



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, July 14, 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, July 14, 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 June 9, 2016 regular Executive Committee meeting
- V. Administrative Report**
 - a. Financial Report
 - b. Program Reports
- VI. New Business**
 - a. Resolution 2016-25 Adopting Anti-Fraud Policy
 - b. Resolution 2016-26 Adopting Investment Policy
- VII. Public Comment**
- VIII. Other Business**
 - a. Closed session for limited purpose of considering a periodic personnel evaluation of the Authority's Chief Executive Officer (CEO) pursuant to Section 8(a) of the Open Meetings Act (Act 267 of 1976).
- 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, June 9, 2016 at 2:00 p.m.

Livonia City Hall
33000 Civic Center Drive
Livonia, MI 48933

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 2:36 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 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*
- Brian Meakin, Authority Board Member

III. Approval of Agenda

Moved by: Cambridge
Supported by: Smith

Yes: X No: ___

IV. Approval of Minutes as Amended

a. Minutes of the May 12, 2016 regular Executive Committee meeting

Behler noted that the date on the minutes was incorrect.

Moved by: DeLong
Supported by: Cambridge

Yes: X No: ___

V. Administrative Report

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

VI. New Business

a. Resolution 2016-24 Change Notice No. 3 to the Contract Between the State of Michigan and the Authority

Moved by: DeLong
Supported by: Cambridge

Yes: X No: ___

II. Public Comment

None

III. Other Business

Meakin welcomed everyone to Livonia and thanked them for attending.

IV. Adjournment

Motion to adjourn the meeting at 2:52 PM.

Moved by: DeLong

Supported by: Vandenberg

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on July 14, 2016.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared July 8, 2016

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority
General Fund**

Fund	Activity	FYE 2016 Adopted	June 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
101	539		\$ -	\$ -	\$ -	
		\$ 126,315	\$ 12,599	\$ 96,180	\$ 94,736	1.5%
		\$ 126,315	\$ 12,599	\$ 96,180	\$ 94,736	1.5%
TOTAL OPERATING REVENUES		\$ 252,629	\$ 25,198	\$ 192,360	\$ 189,473	1.5%
Operating Expenses						
101	101	\$ 2,000	\$ (147)	\$ 2,062	\$ 1,500	37.5%
101	173	\$ 219,429	\$ 24,763	\$ 170,032	\$ 164,572	3.3%
101	191	\$ 5,000	\$ 582	\$ 3,806	\$ 3,750	1.5%
101	223	\$ 10,200	\$ -	\$ 10,200	\$ 7,650	33.3%
101	228	\$ 4,000	\$ -	\$ 1,047	\$ 3,000	-65.1%
101	266	\$ 12,000	\$ -	\$ 5,214	\$ 9,000	-42.1%
TOTAL OPERATING EXPENSES		\$ 252,629	\$ 25,198	\$ 192,361	\$ 189,472	1.5%
Change in Net Position		\$ -	\$ -	\$ (1)	\$ 1	

**Michigan Municipal Services Authority
VHWM**

Fund	Activity	FYE 2016 Adopted	June 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
501	539	State Grants	\$ 80,968	\$ -	\$ 106,176	\$ 60,726 74.8%
501	600	Charges for Services	\$ 1,320,000	\$ -	\$ 709,728	\$ 990,000 -28.3%
		TOTAL OPERATING REVENUES	\$ 1,400,968	\$ -	\$ 815,904	\$ 1,050,726 -22.3%
Operating Expenses						
501	266	Attorney	\$ 2,000	\$ -	\$ 4,401	\$ 1,500 193.4%
501	271	Program Management	\$ 180,000	\$ -	\$ 45,000	\$ 135,000 -66.7%
501	272	Contractual Services	\$ 1,070,000	\$ 118,431	\$ 691,685	\$ 802,500 -13.8%
501		Transfer to General Fund	\$ 126,315	\$ 12,599	\$ 96,180	\$ 94,736 1.5%
		TOTAL OPERATING EXPENSES	\$ 1,378,315	\$ 131,030	\$ 837,266	\$ 1,033,736 -19.0%
		Change in Net Position	\$ 22,653	\$ (131,030)	\$ (21,362)	\$ 16,990 -225.7%

Michigan Municipal Services Authority
FMS

Fund	Activity	FYE 2016 Adopted	June 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
502	539	State Grants	\$ 145,549	\$ -	\$ 101,202	\$ 109,162 -7.3%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ 2,863,430	\$ 2,147,573 33.3%
TOTAL OPERATING REVENUES			\$ 3,008,979	\$ -	\$ 2,964,632	\$ 2,256,734 31.4%
Operating Expenses						
502	266	Attorney	\$ 12,000			\$ 9,000 -100.0%
502	271	Program Management	\$ 60,000	\$ -	\$ 38,260	\$ 45,000 -15.0%
502	272	Contractual Services	\$ 2,680,000	\$ 2,550	\$ 2,680,551	\$ 2,010,000 33.4%
502		Transfer to General Fund	\$ 126,315	\$ 12,599	\$ 96,180	\$ 94,736 1.5%
TOTAL OPERATING EXPENSES			\$ 2,878,315	\$ 15,149	\$ 2,814,991	\$ 2,158,736 30.4%
Change in Net Position			\$ 130,664	\$ (15,149)	\$ 149,642	\$ 97,998 52.7%

**Michigan Municipal Services Authority
All Funds**

	FYE 2016 Adopted	June 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
OPERATING REVENUES					
General	\$ 252,629	\$ 25,198	\$ 192,360	\$ 189,472	1.5%
VHWM	\$ 1,400,968	\$ -	\$ 815,904	\$ 1,050,726	-22.3%
FMS	\$ 3,008,979	\$ -	\$ 2,964,632	\$ 2,256,734	31.4%
TOTAL OPERATING REVENUES	\$ 4,662,576	\$ 25,198	\$ 3,972,896	\$ 3,496,932	13.6%
OPERATING EXPENSES					
General	\$ 252,629	\$ 25,198	\$ 192,361	\$ 189,472	1.5%
VHWM	\$ 1,378,315	\$ 131,030	\$ 837,266	\$ 1,033,736	-19.0%
FMS	\$ 2,878,315	\$ 15,149	\$ 2,814,991	\$ 2,158,736	30.4%
TOTAL OPERATING EXPENSES	\$ 4,509,259	\$ 171,377	\$ 3,844,617	\$ 3,381,944	13.7%
CHANGE IN NET POSITION	\$ 153,317	\$ (146,179)	\$ 128,279	\$ 114,988	11.6%

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
5/31/16			Beginning Balance			\$ 710,161.78
6/1/16			Voided #5061 Segal		\$ 15,000.00	\$ 725,161.78
			Voided #5091 Grand River		\$ 507.00	\$ 725,668.78
6/2/16	Direct Deposits		Payroll	\$ 5,409.69		\$ 720,259.09
6/3/16	ACH		EFTPS Federal Withholding Tax	\$ 3,944.90		\$ 716,314.19
	ACH		State of Michigan -w/h	\$ 552.38		\$ 715,761.81
	ACH	Expenses Reim	Robert Bruner	\$ 1,031.69		\$ 714,730.12
	ACH	Expenses Reim	Robert Bruner	\$ 756.42		\$ 713,973.70
6/10/16	ACH		Plante Moran	\$ 2,550.00		\$ 711,423.70
	5278		Keastley Development	\$ 360.00		\$ 711,063.70
		Service Charge	Bank Service Charge	\$ 107.45		\$ 710,956.25
6/15/16	ACH		Segal Consulting	\$ 3,900.00		\$ 707,056.25
	ACH		Segal Consulting	\$ 6,150.00		\$ 700,906.25
6/16/16	Direct Deposits		Payroll	\$ 5,409.67		\$ 695,496.58
6/23/16	ACH		Benefits Express	\$ 77,110.82		\$ 618,385.76
	ACH		Benefits Express	\$ 44,324.86		\$ 574,060.90
	ACH		Dykema Gossett	\$ 1,159.20		\$ 572,901.70
	ACH		Dykema Gossett	\$ 786.60		\$ 572,115.10
	ACH		Michael A Tawney	\$ 475.00		\$ 571,640.10
	Direct Deposits		Payroll	\$ 5,409.69		\$ 566,230.41
TOTAL MI MUN SERV AUTH CASH BALANCE						\$ 566,230.41

Michigan Municipal Services Authority
Balance Sheet
As of June 30, 2016

ASSETS

CURRENT ASSETS

Cash in Bank	\$ 566,230.41
Due From Cities	153,790.56
Due from State	<u>48,027.55</u>

Total Current Assets 768,048.52

PROPERTY AND EQUIPMENT

TOTAL ASSETS \$ 768,048.52

CURRENT LIABILITIES

Accounts Payable	\$ 183,883.88
Accrued State W/H	828.57
Accrued Federal W/H	2,652.00
Accrued FICA	3,953.71
Accrued MESC	27.63
Accrued Salaries & Wages	<u>8,998.33</u>

Total Current Liabilities 200,344.12

LONG-TERM LIABILITIES

Total Liabilities 200,344.12

FUND BALANCE

Fund Balance Retained	439,429.24
Current Revenue over Expenses	<u>128,275.16</u>

Total Fund Balance 567,704.40

**TOTAL LIABILITIES AND
FUND BALANCE** \$ 768,048.52

Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 9 Months Ended June 30, 2016

	<u>1 Month Ended June 30, 2016</u>	<u>9 Months Ended June 30, 2016</u>
Revenues		
Contract Revenue	\$ 0.00	\$ 3,780,533.07
Operating Expenses		
Salary Director	\$ 14,192.31	\$ 93,269.23
Wages - Administrative Staff	7,149.99	47,666.60
Outside Service Contractors	121,341.48	3,421,858.47
Payroll Taxes	1,632.66	10,781.43
MESC Taxes	0.00	646.53
FUTA Taxes	0.00	84.00
Office Expense	1,031.69	5,903.61
Legal & Accounting	475.00	57,708.66
Seminars & Education	0.00	20.00
Insurance - General	(507.00)	1,702.00
Mileage Reimbursement	756.42	6,543.62
Travel Expenses	0.00	5,118.21
Bank Service Charges	107.45	955.55
	<hr/>	<hr/>
Total Operating Expenses	146,180.00	3,652,257.91
Revenues over Expenses	<u>\$ (146,180.00)</u>	<u>\$ 128,275.16</u>



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



0

4539

Statement Period Date: 6/1/2016 - 6/30/2016
 Account Type: Comm'l 53 Analyzed
 Account Number: 7166385711

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

Account Summary - 7166385711

06/01	Beginning Balance	\$727,972.42	Number of Days in Period	30
1	Checks	\$(360.00)		
16	Withdrawals / Debits	\$(153,228.37)		
	Deposits / Credits			
06/30	Ending Balance	\$574,384.05		

Check

1 check totaling \$360.00

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

Number	Date Paid	Amount
5278 i	06/27	360.00

Withdrawals / Debits

16 items totaling \$153,228.37

Date	Amount	Description
06/01	5,409.69	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 060116
06/03	756.42	Michigan Municip CREDITS 4616288140 060316 OFFSET TRANSACTION
06/03	1,031.69	Michigan Municip CREDITS 4616288140 060316 OFFSET TRANSACTION
06/07	2,550.00	Michigan Municip PAYMENTS 4616288140 060716 OFFSET TRANSACTION
06/10	107.45	SERVICE CHARGE
06/14	3,900.00	Michigan Municip PAYMENTS 4616288140 061416 OFFSET TRANSACTION
06/15	3,944.90	IRS USATAXPYMT 270656701399780 MICHIGAN MUNICIPAL SER 061516
06/15	5,409.67	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 061516
06/20	552.38	MI Business Tax Payment SMIBUS000336247 TawneyMichael 062016
06/24	475.00	Michigan Municip PAYMENTS 4616288140 062416 OFFSET TRANSACTION
06/24	786.60	Michigan Municip PAYMENTS 4616288140 062416 OFFSET TRANSACTION
06/24	1,159.20	Michigan Municip PAYMENTS 4616288140 062416 OFFSET TRANSACTION
06/24	44,324.86	Michigan Municip PAYMENTS 4616288140 062416 OFFSET TRANSACTION
06/24	77,110.82	Michigan Municip PAYMENTS 4616288140 062416 OFFSET TRANSACTION
06/28	300.00	Michigan Municip PAYMENTS 4616288140 062816 OFFSET TRANSACTION
06/29	5,409.69	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 062916

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
06/01	722,562.73	06/14	714,217.17	06/27	580,093.74
06/03	720,774.62	06/15	704,862.60	06/28	579,793.74
06/07	718,224.62	06/20	704,310.22	06/29	574,384.05
06/10	718,117.17	06/24	580,453.74		



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Michigan Municipal Services Authority
Check Register

Check Number	Check Date	Payee	Amount
Checks			
5273	06/02/16	EFTPS - FICA	3,944.90
5274	06/02/16	State of Michigan - WH	552.38
5275	06/02/16	Robert J. Bruner Jr.	0.00
5276	06/02/16	Kristen A. Delaney	0.00
5277	06/03/16	VOID - Kestly Development	0.00
5278	06/10/16	Kestly Development	360.00
5279	06/16/16	Robert J. Bruner Jr.	0.00
5280	06/16/16	Kristen A. Delaney	0.00
5281	06/30/16	Robert J. Bruner Jr.	0.00
5282	06/30/16	Kristen A. Delaney	0.00
20160601	06/03/16	Robert J. Bruner Jr.	1,031.69
20160602	06/03/16	Robert J. Bruner Jr.	756.42
20160603	06/10/16	Plante Moran	2,550.00
20160604	06/15/16	Segal Consulting	3,900.00
20160605	06/15/16	Segal Consulting	6,150.00
20160606	06/23/16	Benefit Express Services LLC	77,110.82
20160607	06/23/16	Benefit Express Services LLC	44,324.86
20160608	06/23/16	Dykema Gossett PLLC	1,159.20
20160609	06/23/16	Dykema Gossett PLLC	786.60
20160610	06/23/16	Michael A. Tawney & Co PC	475.00
Total checks	20		<u>143,101.87</u>
		Total	<u>143,101.87</u>

Michigan Municipal Services Authority
Deductions Register

Emp. ID	Employee	Amount
Direct Deposit %		
2	Bruner Jr., Robert J.	10,724.90
3	Delaney, Kristen A.	5,504.15
	Total	<u>16,229.05</u>
	Company Totals	<u>16,229.05</u>

FMS Program Update

MMSA Administrative Report

FMS Program Update

Program Management

- No issues reported at the July 7 FMS Leadership meeting
- Next FMS Leadership meeting is August 4

FMS Program Update

Program Management

- The end is near! (for Implementation Group A)
- Kent County: Budget and finance are live; Human resources is scheduled to go live in November
- Grand Rapids: Budget and finance are live; Human resources is scheduled to go live in December
- Genesee County: Finance is scheduled to go live in October; Human resources is scheduled to go live in December; Budget is scheduled to go live in January

FMS Program Update

Tier I Program Development

- City of Lansing: Nothing new
- Wayne County: Departure of CIO may further delay the process
- Oakland County: Plans to issue RFP in Q4 2016
- CGAP Grant FY 2014 (Round 1) final reimbursement request will be due August 1, 2018

Tier II Program Development

- Nothing new

FMS Program Update

Grant Management

- CGAP Grant FY 2012 (Round 2)
 - \$340,870 remains
 - City of Grand Rapids is preparing the final reimbursement request due August 1, 2016
- CGAP Grant FY 2014 (Round 1)
 - Q1 2016 CGAP grant report was filed on April 15
 - Q2 2016 CGAP grant report is due July 30, 2016

VHWM Program Update

MMSA Administrative Report

VHWM Program Update

Call Center Update

- The call center is currently staffed with two dedicated CSRs.
- Average wait times in the queue were an approximately 1 minute during the month of June.

VHWM Program Update

ACA Reporting

- Form 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns, was due to the IRS on June 30, 2016.
- Form 1094-C was submitted on June 24, 2016.
- BenefitScape is waiting for confirmation of acceptance from the IRS.
- The City is in compliance with the ACA so long as any errors identified during the transmission are corrected within 60 days.

VHWM Program Update

Scope Changes and Other Updates

- Work Order #64 was provided by Benefit Express to set-up the new Rx option through ScriptGuide Rx that may be provided to LSA (Lieutenants and Sergeants) members. The City and Segal have reviewed the proposals and estimated savings for the change. A final decision on the new Rx option has not yet been made by the City. On June 6, 2016, the City was informed that Harvey Day, the President of ScriptGuideRx has passed away. As Dr. Day was spearheading this effort, the future status of this project is still not known.

VHWM Program Update

Retiree Transition Changes

- The City would like to formally close out the retiree opt-out HRA plan this year and make no further reimbursements to the administrator, Navia Benefits. Segal has requested a report of all outstanding HRA amounts that have not yet been paid, so that the City can determine the amount, if any, is owed to the VEBAs. The final report was provided by Navia. Segal is assisting the City with final reconciliation of the reports.

VHWM Program Update

Next Steps - City of Detroit – MMSA Contract

- Due to the departure of the retirees from City of Detroit Benefits Administration, the monthly reimbursement for the MMSA services was greatly reduced beginning in January, as the MMSA fees are based on a fixed per employee per month amount. In order for the City to continue receiving the same level of service from the MMSA and Segal, the MMSA proposes that the City be charged the same hourly rate that the MMSA is charged by Segal, \$100 per hour capped at \$15,000 per month.

VHWM Program Update

Next Steps - City of Detroit – MMSA Contract

- This proposal was discussed with Mike Hall and he agrees that this approach is appropriate. Steve Liedel drafted a pricing amendment on March 2, 2016 between the MMSA and the City that includes these provisions. The amendment was provided to the City on March 7, 2016 for approval. The City has verbally expressed agreement to the terms, but formal execution of the amendment is still outstanding, which is being discussed weekly with the City. A meeting with the City's procurement department is scheduled for June 28, 2016.

VHWM Program Update

Next Steps - City of Detroit – Benefit Express Renewal

- Benefit Express provided 1, 3, and 5 year renewal options, including two call center options.
- On May 26, 2016, the City agreed to a one (1) year renewal with ongoing and annual enrollment support to be provided by BE.
- The date of the call center transition is expected to be January 1, 2017 but BE is confirming if it can be implemented earlier.

MI SHIP Update

MMSA Administrative Report

MI Self-Funded Healthcare Program (MI SHIP) Update

Program Development

- June 14: Program development conference call with the West Michigan Health Insurance Pool (WMHIP)
- June 27: Reviewed preliminary data analysis

Next Steps

- Share data with WMHIP and meet with MMRMA to determine interest in a joint venture
- Meet with City of Grand Rapids

MI Self-Funded Healthcare Program (MI SHIP) Update

Provided Data

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

Municipal Talent Pipeline Update

MMSA Administrative Report

Municipal Talent Pipeline Update

Program Development

- June 6: Meeting with SOCWA/SOCRRA (water and recycling)
- June 7: Meetings with Oakland County Workforce Development and Magnet Consulting
- June 16: Meeting with Plante Moran
- June 17: Calls with Pleasant Ridge and WCA Assessing
- June 20: Meeting with the Michigan Municipal League (MML)

Municipal Talent Pipeline Update

Program Development

- June 21: Call with Ottawa County Purchasing
- June 23: Meeting with Career Directions
- June 24: Meeting with SAFEbuilt (building department services)
- June 27: Meeting with the City of Berkley
- June 29: Meetings with Plante Moran and SOCWA/SOCRRA (water and recycling), and Oakland County Purchasing

Municipal Talent Pipeline Update

Program Development

- June 30: Call with Farmington Hills Purchasing and meeting with DWH Corp
- July 1: Meeting with the Workforce Intelligence Network (WIN), and call with the Ypsilanti Community Utility Authority
- July 6: Meeting with the American Society of Employers

Municipal Talent Pipeline Update

Current Providers

- OHM Advisors (architecture, engineering, and planning)
- Orion Solutions Group (professional search, interim staffing, and project delivery)
- Plante Moran

Seeking Providers

- Assessing and equalization
- Building department services
- Purchasing

Municipal Talent Pipeline Update

Next Steps

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

RESOLUTION 2016-25

Adopt Anti-Fraud Policy

The executive committee of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the following is adopted as the anti-fraud policy of the Authority:

ANTI-FRAUD POLICY

Purpose

The purpose of this anti-fraud policy is to:

- (1) facilitate development of controls to aid the detection and prevention of fraud against the Michigan Municipal Services Authority (the “**Authority**”); and
- (2) promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Scope

This policy applies to any fraud or suspected fraud involving an officer, employee, contractor, vendor, or agent of the Authority, or other person or entity with a business relationship with the Authority. Any investigative activity required under this policy will be conducted without regard to a suspected wrongdoer's length of service, position or title, or relationship to the Authority.

Policy

The officers, employees, and other persons performing administrative functions of the Authority are responsible for the detection of fraud.

Each officer, employee, and other person performing administrative functions of the Authority shall be familiar with fraud that might occur within his or her area of responsibility, and be alert for any indication of fraud.

Any fraud detected or suspected must be reported immediately to the chairperson of the Authority's executive committee or the Authority's legal counsel, or both.

Fraud

For purposes of this policy, "fraud" means the intentional, false representation, or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury, and includes all of the following:

- (1) a dishonest or fraudulent act;
- (2) misappropriation of money, supplies, or other assets of the Authority;
- (3) impropriety in the handling or reporting of money or financial transactions;
- (4) profiteering as a result of insider knowledge of Authority activities;
- (5) disclosing confidential and proprietary information of the Authority to persons or entities outside of the Authority when disclosure is not required by law;
- (6) accepting or seeking anything of material value from a contractor, vendor, or other person providing services or materials to the Authority, except a gift of less than \$50.00 in value;
- (7) destroying, removing, or inappropriately using records, furniture, fixtures, or equipment of the Authority; and
- (8) any similar or related irregularity.

Investigation Responsibility

The Authority's legal counsel has the primary responsibility for the investigation of all suspected fraudulent acts under this policy. If an investigation substantiates that fraudulent activities have occurred, the Authority's legal counsel will issue reports to appropriate designated personnel and, if appropriate, to the executive committee through its chairperson.

A decision to prosecute or refer the examination results to an appropriate law enforcement or regulatory agency, or both, for independent investigation will be made by the executive committee in consultation with legal counsel, as will any final decisions on disposition of a case.

Confidentiality

The Authority's legal counsel will treat all information received as confidential. An officer, employee, contractor, vendor, other person doing business with the Authority suspecting fraud shall notify the chairperson of the Authority's executive committee, or the Authority's legal counsel, or both, immediately, and should not attempt to personally conduct investigations or interviews or interrogations related to any suspected fraud. The results of an investigation will not be disclosed or discussed with anyone other than those who have a legitimate need to know, unless disclosure is required by law. This component of the anti-fraud policy is important in avoiding damage the reputations of a person suspected but subsequently found not guilty of wrongful conduct and to protect the Authority from potential civil liability.

Authorization for Investigation

When conducting an investigation under this policy, the Authority’s legal counsel is granted both of the following:

- (1) free and unrestricted access to all Authority records and premises, whether owned or leased; and
- (2) authorization to examine, copy, or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities within the scope of the investigation.

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 July 14, 2016.

By: _____
James Cambridge
Authority Secretary



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

RESOLUTION 2016-26 Adopt Investment Policy

The executive committee of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the following investment policy is adopted as the investment policy of the Authority, superseding any previous investment policy:

INVESTMENT POLICY

- 1. Purpose.** The purpose of this policy is to establish as the policy of the Michigan Municipal Services Authority (the “**Authority**”) the investment of public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the Authority and complying with applicable laws governing the investment of public funds, including 1943 PA 20, as amended, MCL 129.91 to 129.97a (“**Act 20**”).
- 2. Scope.** This policy applies to the money of the Authority, including any of the following funds of the Authority:
 - (a) the general fund;
 - (b) special revenue funds; and
 - (c) other funds created by the executive committee of the Authority (the “**Executive Committee**”), unless specifically exempted by the Executive Committee.
- 3. Prudence.** An investment shall be made with judgment and care, under circumstances prevailing at the time of the investment, that a person of prudence, discretion, and intelligence would exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of the person’s capital and the probable income to be derived.
- 4. Objectives.**
 - (a) The primary objectives of the Authority’s investment activities are, in priority order:
 - (1) safety;
 - (2) liquidity; and
 - (3) return on investments.

- (b) Safety of principal is the foremost objective of the Authority's investment activities. Investments of the Authority must be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio of investments. To attain this objective, the Authority will diversify its investments by investing funds among a variety of securities offering independent returns and Financial Institutions.
- (c) Next, the Authority's investment portfolio must remain sufficiently liquid to enable the Authority to meet all requirements for disbursement of funds and operating requirements and that might be reasonably anticipated.
- (d) Finally, the Authority's investment portfolio shall be structured with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles commensurate with the Authority's investment risk constraints and the cash flow characteristics of the Authority's investment portfolio.

5. **Delegation of Authority.** Authorization to manage the investments of the Authority is derived from the interlocal agreement creating the Michigan Municipal Services Authority under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, as amended, MCL 124.501 to 124.512, and the bylaws of the Authority. Management responsibility for the investments of the Authority is hereby delegated to the treasurer of the Authority, who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of other Authority officials, and their procedures in the absence of the treasurer. The treasurer is hereby designated as the investment officer of the Authority. Agents for the Authority, including the Authority's chief executive officer (the "**CEO**") administrative personnel, vendors, and Financial Institution staff may assist the treasurer in exercising the treasurer's duties under this policy.
6. **Ethics and Conflicts of Interest.** Officers and agents of the Authority engaged in the investment process shall refrain from personal business activity that could conflict with proper execution of the Authority's investments or that could impair their ability to make impartial investment decisions. Officers and agents of the Authority engaged in the investment process shall disclose to the chairperson of the Authority any material financial interests in Financial Institutions that conduct business within Michigan, and also shall disclose any large personal financial or investment positions that could be related to the performance of the Authority.
7. **Authorized Financial Institutions.** Money of the Authority only may be deposited in a Financial Institution that is a qualified depository of public funds under Michigan law. A Financial Institution receiving money of the Authority for deposit shall sign an acknowledgement of receipt of this investment policy and agreement to comply with this investment policy as required under section 6 of Act 20 and in the form provided in attachment A. For purposes of this agreement, "**Financial Institution**" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that

maintains a principal office or branch office located in Michigan under the laws of Michigan or the United States.

8. Authorized Investments.

(a) Consistent with Act 20, the Authority may invest in any of the following:

- (1) bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States;
- (2) certificates of deposit, savings accounts, or depository receipts of a Financial Institution, but only if the Financial Institution complies with section 8(b);
- (3) certificates of deposit obtained through a Financial Institution as provided in section 8(e);
- (4) deposit accounts of a Financial Institution as provided in section 8(f);
- (5) commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase;
- (6) repurchase agreements consisting of instruments listed in section 8(a)(1), subject to the requirements of section 8(h);
- (7) bankers' acceptances of United States banks;
- (8) obligations of the state of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service;
- (9) subject to section 9, mutual funds registered under the Investment Company Act of 1940, 15 USC 80a-1 to 80a-64, with authorization to purchase only investment vehicles that are legal for direct investment by a public corporation and that are limited to securities whose intention is to maintain a net asset value of \$1.00 per share, but a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (a) the purchase of securities on a when-issued or delayed delivery basis;
 - (b) the ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned; or
 - (c) the limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

- (10) obligations described in sections 8(a)(1) to 8(a)(9) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, as amended, MCL 124.501 to 124.512;
- (11) investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, as amended, MCL 129.111 to 129.118, subject to the requirements of section 9; or
- (12) investment pools organized under the local government investment pool act, 1985 PA 121, as amended, MCL 129.141 to 129.150, subject to the requirements of section 9.

(a) Except as provided in section 8(e), the Authority shall not deposit or invest its funds in a Financial Institution that is not eligible to be a depository of funds belonging to the state of Michigan under a Michigan laws or regulations or United States laws or regulations.

(b) Assets acceptable for pledging to secure deposits of Authority funds are limited to assets authorized for direct investment under section 8(a).

(c) By resolution, the Executive Committee may authorize the treasurer to enter into written agreements with other public corporations to pool or coordinate the Authority funds to be invested under this section 8 with the funds of other public corporations. An agreement permitted under this section 8(d) must include all of the following:

- (1) the types of investments permitted to be purchased with pooled funds;
- (2) the rights of members of the pool to withdraw funds from the pooled investments without penalty;
- (3) the duration of the agreement and the requirement that the agreement shall not commence until at least 60 days after the public corporations entering into the agreement give written notice to an existing local government investment pool organized under the Local Government Investment Pool Act, 1985 PA 121, as amended, MCL 129.141 to 129.150, in those counties where such a pool is operating and accepting deposits on or before September 29, 2006;
- (4) the method by which the pool will be administered;

- (5) the manner by which the public corporations will respond to liabilities incurred in conjunction with the administration of the pool;
- (6) the manner in which strict accountability for all funds will be provided for, including an annual statement of all receipts and disbursements; and
- (7) the manner by which the public corporations will adhere to the requirements of section 5 of Act 20 relating to investment policies.

(d) In addition to the investments authorized under section 8(a), by resolution the Executive Committee may authorize its investment officer to invest Authority funds in certificates of deposit in accordance with all of the following conditions:

- (1) the funds are initially invested through a Financial Institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146;
- (2) the Financial Institution arranges for the investment of the funds in certificates of deposit in one or more insured depository institutions, as defined in 12 USC 1813, or one or more insured credit unions, as defined in 12 USC 1752, for the account of the Authority;
- (3) the full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States;
- (4) the Financial Institution acts as custodian for the Authority with respect to each certificate of deposit; and
- (5) at the same time that the funds of the Authority are deposited and the certificate or certificates of deposit are issued, the Financial Institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the Authority through the Financial Institution.

(e) In addition to the investments authorized under section 8(a), by resolution the Executive Committee may authorize the treasurer

to invest Authority funds in deposit accounts that meet all of the following conditions:

- (1) the funds are initially deposited in a Financial Institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, as amended, MCL 21.146;
 - (2) the Financial Institution arranges for the deposit of the funds in deposit accounts in one or more insured depository institutions, as defined in 12 USC 1813, or one or more insured credit unions, as defined in 12 USC 1752, for the account of the Authority;
 - (3) the full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States;
 - (4) the Financial Institution acts as custodian for the Authority with respect to each deposit account; and
 - (5) on the same date that Authority funds are deposited under section 8(f)(2), the Financial Institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the Authority in the Financial Institution.
- (f) If the Authority initially invests its funds through a Financial Institution that maintains an office located in Michigan, the Authority may invest the funds in certificates of deposit as provided under section 8(e).
- (1) If the Authority invests in a repurchase agreement under this section 8, the Authority shall enter into a Master Repurchase Agreement with the Financial Institution. For purposes of this section 8, "**Master Repurchase Agreement**" means a contract that a governmental entity enters into with a Financial Institution or other person governing a repurchase transaction that contains provisions comparable to those outlined in the Securities Industry and Financial Markets Association's form Master Repurchase Agreement.

9. Investment Pools and Mutual Funds. Before investing in an investment pool or mutual fund, and on a continuing basis after investing in an investment pool or

mutual fund, the treasurer shall develop a questionnaire that is responsive to each of the following:

- (1) a description of eligible investment securities, and a written statement of investment policy and objectives;
- (2) a description of interest calculations and how interest is distributed and how gains and losses are treated;
- (3) a description of how the securities are safeguarded, including the settlement process, and how often the securities are priced and the investment pool or mutual fund audited;
- (4) a description of who may invest in the investment pool or mutual fund;
- (5) a schedule for receiving statements and portfolio listings;
- (6) an indication whether reserves are maintained or earnings retained by the investment pool or mutual fund;
- (7) a fee schedule and an indication of when and how fees are assessed; and
- (8) an indication of whether the investment pool or mutual fund is eligible for bond proceeds and whether the investment pool or mutual fund will accept such proceeds.

10. Safekeeping and Custody. All security transactions, including collateral for repurchase agreements, entered into by the Authority must be conducted on a delivery-versus-payment basis. Securities must be held by a nonparty custodian designated by the treasurer and evidenced by safekeeping receipts.

11. Diversification. The Authority shall diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized investment pools, no more than 50% of the Authority's total investment portfolio may be invested in a single security type.

12. Maximum Maturities. To the extent possible, the Authority will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Authority shall not directly invest in securities maturing more than three years after the date of purchase.

13. Internal Control. The Authority shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

14. Performance Standards. The Authority's investment portfolio must be designed with the objective of obtaining a rate of return throughout budgetary and economic

cycles, commensurate with the investment risk constraints and the cash flow needs of the Authority. The Authority's investment strategy is passive. Given this strategy, the basis used by the treasurer to determine whether market yields are being achieved will be to identify a comparable benchmark to the Authority's investment portfolio duration.

15. Reporting. Each quarter, the CEO shall prepare a written report to the Executive Committee and Authority concerning the investment of the Authority's money.

16. Investment Policy Adoption. This investment policy shall be adopted by resolution of the Executive Committee. The Executive Committee shall review this investment policy at least annually. No modification of this investment policy will be will be effective unless approved by the Executive Committee.

ATTACHMENT A

**Acknowledgement of Receipt of Investment Policy
and Agreement to Comply with Investment Policy**

In accordance with Section 1943 PA 20, as amended, MCL 129.91 to 129.97a, the Financial Institution signing this acknowledgement and agreement acknowledges receipt of the investment policy of the Michigan Municipal Services Authority and agrees to comply with the terms of the investment policy.

Name of Financial Institution:

By:

[signature of authorized individual]

[printed name of authorized individual]

Its:

[title of authorized individual]

Date:

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 July 14, 2016.

By: _____
James Cambridge
Secretary



Michigan Municipal Services Authority
PO BOX 12012, LANSING MI 48901-2012

July 8, 2016

Executive Committee
Michigan Municipal Services Authority
PO Box 12012
Lansing, MI 48901

RE: Request for Closed Session – Personnel Evaluation

Executive Committee,

I request the Executive Committee meet in a closed session to consider my personnel evaluation pursuant to Section 8(a) of the Open Meetings Act (Act 267 of 1976). A 2/3 roll call vote of the Executive Committee is not required to call a closed session permitted under Section 8(a).

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Bruner, Jr.", is written over a light blue horizontal line.

Robert J. Bruner, Jr., Chief Executive Officer

Collaborate • Innovate • Serve

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)

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> ○ Work Order #6 – 10/23/2013: Add optional life and AD&D coverage selection to the active open enrollment windows. Not included in original programming request. ● 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

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"> • 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. • 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.

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"> • 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 enrollment • 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

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"> • 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. • 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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Maintain 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 open and requires our ongoing support. • 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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>second retiree open enrollment, the call center continues to remain open and requires our ongoing support.</p> <ul style="list-style-type: none"> • 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 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. • 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.

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Develop monthly invoice and assist with work order processing
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 processing • Finalize pricing terms with Benefit Express for the transition of the retirees to standalone VEBA administrators • Develop MMSA project budget estimates for 2014, 2015 and 2016 plan years • Work Order #40 – BCN MAPD File Reconciliation/Retiree Death Processing • Work Order #41 – Manual Employee Data Update Hourly Charges (Ongoing)
October 2014	\$15,000	232.50	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Review and finalize work order for active and retiree open enrollment changes – Work Order #42 – 2015 Annual Enrollment Changes • Coordinate with carriers on open enrollment material needed – SBCs, EOCs, benefit summaries, rates, etc. • Set schedule for in-person open enrollment meetings for actives and retirees, coordinate with carriers on additional support needed, and conduct enrollment training with carriers, if needed

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

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"> • 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 • 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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			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 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

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"> • 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 for a proposed pooling arrangement for the VHWM, which does not apply to the City.)</p>
June 2015	\$11,025	110.25	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs

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"> • 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 • Maintain separate meeting minutes for the UltiPro project

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

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

City of Detroit Major Activities by Month Segal Consulting

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

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"> • Continue to assist the City with the analysis of ScriptGuideRx proposal • Work Order #64 – Set up of new Rx option for LSA members (ScriptGuide). This is not final. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.
April 2016	\$10,050 - includes \$6,150 - City of Detroit Support \$3,900 - Actuarial Work and New Program Development for the Risk Pool	81.00	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean-up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the City/Benefit Express to finalize ACA reporting as needed • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City with implementation of vendor to complete the 1094-C transmission • Finalize analysis of ScriptGuideRx proposal • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open enrollment material.
May 2016	\$4,875 – City of Detroit Support \$4,100 - Actuarial Work and New Program Development for the Risk Pool	48.75 – City of Detroit Support 20.5 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean-up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Assist the City/Benefit Express to finalize ACA reporting as needed

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City and the selected vendor to complete the 1094-C transmission • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Finalize analysis of ScriptGuideRx proposal • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open enrollment material. • Begin 2017 renewal process and data request to vendors
June 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/Benefit Express to finalize ACA reporting as needed • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City and the selected vendor to complete the 1094-C transmission and any necessary corrections. • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Begin review of 2017 renewals development of 2017 rates.