



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF A REGULAR MEETING

The **Authority Board 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, June 8, 2017	1:30 PM	Livonia City Hall 4 th Floor Conference Room 33000 Civic Center Drive Livonia, MI 48154

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

**AUTHORITY BOARD
REGULAR MEETING**

Thursday, June 8, 2017 at 1:30 p.m.

Livonia City Hall
4th Floor Conference Room
33000 Civic Center Drive
Livonia, MI 48933

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the March 9, 2017 regular Authority Board meeting
- V. Administrative Report**
 - a. Financial Report
 - b. Program Updates
 - c. Program Development Update
- VI. Audits**
- VII. New Business**
- VIII. Public Comment**
- IX. Other Business**
- X. 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

AUTHORITY BOARD

Thursday, March 9, 2017 at 1:30 p.m.

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

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:32 p.m. by the Chairperson.

II. Roll Call

Authority Board Member Attendance:

Stacie Behler, Chairperson*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Wiescinski, Vice-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
Phil Bertolini*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Scott Buhrer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Peggy Jury*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Brian Meakin*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Dominick Pallone*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Smith	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Al Vanderberg*	<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
- Bill Tucker, Abraham & Gaffney PC

III. Approval of Agenda

Moved by: Smith

Supported by: Bertolini

Yes: X No: ___

IV. Approval of Minutes from December 8, 2016 Regular Meeting of the Authority Board.

Moved by: Vanderberg

Supported by: Smith

Yes: X No: ___

V. Administrative Report

CEO Robert Bruner delivered the administrative report.

VI. Audit Reports

a. Resolution 2017-A Approval of Audit for Fiscal Year 2015-2016

Bill Tucker of Abraham & Gaffney, PC presented the audit to the Authority Board.

Moved by: Bertolini

Supported by: Smith

Yes: X No: ___

VII. New Business

None.

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Moved by: Bertolini

Supported by: Vanderberg

Yes: X No: ___

Meeting adjourned at 2:21 PM

Certification of Minutes

Approved by the Authority Board on June 8, 2017.

Authority Secretary

Date



Michigan Municipal Services Authority

Administrative Report

Prepared June 5, 2017

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority
General Fund**

Fund	Activity	FYE 2017 Adopted	May 2017	FYE 2017 Year to Date	FYE 2017 Budget to Date	Variance
Operating Revenues						
101	539	State Grants	\$ -	\$ -	\$ -	
		Transfer from VHWM	\$ 127,706	\$ 7,882	\$ 77,787	\$ 74,495 4.4%
		Transfer from FMS	\$ 127,706	\$ 7,882	\$ 77,787	\$ 74,495 4.4%
		TOTAL OPERATING REVENUES	\$ 255,412	\$ 15,764	\$ 155,574	\$ 148,990 4.4%
Operating Expenses						
101	101	Governing Body	\$ 2,000	\$ -	\$ -	\$ 1,167 -100.0%
101	173	Chief Executive	\$ 224,812	\$ 15,669	\$ 141,202	\$ 131,140 7.7%
101	191	Accounting	\$ 5,000	\$ 95	\$ 4,371	\$ 2,917 49.9%
101	223	External Audit	\$ 10,600	\$ -	\$ 10,000	\$ 6,183 61.7%
101	228	Information Technology	\$ 4,000	\$ -	\$ -	\$ 2,333 -100.0%
101	266	Attorney	\$ 9,000	\$ -	\$ -	\$ 5,250 -100.0%
		TOTAL OPERATING EXPENSES	\$ 255,412	\$ 15,764	\$ 155,573	\$ 148,990 4.4%
		Change in Net Position	\$ -	\$ (0)	\$ 1	\$ -

**Michigan Municipal Services Authority
VHWM**

Fund	Activity	FYE 2017 Adopted	May 2017	FYE 2017 Year to Date	FYE 2017 Budget to Date	Variance
Operating Revenues						
501	539	State Grants	\$ -	\$ -	\$ -	\$ -
501	600	Charges for Services	\$ 600,000	\$ -	\$ 530,408	\$ 350,000
		TOTAL OPERATING REVENUES	\$ 600,000	\$ -	\$ 530,408	\$ 350,000
Operating Expenses						
501	266	Attorney	\$ 6,000	\$ 6,199	\$ 18,897	\$ 3,500
501	271	Program Management	\$ 60,000	\$ -	\$ -	\$ 35,000
501	272	Contractual Services	\$ 540,000	\$ 80,825	\$ 555,401	\$ 315,000
501		Transfer to General Fund	\$ 127,706	\$ 7,882	\$ 77,787	\$ 74,495
		TOTAL OPERATING EXPENSES	\$ 733,706	\$ 94,906	\$ 652,085	\$ 427,995
		Change in Net Position	\$ (133,706)	\$ (94,906)	\$ (121,677)	\$ (77,995)

**Michigan Municipal Services Authority
FMS**

Fund	Activity	FYE 2017 Adopted	May 2017	FYE 2017 Year to Date	FYE 2017 Budget to Date	Variance
Operating Revenues						
502	539	State Grants	\$ -	\$ -	\$ 1,500,000	\$ - 0.0%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ 1,889,620	\$ 1,670,334 13.1%
TOTAL OPERATING REVENUES			\$ 2,863,430	\$ -	\$ 3,389,620	\$ 1,670,334 102.9%
Operating Expenses						
502	266	Attorney	\$ 6,000			\$ 3,500 -100.0%
502	271	Program Management	\$ 50,000	\$ -	\$ -	\$ 29,167 -100.0%
502	272	Contractual Services	\$ 2,679,047	\$ 5,625	\$ 3,297,616	\$ 1,562,777 111.0%
502		Transfer to General Fund	\$ 127,706	\$ 7,882	\$ 77,787	\$ 74,495 4.4%
TOTAL OPERATING EXPENSES			\$ 2,862,753	\$ 13,507	\$ 3,375,403	\$ 1,669,939 102.1%
Change in Net Position			\$ 677	\$ (13,507)	\$ 14,217	\$ 395 3500.0%

**Michigan Municipal Services Authority
All Funds**

	FYE 2017 Adopted		May 2017		FYE 2017 Year to Date		FYE 2017 Budget to Date		Variance
OPERATING REVENUES									
General	\$ 255,412	\$	15,764	\$	155,574	\$	148,990		4.4%
VHWM	\$ 600,000	\$	-	\$	530,408	\$	350,000		51.5%
FMS	\$ 2,863,430	\$	-	\$	3,389,620	\$	1,670,334		102.9%
TOTAL OPERATING REVENUES	\$ 3,718,842	\$	15,764	\$	4,075,602	\$	2,169,325		87.9%
OPERATING EXPENSES									
General	\$ 255,412	\$	15,764	\$	155,573	\$	148,990		4.4%
VHWM	\$ 733,706	\$	94,906	\$	652,085	\$	427,995		52.4%
FMS	\$ 2,862,753	\$	13,507	\$	3,375,403	\$	1,669,939		102.1%
TOTAL OPERATING EXPENSES	\$ 3,851,871	\$	124,177	\$	4,183,061	\$	2,246,925		86.2%
CHANGE IN NET POSITION	\$ (133,029)	\$	(108,413)	\$	(107,459)	\$	(77,600)		38.5%

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
4/30/17			Beginning Balance			\$ 608,691.81
5/4/17	Direct Deposits		Payroll	\$ 5,068.26		\$ 603,623.55
	ACH	payroll tax	Federal Payroll Tax	3,234.94		\$ 600,388.61
	ACH	payroll tax	State of Michigan	472.94		\$ 599,915.67
	ACH	payroll tax	Dykema Gossett	6,198.75		\$ 593,716.92
	ACH	expenses	Robert Bruner	400.55		\$ 593,316.37
	ACH	expenses	Robert Bruner	381.50		\$ 592,934.87
	ACH		Segal Consulting	3,925.00		\$ 589,009.87
5/5/17	ACH		Benefits Express	76,900.10		\$ 512,109.77
5/10/17	ACH	s/c	Bank Service Charge	95.00		\$ 512,014.77
5/18/17	Direct Deposits		Payroll	5,068.24		\$ 506,946.53
5/19/17	ACH		Plante Moran	5,625.00		\$ 501,321.53
5/30/17	ACH		BCBS	1,042.86		\$ 500,278.67
TOTAL MI MUN SERV AUTH CASH BALANCE						\$ 500,278.67

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

ASSETS

CURRENT ASSETS

Cash in Bank	\$ 500,278.71
Due From Cities	<u>136,647.65</u>

Total Current Assets 636,926.36

PROPERTY AND EQUIPMENT

TOTAL ASSETS \$ 636,926.36

CURRENT LIABILITIES

Accounts Payable	\$ 132,744.79
Accrued State W/H	473.32
Accrued Federal W/H	1,344.00
Accrued FICA	2,421.12
Accrued MESC	27.64
Accrued Salaries & Wages	<u>6,930.77</u>

Total Current Liabilities 143,941.64

LONG-TERM LIABILITIES

Total Liabilities 143,941.64

FUND BALANCE

Fund Balance Retained	600,442.27
Current Revenue over Expenses	<u>(107,457.55)</u>

Total Fund Balance 492,984.72

**TOTAL LIABILITIES AND
FUND BALANCE** \$ 636,926.36

Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 8 Months Ended May 31, 2017

	<u>1 Month Ended</u> <u>May 31, 2017</u>	<u>8 Months Ended</u> <u>May 31, 2017</u>
Revenues		
Contract Revenue	\$ 0.00	\$ 3,920,028.01
Operating Expenses		
Salary Director	\$ 8,498.90	\$ 75,609.89
Wages - Administrative Staff	4,400.00	37,400.00
Outside Service Contractors	92,648.85	3,852,801.91
Payroll Taxes	945.46	8,180.36
MESC Taxes	0.00	489.61
FUTA Taxes	0.00	84.00
Office Expense	400.55	9,423.87
Legal & Accounting	0.00	32,786.50
Insurance - Health	1,042.86	6,257.16
Mileage Reimbursement	381.50	3,757.34
Bank Service Charges	95.00	694.92
	<hr/>	<hr/>
Total Operating Expenses	108,413.12	4,027,485.56
 Revenues over Expenses	 <u>\$ (108,413.12)</u>	 <u>\$ (107,457.55)</u>



Statement Period Date: 5/1/2017 - 5/31/2017
 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

4491

Account Summary - 7166385711

05/01	Beginning Balance	\$608,691.81	Number of Days in Period	31
	Checks			
13	Withdrawals / Debits	\$(113,481.36)		
	Deposits / Credits			
05/31	Ending Balance	\$495,210.45		

Withdrawals / Debits

13 items totaling \$113,481.36

Date	Amount	Description
05/02	381.50	Michigan Municip CREDITS 4616288140 050217 OFFSET TRANSACTION
05/02	400.55	Michigan Municip CREDITS 4616288140 050217 OFFSET TRANSACTION
05/02	6,198.75	Michigan Municip PAYMENTS 4616288140 050217 OFFSET TRANSACTION
05/03	3,925.00	Michigan Municip PAYMENTS 4616288140 050317 OFFSET TRANSACTION
05/03	5,068.26	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 050317
05/03	76,900.10	Michigan Municip PAYMENTS 4616288140 050317 OFFSET TRANSACTION
05/10	95.00	SERVICE CHARGE
05/15	3,234.90	IRS USATAXPYMT 270753575741774 MICHIGAN MUNICIPAL SER 051517
05/17	5,068.24	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 051717
05/18	5,625.00	Michigan Municip PAYMENTS 4616288140 051817 OFFSET TRANSACTION
05/22	472.94	MI Business Tax Payment SMIBUS001129752 TawneyMichael 052217
05/30	1,042.86	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 053017
05/31	5,068.26	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 053117

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
05/02	601,711.01	05/15	512,487.75	05/22	501,321.57
05/03	515,817.65	05/17	507,419.51	05/30	500,278.71
05/10	515,722.65	05/18	501,794.51	05/31	495,210.45

EFFECTIVE MAY 2, 2017, OVERDRAFT COVERAGES A FIFTH THIRD BETTER! IF YOUR ACCOUNT IS OVERDRAWN BY \$5 OR LESS AT THE END OF THE BUSINESS DAY, THERE IS NO PER-ITEM FEE. THE MAXIMUM NUMBER OF OVERDRAFT ITEMS CHARGED IN ONE DAY WILL BE REDUCED FROM 10 TO 5. CREDITS TO YOUR ACCOUNT AFTER THE CUTOFF TIME BUT THROUGH 11:59 P.M. WILL BE APPLIED TO COVER OVERDRAFT ITEMS. CREDITS ARE SUBJECT TO THE FUNDS AVAILABILITY POLICY. FIND MORE DETAILS AT 53.COM

Michigan Municipal Services Authority

Check List

All Bank Accounts

May 1, 2017 - May 31, 2017

Check Number	Check Date	Payee	Amount
Payroll Direct Deposit			
5351	05/04/17	Bruner Jr., Robert J	3,374.06
5352	05/04/17	Delaney, Kristen A	1,694.20
5353	05/18/17	Bruner Jr., Robert J	3,374.04
5354	05/18/17	Delaney, Kristen A	1,694.20
Payroll Direct Deposit Total			<u>10,136.50</u>
Vendor Checks			
5349	05/04/17	Internal Revenue Service	3,234.90
5350	05/04/17	State of Michigan	472.94
Vendor Check Total			<u>3,707.84</u>
Check List Total			<u><u>13,844.34</u></u>

Check count = 6

Michigan Municipal Services Authority
Check Register

Check Number	Check Date	Payee	Amount
Vendor Checks			
201705001	05/04/17	Dykema Gossett PLLC	6,198.75
201705002	05/04/17	Robert J. Bruner Jr.	400.55
201705003	05/04/17	Robert J. Bruner Jr.	381.50
201705004	05/04/17	Segal Consulting	3,925.00
201705005	05/05/17	Benefit Express Services LLC	76,900.10
201705006	05/19/17	Plante Moran	5,625.00
Total checks	6		<u>93,430.90</u>
		Total	<u>93,430.90</u>

Michigan Municipal Services Authority

Payroll Journal Entry

May 1, 2017 - May 31, 2017

Reference	Date	GL Account	GL Account Description	Debit Amount	Credit Amount
Payroll Checks					
P89	05/31/17	105	Cash in Bank		10,136.50
P89	05/31/17	209	Accrued State W/H		472.94
P89	05/31/17	210	Accrued Federal W/H		1,344.00
P89	05/31/17	212	Accrued FICA		1,890.92
P89	05/31/17	500	Salary Director	8,498.90	
P89	05/31/17	502	Wages - Administrative Staff	4,400.00	
P89	05/31/17	512	Payroll Taxes	945.46	
Totals				13,844.36	13,844.36
Vendor Checks					
5349	05/04/17	105	Cash in Bank		3,234.90
5349	05/04/17	210	Accrued Federal W/H	1,344.00	
5349	05/04/17	212	Accrued FICA	1,890.90	
5350	05/04/17	105	Cash in Bank		472.94
5350	05/04/17	209	Accrued State W/H	472.94	
Totals				3,707.84	3,707.84

Distribution count = 12

FMS Program Update

MMSA Administrative Report

FMS Program Update

Amendment Agreements

- CGI proposed amendments to the Program Services Agreement and Participation Agreements in January to accommodate Microsoft Azure Cloud migration in late 2017
- Several conference calls were held
- CGI subsequently postponed Microsoft Azure Cloud migration from late 2017 to February 2018
- Last internal conference call was held on May 22
- Next conference call with CGI is TBD

FMS Program Update

Implementation Progress

- Grand Rapids: Budget, finance, and HR/payroll are all live; Trouble-shooting some interfaces
- Kent County: Budget and finance are live; HR/payroll conversion is underway
- Genesee County: Finance is live; Trouble-shooting reports; HR/payroll conversion is underway; New Controller arrived on May 22 and is deciding Budget implementation schedule

FMS Program Update

Grant Management

- CGAP Grant FY 2014 (Round 1)
 - Q1 2017 CGAP grant report was submitted April 28
 - Followed-up with the remaining prospects in May
 - Prepare “Plan B” proposal for Treasury in June

FMS Program Update

Cities > 100,000 population

1. Detroit - Out
2. Grand Rapids - In
3. Warren - Out
4. Sterling Heights - Out
5. Lansing - Out

Counties > 300,000 pop.

1. Wayne - Unlikely
2. Oakland - Out
3. Macomb - Out
4. Kent - In
5. Genesee - In

FMS Program Update

Wayne County Airport Authority

- May 26: Issued RFP for Enterprise Resource Planning (ERP) System Consultant Services with a June 6 deadline
- These services include the development of a Request for Proposals (RFP) for a new Enterprise Resource Planning System (ERP) at Detroit Metropolitan Airport and assistance in the review of proposals
- An optional service is to provide project management services for the implementation of the new ERP

VHWM Program Update

MMSA Administrative Report

VHWM Program Update

City of Detroit - Invoices

- May 2017: Payment received on June 2, 2017
- June 2017: Invoice sent on June 1, 2017

City of Detroit - Amendment Agreement

- Received signed Amendment Agreement in April
- An Amendment Agreement for continuation of services for 2018 is being discussed with the City

VHWM Program Update

City of Detroit - Call Center Update

- Call volumes averaged 88 calls per week
- Wait times averaged less than one minute

City of Detroit - Payroll Implementation

- Implementation was delayed. Additional payroll files were provided for testing in February. No new updates since then.

VHWM Program Update

City of Detroit - Medical RFP

- The City released the RFP on May 1. The RFP is requesting PPO and HMO options including a narrow network and/or wellness components. These will be additional options available to all employees. The current plan options are not included in the bid process and will remain in place.
- The RFP timeline is as follows:
 - Bidder Questions Due: May 15 **Complete**
 - Bidders Meeting: May 17 **Complete**
 - Response to Bidder Questions Due: May 19 **Complete**
 - Proposals Due: June 26

VHWM Program Update

City of Detroit - Retirement Health Reimbursement Arrangement (RHRA)

- The City is preparing an RFP for administration of a RHRA for its police employees. Segal provided a final draft of the RFP to the City on May 16, 2017. The City is reviewing it and will provide feedback.

MI Self-Funded Healthcare Program (MI SHIP) Update

MMSA Administrative Report

MI SHIP Update

Next Steps

- Met with Grand Rapids on May 17
- Following-up on ideas and questions

Municipal Talent Pipeline Update

MMSA Administrative Report

MTP Program Update

Recent Activities

- May 3: Call with Merit
- May 8: Call with randrr
- May 18: Meeting with Oakland Community College Police Academy
- May 23: American Society of Employers (ASE) Compensation & Benefits Conference
- June 2: Michigan Public Employer Labor Relations Association (MPELRA) Quarterly Meeting

MTP Program Update

Assessing and Equalization Survey

- May 8: Survey distributed to approximately 1,500 members of the Michigan Assessors Association
- May 15: 272 responses (18%)
- May 26: 393 responses (26%)

MTP Program Update

Assessing and Equalization Survey

- 91.6% of 393 respondents believe there is a shortage of qualified assessing and equalization staff in Michigan
- 67.3% of 361 respondents believe there is a shortage at the Michigan Advanced Assessing Officer (MAAO) level (3); more than any other level
- 63.8% of 384 respondents believe compensation at the level(s) in shortage is not attractive enough to entice people at lower levels to spend the time and/or money required to advance to the level(s) in shortage; more than any other reason

Program Development Update

MMSA Administrative Report

Program Development Update

Chief Information Security Officer (CISO) as a Service

- DTMB is launching a pilot program with Allegan County, Battle Creek, Ottawa County, Springfield Township, and Washtenaw County
- Michigan Chief Security Officer Rajiv Das and Oakland County CISO Chris Burrows are advising
- Results will be shared at the Michigan Government Management Information Sciences (Mi-GMIS) Fall Conference in September

Program Development Update

Defined Contribution Plan Administration

- City of Livonia engaged an investment consultant in 2013 and issued an RFP for defined contribution retirement plan provider services in 2015
- The resulting agreement reduced the number of providers from four to one and saved employees millions of dollars by reducing fees
- The Authority may be able to deliver high quality plan administration services to public agencies across the state

Program Development Update

Fleet Management

- Waiting for legal review of proposed agreements

Medicare Coordination and Social Security Advocacy

- May 22: RFP issued
- June 5: Pre-Proposal Conference Call
- June 12: Questions Due
- June 19: Questions Answered
- June 26: Proposal Deadline

Program Development Update

Treasury Asset Management Collaboration (TAMC)

- Center for Local Government (CLG) in Ohio offers a collaborative approach to professional portfolio management for local governments
- Discussed the idea with an investment consultant and received positive feedback
- Contacted Oakland County Treasurer to discuss the Oakland County Local Government Investment Pool
- Scheduled call with CLG Executive Director on June 12



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

CASE STUDY

Center for Local Government (CLG)

Cincinnati, Ohio

The purpose of this case study is to examine an organization comparable to the Authority in another state and identify programs and services the Authority may provide to public agencies in Michigan.

Mission: To improve public service delivery by the cities, townships, and villages in the Greater Cincinnati metropolitan area, especially among its member jurisdictions, through improved information exchange, cost reductions, shared resources, inter-jurisdictional collaboration, and new approaches to capital equipment and skills acquisition.

History: The Center for Local Government (CLG) was established in July 1990, as the outgrowth of a two-year study of the production and delivery of public services in the Greater Cincinnati area. The study, funded by The Gannett Foundation and The Greater Cincinnati Foundation, resulted in publication of the first Directory of Public Services in this area, which provides, among other things, a reference on local public services production.

The Center was formed as a tax-exempt, non-profit organization supported through a combination of membership fees, grants from foundations and corporations, and revenues from fee-based services. The original members consisted of 13 governments. Members included cities, villages and townships located in two counties.

Membership: Any county, municipality or township in 10 Ohio counties is eligible to join the Center. There are two classes of membership: Full Members and Associate Members. Full Members are those political subdivisions which employ a full-time, appointed public administrator (e.g., Manager, Administrator, or Safety Services Director). Associate Members are those political subdivisions which do not employ a full-time, appointed public administrator. Associate Members are entitled to all the rights of Members except that they are not entitled to a vote on corporate matters and they are not eligible for membership on the Board of Trustees or the Advisory Committee. Current members include one county, one fire district, 13 townships, 15 villages, and 24 cities.

Membership Dues: Membership dues levels are determined by the member’s operating budget. Membership dues are annual, but are pro-rated for governments who join mid-year.

Operating Budget	Annual Dues
Greater than \$400 Million	\$15,000
\$100-\$400 million	\$7,500
\$4-\$100 million	\$3,825
\$2-\$4 million	\$2,000
Under \$2 million	\$1,225
Affiliate Membership Rate	\$750

Differences from the Authority: The Center is a membership organization while the Authority is a public agency. The Authority charges fees for services rather than dues. Dues may be a worthwhile revenue source for the Authority in the future when more programs and services are offered to more agencies. The Center is a regional organization so many of its programs and services depend on geographic proximity. The Authority is a “virtual” public agency envisioned to provide back-office services to other public agencies statewide.

Similarities to the Authority: The Authority and the Center have similar missions to lower costs and improve public service delivery by sharing resources and services.

Programs and Services: The Center provides the resources for member governments to improve public service delivery and internal efficiency through shared services, information sharing, and training.

Shared Services

Health Insurance Pool: The Center for Local Government Benefits Pool (CLGBP) was formed in 2009 as a self-insured pool for health insurance. Rates are set on a community basis at an actuarial level that is expected to cover the claims, administrative costs, pooling, stop loss and reserves. Unlike a fully insured model, the insurance company no longer determines the rates; the pool does. Members can choose up to three plans and we have total flexibility for determining HDHP plan year for deductible accumulation.

Claims are not tracked by each pool member. Therefore, all members are truly pooled and not responsible for their own individual claims experience, but rather a prorated portion of the entire pool’s claims. Renewals will be levied with adjustments of an equal amount to those members in each plan design.

The Authority is developing a similar self-funded health insurance pool.

Electricity Consortium: The Center partnered with Good Energy, an energy broker, to create a collaborative where participating governments can purchase energy for their facilities as a group to gain an economy of scale and to spur innovation. The joint energy bid was opened in March of 2010, and governments saved a total of \$590,000. This represents an average savings of 40% on electricity costs. The deal was renewed in 2012, which decreased energy costs by an additional 9%. Six villages and two cities participate in the program.

Michigan has 25 Licensed Alternative Electric Suppliers and 30 Licensed Alternative Gas Suppliers so an energy consortium may be a feasible program for the Authority.

Waste / Recycling Collection Consortium: The Southwest Ohio Regional Refuse Consortium (SWORRE) is a program where communities bid their trash and recycling services together. Bidding as a group enables the participating communities to realize economies of scale. Joint bidding also encourages increased competition between vendors, leading to lower prices. The Center operates two consortia under the SWORRE umbrella. Consortium 1 includes four communities and Consortium 2 includes six communities.

A variety of waste and recycling authorities and consortia already exist in Michigan and this is a regional service rather than a virtual service so it is not a feasible program for the Authority.

Treasury Asset Management Collaboration (TAMC): The goal of TAMC is to offer a collaborative approach to professional portfolio management for local governments. Two investment firms work on this initiative: SJS Investment Consulting and Baird Public Investment Advisors. Participants will be able to analyze the services of both firms to determine which investment approach is most appropriate for their entity's investment needs.

The Authority is studying the feasibility of developing a similar program.

Public Works Mutual Aid Program: The Mutual Aid Pact for Public Works identifies emergency demands before a disaster and makes the response of participating communities more effective. The most common disasters include floods, major fires, earthquakes, tornadoes, and other emergencies which occur with little or no warning. The pact covers the provision of equipment and personnel normally associated with a public works department. Four villages, five townships, and fifteen cities have signed the Mutual Aid Pact for Public Works.

The Michigan Emergency Management Assistance Compact (MEMAC), formerly the Statewide Mutual Aid Compact (SMAC), allows Michigan's 1,776 local political subdivisions to share equipment and personnel, including those normally associated with a public works department. MEMAC is an initiative of the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD).

Information Sharing

Pay and Benefits Studies: The Center collects benefits and pay information from member governments for benchmarking purposes. This includes information on things such as pay increases, holidays, vacation time, and sick leave, among other things. The Center also collects insurance information, such as types of insurance offered, information about deductibles and co-pays, etc. This information is available on the Center's website to all members.

Pay Data: The Center tracks pay ranges for 113 positions common to member governments. This information is useful for collective bargaining negotiations, setting pay ranges for new positions, and ensuring members are competitive in the local job market. This information is available on the Center's website to all members.

The Michigan Municipal League conducts an annual wage and salary survey. The Michigan Association of Counties and Michigan Townships Association do not. However, comparing pay and benefits among public employers may not be as useful as comparing total compensation in each regional labor market.

Spot Surveys: Short surveys are distributed to members at the request of any member. Spot surveys are useful to understand how peers are reacting to current situations. Responses are generally collected within 10 days. This information is available on the Center's website to all members.

This is a member-oriented service so it is not feasible for the Authority. In addition, many professional associations have listservs and other ways to share similar information.

Training Services

Judgmental Use of Force System: The Judgmental Use of Force System (JUFS) is a law enforcement training program designed to help officers improve both the speed and quality of their use of force decisions. It provides members with access to an interactive video simulator programmed with hundreds of scenarios drawn from real cases. This equipment allows trainers to present trainees with use of force situations in a safe environment that lets them react, then observe and analyze the results of their actions. Participating jurisdictions oversee the maintenance and scheduling of the training equipment. Eleven law enforcement agencies participate in the program and share two simulators. This allows each agency to use the equipment for two nonconsecutive months each year.

This is a regional service rather than a virtual service so it is not a feasible program for the Authority.

Municipal Training Academy: The Center partners with the Miami Valley Communications Council (MVCC) and the Miami Valley Risk Management Association (MVRMA) to conduct trainings for local governments. CLG, MVRMA, and MVCC members have access to many training opportunities at preferred rates. This partnership is designed to provide more comprehensive training opportunities for local governments in the Greater Cincinnati and Greater Dayton areas. This partnership supplements other CLG trainings held throughout the year.

This is both a member-oriented and regional service rather than a virtual service so it is not a feasible program for the Authority.

Leadership Academy: The CLG Leadership Academy was designed to address the needs of the workforce changes created by retirements and staff reductions leading to decreasing institutional knowledge and increasing workload. Leadership Academy participants go through a six-class curriculum between March and August with graduation in September. Topics that are covered include "Local Government 101," "Managing Different Leadership Styles," "Ethics," "Finance and Budgeting," "Human Resources Management," and "Effective Communication Skills." Registration is open to staff from CLG member communities.

This is both a member-oriented and regional service rather than a virtual service so it is not a feasible program for the Authority. In addition, several other organizations provide similar training.

Human Resources Training: The CLG Human Resources Taskforce consists of HR professionals from several member governments. The mission of the HR Taskforce is to ease the burden on HR professionals by providing resources, training opportunities, and information about the latest developments in public sector human resources. This is especially helpful in communities who do not have full time HR staff.

The HR Taskforce has created a resource center for member communities on the CLG website. The Taskforce also holds bi-annual HR Luncheons to provide education on a variety of emerging HR topics. Finally, the HR Taskforce is developing an HR Resources Guide for new and part-time HR staff.

This is both a member-oriented and regional service rather than a virtual service so it is not a feasible program for the Authority. In addition, several other organizations provide similar training.

Administrative Professionals Luncheon Series: The Administrative Professionals Luncheon Series provides an opportunity for administrative and support professionals from member governments to network and receive training and updates on current events in local government. Training topics have included Time Management, Social Media in the Workplace, Managing Change, and Successful Relationships between Managers and Administrative Professionals.

This is a regional service rather than a virtual service so it is not a feasible program for the Authority.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

CASE STUDY

Local Government Information System (LOGIS)

Golden Valley, Minnesota

The purpose of this case study is to examine an organization comparable to the Authority in another state and identify programs and services the Authority may provide to public agencies in Michigan.

Mission: Facilitate leading edge, effective and adaptable public-sector technology solutions through the sharing of ideas, risks, and resources in a member-driven consortium.

History: LOGIS was founded in 1972 by seven cities looking to pool resources and save taxpayer dollars. LOGIS is a Joint Powers, intergovernmental consortium of Minnesota local government units. The LOGIS consortium is controlled by its members. LOGIS' Board of Directors is composed of one representative from each agency. All funding decisions are controlled by the members through an annual budget, an annual work plan, and by action of an Executive Committee, acting as officers of the Board. This committee meets quarterly and establishes operating policies, sets service charges, and approves expenditures.

Membership: Any Minnesota governmental unit may join by approving the Joint and Cooperative Agreement. Once approved, members choose to engage whatever LOGIS services they need. LOGIS currently has 73 member organizations and serves more than 2.1 million residents throughout Minnesota.

Differences from the Authority: The only apparent difference is that each governmental unit joins LOGIS by approving the Joint and Cooperative Agreement before receiving services. Each member is entitled to one director and thus has one vote on the Board of Directors. The Authority provides services pursuant to interlocal agreements. However, public agencies are not required to join the Authority before receiving services. The Interlocal Agreement creating the Authority is not as explicit about membership as the LOGIS Joint and Cooperative Agreement. It states in relevant part, "Any amendment to allow the participation in the Authority by another Public Agency as a Party will be completed in a manner consistent with the Act." (Section 9.09. Amendment).

Similarities to the Authority: Both the Authority and LOGIS are public bodies and provide services pursuant to interlocal agreements.

Programs and Services: LOGIS invests in best of breed application software from national vendors such as Oracle, JD Edwards and TriTech. Costs for technology solutions and applications are shared among members. Support staff is based in Minnesota.

Public Safety: The TriTech suite includes Premier CAD (Computer Aided Dispatch), Records (Law Records Management System) and Mobiles (Mobile Computing Devices).

Financial: JD Edwards EnterpriseOne Financial Management.

Payroll and HR: JD Edwards EnterpriseOne Human Resources Management.

Capital Asset Management: JD Edwards EnterpriseOne Capital Asset Management.

Utility Billing: Advanced Utility Systems CIS Infinity.

Permits & Inspections: The Permit and Inspection Management System (PIMS/cs) is a proprietary Windows-based, client/server application.

Network Services: Services from planning, design, installation, support and management.

Property Data Systems: The Property Data System (PDS) is a proprietary application.

GIS: Esri ArcGIS suite.

Special Assessments: The Special Assessment System (SA) is a proprietary application.

Parks & Recreation: Vermont Systems Inc. (VSI) RecTrac Parks and Recreation Management Software.

IP / Telephony: Cisco VoIP (Voice over Internet Protocol) Unified Communications.

Value Added Services: Network & Internet Services, Purchasing, Training and more.

The LOGIS Health Care Group: The LOGIS health care consortium has provided access to group health and life insurance for more than 20 years. Current membership in the medical plan totals 40 member groups with approximately 4,000 employees and more than 7,800 participants.

The Authority provides financial and human resources software as a service from CGI. The Authority is developing a similar health care consortium and is studying the feasibility of offering many of these technology solutions and applications.

City of Detroit Major Activities by Month Segal Consulting

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

These out of scope changes include the following:

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

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			(Note that additional hours in May were billed for other Segal staff members for the analysis and development for a proposed pooling arrangement for the VHWM, which does not apply to the City.)
June 2015	\$11,025	110.25	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Begin review and update of active enrollment guides for the next open enrollment period • Review and document discrepancies between June and July FlexPlan production files • Provide information to City of Detroit benefits manager on ACA hours tracking and reporting vendors; assist with scheduling demos of various systems. BE has provided Work Order #52, if the City would like to use their ACA tracking and reporting capabilities. • Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system • Coordinate with BCBSM dental to provide split billing to accommodate both VEBAs • Analyze catastrophic drug claim reports for retirees to determine reimbursement amounts (part of the settlement agreement)
July 2015	\$14,200	142	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Continue to review and update the active enrollment guides for the next open enrollment period • Review and document discrepancies between July and August FlexPlan production files • Work Order #53 - Provide coordination assistance between Benefit Express and the City for the

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month
Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>project and assist with status calls as needed.</p> <ul style="list-style-type: none"> • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.
August 2016	\$5,675 – City of Detroit Support \$1,800 - Actuarial Work and New Program Development for the Risk Pool	56.75 – City of Detroit Support 9.00 - Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Continue planning for open enrollment (finalizing rates, determine system changes, request work order, etc.). • Assist the City/Benefit Express to finalize ACA reporting as needed • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Update Scriptguide Rx claims target with actual data and provide support in negotiations
September 2016	\$6,125 – City of Detroit Support \$1,400 - Actuarial Work and New Program Development for the Risk Pool	61.25 – City of Detroit Support 7.00 - Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Continue planning for open enrollment (finalize rates, finalize work order, review and update benefit book, etc.). • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.
October 2016	\$8,150 – City of Detroit Support	81.50 – City of Detroit	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
	\$750 - Actuarial Work and New Program Development for the Risk Pool	Support 3.75 - Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data clean – up • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Finalize planning for open enrollment (complete system testing, review documentation (rates and approval forms), review and update employee communications (forms, open enrollment presentation and open enrollment book)). • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Assist the City with analysis related to separate Police and Fire medical plan.
November 2016	\$15,000 – City of Detroit Support \$850 - Actuarial Work and New Program Development for the Risk Pool	160.50 – City of Detroit Support 4.25 - Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Finalize planning for open enrollment (complete system testing, review documentation (rates and approval forms), review and update employee communications (forms, open enrollment presentation and open enrollment book)) • Conduct open enrollment • Work Order #66 – Annual Open Enrollment • Work Order – ACA Government Required Forms • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Assist the City with analysis related to separate Police and Fire medical plan which includes review of RFP document, request for data, and upload, review and updates to various claims, census and provider data files.

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Re-evaluate data and calculate split rates for the Police and Fire and General City segments.
December 2016	\$10,225 – City of Detroit Support \$450 - Actuarial Work and New Program Development for the Risk Pool	102.25 – City of Detroit Support 2.25 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Work Order – ACA Government Required Forms • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Review monthly ACA reporting based on historical data load and provide feedback • Review and provide feedback on ACA set-up document • Assist the City with analysis related to separate Police and Fire medical plan which includes review of RFP responses, compare responses, request clarifications, where necessary. This includes attending meetings for question and answer session, vendor presentations, RFP evaluation/scoring and recommendations. • Re-evaluate data and calculate split rates for the Police and Fire and General City segments. • Assist the City with the 2016 non-discrimination testing
January 2017	\$4,100 – City of Detroit Support \$400 - Actuarial Work and New Program Development for the Risk Pool	41 – City of Detroit Support 2 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Work Order – ACA Government Required Forms • Review monthly ACA reporting based on historical data load and provide feedback • Review and provide feedback on ACA set-up document • Assist the City with analysis related to separate Police and Fire medical plan which includes review

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>of RFP responses, compare responses, request clarifications, where necessary. This includes attending meetings for question and answer session, vendor presentations, RFP evaluation/scoring and recommendations.</p> <ul style="list-style-type: none"> • Finalize split rates for the Police and Fire and General City segments. • Assist the City with the 2016 non-discrimination testing
February 2017	\$3,800 – City of Detroit Support \$250 - Actuarial Work and New Program Development for the Risk Pool	38 – City of Detroit Support 1.25 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Work Order – ACA Government Required Forms – forms were sent to employees by 02/28/17 • Review monthly ACA reporting based on historical data load and provide feedback • Hold final meeting on Police and Fire specific RFPs and confirm next steps • Assist the City with 2018 medical RFP process that will encompass all City employees. <ul style="list-style-type: none"> • Create Benefits 101 overview for union leadership and present it • Provide sample benefits survey • Provide a new set of full payroll files for the Ultipro project
March 2017	\$3,925 – City of Detroit Support \$0 - Actuarial Work and New Program Development for the Risk Pool	39.25 – City of Detroit Support 0 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Review monthly ACA reporting based on historical data load and provide feedback • Continue to meet bi-weekly with Police and Fire unions and create benefit presentations • Assist the City with 2018 medical RFP process that will encompass all City employees <ul style="list-style-type: none"> • Review vision options • Review hearing options • Review medical plan options (narrow network

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p style="text-align: center;">and HDHP)</p> <ul style="list-style-type: none"> • Review eligibility options • Provide benefit survey results
April 2017	\$6,850 – City of Detroit Support \$250 – Actuarial Work and New Program Development for the Risk Pool	68.50 – City of Detroit Support 1.25 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Review monthly ACA reporting based on historical data load and provide feedback • Continue to meet bi-weekly with Police and Fire unions and create benefit presentations • Assist the City with 2018 medical RFP process that will encompass all City employees <ul style="list-style-type: none"> • Draft RFP questions, request data from carriers, prepare and send data exhibits securely to bidders • Review vision options • Review hearing options • Review medical plan options (narrow network and HDHP) • Review eligibility options • Provide benefit survey results • Reconcile life insurance premium payments to assist with renewal process
May 2017	TBD – City of Detroit Support TBD – Actuarial Work and New Program Development for the Risk Pool	TBD – City of Detroit Support TBD – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports continued data cleanup • Assist with responses to call center questions and escalations as needed • Develop monthly invoice, run corresponding census report and assist with work order processing • Review monthly ACA reporting based on historical data load and provide feedback • Assist with retiree HRA RFP for police employees <ul style="list-style-type: none"> • Draft RFP questions • Assist the City with 2018 medical RFP process that will encompass all City employees <ul style="list-style-type: none"> • Draft RFP questions, request data from carriers, prepare and send data exhibits securely to bidders • Attend bidder conference to respond to

**City of Detroit Major Activities by Month
Segal Consulting**

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			questions <ul style="list-style-type: none"> • Review medical plan options (narrow network and HDHP) • Assist with life insurance renewal process