



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF A REGULAR MEETING

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

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

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

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

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, February 11, 2016 at 1:30 PM

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

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the January 14, 2016 regular Executive Committee meeting
- V. Administrative Report**
 - a. Financial Report
 - b. FMS Program Update
 - c. VHWM Program Update
 - d. 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 14, 2016 at 1:30 p.m.

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

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:35 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 Buhner, Grand Rapids

DeLong chaired the meeting as Chairperson Behler was not present.

III. Approval of Agenda

Moved by: Behler
Supported by: Vanderberg

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the December 10, 2015 regular Executive Committee meeting

Moved by: Vanderberg
Supported by: Behler

Yes: X No: ___

V. Administrative Report

The administrative report was delivered by CEO Robert Bruner.

VI. New Business

None

II. Public Comment

None

III. Other Business

None

IV. Adjournment

Motion to adjourn the meeting at 2:23 PM.

Moved by: Behler
Supported by: Vanderberg

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on February 11, 2016.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared February 8, 2016

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority
All Funds**

	FYE 2016 Adopted	January 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
OPERATING REVENUES					
General	\$ 252,629	\$ 18,762	\$ 85,380	\$ 63,157	35.2%
VHWM	\$ 1,400,968	\$ 15,881	\$ 440,193	\$ 350,242	25.7%
FMS	\$ 3,008,979	\$ 14,903	\$ 1,033,568	\$ 752,245	37.4%
TOTAL OPERATING REVENUES	\$ 4,662,576	\$ 49,546	\$ 1,559,141	\$ 1,165,644	33.8%
OPERATING EXPENSES					
General	\$ 252,629	\$ 18,762	\$ 85,380	\$ 63,157	35.2%
VHWM	\$ 1,378,315	\$ 24,381	\$ 418,380	\$ 344,579	21.4%
FMS	\$ 2,878,315	\$ 9,381	\$ 979,089	\$ 719,579	36.1%
TOTAL OPERATING EXPENSES	\$ 4,509,259	\$ 52,524	\$ 1,482,849	\$ 1,127,315	31.5%
CHANGE IN NET POSITION	\$ 153,317	\$ (2,978)	\$ 76,292	\$ 38,329	99.0%

**Michigan Municipal Services Authority
General Fund**

Fund	Activity	FYE 2016 Adopted	January 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
101	539		\$ -	\$ -	\$ -	
		\$ 126,315	\$ 9,381	\$ 42,690	\$ 31,579	35.2%
		\$ 126,315	\$ 9,381	\$ 42,690	\$ 31,579	35.2%
TOTAL OPERATING REVENUES		\$ 252,629	\$ 18,762	\$ 85,380	\$ 63,158	35.2%
Operating Expenses						
101	101	\$ 2,000		\$ 2,209	\$ 500	341.8%
101	173	\$ 219,429	\$ 16,458	\$ 78,121	\$ 54,857	42.4%
101	191	\$ 5,000	\$ 462	\$ 1,615	\$ 1,250	29.2%
101	223	\$ 10,200		\$ -	\$ 2,550	-100.0%
101	228	\$ 4,000		\$ -	\$ 1,000	-100.0%
101	266	\$ 12,000	\$ 1,842	\$ 3,435	\$ 3,000	14.5%
TOTAL OPERATING EXPENSES		\$ 252,629	\$ 18,762	\$ 85,380	\$ 63,157	35.2%
Change in Net Position		\$ -	\$ 0	\$ -	\$ 0	

**Michigan Municipal Services Authority
VHWM**

Fund	Activity	FYE 2016 Adopted	January 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance	
Operating Revenues							
501	539	State Grants	\$ 80,968	\$ 15,881	\$ 64,340	\$ 20,242	217.9%
501	600	Charges for Services	\$ 1,320,000	\$ -	\$ 375,853	\$ 330,000	13.9%
TOTAL OPERATING REVENUES			\$ 1,400,968	\$ 15,881	\$ 440,193	\$ 350,242	25.7%
Operating Expenses							
501	266	Attorney	\$ 2,000	\$ -	\$ 1,362	\$ 500	172.4%
501	271	Program Management	\$ 180,000	\$ -	\$ 45,000	\$ 45,000	0.0%
501	272	Contractual Services	\$ 1,070,000	\$ 15,000	\$ 329,353	\$ 267,500	23.1%
501		Transfer to General Fund	\$ 126,315	\$ 9,381	\$ 42,665	\$ 31,579	35.1%
TOTAL OPERATING EXPENSES			\$ 1,378,315	\$ 24,381	\$ 418,380	\$ 344,579	21.4%
Change in Net Position			\$ 22,653	\$ (8,500)	\$ 21,813	\$ 5,663	285.2%

Michigan Municipal Services Authority
FMS

Fund	Activity	FYE 2016 Adopted	January 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
502	539	State Grants	\$ 145,549	\$ 14,903	\$ 59,758	\$ 36,387 64.2%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ 973,810	\$ 715,858 36.0%
TOTAL OPERATING REVENUES			\$ 3,008,979	\$ 14,903	\$ 1,033,568	\$ 752,245 37.4%
Operating Expenses						
502	266	Attorney	\$ 12,000		\$ 3,000	-100.0%
502	271	Program Management	\$ 60,000	\$ -	\$ 24,423	\$ 15,000 62.8%
502	272	Contractual Services	\$ 2,680,000	\$ -	\$ 912,001	\$ 670,000 36.1%
502		Transfer to General Fund	\$ 126,315	\$ 9,381	\$ 42,665	\$ 31,579 35.1%
TOTAL OPERATING EXPENSES			\$ 2,878,315	\$ 9,381	\$ 979,089	\$ 719,579 36.1%
Change in Net Position			\$ 130,664	\$ 5,522	\$ 54,479	\$ 32,666 66.8%

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

ASSETS

CURRENT ASSETS

Cash in Bank \$ 497,524.51

Total Current Assets 497,524.51

PROPERTY AND EQUIPMENT

TOTAL ASSETS \$ 497,524.51

CURRENT LIABILITIES

Accrued State W/H \$ 552.38

Accrued Federal W/H 1,768.00

Accrued FICA 2,176.90

Accrued MESC 534.23

Accrued FUTA 70.60

Total Current Liabilities 5,102.11

LONG-TERM LIABILITIES

Total Liabilities 5,102.11

FUND BALANCE

Fund Balance Retained 431,181.71

Current Revenue over Expenses 61,240.69

Total Fund Balance 492,422.40

**TOTAL LIABILITIES AND
FUND BALANCE** \$ 497,524.51

Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 4 Months Ended January 31, 2016

	<u>1 Month Ended</u> <u>January 31, 2016</u>	<u>4 Months Ended</u> <u>January 31, 2016</u>
Revenues		
Contract Revenue	\$ 30,783.70	\$ 1,473,759.27
Operating Expenses		
Salary Director	\$ 9,461.54	\$ 41,230.76
Wages - Administrative Staff	4,766.66	21,449.97
Outside Service Contractors	15,000.00	1,301,352.37
Payroll Taxes	1,088.44	4,795.01
MESC Taxes	506.60	506.60
FUTA Taxes	70.60	70.60
Office Expense	151.65	1,327.05
Legal & Accounting	2,192.30	30,394.95
Seminars & Education	0.00	20.00
Insurance - General	0.00	2,209.00
Mileage Reimbursement	412.33	3,603.59
Travel Expenses	0.00	5,118.21
Bank Service Charges	112.40	440.47
	<hr/>	<hr/>
Total Operating Expenses	33,762.52	1,412,518.58
Revenues over Expenses	<u>\$ (2,978.82)</u>	<u>\$ 61,240.69</u>

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
12/31/15			Beginning Balance			\$ 501,929.99
1/8/16	ACH	Expenses Reim	Robert J Bruner	\$ 151.65		\$ 501,778.34
	ACH	Expenses Reim	Robert J Bruner	\$ 345.63		\$ 501,432.71
	ACH	Expenses Reim	Kristen Delaney	\$ 66.70		\$ 501,366.01
	ACH		Segal Consulting	\$ 15,000.00		\$ 486,366.01
1/13/16		Service Charge		\$ 112.40		\$ 486,253.61
1/14/16	Direct Deposits		Payroll	\$ 5,409.69		\$ 480,843.92
1/15/16	ACH		Michael A Tawneuy & Co PC	\$ 350.00		\$ 480,493.92
	ACH	Payroll Tax	EFTPS Federal Withholding Tax	\$ 5,697.08		\$ 474,796.84
	ACH	Payroll Tax	MI Tax Payment	\$ 804.06		\$ 473,992.78
1/21/15		Deposit	SOM Main FACS		30783.7	\$ 504,776.48
1/22/16	ACH		Dykema Gossett	\$ 1,842.30		\$ 502,934.18
1/28/16	Direct Deposits		Payroll	\$ 5,409.67		\$ 497,524.51
TOTAL MI MUN SERV AUTH CASH BALANCE						<u><u>\$ 497,524.51</u></u>



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



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



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

4721

Account Summary - 7166385711

01/01	Beginning Balance	\$716,281.80	Number of Days in Period	31
	Checks			
12	Withdrawals / Debits	\$(233,683.99)		
1	Deposits / Credits	\$30,783.70		
01/31	Ending Balance	\$513,381.51		

Withdrawals / Debits

12 items totaling \$233,683.99

Date	Amount	Description
01/05	151.65 ✓	Michigan Municip CREDITS 4616288140 010516 OFFSET TRANSACTION
01/05	345.63 ✓	Michigan Municip CREDITS 4616288140 010516 OFFSET TRANSACTION
01/05	74,774.22 ✓	Michigan Municip PAYMENTS 4616288140 010516 OFFSET TRANSACTION
01/05	124,070.59 ✓	Michigan Municip PAYMENTS 4616288140 010516 OFFSET TRANSACTION
01/12	66.70 ✓	Michigan Municip CREDITS 4616288140 011216 OFFSET TRANSACTION
01/12	15,000.00 ✓	Michigan Municip PAYMENTS 4616288140 011216 OFFSET TRANSACTION
01/13	5,409.69 ✓	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 011316
01/13	112.40 ✓	SERVICE CHARGE
01/15	5,697.08 ✓	IRS USATAXPYMT 270641580481387 MICHIGAN MUNICIPAL SER 011516
01/20	804.06 ✓	MI Business Tax Payment SMIBUS000032225 TawneyMichael 012016
01/26	1,842.30 ✓	Michigan Municip PAYMENTS 4616288140 012616 OFFSET TRANSACTION
01/27	5,409.67 ✓	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 012716

Deposits / Credits

1 item totaling \$30,783.70

Date	Amount	Description
01/21	30,783.70	SOM MAIN FACS PAYMENTS V03000617395101 MICHIGAN MUNICIPAL SER 012116

Daily Balance Summary

Date	Amount	Date	Amount	Amount	
01/05	516,939.71	01/15	490,653.84	01/26	518,791.18
01/12	501,873.01	01/20	489,849.78	01/27	513,381.51
01/13	496,350.92	01/21	520,633.48		

Michigan Municipal Services Authority
Check Register

Check Number	Check Date	Payee	Amount
Payroll Checks			
5243	01/14/16	Robert J. Bruner Jr.	0.00
5244	01/14/16	Kristen A. Delaney	0.00
5245	01/28/16	Robert J. Bruner Jr.	0.00
5246	01/28/16	Kristen A. Delaney	0.00
			<u>0.00</u>
Vendor Checks			
5241	01/14/16	EFTPS - FICA	5,697.08
5242	01/14/16	State of Michigan - WH	804.06
20160101	01/08/16	Robert J. Bruner Jr.	151.65
20160102	01/08/16	Robert J. Bruner Jr.	345.63
20160103	01/05/16	Kristen Delaney	66.70
20160104	01/08/16	Segal Consulting	15,000.00
20160105	01/15/16	Michael A. Tawney & Co PC	350.00
20160106	01/22/16	Dykema Gossett PLLC	1,842.30
			<u>24,257.42</u>
Total checks	12	Total	<u><u>24,257.42</u></u>

FMS Program Update

MMSA Administrative Report

FMS Program Update

Program Management

- Issues identified during January 7 FMS Leadership meeting are being addressed
- No new issues identified during February 4 FMS Leadership meeting
- Grand Rapids and Kent County to meet with CGI executives on Wed, February 10
- Authority to meet with CGI executives on Thu, February 11
- Q1 2016 CGAP grant report is due in April

FMS Program Update

Tier I Program Development

- Wed, December 16 Genesee ISD meeting
- Fri, January 22 Oakland Schools meeting
- Mon, February 1 City of Lansing email
- Fri, February 5 Wayne RESA meeting
- Mon, February 8 Wayne County meeting
- Wed, February 17 Oakland Schools conference call

FMS Program Update

Tier II Program Development

- City of Port Huron expressed interest in a cloud-based Tier II FMS solution

VHWM Program Update

MMSA Administrative Report

VHWM Program Update

Invoices

- December 2015
 - Sent to the City of Detroit on January 5, 2016
 - Paid on February 4, 2016.
- January 2016
 - Sent to the City of Detroit on February 2, 2016

VHWM Program Update

Call Center Update

- The call center is currently staffed with two dedicated CSRs.
- Average wait times in the queue are between 30 seconds and 2 minutes for the month of January.
- Staffing for the post-January period has been discussed with the Director of Labor Relations, Mike Hall, and pricing for moving servicing to the BE general pool of CSRs rather than the dedicated CSRs has been provided. Note that the City is also considering bringing customer service in-house once the Ultipro system is active as the benefit team's workload will be greatly reduced when this occurs.

VHWM Program Update

Scope Changes and Other Updates

- **Work Order #52** for ACA eligibility tracking and reporting services was signed by the City on September 11, 2015. Implementation continues and 1095-C forms are expected to be completed in February ahead of the extended due date of March 31st. In addition, we will begin our work with completing the implementation of the tracking component of this project, which will include additional payroll file testing with Ultipro.
- The City signed **Work Order #62** to send file updates for ACA-related employee data. The file was loaded on January 15th. We are still working on resolving some load issues (e.g., validating inconsistent codes or missing data).
- **Work Order #63** was sent to the City to terminate dependents who did not provide documentation of full time student status. We are awaiting signature of the work order.

VHWM Program Update

Other Potential Changes/Issues

- Approximately 750 Water and Sewer employees transitioned from City of Detroit to the Great Lakes Water Authority (GLWA) effective January 1, 2016. There were some issues related to duplicate prescription drug coverage during the first week of January. It appears that BCBSM did not load the open enrollment file received in early December, which would have meant more timely termination of the GLWA members from the City's plan. Since BE passes eligibility data to BCBSM who passes it onto Caremark, BCBSM needs to load data to their system to get it properly passed to Caremark. BCBSM sent a subsequent file to Caremark on January 8, 2016 with a January 1, 2016 termination date, causing members to have duplicate coverage for one day. The termination date was then corrected on January 28, 2016. Segal worked with Caremark and BCBSM to resolve this issue and ensured that it was tracked and the files were loaded.

VHWM Program Update

Retiree Transition Changes

- Benefit Express will provide one final refresh file to each VEBA. These files have been provided by Benefit Express. Segal is currently reviewing them and will send feedback to the VEBAs by February 5, 2016.
- Segal has provided support in reviewing and resolving issues with the FlexPlan (Navia Benefits) files due to data clean up required, allowing retroactive changes and the ability to report all retroactivity correctly. This function has transitioned to the pre-2015 retiree VEBA administrators. One additional set of files showing any retroactivity through the end of January will be provided to Navia Benefits.
- In addition, the City would like to formally close out the HRA plan and make no further reimbursements. In April, Segal will request a report of all outstanding HRA amounts that have not yet been paid, so that the City can reimburse the VEBAs accordingly and the VEBAs can then distribute those funds.

VHWM Program Update

Next Steps - City of Detroit

- ACA Compliance and Reporting: Segal will work with BE and the City on ACA reporting and filing for 2015. Measurement and eligibility management will be implemented in 2016.

VHWM Program Update

Next Steps - City of Detroit (continued)

- Fully implement Ultipro payroll system file interfaces – Delayed until April, 2016, census (new hires, terminations, status changes) and payroll deductions are expected to be automated. Benefit Express will receive census files from Ultipro and provide deduction files to Ultipro. BE provided full 2016 deduction files to Ultipro for testing on December 23, 2015. UltiPro provided feedback on these files on January 21, 2016. The errors were resolved and Benefit Express provided an additional set of files on January 29, 2016. Feedback from UltiPro was received on February 1, 2016 and resolved by the City's benefits office. A status call was held with the City, Benefit Express, UltiPro and Ernst & Young to confirm status. Census file testing will begin the week of February 15, 2016.

VHWM Program Update

Next Steps - City of Detroit (continued)

- Due to the departure of the retirees from City of Detroit Benefits Administration, the monthly reimbursement for Segal will be greatly reduced beginning in January, as the fees are based on a PEP amount. In order for the City to continue receiving the same level of service from Segal, the MMSA proposes that the City is charged the same hourly rate that the MMSA is charged by Segal, \$100 per hour, capped at \$15,000 per month. This proposal has been discussed with Mike Hall and sent to him for approval.

VHWM Program Update

Next Steps - City of Detroit (continued)

- The City of Detroit and Lieutenants and Sergeants Association (LSA) are currently evaluating the addition of a new Pharmacy Benefit Manager, ScriptGuideRx. Segal is providing assistance with the process by working with Caremark to obtaining necessary reporting and review by their pharmacy practice. ScriptGuideRx provided their final proposal to the City on January 14, 2016. Segal reviewed the proposal and provided recommendations to the City on January 29, 2016. These recommendations were passed to ScriptGuideRx on February 3, 2016 and are under review. Benefit Express has been notified that, if the City moves forward with this arrangement, all LSA members will move to ScriptGuide and an additional file feed will be necessary.

Program Development Update

MMSA Administrative Report

Program Development Update

MI Self-Funded Healthcare Program (MI SHIP) is ready to launch!



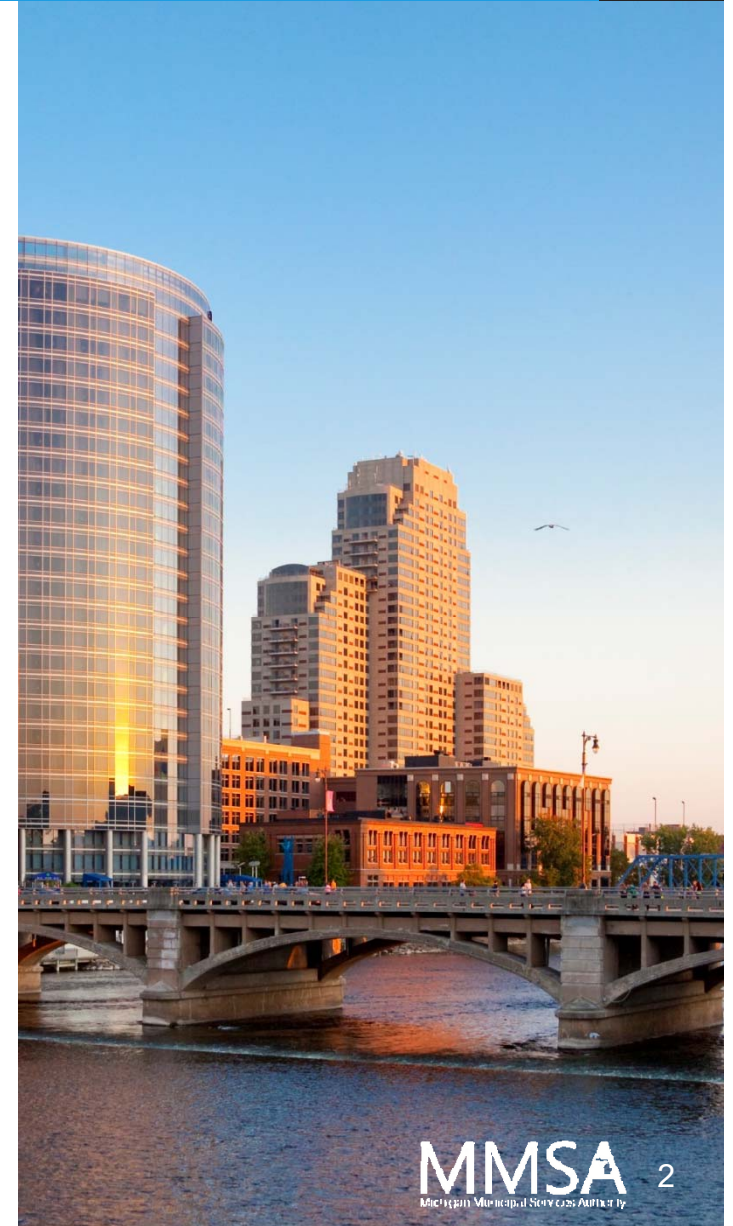
MMSA
Michigan Municipal Services Authority

MI SELF-FUNDED HEALTHCARE PROGRAM (MI SHIP)

Group Purchasing Power at Work for You

About the Authority

- The Michigan Municipal Services Authority: A “Michigan public body corporate” created in 2012 through an Interlocal Agreement between Grand Rapids and Livonia
- The Authority: A “virtual” municipality authorized to exercise the common powers, privileges, and authority of the founding cities but without geographic boundaries
- The Authority’s main purpose: Help local governments and other public agencies **collaborate, share services, and save money**



MI SHIP Objective

Help Michigan public employers better manage and reduce healthcare costs by:

- Providing a multiple-employer, self-funded arrangement
- Giving employers more control over healthcare costs than fully insured and independently self-funded plans
- Eliminating the need for each independently self-funded group to buy higher-cost, individual administrative services
- Making monthly healthcare costs less volatile and more predictable



Why Not Fully Insure or Independently Self-Fund?

Fully Insured Groups

- Little or no ability to negotiate insurance rates
- Insurance rates include risk charges, taxes, and fees that self-funded groups do not pay!
- Less flexibility/control over plan design (some insurance companies dictate the plans that are available)
- Additional consulting advice may not be available/offered

Independently Self-funded Groups

- Smaller groups require relatively larger claims fluctuation reserves than larger groups, to account for larger claims variability
- Each group contracts for their own administrative services (claims administrator, pharmacy benefit manager, provider network)
- Each group pays higher fees than a larger, multiple-employer arrangements does

How Will MI SHIP Save Money?

- Pool risk among MI SHIP participating employers
- Lower costs through the joint purchasing power of multiple employers
- Actively manage plan design based on claims data analysis
 - Fully insured groups have little/no access to claims data, no ability to customize plan design, and no way to monitor utilization
- Receive expert consulting advice on plan design and financing
 - Plan customization helps employers increase benefits and/or reduce costs
- MI SHIP will collect claims data and work with participating employers to continually improve plan design (e.g., deductibles, coinsurance, wellness, utilization incentives)

How Will Risk Pooling Work?

Three Tiers of Risk Pooling

- **Tier 1:** Individual employers self-fund claims based on employer risk-tolerance, claims experience, number of employees, and other factors (e.g., \$10,000 - \$50,000)
- **Tier 2:** All employers share the risk for claims between Tier 1 and Tier 3 (e.g., \$10,001 - \$150,000)
- **Tier 3:** Reinsurer (stop-loss insurance company) pays claims greater than the agreed upon Tier 2 maximum (e.g., \$150,000)
- An “illustrative” premium rate will be established for each tier so monthly contributions remain consistent throughout the year and employers can more effectively budget health care costs
- Pooling smaller groups into a larger, single group offers significantly lower claims volatility (more predictable/consistent) and a dramatically lower Claims Fluctuation Reserve (allowing for a reduced reserve)

The Benefits of MI SHIP

- **Employers**

- Less work
- Lower costs
- Happier employees

- **Enrollees**

- Better benefits
- Lower costs



Next Steps

You provide the data, we do the rest!

- We develop funding rates to illustrate potential savings (e.g., in taxes and fees, administrative and stop-loss fees, claims reserves)
- We review your benefit plans and offer efficiency recommendations
- We assist with all aspects of implementation
 - We track each implementation step and ensure benefit plans and enrollment data are loaded correctly and on time
- We provide open enrollment support to ensure your employees understand their benefits and any changes to plans and/or administration

New arrangement effective January 1, 2017

Appendix

Data Needed

Data We Need from You

- Detailed census file
 - Age
 - Sex
 - Zip Code
 - Plan enrolled in (Plan Name or “Waived Coverage”)
 - Coverage tier (Single, Two Person, Family, “Waived Coverage”)
 - Member-level data, if available, or number of dependents
- Paid claims and enrollment data
 - Three years of paid claims data by month, split by line of business (medical, drug), and plan election
 - Three years of corresponding enrollment data by month, split by coverage tier (Single, Two Person, Family)
 - Three to four years of historical large claims information (number of claims over \$25,000 each year and amount paid for each claim)

Data We Need from You (*continued*)

- Current COBRA rates
- Benefit summary/Summary of Benefits and Coverage (SBC) for all plans offered
- Any plan changes that occurred during the provided data period
- Three most recent renewals

Contact

Robert (Bob) Bruner, Chief Executive Officer

rbruner@michiganmsa.org

(248) 925-9294

Program Development Update

311/CRM Systems

- Nothing new
- Waiting for Ferndale

Analytics, Benchmarking, and Transparency (ABT) Program

- Contacted Ferndale, Kalamazoo, Midland, and Novi

Program Development Update

Assessing & Equalization

- Contacted Howell
- Meeting in Grand Rapids on Thu, February 25

Code Inspections

- Meeting in Grand Rapids on Thu, February 25

Program Development Update

Equipment & Service Sharing Program

- Meeting with 8 Mile Boulevard Association on February 24
- Plan to proceed with RFP in Q2

Finance & Accounting Staffing

- Contacted Brighton, Ferndale and Novi
- Plan to contact Ionia, Oak Park, Shiawassee County, Center Line, Monroe, and East Lansing next week

Program Development Update

Fleet Management

- RFP has been drafted
- City of Kalamazoo expressed interest
- Seeking other interested agencies

Learning Management System (LMS)

- Software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology (also called e-learning) courses or training program
- Seeking interested agencies

Program Development Update

Payment Service Provider (PSP)

- Plainfield Township and Wayne RESA expressed interest
- Seeking other interested agencies

Recruitment & Selection

- Contacted Brighton and Ferndale
- Seeking interested agencies

Program Development Update

VoIP Program

- Waiting for Plante Moran

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

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			<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

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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

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Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>enrollment</p> <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.

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			<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

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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

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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. • Develop monthly invoice and assist with work order

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Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> 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	\$35,000	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	\$35,000	150.50	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Active and retiree open enrollment begins – 11/10/2014 – 11/21/2014 • Work Order #43 - Extend open enrollment by nine days to 11/30/14 • Assist with responses to call center questions and escalations. • Develop monthly invoice and assist with work order processing • Finalize contract between MMSA and Benefit Express • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15
December 2014	\$35,000	151.75	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal

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			<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 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. • Assist with responses to call center questions and escalations

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			<ul style="list-style-type: none"> • 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 continued data clean –up. • Assist with responses to call center questions and

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			<ul style="list-style-type: none"> 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 <p>(Note that additional hours in May were billed for other Segal staff members for the analysis and development</p>

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Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			for a proposed pooling arrangement for the VHWM, which does not apply to the City.)
June 2015	\$11,025.00	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 implementation of the new Ultipro payroll/HRIS system

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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 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 • Maintain separate meeting minutes for the UltiPro project

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Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • 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 project • Work with BE to audit and prepare refresh census

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Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>and enrollment update data files for each retiree VEBA</p> <ul style="list-style-type: none"> • 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	TBD	TBD	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • 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 test files

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Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Work with BE to audit and prepare final census and enrollment data files for each retiree VEBA • Assist the city with nondiscrimination testing