review and provide feedback on ACA set-up document</li> <li>• Assist the City with analysis related to separate Police and Fire medical plan which includes review of RFP responses, compare responses, request clarifications, where necessary. This includes attending meetings for question and answer session, vendor presentations, RFP evaluation/scoring and recommendations.</li> <li>• Re-evaluate data and calculate split rates for the Police and Fire and General City segments.</li> </ul>