



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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## **PUBLIC NOTICE OF A SPECIAL MEETING**

Pursuant to Section 4.6 of the Bylaws of the **Michigan Municipal Services Authority** (Authority), the Chairperson of the Executive Committee of the Authority has called a special meeting of the Executive Committee and fixed the following time, date, and place for holding the special meeting:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Friday, August 14, 2015	11:00 AM	Capitol View Building 201 Townsend St Suite 900 Lansing, MI 48933

This special meeting replaces the regular meeting previously scheduled for Thursday, August 13, 2015.

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**

**Please note date and time change**

Friday, August 14, 2015 at 11:00 AM

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

**AGENDA**

**Revised August 12, 2015**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - a. Minutes of the July 9, 2015 regular Executive Committee meeting
- V. Administrative Report**
- VI. New Business**
  - a. Resolution 2015-14 Approval of revised FY 2015-2016 Budget Schedule
  - b. Resolution 2015-15 Publication of FY 2015-2016 Budget Notice
  - c. Presentation of FY 2015-2016 Budget Recommendation and General Appropriations Act
- VII. Public Comment**
- VIII. Other Business**
- IX. Adjournment**

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, July 9, 2015 at 1:30 PM

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 1:39 PM.

**II. Roll Call**

Executive Committee Member Attendance:

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

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority

**III. Approval of Agenda**

Moved by: Cambridge

Supported by: DeLong

Yes: X    No:

**IV. Approval of Minutes**

- a. Minutes of the June 11, 2015 regular Executive Committee meeting

Moved by: Cambridge  
Supported by: DeLong

Yes:  No:

**V. Administrative Report**

The administrative report was delivered by CEO Robert Bruner.

**VI. New Business**

- a. Resolution 2015-12 Approval of FY 2014-2015 Budget Time Schedule

Moved by: Cambridge  
Supported by: DeLong

Yes:  No:

- b. Resolution 2015-13 Authorize Assistant to CEO Employment Agreement

Moved by: DeLong  
Supported by: Cambridge

Yes:  No:

**II. Public Comment**

None

**III. Other Business**

None

**IV. Adjournment**

Meeting adjourned at 3:01 PM.

**Certification of Minutes**

Approved by the Executive Committee on August 14, 2015.

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

\_\_\_\_\_  
Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared August 7, 2015

# Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority**  
**Balance Sheet**  
**As of July 31, 2015**

**ASSETS**

**CURRENT ASSETS**

Cash in Bank \$ 421,107.16

**Total Current Assets** 421,107.16

**PROPERTY AND EQUIPMENT**

**TOTAL ASSETS** \$ 421,107.16

**CURRENT LIABILITIES**

Accrued State W/H \$ 537.59

Accrued Federal W/H 1,777.00

Accrued FICA 2,217.78

Accrued MESC 59.73

Accrued FUTA 5.28

**Total Current Liabilities** 4,597.38

**LONG-TERM LIABILITIES**

**Total Liabilities** 4,597.38

**FUND BALANCE**

Fund Balance Retained 163,692.89

Current Revenue over Expenses 252,816.89

**Total Fund Balance** 416,509.78

**TOTAL LIABILITIES AND  
FUND BALANCE** \$ 421,107.16



**Michigan Municipal Services Authority**  
**Statement of Income**  
**For the 1 Month and 10 Months Ended July 31, 2015**

	<u>1 Month Ended</u> <u>July 31, 2015</u>	<u>10 Months Ended</u> <u>July 31, 2015</u>
<b>Revenues</b>		
Contract Revenue	\$ 67,430.15	\$ 3,326,590.25
<b>Operating Expenses</b>		
Salary Director	\$ 13,615.38	\$ 99,846.12
Wages - Administrative Staff	880.00	880.00
Outside Service Contractors	15,000.00	2,697,533.54
Payroll Taxes	1,108.89	7,705.50
MESC Taxes	31.59	711.86
FUTA Taxes	5.28	47.28
Advertising	286.60	286.60
Website Costs	0.00	1,550.00
Office Expense	1,163.77	3,711.64
Legal & Accounting	200.00	249,399.39
Insurance - General	0.00	1,716.00
Insurance - Worker's Comp	0.00	648.00
Mileage Reimbursement	368.75	2,694.87
Travel Expenses	0.00	4,564.20
Dues	0.00	1,047.00
Bank Service Charges	89.59	1,431.36
	<hr/>	<hr/>
<b>Total Operating Expenses</b>	32,749.85	3,073,773.36
<b>Revenues over Expenses</b>	<u>\$ 34,680.30</u>	<u>\$ 252,816.89</u>

# MICHIGAN MUNICIPAL SERVICES AUTHORITY

## Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
6/30/15			Beginning Balance			\$ 384,729.85
7/1/15	20150701-ACH	Reim Exp	Robert Bruner	\$ 1,163.77		\$ 383,566.08
	20150702-ACH	Reim Exp	Robert Bruner	\$ 368.75		\$ 383,197.33
	20150703-ACH		Segal Consulting	\$ 15,000.00		\$ 368,197.33
7/2/15	Direct Deposit		Payroll	\$ 3,449.54		\$ 364,747.79
	EFTPS		Federal Payroll Tax	\$ 2,538.77		\$ 362,209.02
	5196		State Payroll Tax	\$ 333.46		\$ 361,875.56
7/7/15		Deposit	SOM MAIN FACS		\$ 19,542.60	\$ 381,418.16
7/8/15	5198		Michigan Municipal League	\$ 286.60	\$ -	\$ 381,131.56
7/10/15	bank s/c		Service Charge	\$ 89.59		\$ 381,041.97
7/13/15		Deposit	SOM MAIN FACS		\$ 28,987.55	\$ 410,029.52
7/14/15		Deposit	SOM MAIN FACS		\$ 18,900.00	\$ 428,929.52
7/16/15	Direct Deposit		Payroll	\$ 3,449.54		\$ 425,479.98
7/17/15	20150704-ACH		Michael A Tawney	\$ 200.00		\$ 425,279.98
7/30/15	Direct Deposit		Payroll	\$ 4,172.82		\$ 421,107.16
<b>TOTAL MI MUN SERV AUTH CASH BALANCE</b>						<b><u>\$ 421,107.16</u></b>





Statement Period Date: 7/1/2015 - 7/31/2015  
 Account Type: Comm'l 53 Analyzed  
 Account Number: 7166385711

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

0  
 4637

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

**Account Summary - 7166385711**

<b>07/01</b>	<b>Beginning Balance</b>	<b>\$414,179.31</b>	Number of Days in Period	31
7	Checks	\$(14,562.52)		
9	Withdrawals / Debits	\$(30,432.78)		
3	Deposits / Credits	\$67,430.15		
<b>07/31</b>	<b>Ending Balance</b>	<b>\$436,614.16</b>		

**Checks**

**7 checks totaling \$14,562.52**

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

Number	Date Paid	Amount	Number	Date Paid	Amount	Number	Date Paid	Amount
5183 i	07/01	375.00	5193 i	07/08	349.00	5196*i	07/29	333.46
5189*i	07/08	333.46	5194 i	07/09	12,225.00	5198*i	07/27	286.60
5192*i	07/13	660.00						

**Withdrawals / Debits**

**9 items totaling \$30,432.78**

Date	Amount	Description
07/01	3,449.54 ✓	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 070115
07/02	368.75 ✓	Michigan Municip CREDITS 4616288140 070215 OFFSET TRANSACTION
07/07	1,163.77 ✓	Michigan Municip CREDITS 4616288140 070715 OFFSET TRANSACTION
07/07	15,000.00 ✓	Michigan Municip PAYMENTS 4616288140 070715 OFFSET TRANSACTION
07/10	89.59 ✓	SERVICE CHARGE
07/14	200.00 ✓	Michigan Municip CASH DISB 4616288140 071415 OFFSET TRANSACTION
07/15	2,538.77 ✓	IRS USATAXPYMT 270559662029497 MICHIGAN MUNICIPAL SER 071515
07/15	3,449.54 ✓	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 071515
07/29	4,172.82 ✓	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 072915

**Deposits / Credits**

**3 items totaling \$67,430.15**

Date	Amount	Description
07/07	19,542.60	SOM MAIN FACS PAYMENTS V03000574221501 MICHIGAN MUNICIPAL SER 070715
07/13	28,987.55	SOM MAIN FACS PAYMENTS V03000576401201 MICHIGAN MUNICIPAL SER 071315
07/14	18,900.00	SOM MAIN FACS PAYMENTS V03000576673601 MICHIGAN MUNICIPAL SER 071415

**Daily Balance Summary**

Date	Amount	Date	Amount	Date	Amount
07/01	410,354.77	07/09	400,457.39	07/15	441,407.04
07/02	409,986.02	07/10	400,367.80	07/27	441,120.44
07/07	413,364.85	07/13	428,695.35	07/29	436,614.16
07/08	412,682.39	07/14	447,395.35		

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

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
Payroll Checks			
5197	07/02/15	Robert J. Bruner Jr.	0.00
5199	07/16/15	Robert J. Bruner Jr.	0.00
5200	07/30/15	Robert J. Bruner Jr.	0.00
5201	07/30/15	Kristen A. Delaney	0.00
			<u>0.00</u>
Vendor Checks			
5195	07/02/15	EFTPS - FICA	2,538.77
5196	07/02/15	State of Michigan - WH	333.46
5198	07/08/15	Michigan Municipal League	286.60
20150701	07/01/15	Robert J. Bruner Jr.	1,163.77
20150702	07/01/15	Robert J. Bruner Jr.	368.75
20150703	07/01/15	Segal Consulting	15,000.00
20150704	07/17/15	Michael A. Tawney & Co PC	200.00
			<u>19,891.35</u>
Total checks	11	Total	<u><u>19,891.35</u></u>

# FMS Program Update

MMSA Administrative Report

# FMS Program Update



## Requirements Analysis Process

- The Authority has worked with CGI to define a process to address the differences between CGI's understanding and the clients' understanding of the functionality to be implemented
- The "Requirements Analysis Process" was discussed with CGI at the July 2 FMS Leadership Meeting and is currently underway
- CGI held meetings with Grand Rapids and Kent County in July and additional meetings are planned next week
- Progress was discussed at the August 6 FMS Leadership Meeting and everyone satisfied with the progress to date

# FMS Program Update



## **CGAP FY 2014 (Round 1)**

- Grant agreement has been finalized
- First quarterly report covering the period of October 1, 2013 to June 30, 2015 was submitted to Treasury on July 14, 2015
- All subsequent reporting will be completed on a quarterly basis
- The Q3 2015 report is due on October 30, 2015



# FMS Program Update



## **CGAP FY 2014 (Round 1)**

- All Michigan cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities are eligible for CGAP FY 2014 funding.
- CGI Advantage360 is a viable solution for the largest organizations.
- We have meet will all viable cities and counties.
- No villages or townships are viable participants
- We are now researching authorities, school districts, intermediate school districts, public community colleges, and public universities.

# FMS Program Update



## **Potential City and County Participants**

- Lansing: Met on June 25 and contacted again on July 28; Awaiting reply
- Wayne County: Presented Estimated Non-Binding Pricing on July 27; Decision pending
- Oakland County: On hold pending needs assessment (2016)

## **Other Potential Participants**

- Authorities
- School districts
- Intermediate school districts
- Public community colleges
- Public universities

# FMS Program Contracts



## Receivables

Genesee County: \$973,810  
Grand Rapids: \$570,310 (paid)  
Kent County: \$944,810 (paid)

## Treasury

- Beginning: \$401,000
- Used: \$160,339
- Remaining: \$240,661

## Payables

CGI: \$912,000  
CGI: \$533,000 (paid)  
CGI: \$883,000 (paid)  
Munetrix: \$1,047 (paid)  
Plante Moran: TBD

# VHWM Program Update

MMSA Administrative Report

# VHWM Project Update



## Invoices

- May 2015: Invoice sent to the City of Detroit for payment on June 1, 2015; Detroit paid MMSA on June 26, 2015. MMSA paid Benefit Express on June 24, 2015.
- June 2015: Invoice sent to the City of Detroit for payment on June 30, 2015. The MMSA has not received payment as of 07/31/15; City of Detroit confirmed that payment is being processed on July 31, 2015.
- July 2015: Invoice sent to the City of Detroit for payment on July 31, 2015.

## Call Center Update

- Call center staffing continues at two CSRs since February 1, 2015.
- Average wait times are between 2 to 5 minutes for live calls. Call volumes continue in the typical range.
- The City has been working through a backlog of open user contacts and has reduced the number of open inquiries from 284 during the week of June 20<sup>th</sup> to 37 on July 31, 2015. User contacts are follow-up items opened by the customer service representatives that require more research by the benefits office staff. Once the inquiry is resolved, the customer service representative will call the member back with the response. Increases in call center wait times are typically due to increases in returned calls.

# VHWM Project Update



## **Scope Changes**

The City signed Work Order #54 to add same sex spouses to coverage in accordance with the recent Supreme Court ruling. This system update will allow spouses, regardless of gender, to be added to coverage in accordance with the City's current eligibility guidelines.

# VHWM Project Update

## Other Potential Issues

- The VEBA attorney advised the City that they believe there are several ineligible retirees who were given a City benefit. Prior to and during the bankruptcy, the City allowed Medicare retirees to opt in to its Medicare Advantage plans without prior City coverage. In contrast, non-Medicare retirees were required to have prior City coverage to qualify for their benefit, the stipend. The City has continued with this same process post-bankruptcy. The VEBA attorney indicated that they believe that Medicare and non-Medicare retirees should have been handled in the same manner – both requiring prior City coverage. To better understand the scope of the issue, the City requested a list of retirees the VEBA believes are receiving a benefit in error. The request was made on April 24, 2015 and has not been received to date.

# VHWM Project Update

## Retiree Transition Changes - FlexPlan HRAs

- The transition of the pre -2015 retirees (those who retired before January 1, 2015 and were benefit-eligible) to two stand-alone VEBAs (Police and Fire and General City) began on April 1, 2015. The VEBAs began to provide funding for these retirees effective April 1<sup>st</sup>, but the City will continue the benefits administration function through the end of the year.
- Due to IRS regulations, the VEBAs are not able to directly fund stipend payments. Therefore, stipends for non-Medicare retirees were transitioned to HRAs effective April 1, 2015. The HRAs are being administered by FlexPlan Services.
- Segal has been providing additional support in reviewing and resolving issues with the FlexPlan files due to data clean up required, allowing retroactive changes and the ability to report all retroactivity correctly. This has continued through the August, 2015 files and will probably continue through the end of the year when this function is expected to fully transition to the new VEBA administrator.



# VHWM Project Update



## **Retiree Transition Changes (continued)**

- The actuary for the Police and Fire VEBA requested retiree census data from Benefit Express on July 22, 2015. The City reviewed the request and provided approval for Benefit Express to run the reports and send the data to the actuary on July 27, 2015. Benefit Express ran the reports and sent them to Segal for review. Report was sent to the actuary on July 28, 2015. At that time, the actuary further refined the request to include retirees and dependents. Several iterations of the reports were run and reviewed until a final version was agreed upon and sent to the actuary on July 30, 2015.
- The actuary also received data directly from the carriers (BCBSM, BCN and HAP) and there were some discrepancies between these reports and the reports from Benefit Express, specifically that BCN reported that they did not have any enrollment, which is not correct. Segal will work through these discrepancies as directed by the City.

# VHWM Project Update



## Next Steps - City of Detroit

- Continue the 2015 transition of retirees to the two VEBA's which will include additional data requests as both VEBA's begin benefit and cost planning for 2016 and beyond.
- Reimburse retirees who hit the catastrophic cap for prescription drugs as indicated by the retiree settlement agreement. Initial data from HAP, BCN and BCBSM was received as of May 30, 2015. The initial data received from BCBSM and BCN was incorrect and corrections were requested. A corrected report from BCN was received on June 19, 2015. It was reviewed by Segal and provided to the City on June 24, 2015. An updated report from BCBSM was received on July 28, 2015. Segal reviewed the report and sent feedback to the City on July 31, 2015. The process for reimbursing the affected retirees can now begin.
- Request SSNs for dependents with invalid or duplicate SSNs as preparation for the 2015 reporting to employees and the IRS.

# VHWM Project Update



## Next Steps - City of Detroit

- Determine ACA tracking and reporting solution – currently the City is not ready for the ACA reporting requirements and will need to either select a vendor to support that activity (i.e., Benefit Express) or pull internal resources to attempt to do this internally. Benefit Express has provided pricing on providing this service to the City. It must be reviewed and approved by the City prior to implementation.
- Fully implement Ultipro payroll system file interfaces – Effective January 1, 2016, census (new hires, terminations, status changes) and payroll deductions will be automated. Benefit Express will receive census files from Ultipro and provide deduction files to Ultipro. File layouts have been finalized for both files. Benefit Express is awaiting deduction codes from the City so that a sample deduction file can be sent to Ultipro for review.
- Bob Bruner is currently attempting to schedule a meeting with Mike Hall, Director of Labor Relations, and Jeremiah Gross, Benefits Supervisor, to discuss the project to date and to see if there is a need for other services from the MMSA.

# VHWM Project Update



## **Next Steps – VHWM Pooled Health and Welfare Insurance Arrangement**

- The MMSA met with Segal on May 6, 2015 to discuss the feasibility of a pooled health and welfare insurance arrangement for smaller public employers. Segal completed their initial analysis of the applicable Michigan legislation on pooling arrangements along with our recommendations on how to proceed. The analysis was provided to Bob Bruner on June 3, 2015.
- Bob Bruner and Steve Liedel met with Segal on July 30, 2015 to review and discuss Segal’s analysis. Steve agreed that the MMSA has statutory authority to establish such a pool. Segal will draft a presentation on our work to date and recommendations to provide to the Board for approval of the project moving forward.



Michigan Municipal Services Authority

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**EXECUTIVE COMMITTEE  
RESOLUTION 2015-14**

Approval of FY 2015-2016 Budget Time Schedule (Revised)

The Executive Committee of the Michigan Municipal Services Authority resolves that the following budget time schedule is approved for the Michigan Municipal Services Authority ("Authority") in compliance with the Uniform Budgeting and Accounting Act, 1968 PA 2, MCL 141.421 to 141.440a, for the fiscal year beginning on October 1, 2014 and ending on September 30, 2015:

**On or About**

July 13, 2015:

**Step**

Chief Administrative Officer requests any budgetary centers of the Authority to provide information necessary and essential for preparation of recommend FY 2015-2016 budget.

July 31, 2015:

Budgetary centers of the Authority present the Chief Administrative Officer with information requested relating to FY 2015-2016 budget.

August 14, 2015:

Chief Administrative Officer presents recommended FY 2015-2016 budget and general appropriations act to Executive Committee.

September 24, 2015:

Executive Committee holds a public hearing and considers the recommended FY 2015-2016 budget and general appropriations act

***Secretary's Certification:***

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on August 14, 2015.

By: \_\_\_\_\_

James Cambridge  
Authority Secretary



Michigan Municipal Services Authority

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## **RESOLUTION 2015-15**

### **Publication of FY 2015-2016 Budget Notice**

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

#### **NOTICE OF PUBLIC HEARING**

A public hearing is scheduled for 2:00 p.m. on Thursday, September 24, 2015 at a special regular meeting of the Executive Committee of the Michigan Municipal Services Authority (“Authority”) held at 70 Ionia Avenue SW # 400, Grand Rapids, MI 49503 for the purpose of discussing adoption of the budget for the Authority for the 2015-2016 fiscal year. The meeting will be held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275. A copy of the proposed budget is available for public inspection at 201 Townsend St., Ste. 900, Lansing, MI 48909 and <http://www.michiganmsa.org>.

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

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

James Cambridge  
Authority Secretary

#### ***Secretary’s Certification:***

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on the 14th day of August, 2015.

By: \_\_\_\_\_  
James Cambridge  
Authority Secretary



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## FY 2015 – 2016 BUDGET RECOMMENDATION

### General Fund Revenues

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

### General Fund Expenditures

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

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

#### Chief Executive

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

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

External Audit: Abraham & Gaffney, P.C.

Information Technology: Google Apps and website expenses

Attorney: Dykema

## **Enterprise Funds**

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

### **Fund 501: Virtual Health and Wellness Marketplace (VHWM)**

#### **Revenue**

State Grants: The Authority began providing consulting services to the Michigan Department of Treasury in June 2013 pursuant to a \$1,250,000 contract (Contract No. 271B3200004). The first Statement of Work (SOW) was to provide a Virtual Health and Wellness Marketplace (VHWM). The contract was amended to include a SOW for Financial Management System/Enterprise Solutions (FMS/ES) in November 2013 and the contract allocated \$849,000 for VHWM and \$401,000 for FMS.

As of September 30, 2014, the Authority had recognized approximately \$516,000 under this agreement. The Authority will recognize approximately \$508,000 during the fiscal year ending September 30, 2015 and approximately \$227,000 (\$81,000 for VHWM and \$146,000 for FMS and other shared services) will remain for the fiscal year ending September 30, 2016. The initial three-year term of the contract ends on June 9, 2016 but two one-year renewals are available to extend the contract if the remaining funding has not been used at that time.

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

#### **Expenditures**

Attorney: Dykema

Program Management: Segal Consulting

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

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



## **Fund 502: Financial Management System (FMS)**

### **Revenue**

State Grants: The Authority began providing consulting services to the Michigan Department of Treasury in June 2013 pursuant to a \$1,250,000 contract (Contract No. 271B3200004). The first Statement of Work (SOW) was to provide a Virtual Health and Wellness Marketplace (VHWM). The contract was amended to include a SOW for Financial Management System/Enterprise Solutions (FMS/ES) in November 2013 and the contract allocated \$849,000 for VHWM and \$401,000 for FMS.

As of September 30, 2014, the Authority had recognized approximately \$516,000 under this agreement. The Authority will recognize approximately \$508,000 during the fiscal year ending September 30, 2015 and approximately \$227,000 (\$81,000 for VHWM and \$146,000 for FMS and other shared services) will remain for the fiscal year ending September 30, 2016. The initial three-year term of the contract ends on June 9, 2016 but two one-year renewals are available to extend the contract if the remaining funding has not be used at that time.

#### **Charges for Services**

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

### **Expenditures**

Attorney: Dykema

Program Management: Plante Moran

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

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

**Michigan Municipal Services Authority**  
**Fiscal Year Ending 2016 Budget Recommendation**  
**General Fund**

Fund	Activity	FYE 2015 Estimated	FYE 2016 Recommended	FYE 2017 Estimated
<b>OPERATING REVENUES</b>				
101	539 State Grants	\$ -	\$ -	\$ -
101	Transfer from VHWM	\$ 91,523	\$ 126,315	\$ 127,000
101	Transfer from FMS	\$ 91,523	\$ 126,315	\$ 127,000
TOTAL OPERATING REVENUES		\$ 183,045	\$ 252,629	\$ 254,000
<b>OPERATING EXPENSES</b>				
101	101 Governing Body	\$ 1,716	\$ 2,000	\$ 2,000
101	173 Chief Executive	\$ 152,228	\$ 219,429	\$ 220,000
101	191 Accounting	\$ 4,468	\$ 5,000	\$ 5,000
101	223 External Audit	\$ 9,800	\$ 10,200	\$ 11,000
101	228 Information Technology	\$ 4,674	\$ 4,000	\$ 4,000
101	266 Attorney	\$ 10,159	\$ 12,000	\$ 12,000
TOTAL OPERATING EXPENSES		\$ 183,045	\$ 252,629	\$ 254,000
CHANGE IN NET POSITION		\$ -	\$ -	\$ -
Net position, beginning of year		\$ 202,442	\$ 202,442	\$ 202,442
Net position, end of year (\$)		\$ 202,442	\$ 202,442	\$ 202,442
Net position, end of year (%)		111%	80%	80%

**Michigan Municipal Services Authority**  
**Fiscal Year Ending 2016 Budget Recommendation**  
**VHWM**

Fund	Activity	FYE 2015 Estimated	FYE 2016 Recommended	FYE 2017 Estimated
<b>OPERATING REVENUES</b>				
501	539	\$ 310,285	\$ 80,968	\$ -
501	600	\$ 1,313,410	\$ 1,320,000	\$ 1,320,000
TOTAL OPERATING REVENUES		\$1,623,695	\$ 1,400,968	\$1,320,000
<b>OPERATING EXPENSES</b>				
501	266	\$ 1,644	\$ 2,000	\$ 2,000
501	271	\$ 227,525	\$ 180,000	\$ 180,000
501	272	\$1,097,446	\$ 1,100,000	\$1,100,000
501		\$ 91,523	\$ 126,315	\$ 127,000
TOTAL OPERATING EXPENSES		\$1,418,138	\$ 1,408,315	\$1,409,000
CHANGE IN NET POSITION		\$ 205,557	\$ (7,347)	\$ (89,000)
Net position, beginning of year			\$ 205,557	\$ 198,211
Net position, end of year (\$)		\$ 205,557	\$ 198,211	\$ 109,211
Net position, end of year (%)		14%	14%	8%

**Michigan Municipal Services Authority**  
**Fiscal Year Ending 2016 Budget Recommendation**  
**FMS**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2015 Estimated</b>	<b>FYE 2016 Recommended</b>	<b>FYE 2017 Estimated</b>	
<b>OPERATING REVENUES</b>					
502	539	State Grants	\$ 255,451	\$ 145,549	\$ -
502	600	Charges for Services	\$ 1,674,610	\$ 2,863,430	\$ 2,864,000
TOTAL OPERATING REVENUES			\$1,930,061	\$ 3,008,979	\$ 2,864,000
<b>OPERATING EXPENSES</b>					
502	266	Attorney	\$ 60,000	\$ 24,000	\$ 24,000
502	271	Program Management	\$ 164,000	\$ 24,000	\$ 24,000
502	272	Contractual Services	\$1,417,047	\$ 2,680,000	\$ 2,680,000
502		Transfer to General Fund	\$ 91,523	\$ 126,315	\$ 127,000
TOTAL OPERATING EXPENSES			\$1,732,570	\$ 2,854,315	\$ 2,855,000
CHANGE IN NET POSITION			\$ 197,491	\$ 154,665	\$ 9,000
Net position, beginning of year				\$ 197,491	\$ 352,156
Net position, end of year (\$)			\$ 197,491	\$ 352,156	\$ 361,156
Net position, end of year (%)			11%	12%	13%

**Michigan Municipal Services Authority**  
**Fiscal Year Ending 2016 Budget Recommendation**  
**All Funds**

	<b>FYE 2014</b>	<b>FYE 2015</b>	<b>FYE 2016</b>	<b>FYE 2017</b>
	<b>Audited</b>	<b>Estimated</b>	<b>Recommended</b>	<b>Estimated</b>
<b>OPERATING REVENUES</b>				
General		\$ 183,045	\$ 252,629	\$ 254,000
VHWM		\$1,623,695	\$ 1,400,968	\$1,320,000
FMS		\$1,930,061	\$ 3,008,979	\$2,864,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 2,196,995</b>	<b>\$3,736,801</b>	<b>\$ 4,662,576</b>	<b>\$4,438,000</b>
<b>OPERATING EXPENSES</b>				
General		\$ 10,159	\$ 12,000	\$ 12,000
VHWM		\$1,436,442	\$ 1,433,578	\$1,434,000
FMS		\$1,732,570	\$ 2,854,315	\$2,855,000
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,003,988</b>	<b>\$3,179,171</b>	<b>\$ 4,299,892</b>	<b>\$4,301,000</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ 193,007</b>	<b>\$ 557,630</b>	<b>\$ 362,684</b>	<b>\$ 137,000</b>
Net position, beginning of year	\$ 9,435	\$ 202,442	\$ 760,072	\$1,122,757
Net position, end of year (\$)	\$ 202,442	\$ 760,072	\$ 1,122,757	\$1,259,757
Net position, end of year (%)	10%	24%	26%	29%



**EXECUTIVE COMMITTEE  
RESOLUTION 2015-XX**

FY 2015-2016 General Appropriations Act

The Executive Committee of the Michigan Municipal Services Authority resolves:

**Section 1. Title.** This resolution shall be known and may be cited as the Michigan Municipal Services Authority FY 2015-2016 General Appropriations Act.

**Section 2. Public Hearing.** In compliance with 1963 (2<sup>nd</sup> Ex Sess) PA 43, MCL 141.411 to 141.415, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on September \_\_, 2015 and a public hearing on the proposed budget was held by the Executive Committee of the Michigan Municipal Services Authority ("Authority") on September 24, 2015.

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

**Section 4. Adoption of Budget by Activity.** The Executive Committee of the Authority adopts the budget for the Authority for the fiscal year beginning on October 1, 2015 and ending on September 30, 2016 by activity. Authority officials responsible for the expenditures authorized in the budget may expend Authority funds up to, but not to exceed, the total appropriation authorized for each activity.

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

**Section 6. Estimated Revenues and Expenditures.** Estimated total revenues and expenditures for the Authority for FY 2015-2016 are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$252,629	\$252,629
VHWM Fund	\$1,400,968	\$1,408,315
FMS Fund	\$3,008,979	\$2,854,315

**General Fund Revenue**

<b>Number</b>	<b>Revenue Source</b>	<b>FY 2015-2016 Recommendation</b>
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$252,629
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	<b>Total Revenue</b>	<b>\$252,629</b>

**General Fund Expenditures**

<b>Number</b>	<b>Expenditure</b>	<b>FY 2015-2016 Recommendation</b>
701	Personal Services	\$190,429
726	Supplies	\$1,000
800	Other Services and Charges	\$61,200
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$0
	<b>Total Expenditures</b>	<b>\$252,629</b>
	Change in Net Position	\$0
	Net position, beginning of year	\$202,442
	<b>Net position, end of year (\$)</b>	<b>\$202,442</b>

**Virtual Health and Wellness Marketplace (VHWM) Revenue**

<b>Number</b>	<b>Revenue Source</b>	<b>FY 2015-2016 Recommendation</b>
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$80,968
580	Contribution From Local Units	\$0
600	Charges for Services	\$1,320,000
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	<b>Total Revenue</b>	<b>\$1,400,968</b>

**Virtual Health and Wellness Marketplace (VHWM) Expenditures**

<b>Number</b>	<b>Expenditure</b>	<b>FY 2015-2016 Recommendation</b>
701	Personal Services	\$0
726	Supplies	\$0
800	Other Services and Charges	\$1,282,000
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$126,315
	<b>Total Expenditures</b>	<b>\$1,408,315</b>
	Change in Net Position	\$(7,347)
	Net position, beginning of year	\$205,557
	<b>Net position, end of year (\$)</b>	<b>\$198,211</b>



**Financial Management System (FMS) Fund Revenue**

<b>Number</b>	<b>Revenue Source</b>	<b>FY 2015-2016 Recommendation</b>
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$145,549
580	Contribution From Local Units	\$0
600	Charges for Services	\$2,863,430
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	<b>Total Revenue</b>	<b>\$3,008,979</b>

**Financial Management System (FMS) Fund Expenditures**

<b>Number</b>	<b>Expenditure</b>	<b>FY 2015-2016 Recommendation</b>
701	Personal Services	\$0
726	Supplies	\$0
800	Other Services and Charges	\$2,728,000
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$126,315
	<b>Total Expenditures</b>	<b>\$2,854,315</b>
	Change in Net Position	\$154,665
	Net position, beginning of year	\$197,491
	<b>Net position, end of year (\$)</b>	<b>\$352,156</b>

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

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

**Section 9. Adoption.** Motion made by \_\_\_\_\_. Seconded by \_\_\_\_\_ to adopt this resolution as the general appropriations act for the Authority for the fiscal year ending September 30, 2016. Upon a roll call vote, the following members of the Executive Committee voted yes: \_\_\_\_\_. The following noted no: \_\_\_\_\_.

***Secretary's Certification:***

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on September 24, 2015.

By: \_\_\_\_\_  
James Cambridge  
Authority Secretary

## City of Detroit Major Activities by Month Segal Consulting

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

These out of scope changes include the following:

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

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
August 2013	\$15,000	150	<ul style="list-style-type: none"> <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> <li>○ <b>Work Order #6 – 10/23/2013: Add optional life</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
			<p>and AD&amp;D coverage selection to the active open enrollment windows. Not included in original programming request.</p> <ul style="list-style-type: none"> <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> <li>• <b>Assisted with responses to call center questions and escalations. The call center was originally intended</b></li> </ul>

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

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
February 2014	\$15,000	246.75	<ul style="list-style-type: none"> <li>• <b>Retiree open enrollment begins</b></li> <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> <li>• <b>BCBSM MAPD file reconciliation for managing deceased retirees/surviving spouses requires additional programming of the Benefit Express system</b></li> <li>• <b>Planning for special enrollment period for retiree settlement changes begins for benefits effective 8/1/2014.</b></li> <li>• <b>Work Order #29 – 3/4/2014: System set-up for special enrollment period for retiree settlement changes.</b></li> <li>• <b>Work Order #32 – 3/18/2014: Add system option for benefits effective date of hire and/or file processing</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>option for ad-hoc benefit effective dates.</b></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>• <b>Planning for special enrollment period for retiree settlement changes continues</b></li> <li>• <b>Retiree settlement agreement requires document verification for implementation of stipend changes. Hodges Mace selected as the vendor for this process.</b></li> <li>• <b>Implementation activity with verification vendor begins</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>Prepare data updates for Benefit Express system for special enrollment period.</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>Work Order #34 – BCBSM MAPD File Reconciliation/Retiree Death Processing – 04/15/2014</b></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> <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</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>than originally anticipated which requires us track them on an ongoing basis</p> <ul style="list-style-type: none"> <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 second retiree open enrollment, 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> </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> </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>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> <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> </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>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	\$35,000	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> <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	\$35,000	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	\$35,000	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 audit reports for active and retiree open enrollment 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 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> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run 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 #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 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, 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</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>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.).</p> <ul style="list-style-type: none"> <li>• Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</li> <li>• 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.</li> </ul>
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 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, 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 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, 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> </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 Audit #25 report to clean –up benefit class effective date issues</li> <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 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, 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> <li>• Assist with cleaning-up weekly audit reports from Benefit Express</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	\$11,025.00	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 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, run corresponding census report and assist with work order processing</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 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>Begin review and update of active enrollment guides for the next open enrollment period</b></li> <li>• <b>Assist with cleaning-up weekly audit reports from Benefit Express</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	TBD	TBD	<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 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, run corresponding census report and assist with work order processing</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> <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> </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 review and update the active enrollment guides for the next open enrollment period</li> <li>• Assist with cleaning-up weekly audit reports from Benefit Express</li> <li>• Analyze catastrophic drug claim reports for retirees to determine reimbursement amounts (part of the settlement agreement).</li> </ul>