



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF A REGULAR MEETING

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

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, April 13, 2017	1:30 PM	Capitol View Building Constitution Room – 9th Floor 201 Townsend Street Lansing, MI 48933

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

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

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, April 13, 2017 at 1:30 PM

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

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the March 9, 2017 regular Executive Committee meeting
- V. Administrative Report**
 - a. Financial Report
 - b. Program Updates
 - c. Program Development Update
- VI. New Business**
 - a. Resolution 2017-01 FY 2016-2017 General Appropriations Act Amendment
 - b. Resolution 2017-02 Procurement of Auditing Services
- VII. Public Comment**
- VIII. Other Business**
- IX. Adjournment**

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



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

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, March 9, 2017 at 2:00 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 2:22 PM.

II. Roll Call

Executive Committee Member Attendance:

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

*Participated via teleconference.

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Steven Liedel, Dykema

III. Approval of Agenda

Moved by: Smith
Supported by: Vanderberg

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the January 12, 2017 regular Executive Committee meeting

Moved by: Vanderberg
Supported by: Smith

Yes: X No: ___

V. Administrative Report

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

VI. New Business

None.

II. Public Comment

None

III. Other Business

None

IV. Adjournment

Motion to adjourn the meeting at 2:24 PM.

Moved by: Smith
Supported by: Vanderberg

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on April 13, 2017.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared April 10, 2017

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

General Fund

VHWM

FMS

All Funds

Summary of Revenues and Expenditures

Bank Reconciliation

Balance Sheet

Statement of Income

Check Register

Check List

Bank Account Summary

FMS Program Update

MMSA Administrative Report

FMS Program Update

Program Development

- Oakland County
 - April 6: The County has, “decided not to move forward with your firm for the demonstration phase of the process.” The County has “short-listed” the following four firms and software:
 - Cherry Road - Oracle Fusion
 - Quintel - SAP
 - Sierra-Cedar - Workday
 - Ciber - Infor
- City of Lansing
 - March 30 demonstration was postponed TBD
- Wayne County
 - Nothing new

FMS Program Update

Amendment Agreements

- CGI proposed amendments to the FMS Program Services Agreement and Participation Agreements in January
- Several conference calls have occurred since then
- Next conference call is scheduled for April 18

FMS Program Update

Implementation Progress

- Grand Rapids: Budget, finance, and human resources are all live
- Kent County: Budget and finance are live; Human resources is scheduled to go-live in April
- Genesee County: Finance is live; Human resources go-live has been postponed from April and is to be determined; Budget go-live has been postponed from January and is to be determined

FMS Program Update

Grant Management

- CGAP Grant FY 2014 (Round 1)
 - Reimbursement from Treasury was received in February
 - The Authority issued reimbursements Genesee County, Grand Rapids, and Kent County in March
 - This concludes Implementation Group A reimbursements
 - Q1 2017 CGAP grant report is due April 28

VHWM Program Update

MMSA Administrative Report

VHWM Program Update

City of Detroit - Invoices

- January 2017: Paid on March 31
- February 2017: Paid on March 31
- March 2017: Invoice sent on March 1, 2017
- April 2017: Invoice sent on March 31, 2017

VHWM Program Update

City of Detroit - Amendment Agreement

- Authority and Benefit Express signed Amendment Agreement on February 7
- CEO signed Amendment Agreement with the City on February 10
- Waiting for signed Amendment Agreement from the City (but the City paid January and February invoices)

VHWM Program Update

City of Detroit - Call Center Update

- Call volumes continued to decrease in March from 150 calls to 100 calls per week
- Wait times have decreased as well averaging one or two minutes

VHWM Program Update

City of Detroit - Payroll Implementation

- Implementation has been delayed until sometime in 2017. A new go-live date is TBD. Additional payroll files were provided for testing in February. This indicates the City may be making progress but we have not been provided with any details.

VHWM Program Update

City of Detroit - Medical RFP

- The City is evaluating new plan options to be effective January 1, 2018. Any plan options will be offered to ALL employees.
- Segal provided a sample benefit survey to the City. The City updated it and distributed it to employees in March.
- Results were provided to the Police and Fire unions on April 4, 2017 with about 20% of enrollees responding. As expected, employees were dissatisfied with the contributions and benefits.

VHWM Program Update

City of Detroit - Medical RFP (continued)

- In addition, employees are not interested in a high-deductible health plan (HDHP) with a health savings account (HSA), narrow network plans (include 25% or less of the physicians in the area) with decreased employee contributions, or lower deductible plans with higher employee contributions.
- Segal is researching a narrow network plan with increased utilization management at the same cost as the current plan.

MI Self-Funded Healthcare Program (MI SHIP) Update

MMSA Administrative Report

MI SHIP Update

MMRMA

- We met with the Michigan Municipal Risk Management (MMRMA) in February and April 2016 but several attempts to schedule another meeting have failed

WMHIP

- The Western Michigan Health Insurance Pool (WMHIP) is not interested in establishing a formal relationship

MI SHIP Update

Potential Next Steps

- Meet with Grand Rapids to discuss anchoring the pool
- Study Center for Local Government Benefits Pool (CLGBP) model in Ohio

Municipal Talent Pipeline Update

MMSA Administrative Report

MTP Program Development

- March 15: Meeting with Rochester College
- March 16: American Society of Employers (ASE) HR Conference
- March 21: Meeting with the City of the Village of Clarkston
- March 27: Meeting with the Wayne County Airport Authority
- March 27: Call with EDSI Consulting
- April 5: Call with randrr

Program Development Update

MMSA Administrative Report

Program Development Update

CISO as a Service

- March 17: Mi-GMIS Regional Roundtable

Fleet Management

- April 5: Reviewed the proposal with legal counsel

Program Development Update

Medicare Coordination and Social Security Disability Advocacy Services

- March 6: Call with City of River Rouge
- March 7: Call with City of Roseville
- March 20: Call with Allsup
- March 23: Call with The Advocator Group and Social Security Advocates for the Disabled



**EXECUTIVE COMMITTEE
RESOLUTION 2017-01**

FY 2016-2017 General Appropriations Act Amendment

The Executive Committee of the Michigan Municipal Services Authority (“Authority”) resolves that the FY 2016-2017 General Appropriations Act is amended as follows:

Section 6. Estimated Revenues and Expenditures. Estimated total revenues and expenditures for the Authority for FY 2016-2017 are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$255,412	\$255,412
VHWM Fund	\$600,000	\$733,706
FMS Fund	\$4,363,430	\$4,362,753

The Chief Executive Officer is permitted to execute transfers within these limits between appropriations without the prior approval of the Executive Committee.

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 April 13, 2017.

By: _____
James Cambridge
Authority Secretary



**EXECUTIVE COMMITTEE
RESOLUTION 2016-29**

FY 2016-2017 General Appropriations Act

The Executive Committee of the Michigan Municipal Services Authority resolves:

Section 1. Title. This resolution shall be known and may be cited as the Michigan Municipal Services Authority FY 2016-2017 General Appropriations Act.

Section 2. Public Hearing. In compliance with 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on _____ and a public hearing on the proposed budget was held by the Executive Committee of the Michigan Municipal Services Authority ("Authority") on September 22, 2016.

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

Section 4. Adoption of Budget by Activity. The Executive Committee of the Authority adopts the budget for the Authority for the fiscal year beginning on October 1, 2016 and ending on September 30, 2017 by activity. Authority officials responsible for the expenditures authorized in the budget may expend Authority funds up to, but not to exceed, the total appropriation authorized for each activity.

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

Section 6. Estimated Revenues and Expenditures. Estimated total revenues and expenditures for the Authority for FY 2016-2017 are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$255,412	\$255,412
VHWM Fund	\$600,000	\$733,706
FMS Fund	\$2,863,430	\$2,862,753

General Fund Revenue

Number	Revenue Source	FY 2016-2017 Recommendation
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$255,412
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	Total Revenue	\$255,412

General Fund Expenditures

Number	Expenditure	FY 2016-2017 Recommendation
701	Personal Services	\$195,812
726	Supplies	\$1,000
800	Other Services and Charges	\$58,600
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$0
	Total Expenditures	\$255,412
	Change in Net Position	\$0
	Net position, beginning of year	\$202,442
	Net position, end of year (\$)	\$202,442

Virtual Health and Wellness Marketplace (VHWM) Revenue

Number	Revenue Source	FY 2016-2017 Recommendation
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$600,000
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	Total Revenue	\$600,000

Virtual Health and Wellness Marketplace (VHWM) Expenditures

Number	Expenditure	FY 2016-2017 Recommendation
701	Personal Services	\$0
726	Supplies	\$0
800	Other Services and Charges	\$606,000
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$127,706
	Total Expenditures	\$733,706
	Change in Net Position	\$(133,706)
	Net position, beginning of year	\$208,695
	Net position, end of year (\$)	\$74,990

Financial Management System (FMS) Fund Revenue

Number	Revenue Source	FY 2016-2017 Recommendation
401	Taxes	\$0
450	Licenses and Permits	\$0
501	Federal Grants	\$0
539	State Grants	\$0
580	Contribution From Local Units	\$0
600	Charges for Services	\$2,863,430
655	Fines and Forfeits	\$0
664	Interest and Rents	\$0
671	Other Revenue	\$0
	Total Revenue	\$2,863,430

Financial Management System (FMS) Fund Expenditures

Number	Expenditure	FY 2016-2017 Recommendation
701	Personal Services	\$0
726	Supplies	\$0
800	Other Services and Charges	\$2,745,047
970	Capital Outlay	\$0
990	Debt Service	\$0
999	Appropriation (Operating) Transfers (Out)	\$127,706
	Total Expenditures	\$2,862,753
	Change in Net Position	\$677
	Net position, beginning of year	\$319,716
	Net position, end of year (\$)	\$320,393

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

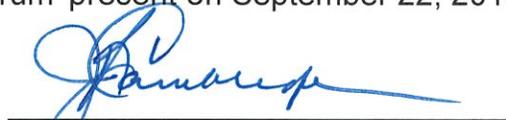
Section 8. Budget Monitoring. Whenever it appears to the Chief Administrative Officer of the Authority that the actual and probable revenues in any fund of the Authority will less than the estimated revenues upon which appropriations from the fund were based, and when it appears that expenditures will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

Section 9. Adoption. Motion made by DeLong. Seconded by Vanderberg to adopt this resolution as the general appropriations act for the Authority for the fiscal year ending September 30, 2017. Upon a roll call vote, the following members of the Executive Committee voted yes: Behler, Cambridge, DeLong, Smith and Vanderberg. The following noted no: (none).

Secretary's Certification:

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on September 22, 2016.

By:



James Cambridge
Authority Secretary



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
RESOLUTION 2017-02**

Procurement of Auditing Services

The Executive Committee of the Michigan Municipal Services Authority (“Authority”) resolves that the Chief Executive Officer of the Authority (“CEO”) is authorized to execute the attached engagement letter dated March 16, 2017 with Abraham & Gaffney, P.C. to provide audit services for the Authority’s fiscal years ending September 30, 2017 and 2018.

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 April 13, 2017.

By: _____
James Cambridge
Authority Secretary

Principals

Dale J. Abraham, CPA
Michael T. Gaffney, CPA
Steven R. Kirinovic, CPA
Aaron M. Stevens, CPA
Eric J. Glashouwer, CPA
Alan D. Panter, CPA
William I. Tucker IV, CPA



3511 Coolidge Road
Suite 100
East Lansing, MI 48823
(517) 351-6836
FAX: (517) 351-6837

March 16, 2017

Michigan Municipal Services Authority
P.O. Box 12012
Lansing, MI 48901-2012

We are pleased to confirm our understanding of the services we are to provide the Michigan Municipal Services Authority for the years ending September 30, 2017 and 2018. We will audit the financial statements of the governmental activities and the major fund, which collectively comprise the basic financial statements of the Michigan Municipal Services Authority as of and for the years ending September 30, 2017 and 2018. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Michigan Municipal Services Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Michigan Municipal Service Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the Michigan Municipal Services Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities and the major fund of the Michigan Municipal Services Authority and the respective changes in financial position in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Michigan Municipal Service Authority's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit in January and to issue our reports no later than February 28 of each year. William I. Tucker IV, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services will be based on the actual time spent at our standard hourly rates, plus out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The fees are detailed as follows:

<u>Year Ending September 30,</u>	<u>Financial Audit</u>
2017	\$ 10,600
2018	10,6000

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review accompanied the proposal for audit services dated December 5, 2014.

If reproduction or publication of financial statements audited by us, or any portion thereof, is intended, it is our policy that any master of printer's proofs be submitted to us for review prior to publication.

We will continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary. However, the performance of each audit or consulting engagement is a separate and severable engagement. Each separate engagement shall be deemed complete and Abraham & Gaffney, P.C. will not have a continuing responsibility to perform additional services with respect to that completed engagement when we present to you the final fund financial statements or final audit report, respectively, that relates to any given year.

Our reports on the financial statements to be issued pursuant to this engagement are for your use. If it is your primary intent that our reports will benefit or influence a third party user we must be informed prior to the beginning of the annual engagement.

In connection with this engagement, we may communicate with you or others via e-mail transmission. As e-mails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that e-mails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of e-mail transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules. If the parties are unable to resolve the dispute through mediations within 60 days from the date notice is first given from one party to the other as to the existence of a dispute and the demand to mediate, then they may proceed to resolve the matter by arbitration if this agreement provides that the particular dispute is subject to arbitration, or by whatever other lawful means are available to them if this agreement does not provide for arbitration of the particular dispute. Costs of any mediation proceeding shall be shared equally by all parties.

The Authority and Abraham & Gaffney, P.C. both agree that any dispute over fees charged by Abraham & Gaffney, P.C. to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration shall be binding and final. The arbitration shall take place in East Lansing, Michigan. Any hearing shall be before one arbitrator in accordance with Rule 17 of the Commercial Arbitration Rules of the American Arbitration Association (the Rules). Any award rendered by the Arbitrator pursuant to this Agreement may be filed and entered and shall be enforceable in the appropriate court of the County in which arbitration proceeds. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution. The prevailing party shall be entitled to an award of reasonable attorney's fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to the Michigan Municipal Services Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Abraham & Gaffney, P.C.

ABRAHAM & GAFFNEY, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the Michigan Municipal Services Authority.

By: _____

Title: _____

Date: _____

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	\$15,000 – City of Detroit Support	160.50 – City of Detroit Support	<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
	\$850 - Actuarial Work and New Program Development for the Risk Pool	4.25 - Actuarial Work and New Program Development for the Risk Pool	<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)) • 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. • 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.

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 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 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. • Finalize split rates for the Police and Fire and General City segments. • Assist the City with the 2016 non-discrimination testing

City of Detroit Major Activities by Month Segal Consulting

Month	Segal Fees Invoiced to the MMSA	Total Hours	Major Activities
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			<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 and HDHP) • Review eligibility options • Provide benefit survey results