



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, December 8, 2016	1:30 PM	Capitol View Building Constitution Room – 9th Floor 201 Townsend Street Lansing, MI 48933

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

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

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**AUTHORITY BOARD
REGULAR MEETING**

Thursday, December 8, 2016 at 1:30 p.m.

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

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the September 22, 2016 regular Authority Board meeting
- V. Administrative Report**
 - a. Financial Report
 - b. Program Reports
- VI. Audits**
- VII. New Business**
 - a. Resolution 2015-B Schedule of Regular Meetings for Calendar Year 2017
- 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, September 22, 2016 at 1:30 p.m.

Grid 70 LLC
70 Ionia Avenue Southwest
Grand Rapids, MI 49503

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:34 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 type="checkbox"/> Present	<input checked="" 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 type="checkbox"/> Present	<input checked="" 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 type="checkbox"/> Present	<input checked="" 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

III. Approval of Agenda

Moved by: DeLong

Supported by: Wiescinski

Yes: X No: ___

IV. Approval of Minutes from June 9, 2016 Regular Meeting of the Authority Board.

Moved by: Pallone

Supported by: Wiescinski

Yes: X No: ___

V. Administrative Report

The administrative report was delivered by CEO Robert Bruner. The Authority Board discussed the Oakland County RFP for ERP services. Bertolini recused himself from the process and asked to not be included in any communications on this topic in the future since he would be reviewing the submitted RFPs. Liedel stated that all decisions regarding this RFP were under the purview of the Executive Committee and should be discussed at the meeting of that body. He noted that Bertolini is not a member of the Executive Committee.

VI. Audit Reports

None

VII. New Business

None

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Moved by: Buhrer

Supported by: Wiscinski

Yes: X No:

Meeting adjourned at 2:25 PM

Certification of Minutes

Approved by the Authority Board on December 8, 2016.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared December 2, 2016

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority
General Fund**

Fund	Activity	FYE 2017 Adopted	November 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
Operating Revenues						
101	539		\$ -	\$ -	\$ -	
		\$ 127,706	\$ 8,942	\$ 18,331	\$ 21,284	-13.9%
		\$ 127,706	\$ 8,942	\$ 18,331	\$ 21,284	-13.9%
TOTAL OPERATING REVENUES		\$ 255,412	\$ 17,884	\$ 36,662	\$ 42,569	-13.9%
Operating Expenses						
101	101	\$ 2,000	\$ -	\$ -	\$ 333	-100.0%
101	173	\$ 224,812	\$ 17,310	\$ 35,716	\$ 37,469	-4.7%
101	191	\$ 5,000	\$ 573	\$ 945	\$ 833	13.4%
101	223	\$ 10,600	\$ -	\$ -	\$ 1,767	-100.0%
101	228	\$ 4,000	\$ -	\$ -	\$ 667	-100.0%
101	266	\$ 9,000	\$ -	\$ -	\$ 1,500	-100.0%
TOTAL OPERATING EXPENSES		\$ 255,412	\$ 17,883	\$ 36,661	\$ 42,569	-13.9%
Change in Net Position		\$ -	\$ 1	\$ 1	\$ -	

Michigan Municipal Services Authority
VHWM

Fund	Activity	FYE 2016 Adopted	November 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance	
Operating Revenues							
501	539	State Grants	\$ -	\$ -	\$ -	\$ -	
501	600	Charges for Services	\$ 600,000	\$ 53,014	\$ 137,518	\$ 100,000	37.5%
TOTAL OPERATING REVENUES			\$ 600,000	\$ 53,014	\$ 137,518	\$ 100,000	37.5%
Operating Expenses							
501	266	Attorney	\$ 6,000	\$ -	\$ 3,395	\$ 1,000	239.5%
501	271	Program Management	\$ 60,000	\$ -	\$ -	\$ 10,000	-100.0%
501	272	Contractual Services	\$ 540,000	\$ 98,082	\$ 117,921	\$ 90,000	31.0%
501		Transfer to General Fund	\$ 127,706	\$ 8,942	\$ 18,331	\$ 21,284	-13.9%
TOTAL OPERATING EXPENSES			\$ 733,706	\$ 107,024	\$ 139,647	\$ 122,284	14.2%
Change in Net Position			\$ (133,706)	\$ (54,011)	\$ (2,129)	\$ (22,284)	-90.4%

**Michigan Municipal Services Authority
FMS**

Fund	Activity	FYE 2016 Adopted	November 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance	
Operating Revenues							
502	539	State Grants	\$ -	\$ -	\$ -	\$ -	0.0%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ -	\$ 477,238	-100.0%
TOTAL OPERATING REVENUES			\$ 2,863,430	\$ -	\$ -	\$ 477,238	-100.0%
Operating Expenses							
502	266	Attorney	\$ 6,000			\$ 1,000	-100.0%
502	271	Program Management	\$ 50,000	\$ -	\$ -	\$ 8,333	-100.0%
502	272	Contractual Services	\$ 2,679,047	\$ 7,350	\$ 8,600	\$ 446,508	-98.1%
502		Transfer to General Fund	\$ 127,706	\$ 8,942	\$ 18,331	\$ 21,284	-13.9%
TOTAL OPERATING EXPENSES			\$ 2,862,753	\$ 16,292	\$ 26,931	\$ 477,126	-94.4%
Change in Net Position			\$ 677	\$ (16,292)	\$ (26,931)	\$ 113	-23967.9%

**Michigan Municipal Services Authority
All Funds**

	FYE 2016 Adopted	November 2016	FYE 2016 Year to Date	FYE 2016 Budget to Date	Variance
OPERATING REVENUES					
General	\$ 255,412	\$ 17,884	\$ 36,662	\$ 21,284	72.2%
VHWM	\$ 600,000	\$ 53,014	\$ 137,518	\$ 50,000	175.0%
FMS	\$ 2,863,430	\$ -	\$ -	\$ 238,619	-100.0%
TOTAL OPERATING REVENUES	\$ 3,718,842	\$ 70,898	\$ 174,180	\$ 309,904	-43.8%
OPERATING EXPENSES					
General	\$ 255,412	\$ 17,883	\$ 36,661	\$ 21,284	72.2%
VHWM	\$ 733,706	\$ 107,024	\$ 139,647	\$ 61,142	128.4%
FMS	\$ 2,862,753	\$ 16,292	\$ 26,931	\$ 238,563	-88.7%
TOTAL OPERATING EXPENSES	\$ 3,851,871	\$ 141,199	\$ 203,239	\$ 320,989	-36.7%
CHANGE IN NET POSITION	\$ (133,029)	\$ (70,302)	\$ (29,059)	\$ (11,086)	162.1%

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
10/31/16			Beginning Balance			\$ 649,657.29
11/3/16	DEPOSIT		Deposit		\$ 52,143.58	\$ 701,800.87
	Direct Deposits		Payroll	\$ 5,268.16		\$ 696,532.71
	ACH	Payroll Tax	EFTPS Federal Tax	\$ 3,848.80		\$ 692,683.91
	ACH	Payroll Tax	State of MI -SUW	\$ 536.80		\$ 692,147.11
11/4/16	ACH		Benefits Express	\$ 45,645.47		\$ 646,501.64
	ACH		Plante Moran	\$ 5,050.00		\$ 641,451.64
	ACH	Expenses	Robert Bruner Jr.	\$ 1,058.85		\$ 640,392.79
	ACH	Expenses	Robert Bruner Jr.	\$ 169.52		\$ 640,223.27
11/10/16	ACH		Segal Consulting	\$ 6,125.00		\$ 634,098.27
	ACH		Segal Consulting	\$ 1,400.00		\$ 632,698.27
	charge		Bank Service Charge	\$ 97.70		\$ 632,600.57
11/14/16	ACH	Expenses	Kristen Delaney	\$ 20.00		\$ 632,580.57
	ACH	Expenses	Kristen Delaney	\$ 97.12		\$ 632,483.45
11/17/16	7501		BCBSM	\$ 1,042.86		\$ 631,440.59
	Direct Deposits		Payroll	\$ 5,268.17		\$ 626,172.42
11/18/16	ACH		Benefits Express	\$ 44,911.63		\$ 581,260.79
	ACH		Michael A Tawney & Co	\$ 475.00		\$ 580,785.79
	ACH		Plante Moran	\$ 2,300.00		\$ 578,485.79
11/30/16	DEPOSIT		Deposit		\$ 870.00	\$ 579,355.79
TOTAL MI MUN SERV AUTH CASH BALANCE						\$ 579,355.79

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

ASSETS

CURRENT ASSETS

Cash in Bank	\$ 579,355.79
Due From Cities	153,790.56
Due from State	<u>48,027.55</u>

Total Current Assets 781,173.90

PROPERTY AND EQUIPMENT

TOTAL ASSETS \$ 781,173.90

CURRENT LIABILITIES

Accounts Payable	\$ 183,883.88
Accrued State W/H	536.80
Accrued Federal W/H	1,728.00
Accrued FICA	2,809.19
Accrued MESC	27.63
Accrued Salaries & Wages	<u>8,998.33</u>

Total Current Liabilities 197,983.83

LONG-TERM LIABILITIES

Total Liabilities 197,983.83

FUND BALANCE

Fund Balance Retained	612,248.29
Current Revenue over Expenses	<u>(29,058.22)</u>

Total Fund Balance 583,190.07

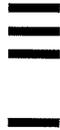
TOTAL LIABILITIES AND FUND BALANCE \$ 781,173.90

Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 2 Months Ended November 30, 2016

	<u>1 Month Ended</u> <u>November 30, 2016</u>	<u>2 Months Ended</u> <u>November 30, 2016</u>
Revenues		
Contract Revenue	\$ 53,013.58	\$ 137,517.65
Operating Expenses		
Salary Director	\$ 9,461.54	\$ 18,923.08
Wages - Administrative Staff	4,400.00	8,800.00
Outside Service Contractors	105,432.10	126,520.85
Payroll Taxes	1,060.41	2,120.81
Office Expense	1,078.85	3,808.46
Legal & Accounting	475.00	4,169.80
Insurance - Health	1,042.86	1,042.86
Mileage Reimbursement	266.64	1,020.68
Bank Service Charges	97.70	169.33
	<hr/>	<hr/>
Total Operating Expenses	123,315.10	166,575.87
Revenues over Expenses	<u>\$ (70,301.52)</u>	<u>\$ (29,058.22)</u>



Statement Period Date: 11/1/2016 - 11/30/2016
 Account Type: Comm'l 53 Analyzed
 Account Number: 7166385711



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



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

4533

Account Summary - 7166385711

11/01	Beginning Balance	\$649,657.29	Number of Days in Period	30
	Checks			
17	Withdrawals / Debits	\$(127,540.38)		
2	Deposits / Credits	\$53,013.58		
11/30	Ending Balance	\$575,130.49		

Withdrawals / Debits

17 items totaling \$127,540.38

Date	Amount	Description
11/01	169.52 ✓	Michigan Municip CREDITS 4616288140 110116 OFFSET TRANSACTION
11/01	1,058.85 ✓	Michigan Municip CREDITS 4616288140 110116 OFFSET TRANSACTION
11/01	5,050.00 ✓	Michigan Municip PAYMENTS 4616288140 110116 OFFSET TRANSACTION
11/01	45,645.47 ✓	Michigan Municip PAYMENTS 4616288140 110116 OFFSET TRANSACTION
11/02	5,268.16 ✓	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 110216
11/07	1,400.00 ✓	Michigan Municip PAYMENTS 4616288140 110716 OFFSET TRANSACTION
11/07	6,125.00 ✓	Michigan Municip PAYMENTS 4616288140 110716 OFFSET TRANSACTION
11/09	20.00 ✓	Michigan Municip CREDITS 4616288140 110916 OFFSET TRANSACTION
11/09	97.12 ✓	Michigan Municip CREDITS 4616288140 110916 OFFSET TRANSACTION
11/10	97.70 ✓	SERVICE CHARGE
11/15	475.00 ✓	Michigan Municip PAYMENTS 4616288140 111516 OFFSET TRANSACTION
11/15	3,848.80 ✓	IRS USATAXPYMT 270672012562335 MICHIGAN MUNICIPAL SER 111516
11/15	44,911.63 ✓	Michigan Municip PAYMENTS 4616288140 111516 OFFSET TRANSACTION
11/16	5,268.17 ✓	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 111616
11/21	536.80 ✓	MI Business Tax Payment SMIBUS000683044 TawneyMichael 112116
11/21	2,300.00 ✓	Michigan Municip PAYMENTS 4616288140 112116 OFFSET TRANSACTION
11/30	5,268.16	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 113016

Deposits / Credits

2 items totaling \$53,013.58

Date	Amount	Description
11/03	52,143.58	DEPOSIT
11/30	870.00	DEPOSIT

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
11/01	597,733.45	11/09	636,966.75	11/16	582,365.45
11/02	592,465.29	11/10	636,869.05	11/21	579,528.65
11/03	644,608.87	11/15	587,633.62	11/30	575,130.49
11/07	637,083.87				

Michigan Municipal Services Authority
Check Register

Check Number	Check Date	Payee	Amount
Checks			
7501	11/17/16	BCBSM	1,042.86
201611001	11/04/16	Benefit Express Services LLC	45,645.47
201611002	11/04/16	Plante Moran	5,050.00
201611003	11/04/16	Robert J. Bruner Jr.	1,058.85
201611004	11/04/16	Robert J. Bruner Jr.	169.52
201611005	11/10/16	Segal Consulting	6,125.00
201611006	11/10/16	Segal Consulting	1,400.00
201611007	11/14/16	Kristen Delaney	20.00
201611008	11/14/16	Kristen Delaney	97.12
201611009	11/18/16	Benefit Express Services LLC	44,911.63
201611010	11/18/16	Michael A. Tawney & Co PC	475.00
201611011	11/25/16	Plante Moran	2,300.00
Total checks	12		<u>108,295.45</u>
		Total	<u>108,295.45</u>

Michigan Municipal Services Authority

Check List

All Bank Accounts

November 1, 2016 - November 30, 2016

Check Number	Check Date	Payee	Amount
Payroll Direct Deposit			
5309	11/03/16	Bruner Jr., Robert J	3,574.96
5310	11/03/16	Delaney, Kristen A	1,693.20
5311	11/17/16	Bruner Jr., Robert J	3,574.97
5312	11/17/16	Delaney, Kristen A	<u>1,693.20</u>
Payroll Direct Deposit Total			<u>10,536.33</u>
Vendor Checks			
5307	11/03/16	Internal Revenue Service	3,848.80
5308	11/03/16	State of Michigan	<u>536.80</u>
Vendor Check Total			<u>4,385.60</u>
Check List Total			<u><u>14,921.93</u></u>

Check count = 6

**Michigan Municipal Services Authority
Payroll Journal Entry**

November 1, 2016 - November 30, 2016

Reference	Date	GL Account	GL Account Description	Debit Amount	Credit Amount
Payroll Checks					
P89	11/03/16	105	Cash in Bank		5,268.16
P89	11/17/16	105	Cash in Bank		5,268.17
P89	11/03/16	209	Accrued State W/H		268.40
P89	11/17/16	209	Accrued State W/H		268.40
P89	11/03/16	210	Accrued Federal W/H		864.00
P89	11/17/16	210	Accrued Federal W/H		864.00
P89	11/03/16	212	Accrued FICA		1,060.42
P89	11/17/16	212	Accrued FICA		1,060.40
P89	11/03/16	500	Salary Director	4,730.77	
P89	11/17/16	500	Salary Director	4,730.77	
P89	11/03/16	512	Payroll Taxes	530.21	
P89	11/17/16	512	Payroll Taxes	530.20	
P89	11/03/16	502	Wages - Administrative Staff	2,200.00	
P89	11/17/16	502	Wages - Administrative Staff	2,200.00	
			Totals	<u>14,921.95</u>	<u>14,921.95</u>
Vendor Checks					
5307	11/03/16	105	Cash in Bank		3,848.80
5307	11/03/16	210	Accrued Federal W/H	1,728.00	
5307	11/03/16	212	Accrued FICA	2,120.80	
5308	11/03/16	105	Cash in Bank		536.80
5308	11/03/16	209	Accrued State W/H	536.80	
			Totals	<u>4,385.60</u>	<u>4,385.60</u>

Distribution count = 19

FMS Program Update

MMSA Administrative Report

FMS Program Update

Program Management

- No major issues reported during the November 3 FMS Leadership meeting
- Next FMS Leadership meeting is December 8
- Kent County: Budget and finance are live (troubleshooting finance reporting); Human resources go live has been postponed from November and is to be determined (maybe March 2017)
- Grand Rapids: Budget and finance are live (troubleshooting interfaces); Human resources is scheduled to go live in December
- Genesee County: Finance go live has been postponed from October and is to be determined; Human resources go live has been postponed from December and is to be determined; Budget is scheduled to go live in January but that may change too

FMS Program Update

Program Development

- Oakland County
 - Proposal submitted November 1, 2016
- Wayne County
 - Proposal submitted November 14, 2016

FMS Program Update

Grant Management

- CGAP Grant FY 2014 (Round 1)
 - Q1 2016 CGAP grant report was submitted April 15
 - Q2 2016 CGAP grant report was submitted July 25
 - Q3 2016 CGAP grant report was submitted October 19
 - First reimbursement request was submitted October 27
 - Q4 2016 CGAP grant report is due January 30, 2017

VHWM Program Update

MMSA Administrative Report

VHWM Project Update

Invoices

- **October 2016:** Invoice sent to the City of Detroit for payment on October 31, 2016. Payment is still outstanding.
- The City of Detroit has implemented a new invoice submission system. Segal has reviewed the updated process. Registration has been completed and it has been approved by the City of Detroit. Segal has requested, and is still awaiting, log-in access in order to submit invoices via the new system. Both Segal and the Authority have followed up with the City numerous times on the system access.

VHWM Program Update

City of Detroit - Call Center Update

- Open enrollment for the City of Detroit began on November 1, 2016 and was scheduled to close on November 15, 2016. For this time period, wait times in the queue ranged from 3 to 10 minutes. On November 14, 2016, call volumes increased significantly and the decision was made to move from live calls to callbacks. Through the callback model, employees are required to leave their phone number and the next available customer service representative returns the calls in the order in which they were received. There were over 2,000 callbacks to return as of November 15, 2016 and estimated time for a returned call was approximately 48 hours. The City extended the enrollment period through November 22, 2016. All callbacks and any required enrollments were completed as of November 23, 2016.

VHWM Program Update

City of Detroit - Other Updates

- **Open Enrollment:** Open enrollment for City of Detroit active employees closed on November 22, 2016. Two new dental plans were available for 2017 through DenCap and Golden Dental Plans. Note that two new enrollment files are being built by BE and they are currently being tested.
- **C.O.P.S. Trust Medical Plan:** City of Detroit Police and Fire unions previously offered medical and prescription drug coverage, separate from the City offerings, through C.O.P.S. Trust. Due to the significant losses incurred by this plan, they have notified the City that they will not continue to offer coverage in 2017. Preliminary open enrollment results indicate that approximately 1,500 employees previously enrolled in C.O.P.S. Trust have enrolled in a City sponsored plan for 2017.
 - The Police and Fire unions and the City of Detroit are exploring the possibility of offering another plan to these employees sometime in 2017. The City has issued a medical RFP, which Segal was asked to assist in data preparation and analyzing responses.

VHWM Program Update

City of Detroit – Ultipro Payroll

- **Full implementation of the Ultipro census and payroll system file interfaces:** The implementation of UltiPro is now delayed until sometime in 2017. A new go-live date is not yet set. We have provided additional payroll files for additional testing in October. We expect the implementation to be staggered with different groups going live at different points over the next year or so.

VHWM Program Update

City of Detroit – MMSA Contract and Benefit Express Renewal

- Due to the departure of the retirees from City's benefits administration, the monthly reimbursement for the MMSA services was greatly reduced beginning in January, 2016, as the MMSA fees are based on a fixed per employee per month amount. In order for the City to continue receiving the same level of service from the MMSA and Segal, the MMSA proposed the City be charged the same hourly rate that the MMSA is charged by Segal, \$100 per hour capped at \$15,000 per month. This began in June, 2016.
- The City's Procurement Director has approved implementation of the new cost structure. Retroactive time charges above the PEPM cap for June and July were added to the August invoice and the August charges included on the September invoice. Both invoices have been paid by the City.
- Final updates to the MMSA Contract and the one-year Benefit Express renewal were reviewed with the City of Detroit on November 4, 2016. Additional revisions were made to the contract on November 21, 2016. The Contract has been approved internally at the City for presentation to City Council for approval.

VHWM Program Update

Program Development

- The development of an benefit administration system solution for Intermediate School Districts and similar entities, such as Wayne RESA, is still viable. BenefitExpress has acquired a smaller benefit administration system firm called benefitsCONNECT. This firm provides a better-priced solution for smaller entities, which may be an option for groups such as Wayne RESA. More information on the acquisition is forthcoming from BenefitExpress.

VHWM Program Update

Benefit Plans for CEO

- Medical, dental and vision coverage for the MMSA CEO has been implemented. Approval for enrollment was received from Blue Cross Blue Shield of Michigan (BCSBM) on November 28, 2016. A call to review the set-up and details of the HSA component is being scheduled with BCBSM.

MI SHIP Update

MMSA Administrative Report

MI Self-Funded Healthcare Program (MI SHIP) Update

Program Development

- Discussions with Western Michigan Health Insurance Pool (WMHIP) are on hold until March 2017 pending their strategic planning process
- We met with Michigan Municipal Risk Management (MMRMA) in February and April but several attempts to schedule another meeting have failed

Municipal Talent Pipeline Update

MMSA Administrative Report

Recent Job Postings

Assessing

- Assessment Administrators, WCA Assessing
- Residential Field Appraisers, WCA Assessing
- Deputy City Assessor, Portage
- Residential Assessor, Taylor
- Residential Real Estate Appraisers, Southfield

Recent Job Postings

Finance

- Treasurer/Comptroller, Grosse Pointe Woods
- Deputy Finance Director, Novi
- Assistant City Controller, Midland
- Assistant Finance Director, Birmingham
- Deputy Director of Finance/Treasurer, Plymouth
- Accountant, Owosso
- Finance Director, Wayne

Program Development Update

MMSA Administrative Report

Potential Programs & Services

CISO as a Service

- Lots of interest at the November 18 Mi-GMIS Regional Roundtable
- Follow-up meeting TBD

Fleet Management

- Conference call with Kalamazoo on December 2

Potential Programs & Services

Voice over Internet Protocol (VoIP)

- Not much interest at the November 18 Mi-GMIS Regional Roundtable
- Oakland County is preparing an RFP that may result in an extendable contract
- We will monitor the situation to determine whether or not there is a role for the Authority

Networking

Q1 Events

- Michigan Municipal Executives (MME) Winter Institute
- Michigan Municipal League (MML) Capital Conference
- Michigan Association of Counties (MAC) Legislative Conference
- Michigan Government Finance Officers Association (MGFOA) Spring Seminar

Networking

Q2 Events

- Michigan Townships Association (MTA) Annual Conference
- Michigan Association of County Administrative Officers (MACAO) Spring Conference

Networking

Q3 Events

- Michigan Association of Equalization Directors (MAED) Annual Conference
- Michigan Municipal Executives (MME) Summer Workshop
- Michigan Assessors Association (MAA) Annual Summer Conference
- Michigan Government Management Information Sciences (Mi-GMIS) Fall Conference
- Michigan Municipal League (MML) Annual Convention

Networking

Q3 Events (continued)

- Michigan Public Employer Labor Relations Association (MPELRA) Annual Conference
- Michigan Association of Counties (MAC) Annual Conference
- Michigan Government Finance Officers Association (MGFOA) Fall Training Institute
- Michigan Communities Association of Mapping Professionals (MiCAMP) Annual Conference

Networking

Q4 Events

- International City/County Management Association (ICMA) Annual Conference



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**AUTHORITY BOARD
RESOLUTION 2016-B**

Schedule of Regular Meetings for Calendar Year 2017

The authority board of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the following schedule of regular meetings is approved and adopted as the schedule of regular meetings for the authority board of the Authority for the calendar year ending December 31, 2017:

Date	Time	Location
Thursday, March 9, 2017	1:30 p.m.	Capital View Building 201 Townsend St Suite 900 Lansing, MI 48933
Thursday, June 8, 2017	1:30 p.m.	Livonia City Hall 33000 Civic Center Drive, 4 th Floor Livonia, MI 48154
September 2017	1:30 p.m.	(TBD)
Thursday, December 14, 2017	1:30 p.m.	Capital View Building 201 Townsend St Suite 900 Lansing, MI 48933

Secretary's Certification:

I certify that this resolution was adopted by the authority board of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on December 8, 2016.

By: _____
James Cambridge
Authority Secretary



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

Schedule of Regular Meetings for Calendar Year 2017

The executive committee of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the following notice and schedule of regular meetings is approved and adopted as the schedule of regular meetings for the executive committee of the Authority for the calendar year ending December 31, 2017:

Date	Conflict
Thursday, September 7, 2017	FMS Leadership Meeting
Thursday, September 14, 2017	Michigan Municipal League (MML) Annual Convention
Thursday, September 21, 2017	Michigan Public Employer Labor Relations Association (MPELRA) Annual Conference
Thursday, September 28, 2017	Michigan Communities Association of Mapping Professionals (MiCAMP) Conference

Secretary’s Certification:

I certify that this resolution was adopted by the executive committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on December 8, 2016.

By:

James Cambridge
Authority Secretary

City of Detroit Major Activities by Month Segal Consulting

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

These out of scope changes include the following:

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

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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> ○ Work Order #6 – 10/23/2013: Add optional life and AD&D coverage selection to the active open enrollment windows. Not included in original programming request. ● Retiree informational meetings held – provided overview of new online system <ul style="list-style-type: none"> ○ 12 sessions were held at the City of Detroit main office and at Macomb Community College
November 2013	\$15,000	323	<ul style="list-style-type: none"> ● Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal ● Retiree open enrollment is postponed until 3/1/2014 ● Active employee open enrollment begins ● Assisted with responses to call center questions and escalations ● Develop monthly invoice and assist with work order processing ● Active employee enrollment sessions held <ul style="list-style-type: none"> ○ 15 sessions were held at multiple City of Detroit work locations for active employees to receive one on one assistance with enrollment on the new site. ● Work Order #7A- 11/4/2013: Last minute system changes for open enrollment; includes retirement status code updates, BCBSM/CMS compliance updates, and changes to the retiree HAP Rx only plan. ● Work Order #8 – 11/5/2013: Additional ports required for toll-free phone line. Call volumes were 2.5 times higher than anticipated and caused the phone line to fail. Benefit Express had to add additional phone line ports in order to properly manage the call volume. ● Work Order #12 – 11/20/2013: Extension of the active open enrollment period to 11/22/2013. ● Work Order #13 – 11/21/2013: Extending call center support for 10 weeks. Added due to continued high call volume. ● Work Order #15 – 11/25/2013: Hiring six additional customer service reps for 4 weeks due to higher than expected call volume. ● Work Order #18 – 11/24/2013: Adding semi-monthly and monthly payroll schedules. These payroll schedules were not provided during system set-up.
December 2013	\$15,000	273	<ul style="list-style-type: none"> ● Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal ● Data clean-up from active open enrollment

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Provided on-site assistance with retiree enrollment sessions <ul style="list-style-type: none"> ○ 41 sessions were held across the City for retirees to receive one on one assistance with their enrollment in a City sponsored or individual plan. • Finalized and tested enrollment site for retiree enrollment • Retiree open enrollment begins
February 2014	\$15,000	246.75	<ul style="list-style-type: none"> • Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Data clean up from retiree open enrollment. • Data clean up from active open enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis. • Assisted with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain open and requires our ongoing support. • Develop monthly invoice and assist with work order processing • Work Order #28 –2/12/2014: Extension of 12 customer service reps through 3/28/2014.
March 2014	\$15,000	181	<ul style="list-style-type: none"> • Twice weekly implementation/status calls with Benefit Express and the City of Detroit • Maintain open and closed items logs • Retiree benefits are effective 3/1/2014 • Data clean up from retiree open enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis • Data clean up from active open enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis • Assisted with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain open and requires our ongoing support. • Developed weekly MAPD file reconciliation process

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • BCBSM MAPD file reconciliation for managing deceased retirees/surviving spouses requires additional programming of the Benefit Express system • Planning for special enrollment period for retiree settlement changes begins for benefits effective 8/1/2014. • Work Order #29 – 3/4/2014: System set-up for special enrollment period for retiree settlement changes. • Work Order #32 – 3/18/2014: Add system option for benefits effective date of hire and/or file processing option for ad-hoc benefit effective dates. • Develop monthly invoice and assist with work order processing
April 2014	\$15,000	263	<ul style="list-style-type: none"> • Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Planning for special enrollment period for retiree settlement changes continues • Retiree settlement agreement requires document verification for implementation of stipend changes. Hodges Mace selected as the vendor for this process. • Implementation activity with verification vendor begins • Assisted with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the effective date change for retiree benefits, the call center continues to remain open and requires our ongoing support. • Prepare data updates for Benefit Express system for special enrollment period. • Data clean up from retiree open enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis • Work Order #34 – BCBSM MAPD File Reconciliation/Retiree Death Processing – 04/15/2014 • Develop monthly invoice and assist with work order processing
May 2014	\$15,000	260.25	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<p>second retiree open enrollment, the call center continues to remain open and requires our ongoing support.</p> <ul style="list-style-type: none"> • Develop monthly invoice and assist with work order processing
July 2014	\$15,000	152	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Data clean-up from special enrollment period and stipend verification project continues • Data clean up from retiree enrollment continues. Some of these issues are more complex than originally anticipated which requires us track them on an ongoing basis • Assist with responses to call center questions and escalations. The call center was originally intended to be open only during the first enrollment period in November 2013. With the addition of this second retiree open enrollment, the call center continues to remain open and requires our ongoing support. • Create stipend file to load to Benefit Express • Create stipend file to load to pension and Flex-Plan that includes retroactive stipends • Assist with finalizing contract between MMSA and the City of Detroit • Develop monthly invoice and assist with work order processing
August 2014	\$15,000	168.75	<ul style="list-style-type: none"> • Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Benefits from special enrollment period effective 8/1/2014. • Begin planning for active and retiree open enrollment, tentatively scheduled for 11/10/2014 – 11/21/2014 (e.g. finalize rates, plans, other changes) • Negotiate new pricing terms with Benefit Express for the transition of the retirees to standalone VEBA administrators. • Data clean up from special enrollment period continues • Assist with responses to call center questions and escalations.

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Develop monthly invoice and assist with work order processing
September 2014	\$15,000	172.50	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Continue planning for active and retiree open enrollment, tentatively scheduled for 11/10/2014 – 11/21/2014 • Training for COD Benefits Administration staff on ongoing processing in the Benefit Express system • Assist with documenting work order necessary for active and retiree open enrollment site changes • Draft and edit communication material and mailing lists for active and retiree open enrollment • Assist with responses to call center questions and escalations. • Coordinate with carriers on open enrollment material needed – SBCs, EOCs, benefit summaries, rates, etc. • Data updates for Benefit Express site for active and retiree open enrollment. • Develop monthly invoice and assist with work order processing • Finalize pricing terms with Benefit Express for the transition of the retirees to standalone VEBA administrators • Develop MMSA project budget estimates for 2014, 2015 and 2016 plan years • Work Order #40 – BCN MAPD File Reconciliation/Retiree Death Processing • Work Order #41 – Manual Employee Data Update Hourly Charges (Ongoing)
October 2014	\$15,000	232.50	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Review and finalize work order for active and retiree open enrollment changes – Work Order #42 – 2015 Annual Enrollment Changes • Coordinate with carriers on open enrollment material needed – SBCs, EOCs, benefit summaries, rates, etc. • Set schedule for in-person open enrollment meetings for actives and retirees, coordinate with carriers on additional support needed, and conduct enrollment training with carriers, if needed

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment and ongoing data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice and assist with work order processing • Work Order #45 – Update to allow Medicare-eligible, duty disabled retirees to add dependents to dental and vision coverage • Work Order #46 - Update to add Medicare information to retiree dental segments on BCBSM eligibility file • Work Order #47 – Update BPIDs/group structure for BCBSM active eligibility file • Add new “active” plan for non-Medicare police and fire surviving spouses and children and conduct another open enrollment. (Note – an additional open enrollment period was not necessary. This was a closed group of employees. Benefit changes were implemented for this group only). • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15
February 2015	\$9,275	92.75	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment and ongoing data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Work Order #48 – Update to implement tracking for special classes of employees and implement a “waive” option for retiree medical coverage. Also to include an import file to fill in the new fields for the special classes as well as updating other data fields (married to another employee (duplicate SSN issue resolution), union local no, second address, etc.). • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15 • Create eligibility and other data files for new VEBA administrators. The VEBAs began requesting data

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			from Benefit Express in February 2015. This process is currently being reviewed and refined.
March 2015	\$15,000	184.50	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree open enrollment and ongoing data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15 • Create eligibility and other data files for new VEBA administrators. The VEBAs began requesting data from Benefit Express in February 2015. The City was provided with data and will coordinate all future data requests • Work Order #49 – VEBA Transition Updates: Create new HRA plan to replace current stipend plan, update group structures for carriers where needed, and update 834 files where needed. Develop communication outlining the change for affected retirees • Create production file for FlexPlan for new HRA plan • Review duplicate SSN report, document necessary changes and provide data to clean up some of the duplicates (Work Order #48 import file)
April 2015	\$12,225	122.25	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Coordinate with carriers (BCBSM, BCN, HAP, BCBSM dental, Golden Dental and Heritage Vision) to provide split billing to accommodate both VEBAs • Review and document Audit #25 report to clean – up benefit class effective date issues

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Review and document discrepancies between April and May FlexPlan production files • Work Order #50 – Update BCN MAPD eligibility file to add retiree’s phone number • Assist with cleaning-up weekly audit reports from Benefit Express • Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15
May 2015	\$15,000	170.75	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs • Weekly status calls with the City of Detroit and Segal • Run and review audit reports for active and retiree continued data clean –up. • Assist with responses to call center questions and escalations • Develop monthly invoice, run corresponding census report and assist with work order processing • Review and document discrepancies between May and June FlexPlan production files • Provide information to City of Detroit benefits manager on ACA hours tracking and reporting vendors; assist with scheduling demos of various systems • Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system. • Work Order #51 – Provide Medicare Advantage enrollment calls for BCBSM/BCN on a quarterly basis for auditing purposes • Coordinate with BCBSM dental to provide split billing to accommodate both VEBAs • Provide training to staff to clean-up benefit class effective date issues (Audit #25 report) • Develop import file (Work Order #48) to include married/dependent of another employee indicator with corresponding SSN, retiree special tracking classes indicator, pre-2015 retiree indicator, address corrections, union local number corrections <p>(Note that additional hours in May were billed for other Segal staff members for the analysis and development for a proposed pooling arrangement for the VHWM, which does not apply to the City.)</p>
June 2015	\$11,025	110.25	<ul style="list-style-type: none"> • Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal • Maintain open and closed items logs

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Assist the City/Benefit Express with ongoing system set-up for ACA reporting • Assist the City and the selected vendor to complete the 1094-C transmission • Assist the City with development of HSA plan and a Minimum Value plan for certain contractors. • Finalize analysis of ScriptGuideRx proposal • Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed. • Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files. • Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open enrollment material. • Begin 2017 renewal process and data request to vendors
June 2016	\$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	41.00 – City of Detroit Support 11.5 – Actuarial	<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

City of Detroit Major Activities by Month

Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
	Development for the Risk Pool	Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> • 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 project and assist with status calls as needed. • 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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
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 \$750 - Actuarial Work and New Program Development for the Risk Pool	81.50 – City of Detroit Support 3.75 - 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 • 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			<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

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
			<ul style="list-style-type: none"> • Weekly status calls with the City of Detroit and Segal • Run and review audit reports 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)). • 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.