



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF A REGULAR MEETING

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

Date

Thursday, February 9, 2017

Time

1:30 PM

Location

Capitol View Building
Constitution Room – 9th Floor
201 Townsend Street
Lansing, MI 48933

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

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

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, February 9, 2017 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 January 12, 2017 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, January 12, 2017 at 1:30 p.m.

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

MINUTES

☒ Proposed Minutes ☐ Approved Minutes

MEETING TYPE: ☒ Regular ☐ Special

I. Call to Order

The meeting was called to order at 1:32 PM.

II. Roll Call

Executive Committee Member Attendance:

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

Yes: X No:

IV. Approval of Minutes

a. Minutes of the December 8, 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.

VI. New Business

None.

Liedel left the meeting at 2:15 p.m.

II. Public Comment

None

III. Other Business

Bruner noted that CGI is changing the underlying technology behind Advantage 360. As a result, there will be some amendments to the agreements with Genesee County, Kent County and the City of Grand Rapids.

IV. Adjournment

Motion to adjourn the meeting at 2:38 PM.

Moved by: Vanderberg
Supported by: DeLong

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on February 9, 2017.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared February 6, 2017

Collaborate • Innovate • Serve

Financial Report

Michigan Municipal Services Authority
General Fund

Fund	Activity	FYE 2017 Adopted	January 2017	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
101	539	State Grants	\$ -	\$ -	\$ -	
		Transfer from VHWM	\$ 127,706	\$ 9,027	\$ 39,026	\$ 42,569 -8.3%
		Transfer from FMS	\$ 127,706	\$ 9,027	\$ 39,026	\$ 42,569 -8.3%
		TOTAL OPERATING REVENUES	\$ 255,412	\$ 18,054	\$ 78,052	\$ 85,137 -8.3%
Operating Expenses						
101	101	Governing Body	\$ 2,000	\$ -	\$ -	\$ 667 -100.0%
101	173	Chief Executive	\$ 224,812	\$ 17,354	\$ 76,008	\$ 74,937 1.4%
101	191	Accounting	\$ 5,000	\$ 700	\$ 2,044	\$ 1,667 22.6%
101	223	External Audit	\$ 10,600	\$ -	\$ -	\$ 3,533 -100.0%
101	228	Information Technology	\$ 4,000	\$ -	\$ -	\$ 1,333 -100.0%
101	266	Attorney	\$ 9,000	\$ -	\$ -	\$ 3,000 -100.0%
		TOTAL OPERATING EXPENSES	\$ 255,412	\$ 18,054	\$ 78,052	\$ 85,137 -8.3%
		Change in Net Position	\$ -	\$ 0	\$ 0	\$ -

Michigan Municipal Services Authority
VHWM

Fund	Activity		FYE 2016 Adopted	January 2017	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues							
501	539	State Grants	\$ -	\$ -	\$ -	\$ -	
501	600	Charges for Services	\$ 600,000	\$ 136,119	\$ 325,851	\$ 200,000	62.9%
TOTAL OPERATING REVENUES			\$ 600,000	\$ 136,119	\$ 325,851	\$ 200,000	62.9%
Operating Expenses							
501	266	Attorney	\$ 6,000	\$ -	\$ 7,215	\$ 2,000	260.8%
501	271	Program Management	\$ 60,000	\$ -	\$ -	\$ 20,000	-100.0%
501	272	Contractual Services	\$ 540,000	\$ -	\$ 206,034	\$ 180,000	14.5%
501		Transfer to General Fund	\$ 127,706	\$ 9,027	\$ 39,026	\$ 42,569	-8.3%
TOTAL OPERATING EXPENSES			\$ 733,706	\$ 9,027	\$ 252,275	\$ 244,569	3.2%
Change in Net Position			\$ (133,706)	\$ 127,092	\$ 73,576	\$ (44,569)	-265.1%

Michigan Municipal Services Authority
FMS

Fund	Activity		FYE 2016 Adopted	January 2017	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues							
502	539	State Grants	\$ -	\$ -	\$ -	\$ -	0.0%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ -	\$ 954,477	-100.0%
TOTAL OPERATING REVENUES			\$ 2,863,430	\$ -	\$ -	\$ 954,477	-100.0%
Operating Expenses							
502	266	Attorney	\$ 6,000			\$ 2,000	-100.0%
502	271	Program Management	\$ 50,000	\$ -	\$ -	\$ 16,667	-100.0%
502	272	Contractual Services	\$ 2,679,047	\$ -	\$ 11,750	\$ 893,016	-98.7%
502		Transfer to General Fund	\$ 127,706	\$ 9,027	\$ 39,026	\$ 42,569	-8.3%
TOTAL OPERATING EXPENSES			\$ 2,862,753	\$ 9,027	\$ 50,776	\$ 954,251	-94.7%
Change in Net Position			\$ 677	\$ (9,027)	\$ (50,776)	\$ 226	-22600.4%

Michigan Municipal Services Authority

All Funds

	FYE 2016 Adopted	January 2017	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
OPERATING REVENUES					
General	\$ 255,412	\$ 18,054	\$ 78,052	\$ 85,137	-8.3%
VHWM	\$ 600,000	\$ 136,119	\$ 325,851	\$ 200,000	62.9%
FMS	\$ 2,863,430	\$ -	\$ -	\$ 954,477	-100.0%
TOTAL OPERATING REVENUES	\$ 3,718,842	\$ 154,173	\$ 403,903	\$ 1,239,614	-67.4%
OPERATING EXPENSES					
General	\$ 255,412	\$ 18,054	\$ 78,052	\$ 85,137	-8.3%
VHWM	\$ 733,706	\$ 9,027	\$ 252,275	\$ 244,569	3.2%
FMS	\$ 2,862,753	\$ 9,027	\$ 50,776	\$ 954,251	-94.7%
TOTAL OPERATING EXPENSES	\$ 3,851,871	\$ 36,108	\$ 381,103	\$ 1,283,957	-70.3%
CHANGE IN NET POSITION	\$ (133,029)	\$ 118,065	\$ 22,801	\$ (44,343)	-151.4%

Michigan Municipal Services Authority
Balance Sheet
As of January 31, 2017

ASSETS

CURRENT ASSETS

Cash in Bank	\$ 631,078.13
Due From Cities	153,790.56
Due from State	<u>48,027.55</u>

Total Current Assets	<u>832,896.24</u>
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PROPERTY AND EQUIPMENT

TOTAL ASSETS	<u><u>\$ 832,896.24</u></u>
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CURRENT LIABILITIES

Accounts Payable	\$ 183,883.88
Accrued State W/H	484.42
Accrued Federal W/H	1,412.00
Accrued FICA	2,620.59
Accrued MESC	378.49
Accrued FUTA	68.40
Accrued Salaries & Wages	<u>8,998.33</u>

Total Current Liabilities	197,846.11
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LONG-TERM LIABILITIES

Total Liabilities	<u>197,846.11</u>
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FUND BALANCE

Fund Balance Retained	612,248.29
Current Revenue over Expenses	<u>22,801.84</u>

Total Fund Balance	<u>635,050.13</u>
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TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$ 832,896.24</u></u>
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Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 4 Months Ended January 31, 2017

	<u>1 Month Ended</u> <u>January 31, 2017</u>	<u>4 Months Ended</u> <u>January 31, 2017</u>
Revenues		
Contract Revenue	\$ 136,118.55	\$ 325,851.42
Operating Expenses		
Salary Director	\$ 8,498.90	\$ 41,614.29
Wages - Administrative Staff	4,400.00	19,800.00
Outside Service Contractors	0.00	217,783.92
Payroll Taxes	966.11	4,398.53
MESC Taxes	350.86	350.86
FUTA Taxes	68.40	68.40
Office Expense	2,515.73	6,755.95
Legal & Accounting	600.00	8,890.30
Insurance - Health	0.00	1,042.86
Mileage Reimbursement	553.53	1,975.87
Bank Service Charges	99.94	368.60
	<hr/>	<hr/>
Total Operating Expenses	18,053.47	303,049.58
 Revenues over Expenses	 <u>\$ 118,065.08</u>	 <u>\$ 22,801.84</u>

BANK RECONCILIATION

Name of Client: Michigan Municipal Services Authority

Month: Jan, 2017

Bank: Fifth Third

Prepared By: _____

General Ledger Acct Balance:		\$ 514,785.57	Balance per bank statement: 1/31/17		\$ 631,078.13
Add Debits:			Add Deposits in Transit:		
Deposits	\$ 136,118.55				
Total Dr	\$ \$ 136,118.55				
Total		\$ 650,904.12			
Less Credits:			Total in Transit:		\$ -
checks	\$ 6,020.42				
Payroll	\$ 10,036.37				
Online payments	\$ 3,669.26				
SC	\$ 99.94				
Total Cr	\$ \$ 19,825.99		Total:		\$ 631,078.13
Bank Balance - Per General Ledger:		\$ 631,078.13	Less Checks Outstanding: (see list below)		
			Total:		\$ -
					\$ 631,078.13

Checks Outstanding

Number	Amount	Number	Amount	Number	Amount
	\$ -		\$ -		\$ -



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



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4529

Statement Period Date: 1/1/2017 - 1/31/2017
Account Type: COMM'L 53 ANALYZED
Account Number: 7166385711

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

Account Summary - 7166385711

01/01	Beginning Balance	\$514,785.57	Number of Days in Period	31
	Checks			
9	Withdrawals / Debits	\$(19,825.99)		
2	Deposits / Credits	\$136,118.55		
01/31	Ending Balance	\$631,078.13		

Withdrawals / Debits

9 items totaling \$19,825.99

Date	Amount	Description
01/04	553.53	Michigan Municip CREDITS 4616288140 010417 OFFSET TRANSACTION
01/04	2,515.73	Michigan Municip CREDITS 4616288140 010417 OFFSET TRANSACTION
01/10	300.00	Michigan Municip PAYMENTS 4616288140 011017 OFFSET TRANSACTION
01/11	4,968.11	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 011117
01/12	99.94	SERVICE CHARGE
01/17	300.00	Michigan Municip PAYMENTS 4616288140 011717 OFFSET TRANSACTION
01/17	5,215.22	IRS USATAXPYMT 270741705186378 MICHIGAN MUNICIPAL SER 011717
01/20	805.20	MI Business Tax Payment SMIBUS000837288 TawneyMichael 012017
01/25	5,068.26	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 012517

Deposits / Credits

2 items totaling \$136,118.55

Date	Amount	Description
01/24	54,969.49	CITY OF DETROIT 46803 FIN A/P 74 201765 MICHIGAN MUNICIPAL SER 012417
01/27	81,149.06	CITY OF DETROIT 49803 FIN A/P 76 201862 MICHIGAN MUNICIPAL SER 012717

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
01/04	511,716.31	01/12	506,348.26	01/24	554,997.33
01/10	511,416.31	01/17	500,833.04	01/25	549,929.07
01/11	506,448.20	01/20	500,027.84	01/27	631,078.13

Michigan Municipal Services Authority

Payroll Journal Entry

January 1, 2017 - January 31, 2017

Reference	Date	GL Account	GL Account Description	Debit Amount	Credit Amount
Payroll Checks					
P89	01/31/17	105	Cash in Bank		10,036.37
P89	01/31/17	209	Accrued State W/H		484.42
P89	01/31/17	210	Accrued Federal W/H		1,412.00
P89	01/31/17	212	Accrued FICA		1,932.22
P89	01/31/17	213	Accrued MESC		350.86
P89	01/31/17	214	Accrued FUTA		68.40
P89	01/31/17	500	Salary Director	8,498.90	
P89	01/31/17	502	Wages - Administrative Staff	4,400.00	
P89	01/31/17	512	Payroll Taxes	966.11	
P89	01/31/17	513	MESC Taxes	350.86	
P89	01/31/17	514	FUTA Taxes	68.40	
Totals				<u>14,284.27</u>	<u>14,284.27</u>
Vendor Checks					
5321	01/12/17	105	Cash in Bank		5,215.22
5321	01/12/17	210	Accrued Federal W/H	2,592.00	
5321	01/12/17	212	Accrued FICA	2,623.22	
5322	01/12/17	105	Cash in Bank		805.20
5322	01/12/17	209	Accrued State W/H	805.20	
Totals				<u>6,020.42</u>	<u>6,020.42</u>

Distribution count = 16

Michigan Municipal Services Authority
Check List

All Bank Accounts
January 1, 2017 - January 31, 2017

Check Number	Check Date	Payee	Amount
Payroll Direct Deposit			
5323	01/12/17	Bruner Jr., Robert J	3,273.91
5324	01/12/17	Delaney, Kristen A	1,694.20
5327	01/26/17	Bruner Jr., Robert J	3,374.06
5328	01/26/17	Delaney, Kristen A	1,694.20
Payroll Direct Deposit Total			<u>10,036.37</u>
Vendor Checks			
5321	01/12/17	Internal Revenue Service	5,215.22
5322	01/12/17	State of Michigan	805.20
Vendor Check Total			<u>6,020.42</u>
Check List Total			<u><u>16,056.79</u></u>

Check count = 6

Michigan Municipal Services Authority
Check Register

Check Number	Check Date	Payee	Amount
Vendor Checks			
20170101	01/13/17	Michael A. Tawney & Co PC	300.00
20170102	01/06/17	Robert J. Bruner Jr.	2,515.73
20170103	01/06/17	Robert J. Bruner Jr.	553.53
20170104	01/20/17	Michael A. Tawney & Co PC	300.00
Total checks	4		<u>3,669.26</u>
		Total	<u>3,669.26</u>

FMS Program Update

MMSA Administrative Report

FMS 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

FMS Program Management

- CGI proposed amendments to the FMS Program Services Agreement and Participation Agreements in January
- First conference call with CGI was held on January 9
- Authority discussed the proposals internally including February 2 conference call with participants
- Next conference call with CGI is scheduled for February 7

FMS Program Development

- Oakland County
 - Proposal submitted November 1, 2016
 - The County sent additional questions to CGI in January
- Wayne County
 - Proposal submitted November 14, 2016
 - Nothing new
- City of Lansing
 - Meeting on February 9

CGAP Grant Management

- CGAP Grant FY 2014 (Round 1)
 - Q4 2016 CGAP grant report was submitted January 30
 - Q1 2017 CGAP grant report is due April 28
 - Q2 2017 CGAP grant report is due July 31
 - Q3 2017 CGAP grant report is due October 31

VHWM Program Update

MMSA Administrative Report

VHWM Program Update

Detroit Invoices

- November 2016: Payment was received on January 25, 2017
- December 2016: Payment was received on January 27, 2017
- January 2017: Electronic invoice was sent on January 30, 2017. The contract extension must be signed for the City to approve and pay this invoice.

VHWM Program Update

City of Detroit – Call Center Update

- In January, call volumes were a bit higher in the first half of the month (200) and were substantially lower in the last half of the month (100). Wait times were also higher than in previous months as the BE call center received higher call volumes in January from participants who needed corrections to their eligibility records or were confirming enrollment. The wait times averaged about 6 minutes.

VHWM Program Update

City of Detroit – Ultipro Payroll

- Implementation has been delayed until sometime in 2017. A new go-live date is TBD. Additional payroll files were provided for testing in October. We expect the implementation to be staggered with different employee groups going live at different points during 2017.

VHWM Program Update

City of Detroit – Police and Fire Medical RFP

- The City and its police and fire unions are exploring offering another medical plan in 2017.
- Segal was asked to assist in RFP preparation and analyzing proposals.
- The RFP was issued in November and three proposals were received in December.
- Segal completed analysis and ranked each proposal: (1) BCBSM, (2) HAP, and (3) COPS Trust

VHWM Program Update

City of Detroit – Police and Fire Medical RFP (continued)

- Segal provided financial estimates and supported internal meetings in December and January
- The final results of the RFP were presented to the police and fire unions on January 26, 2017
- The City decided not to implement a mid-year plan change in order to stay in compliance with PA 152
- The City is interested in conducting a benefit survey to better evaluate potential plan offerings for 2018

VHWM Program Update

City of Detroit – Amendment Agreement

- The City sent revised Amendment Agreement and Attachment A (Scope of Services, Fees, Fee Schedule, and Payment Terms) for CEO signature on January 26
- Authority is waiting for Benefit Express to review and approve Attachment A before signing
- Benefit Express previously reviewed and approved the fees in Attachment A so approval should be forthcoming

MI Self-Funded Healthcare Program (MI SHIP) Update

MMSA Administrative Report

MI SHIP Program Development

- Discussions with Western Michigan Health Insurance Pool (WMHIP) are on hold until March 2017 pending their strategic planning process

Municipal Talent Pipeline Update

MMSA Administrative Report

MTP Program Development

- February 3: Contacted by City of Battle Creek regarding Chief Building Official recruitment
- February 7: City of Wayne will consider a proposal from Orion Solutions Group for Finance Director recruitment
- February 8: Meeting with the Village of Holly regarding Clerk/Treasurer and DDA Main Street Director/Assistant Village Manager positions
- March 3: Michigan Association of Equalization Directors (MAED) Executive Board meeting

MTP Program Development

- CPS HR Consulting is a self-supporting public agency established in 1985 to provide HR solutions to government and nonprofit clients
- Headquartered in Sacramento, California, CPS HR has offices in Bethesda, Maryland; Austin, Texas; and Atlanta, Georgia
- 80+ full-time employees and 200+ project consultants serve more than 1,200 public and nonprofit clients throughout the United States and Canada

MTP Program Development

- Spoke with CEO about potential relationship on January 25
- Shared the attached program description on January 26
- Follow-up planned later this month

Program Development Update

MMSA Administrative Report

Potential Programs & Services

CISO as a Service

- Lots of interest at the January 20 Mi-GMIS Regional Roundtable
- DTMB will likely take the lead

Fleet Management

- Proposal Deadline February 17
- Award March 9



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

MUNICIPAL TALENT PIPELINE

Agency Description: The Michigan Municipal Services Authority (Authority) is a “Michigan public body corporate” created in 2012 through an interlocal agreement between the cities of Grand Rapids and Livonia. Its purpose is to help local governments and other public agencies throughout Michigan collaborate, jointly exercise, and share services. The Authority currently operates two programs. The Virtual Health and Marketplace (VHWM) offers benefits, compensation and human resources consulting and benefits administration solutions to the City of Detroit. The Financial Management System (FMS) Program provides CGI Advantage360, a built-for-government cloud-based ERP solution, to Genesee County, Grand Rapids, and Kent County.

Program Description: The Authority is developing a new program called the Municipal Talent Pipeline. This program will provide a one-stop talent management shop including everything public employers need to recruit, retain, develop, and reward employees. It will provide strategic human resource planning to help organizations anticipate their human capital needs and services to meet those needs.

Scope of Services:

- Organizational Strategy
 - Workforce Planning
 - Succession Planning
 - Organizational Assessment, Redesign and Re-engineering
 - Performance Management
 - Employee Engagement
 - Change Management
- Recruitment & Selection
 - Job Analysis
 - Job Descriptions
 - Recruiting
 - Test Development
 - Test Administration
- Classification & Compensation
 - Job Classification Systems
 - Compensation Surveys
 - Compensation Systems
- Training & Development
 - Computer-based training
 - On-site Training
 - 360 Degree Assessments
 - Coaching
 - Leadership Development
- Employee Engagement & Retention

Service Provision: The Authority is seeking individuals and organizations to provide cost-effective talent management solutions. The Authority and service providers will approve a Program Services Agreement including pricing and other terms and conditions applicable to all program participants. Program participants will approve an Interlocal Agreement with the Authority.

Target Market: The target market includes public agencies with enough employees to benefit from these services that are also too small to provide them internally. Michigan has 2,875 local governments including 83 county governments, 1,773 sub-county general purpose governments (276 city, 257 village, and 1,240 township governments), 576 public school systems, and 443 special districts and authorities. Approximately 40% (1,275 units) are estimated to be in the target market.

Competitive Analysis: The Michigan Association of Counties Service Corporation (MACSC) provides services to Michigan Association of Counties (MAC) members and other public agencies within counties. MACSC provides disability, health, and life insurance through third-parties. However, it does not provide the scope of services described above.

The Michigan Municipal League (MML) Consulting Services division provides management consulting services with a primary focus on human resources:

- Benefits Analysis
- Classification & Compensation Systems
- Executive Search Services
- HR Systems Audits
- Performance Evaluation Systems
- Personnel Policies Review & Development

However, the League's capacity to provide these services is limited to one employee.

The Michigan Townships Association (MTA) Allied Service Provider program lists companies in their Allied Service Provider electronic directory and provides other marketing opportunities in exchange for an annual fee. It is unclear whether the program includes the scope of services described above. In any event, many of Michigan's townships do not have any employees other than their part-time elected officials.

There are a variety of consultants providing these services nationwide. However, the Authority's unique ability to procure services on behalf of public agencies and manage relationships with service providers benefits public agencies and service providers alike. It reduces both the number of costly and time-consuming procurement processes and the number of relationships each must manage. As such, there are no direct competitors or barriers to market entry.

Contact: Robert (Bob) Bruner, Chief Executive Officer
rbruner@michiganmsa.org
(517) 618-9616

City of Detroit Major Activities by Month

Segal Consulting

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

These out of scope changes include the following:

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

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

City of Detroit Major Activities by Month

Segal Consulting

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

City of Detroit Major Activities by Month

Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month

Segal Consulting

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

City of Detroit Major Activities by Month

Segal Consulting

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

City of Detroit Major Activities by Month

Segal Consulting

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

City of Detroit Major Activities by Month

Segal Consulting

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

City of Detroit Major Activities by Month

Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
December 2014	\$15,000	151.75	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice and assist with work order processing • Work Order #44 - Update active Heritage Vision rates and contributions • Add new “active” plan for non-Medicare police and fire surviving spouses and children and conduct another open enrollment • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15
January 2015	\$15,000	153.25	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment and ongoing data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice and assist with work order processing • Work Order #45 – Update to allow Medicare-eligible, duty disabled retirees to add dependents to dental and vision coverage • Work Order #46 - Update to add Medicare information to retiree dental segments on BCBSM eligibility file • Work Order #47 – Update BPIDs/group structure for BCBSM active eligibility file • Add new “active” plan for non-Medicare police and fire surviving spouses and children and conduct another open enrollment. (Note – an additional open enrollment period was not necessary. This was a closed group of employees. Benefit changes were implemented for this group only). • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15
February 2015	\$9,275	92.75	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment and ongoing data clean –up.

City of Detroit Major Activities by Month

Segal Consulting

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

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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			(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.)
June 2015	\$11,025	110.25	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Begin review and update of active enrollment guides for the next open enrollment period • Review and document discrepancies between June and July FlexPlan production files • Provide information to City of Detroit benefits manager on ACA hours tracking and reporting vendors; assist with scheduling demos of various systems. BE has provided Work Order #52, if the City would like to use their ACA tracking and reporting capabilities. • Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system • Coordinate with BCBSM dental to provide split billing to accommodate both VEBAs • Analyze catastrophic drug claim reports for retirees to determine reimbursement amounts (part of the settlement agreement)
July 2015	\$14,200	142	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Continue to review and update the active enrollment guides for the next open enrollment period • Review and document discrepancies between July and August FlexPlan production files • Work Order #53 - Provide coordination assistance between Benefit Express and the City for the

City of Detroit Major Activities by Month

Segal Consulting

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

City of Detroit Major Activities by Month

Segal Consulting

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

City of Detroit Major Activities by Month

Segal Consulting

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

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"> • Provide assistance with the review and updates to the Ultipro payroll deduction test files • Work with BE to audit and prepare final census and enrollment data files for each retiree VEBA • Assist the city with nondiscrimination testing
February 2016	\$8,800 Included actuarial work for the MMSA risk pooling project (\$3,325)	88	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the city with finalizing post-open enrollment auditing and data clean-up • Assist the City/Benefit Express to finalize ACA reporting as needed • Continue to assist the City with the analysis of ScriptGuideRx proposal • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction and census files. • Assist with the set-up of the Ultipro ACA reporting file.
March 2016	\$9,275 Included actuarial work for the MMSA risk pooling project (\$1,075)	92.75	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the City/Benefit Express to finalize ACA reporting as needed • Assist the City with locating a vendor to complete the 1094-C transmission • Continue to assist the City with the analysis of ScriptGuideRx proposal • Work Order #64 – Set up of new Rx option for LSA members (ScriptGuide). This is not final. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.

City of Detroit Major Activities by Month

Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
April 2016	\$10,050 - includes \$6,150 - City of Detroit Support \$3,900 - Actuarial Work and New Program Development for the Risk Pool	81.00	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the City/Benefit Express to finalize ACA reporting as needed • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City with implementation of vendor to complete the 1094-C transmission • Finalize analysis of ScriptGuideRx proposal • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open enrollment material.
May 2016	\$4,875 – City of Detroit Support \$4,100 - Actuarial Work and New Program Development for the Risk Pool	48.75 – City of Detroit Support 20.5 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the City/Benefit Express to finalize ACA reporting as needed • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City and the selected vendor to complete the 1094-C transmission • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Finalize analysis of ScriptGuideRx proposal • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open

City of Detroit Major Activities by Month

Segal Consulting

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			enrollment material. <ul style="list-style-type: none"> • Begin 2017 renewal process and data request to vendors
June 2016	\$6,475 – City of Detroit Support \$12,300 - Actuarial Work and New Program Development for the Risk Pool	64.75 – City of Detroit Support 61.5 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the City/Benefit Express to finalize ACA reporting as needed • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City and the selected vendor to complete the 1094-C transmission and any necessary corrections. • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Begin review of 2017 renewals development of 2017 rates.
July 2016	\$4,100 – City of Detroit Support \$2,300 - Actuarial Work and New Program Development for the Risk Pool	41.00 – City of Detroit Support 11.5 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Begin planning for open enrollment. • Assist the City/Benefit Express to finalize ACA reporting as needed • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City and the selected vendor to complete the 1094-C transmission and any necessary corrections. • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro

City of Detroit Major Activities by Month

Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			project and assist with status calls as needed. <ul style="list-style-type: none"> Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.
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"> Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal Maintain open and closed items logs Weekly status calls with the City of Detroit and Segal Run and review audit reports continued data clean – up Assist with responses to call center questions and escalations as needed Develop monthly invoice, run corresponding census report and assist with work order processing Continue planning for open enrollment (finalizing rates, determine system changes, request work order, etc.). Assist the City/Benefit Express to finalize ACA reporting as needed Assist the City/Benefit Express with ongoing system set-up for ACA reporting Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. Update Scriptguide Rx claims target with actual data and provide support in negotiations
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"> Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal Maintain open and closed items logs Weekly status calls with the City of Detroit and Segal Run and review audit reports continued data clean – up Assist with responses to call center questions and escalations as needed Develop monthly invoice, run corresponding census report and assist with work order processing Continue planning for open enrollment (finalize rates, finalize work order, review and update benefit book, etc.). Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.
October 2016	\$8,150 – City of Detroit Support	81.50 – City of Detroit	<ul style="list-style-type: none"> Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal

City of Detroit Major Activities by Month

Segal Consulting

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	\$750 - Actuarial Work and New Program Development for the Risk Pool	Support 3.75 - Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • 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)). • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Assist the City with analysis related to separate Police and Fire medical plan.
November 2016	\$15,000 – City of Detroit Support \$850 - Actuarial Work and New Program Development for the Risk Pool	160.50 – City of Detroit Support 4.25 - Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • 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)) • Conduct open enrollment • Work Order #66 – Annual Open Enrollment • Work Order – ACA Government Required Forms • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • 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.

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"> • Re-evaluate data and calculate split rates for the Police and Fire and General City segments.
December 2016	\$10,225 – City of Detroit Support \$450 - Actuarial Work and New Program Development for the Risk Pool	102.25 – City of Detroit Support 2.25 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Work Order – ACA Government Required Forms • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Review ACA reporting based on historical data load and provide feedback • Review and provide feedback on ACA set-up document • 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. • Re-evaluate data and calculate split rates for the Police and Fire and General City segments. • Assist the City with the 2016 non-discrimination testing
January 2017			<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Work Order – ACA Government Required Forms • Review ACA reporting based on historical data load and provide feedback • Review and provide feedback on ACA set-up document • Assist the City with analysis related to separate Police and Fire medical plan which includes review

City of Detroit Major Activities by Month
Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>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.</p> <ul style="list-style-type: none"> • Finalize split rates for the Police and Fire and General City segments. • Assist the City with the 2016 non-discrimination testing