



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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## **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:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Thursday, May 11, 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

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**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, May 11, 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 April 13, 2017 regular Executive Committee meeting
- V. Administrative Report**
  - a. Financial Report
  - b. Program Updates
  - c. Program Development Update
- VI. New Business**
- VII. Public Comment**
- VIII. Other Business**
- IX. Adjournment**

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



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

**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, April 13, 2017 at 1:30 p.m.

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

**MINUTES**

Proposed Minutes       Approved Minutes

MEETING TYPE:     Regular     Special

**I. Call to Order**

The meeting was called to order at 1:32 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 type="checkbox"/> Present	<input checked="" 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: DeLong

Yes: X            No: \_\_\_

**IV. Approval of Minutes**

a. Minutes of the March 9, 2017 regular Executive Committee meeting

Moved by: DeLong  
Supported by: Smith

Yes: X            No: \_\_\_

**V. Administrative Report**

The administrative report was delivered by CEO Robert Bruner.

**VI. New Business**

a. Resolution 2017-01 FY 2016-2017 General Appropriations Act  
Amendment

Moved by: Cambridge  
Supported by: Smith

Yes: X            No: \_\_\_

b. Resolution 2017-02 Procurement of Auditing Services

Moved by: Smith  
Supported by: DeLong

**II. Public Comment**

None

**III. Other Business**

None

**IV. Adjournment**

Motion to adjourn the meeting at 1:54 PM.

Moved by: Smith  
Supported by: DeLong

Yes: X      No: \_\_\_

**Certification of Minutes**

Approved by the Executive Committee on May 11, 2017.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared May 9, 2017

Collaborate • Innovate • Serve

# Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority  
General Fund**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2017 Adopted</b>	<b>April 2017</b>	<b>FYE 2017 Year to Date</b>	<b>FYE 2017 Budget to Date</b>	<b>Variance</b>
<b>Operating Revenues</b>						
101	539		\$ -	\$ -	\$ -	
		\$ 127,706	\$ 8,543	\$ 69,905	\$ 74,495	-6.2%
		\$ 127,706	\$ 8,543	\$ 69,905	\$ 74,495	-6.2%
<b>TOTAL OPERATING REVENUES</b>		<b>\$ 255,412</b>	<b>\$ 17,086</b>	<b>\$ 139,810</b>	<b>\$ 148,990</b>	<b>-6.2%</b>
<b>Operating Expenses</b>						
101	101	\$ 2,000	\$ -	\$ -	\$ 1,167	-100.0%
101	173	\$ 224,812	\$ 16,186	\$ 125,533	\$ 131,140	-4.3%
101	191	\$ 5,000	\$ 900	\$ 4,276	\$ 2,917	46.6%
101	223	\$ 10,600	\$ -	\$ 10,000	\$ 6,183	61.7%
101	228	\$ 4,000	\$ -	\$ -	\$ 2,333	-100.0%
101	266	\$ 9,000	\$ -	\$ -	\$ 5,250	-100.0%
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 255,412</b>	<b>\$ 17,086</b>	<b>\$ 139,809</b>	<b>\$ 148,990</b>	<b>-6.2%</b>
<b>Change in Net Position</b>		<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ 1</b>	<b>\$ -</b>	

**Michigan Municipal Services Authority  
VHWM**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2017 Adopted</b>	<b>April 2017</b>	<b>FYE 2017 Year to Date</b>	<b>FYE 2017 Budget to Date</b>	<b>Variance</b>	
<b>Operating Revenues</b>							
501	539	State Grants	\$ -	\$ -	\$ -	\$ -	
501	600	Charges for Services	\$ 600,000	\$ 80,740	\$ 530,408	\$ 350,000	51.5%
		<b>TOTAL OPERATING REVENUES</b>	<b>\$ 600,000</b>	<b>\$ 80,740</b>	<b>\$ 530,408</b>	<b>\$ 350,000</b>	<b>51.5%</b>
<b>Operating Expenses</b>							
501	266	Attorney	\$ 6,000	\$ -	\$ 12,698	\$ 3,500	262.8%
501	271	Program Management	\$ 60,000	\$ -	\$ -	\$ 35,000	-100.0%
501	272	Contractual Services	\$ 540,000	\$ 113,564	\$ 474,576	\$ 315,000	50.7%
501		Transfer to General Fund	\$ 127,706	\$ 8,543	\$ 69,905	\$ 74,495	-6.2%
		<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 733,706</b>	<b>\$ 122,107</b>	<b>\$ 557,179</b>	<b>\$ 427,995</b>	<b>30.2%</b>
		<b>Change in Net Position</b>	<b>\$ (133,706)</b>	<b>\$ (41,367)</b>	<b>\$ (26,771)</b>	<b>\$ (77,995)</b>	<b>-65.7%</b>

**Michigan Municipal Services Authority  
FMS**

<b>Fund</b>	<b>Activity</b>	<b>FYE 2017 Adopted</b>	<b>April 2017</b>	<b>FYE 2017 Year to Date</b>	<b>FYE 2017 Budget to Date</b>	<b>Variance</b>
<b>Operating Revenues</b>						
502	539	State Grants	\$ -	\$ -	\$ 1,500,000	\$ - 0.0%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ 1,889,620	\$ 1,670,334 13.1%
<b>TOTAL OPERATING REVENUES</b>			<b>\$ 2,863,430</b>	<b>\$ -</b>	<b>\$ 3,389,620</b>	<b>\$ 1,670,334 102.9%</b>
<b>Operating Expenses</b>						
502	266	Attorney	\$ 6,000			\$ 3,500 -100.0%
502	271	Program Management	\$ 50,000	\$ -	\$ -	\$ 29,167 -100.0%
502	272	Contractual Services	\$ 2,679,047	\$ -	\$ 3,291,991	\$ 1,562,777 110.7%
502		Transfer to General Fund	\$ 127,706	\$ 8,543	\$ 69,905	\$ 74,495 -6.2%
<b>TOTAL OPERATING EXPENSES</b>			<b>\$ 2,862,753</b>	<b>\$ 8,543</b>	<b>\$ 3,361,896</b>	<b>\$ 1,669,939 101.3%</b>
<b>Change in Net Position</b>			<b>\$ 677</b>	<b>\$ (8,543)</b>	<b>\$ 27,724</b>	<b>\$ 395 6920.2%</b>

**Michigan Municipal Services Authority  
All Funds**

	FYE 2017 Adopted		April 2017		FYE 2017 Year to Date		FYE 2017 Budget to Date	Variance
<b>OPERATING REVENUES</b>								
General	\$ 255,412	\$	17,086	\$	139,810	\$	148,990	-6.2%
VHWM	\$ 600,000	\$	80,740	\$	530,408	\$	350,000	51.5%
FMS	\$ 2,863,430	\$	-	\$	3,389,620	\$	1,670,334	102.9%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 3,718,842</b>	<b>\$</b>	<b>97,826</b>	<b>\$</b>	<b>4,059,838</b>	<b>\$</b>	<b>2,169,325</b>	<b>87.1%</b>
<b>OPERATING EXPENSES</b>								
General	\$ 255,412	\$	17,086	\$	139,809	\$	148,990	-6.2%
VHWM	\$ 733,706	\$	122,107	\$	557,179	\$	427,995	30.2%
FMS	\$ 2,862,753	\$	8,543	\$	3,361,896	\$	1,669,939	101.3%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,851,871</b>	<b>\$</b>	<b>147,736</b>	<b>\$</b>	<b>4,058,885</b>	<b>\$</b>	<b>2,246,925</b>	<b>80.6%</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (133,029)</b>	<b>\$</b>	<b>(49,910)</b>	<b>\$</b>	<b>953</b>	<b>\$</b>	<b>(77,600)</b>	<b>-101.2%</b>

# MICHIGAN MUNICIPAL SERVICES AUTHORITY

## Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
3/31/17			Beginning Balance			\$ 659,175.64
4/6/17	Direct Deposits		Payroll	\$ 5,068.26		\$ 654,107.38
	ACH	payroll tax	Federal Payroll Tax	3,234.94		\$ 650,872.44
	ACH	payroll tax	State of Michigan	472.94		\$ 650,399.50
	ACH	payroll tax	Federal Payroll Tax FUTA	84.00		\$ 650,315.50
	ACH	payroll tax	State of Michigan - UIA	489.60		\$ 649,825.90
4/7/17	ACH	expenses	Robert Bruner	588.39		\$ 649,237.51
	ACH	expenses	Robert Bruner	710.80		\$ 648,526.71
	ACH		Segal Consulting	3,800.00		\$ 644,726.71
	ACH		Segal Consulting	250.00		\$ 644,476.71
4/14/17	ACH		Benefits Express	59,310.69		\$ 585,166.02
	ACH		Benefits Express	50,203.25		\$ 534,962.77
	ACH		Michael A Tawney	300.00		\$ 534,662.77
4/20/17	Direct Deposits		Payroll	5,068.25		\$ 529,594.52
4/27/17	ACH		BCBS	1,042.86		\$ 528,551.66
4/28/17	ACH		Abraham Gaffney	600.00		\$ 527,951.66
	Deposit		City of Detroit	-	80,740.15	\$ 608,691.81
<b>TOTAL MI MUN SERV AUTH CASH BALANCE</b>						<b>\$ 608,691.81</b>

**Michigan Municipal Services Authority**  
**Balance Sheet**  
**As of April 30, 2017**

**ASSETS**

**CURRENT ASSETS**

Cash in Bank	\$ 608,691.81
Due From Cities	153,790.56
Due from State	<u>48,027.55</u>

**Total Current Assets** 810,509.92

**PROPERTY AND EQUIPMENT**

**TOTAL ASSETS** \$ 810,509.92

**CURRENT LIABILITIES**

Accounts Payable	\$ 183,883.88
Accrued State W/H	472.94
Accrued Federal W/H	1,344.00
Accrued FICA	2,579.27
Accrued MESC	27.64
Accrued Salaries & Wages	<u>8,998.33</u>

**Total Current Liabilities** 197,306.06

**LONG-TERM LIABILITIES**

**Total Liabilities** 197,306.06

**FUND BALANCE**

Fund Balance Retained	612,248.29
Current Revenue over Expenses	<u>955.57</u>

**Total Fund Balance** 613,203.86

**TOTAL LIABILITIES AND FUND BALANCE** \$ 810,509.92

**Michigan Municipal Services Authority**  
**Statement of Income**  
**For the 1 Month and 7 Months Ended April 30, 2017**

	<u>1 Month Ended</u> <u>April 30, 2017</u>	<u>7 Months Ended</u> <u>April 30, 2017</u>
<b>Revenues</b>		
Contract Revenue	\$ 80,740.15	\$ 3,920,028.01
<b>Operating Expenses</b>		
Salary Director	\$ 8,498.90	\$ 67,110.99
Wages - Administrative Staff	4,400.00	33,000.00
Outside Service Contractors	113,563.94	3,760,153.06
Payroll Taxes	945.45	7,234.90
MESC Taxes	0.00	489.61
FUTA Taxes	0.00	84.00
Office Expense	710.80	9,023.32
Legal & Accounting	900.00	32,786.50
Insurance - Health	1,042.86	5,214.30
Mileage Reimbursement	588.39	3,375.84
Bank Service Charges	<u>0.00</u>	<u>599.92</u>
<b>Total Operating Expenses</b>	130,650.34	3,919,072.44
<b>Revenues over Expenses</b>	<u>\$ (49,910.19)</u>	<u>\$ 955.57</u>




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



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4556

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

## Account Summary - 7166385711

<b>04/01</b>	<b>Beginning Balance</b>	<b>\$659,175.64</b>	Number of Days in Period	30
1	Checks	\$(489.60)		
14	Withdrawals / Debits	\$(130,734.38)		
1	Deposits / Credits	\$80,740.15		
<b>04/30</b>	<b>Ending Balance</b>	<b>\$608,691.81</b>		

### Check

**1 check totaling \$489.60**

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

Number	Date Paid	Amount
5344 i	04/10	489.60

### Withdrawals / Debits

**14 items totaling \$130,734.38**

Date	Amount	Description
04/04	588.39	Michigan Municip CREDITS 4616288140 040417 OFFSET TRANSACTION
04/04	710.80	Michigan Municip CREDITS 4616288140 040417 OFFSET TRANSACTION
04/05	5,068.26 ✓	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 040517
04/17	3,234.94 ✓	IRS USATAXPYMT 270750705337804 MICHIGAN MUNICIPAL SER 041717
04/19	5,068.25 ✓	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 041917
04/20	472.94 ✓	MI Business Tax Payment SMIBUS001045724 TawneyMichael 042017
04/25	250.00	Michigan Municip PAYMENTS 4616288140 042517 OFFSET TRANSACTION
04/25	300.00	Michigan Municip PAYMENTS 4616288140 042517 OFFSET TRANSACTION
04/25	600.00	Michigan Municip PAYMENTS 4616288140 042517 OFFSET TRANSACTION
04/25	3,800.00	Michigan Municip PAYMENTS 4616288140 042517 OFFSET TRANSACTION
04/25	50,203.25	Michigan Municip PAYMENTS 4616288140 042517 OFFSET TRANSACTION
04/25	59,310.69	Michigan Municip PAYMENTS 4616288140 042517 OFFSET TRANSACTION
04/27	1,042.86 ✓	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 042717
04/28	84.00 ✓	IRS USATAXPYMT 270751872048038 MICHIGAN MUNICIPAL SER 042817

### Deposits / Credits

**1 item totaling \$80,740.15**

Date	Amount	Description
04/28	80,740.15	CITY OF DETROIT 99807 FIN A/P 98 203854 MICHIGAN MUNICIPAL SER 042817

### Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
04/04	657,876.45	04/17	649,083.65	04/25	529,078.52
04/05	652,808.19	04/19	644,015.40	04/27	528,035.66
04/10	652,318.59	04/20	643,542.46	04/28	608,691.81

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

**Michigan Municipal Services Authority**  
**Check List**

All Bank Accounts  
April 1, 2017 - April 30, 2017

Check Number	Check Date	Payee	Amount
<b>Payroll Direct Deposit</b>			
5345	04/06/17	Bruner Jr., Robert J	3,374.06
5346	04/06/17	Delaney, Kristen A	1,694.20
5347	04/20/17	Bruner Jr., Robert J	3,374.05
5348	04/20/17	Delaney, Kristen A	1,694.20
<b>Payroll Direct Deposit Total</b>			<u>10,136.51</u>
<b>Vendor Checks</b>			
5341	04/06/17	Internal Revenue Service	84.00
5342	04/06/17	Internal Revenue Service	3,234.94
5343	04/06/17	State of Michigan	472.94
5344	04/06/17	State of Michigan - Unemployment Insurance Agency	489.60
<b>Vendor Check Total</b>			<u>4,281.48</u>
<b>Check List Total</b>			<u><u>14,417.99</u></u>

Check count = 8

Michigan Municipal Services Authority  
Check Register

Check Number	Check Date	Payee	Amount
Vendor Checks			
201704001	04/07/17	Robert J. Bruner Jr.	588.39
201704002	04/07/17	Robert J. Bruner Jr.	710.80
201704003	04/07/17	Segal Consulting	3,800.00
201704004	04/07/17	Segal Consulting	250.00
201704005	04/14/17	Benefit Express Services LLC	59,310.69
201704006	04/14/17	Benefit Express Services LLC	50,203.25
201704007	04/14/17	Michael A. Tawney & Co PC	300.00
201704008	04/28/17	Abraham & Gaffney, PC	600.00
Total checks	8		<u>115,763.13</u>
		Total	<u>115,763.13</u>

# FMS Program Update

MMSA Administrative Report

# FMS Program Update

## **Program Development**

- Wayne County Airport Authority
- Wayne County
  - Nothing new
- City of Lansing
  - 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
- Conference call 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 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

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

## 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"> <li>○ <b>Work Order #6 – 10/23/2013: Add optional life and AD&amp;D coverage selection to the active open enrollment windows. Not included in original programming request.</b></li> <li>● Retiree informational meetings held – provided overview of new online system               <ul style="list-style-type: none"> <li>○ 12 sessions were held at the City of Detroit main office and at Macomb Community College</li> </ul> </li> </ul>
November 2013	\$15,000	323	<ul style="list-style-type: none"> <li>● Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>● <b>Retiree open enrollment is postponed until 3/1/2014</b></li> <li>● Active employee open enrollment begins</li> <li>● Assisted with responses to call center questions and escalations</li> <li>● Develop monthly invoice and assist with work order processing</li> <li>● Active employee enrollment sessions held               <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>● <b>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.</b></li> <li>● <b>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.</b></li> <li>● <b>Work Order #12 – 11/20/2013: Extension of the active open enrollment period to 11/22/2013.</b></li> <li>● <b>Work Order #13 – 11/21/2013: Extending call center support for 10 weeks. Added due to continued high call volume.</b></li> <li>● <b>Work Order #15 – 11/25/2013: Hiring six additional customer service reps for 4 weeks due to higher than expected call volume.</b></li> <li>● <b>Work Order #18 – 11/24/2013: Adding semi-monthly and monthly payroll schedules. These payroll schedules were not provided during system set-up.</b></li> </ul>
December 2013	\$15,000	273	<ul style="list-style-type: none"> <li>● Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>● Data clean-up from active open enrollment</li> </ul>

## 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"> <li>• 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.</li> <li>• Planning for retiree open enrollment begins</li> <li>• Developed and edited new retiree benefit communications for 3/1/2014 effective date.</li> <li>• 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.</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• <b>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.</b></li> <li>• <b>Work Order #19 – 12/6/2013: Leave administration set-up, which includes two additional rate discriminators not originally included.</b></li> <li>• <b>Work Order #22 – 12/19/2013: Retiree open enrollment changes for new 3/1/2014 effective date.</b></li> </ul>
January 2014	\$15,000	282.75	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Active benefits are effective 1/1/2014</li> <li>• Data clean-up from active open enrollment continues</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• Maintain open and closed items logs</li> <li>• <b>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.</b></li> <li>• Coordinated and scheduled COD and Segal on-site representation for retiree enrollment sessions with BCBSM and HAP</li> <li>• Provided BCBSM and HAP representatives training on the Benefit Express enrollment site.</li> </ul>

## 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"> <li>• <b>Provided on-site assistance with retiree enrollment sessions</b> <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• <b>Finalized and tested enrollment site for retiree enrollment</b></li> <li>• <b>Retiree open enrollment begins</b></li> </ul>
February 2014	\$15,000	246.75	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• <b>Data clean up from retiree open enrollment.</b></li> <li>• <b>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.</b></li> <li>• <b>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.</b></li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• <b>Work Order #28 –2/12/2014: Extension of 12 customer service reps through 3/28/2014.</b></li> </ul>
March 2014	\$15,000	181	<ul style="list-style-type: none"> <li>• Twice weekly implementation/status calls with Benefit Express and the City of Detroit</li> <li>• Maintain open and closed items logs</li> <li>• <b>Retiree benefits are effective 3/1/2014</b></li> <li>• <b>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</b></li> <li>• <b>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</b></li> <li>• <b>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.</b></li> <li>• <b>Developed weekly MAPD file reconciliation process</b></li> </ul>

## 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"> <li>• <b>BCBSM MAPD file reconciliation for managing deceased retirees/surviving spouses requires additional programming of the Benefit Express system</b></li> <li>• <b>Planning for special enrollment period for retiree settlement changes begins for benefits effective 8/1/2014.</b></li> <li>• <b>Work Order #29 – 3/4/2014: System set-up for special enrollment period for retiree settlement changes.</b></li> <li>• <b>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.</b></li> <li>• <b>Develop monthly invoice and assist with work order processing</b></li> </ul>
April 2014	\$15,000	263	<ul style="list-style-type: none"> <li>• <b>Twice weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</b></li> <li>• <b>Maintain open and closed items logs</b></li> <li>• <b>Weekly status calls with the City of Detroit and Segal</b></li> <li>• <b>Planning for special enrollment period for retiree settlement changes continues</b></li> <li>• <b>Retiree settlement agreement requires document verification for implementation of stipend changes. Hodges Mace selected as the vendor for this process.</b></li> <li>• <b>Implementation activity with verification vendor begins</b></li> <li>• <b>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.</b></li> <li>• <b>Prepare data updates for Benefit Express system for special enrollment period.</b></li> <li>• <b>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</b></li> <li>• <b>Work Order #34 – BCBSM MAPD File Reconciliation/Retiree Death Processing – 04/15/2014</b></li> <li>• <b>Develop monthly invoice and assist with work order processing</b></li> </ul>
May 2014	\$15,000	260.25	<ul style="list-style-type: none"> <li>• <b>Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</b></li> </ul>

## 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"> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• <b>Draft and edit communication material for retirees regarding special enrollment period and verification process. Develop mailing lists for enrollment communication and verification process.</b></li> <li>• <b>Prepare data updates for Benefit Express system for special enrollment period.</b></li> <li>• <b>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.</b></li> <li>• <b>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</b></li> <li>• <b>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</b></li> <li>• <b>Work Order #38 - Transfer EMS to General City Benefits – 05/16/14</b></li> <li>• Develop monthly invoice and assist with work order processing</li> </ul>
June 2014	\$15,000	191.25	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• <b>Finalize and test enrollment site for special enrollment period</b></li> <li>• <b>Special enrollment period held from 06/09/14 – 06/20/14.</b></li> <li>• <b>Retiree stipend verification process held from 05/23/14 (date of notification) – 06/23/14.</b></li> <li>• <b>Data clean-up from special enrollment period and stipend verification project begins</b></li> <li>• <b>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</b></li> <li>• <b>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</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

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

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

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

## 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"> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree open enrollment and ongoing data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice and assist with work order processing</li> <li>• <b>Work Order #45 – Update to allow Medicare-eligible, duty disabled retirees to add dependents to dental and vision coverage</b></li> <li>• <b>Work Order #46 - Update to add Medicare information to retiree dental segments on BCBSM eligibility file</b></li> <li>• <b>Work Order #47 – Update BPIDs/group structure for BCBSM active eligibility file</b></li> <li>• <b>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).</b></li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> </ul>
February 2015	\$9,275	92.75	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree open enrollment and ongoing data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>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.).</b></li> <li>• <b>Continue planning for retiree transition to two separate VEBA administrators effective 04/01/15</b></li> <li>• <b>Create eligibility and other data files for new VEBA administrators. The VEBAs began requesting data</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

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

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

## 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"> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up.</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Begin review and update of active enrollment guides for the next open enrollment period</li> <li>• <b>Review and document discrepancies between June and July FlexPlan production files</b></li> <li>• <b>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.</b></li> <li>• <b>Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system</b></li> <li>• <b>Coordinate with BCBSM dental to provide split billing to accommodate both VEBAs</b></li> <li>• <b>Analyze catastrophic drug claim reports for retirees to determine reimbursement amounts (part of the settlement agreement)</b></li> </ul>
July 2015	\$14,200	142	<ul style="list-style-type: none"> <li>• Bi-weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports for active and retiree continued data clean –up</li> <li>• Assist with responses to call center questions and escalations</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Continue to review and update the active enrollment guides for the next open enrollment period</li> <li>• <b>Review and document discrepancies between July and August FlexPlan production files</b></li> <li>• <b>Work Order #53 - Provide coordination assistance between Benefit Express and the City for the implementation of the new Ultipro payroll/HRIS system</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project</b></li> </ul>

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

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

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

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

## 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"> <li>• Continue to assist the City with the analysis of ScriptGuideRx proposal</li> <li>• Work Order #64 – Set up of new Rx option for LSA members (ScriptGuide). This is not final.</li> <li>• Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</li> <li>• Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</li> </ul>
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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean-up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</b></li> <li>• <b>Assist the City/Benefit Express with ongoing system set-up for ACA reporting</b></li> <li>• <b>Assist the City with implementation of vendor to complete the 1094-C transmission</b></li> <li>• <b>Finalize analysis of ScriptGuideRx proposal</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> <li>• <b>Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open enrollment material.</b></li> </ul>
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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean-up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</b></li> </ul>

## 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"> <li>• Assist the City/Benefit Express with ongoing system set-up for ACA reporting</li> <li>• Assist the City and the selected vendor to complete the 1094-C transmission</li> <li>• Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</li> <li>• Finalize analysis of ScriptGuideRx proposal</li> <li>• Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</li> <li>• Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</li> <li>• Attend City Vendor meetings with BCBSM, HAP, Navia Benefits and CVS to collect FAQ's for open enrollment material.</li> <li>• Begin 2017 renewal process and data request to vendors</li> </ul>
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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean-up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Assist the City/Benefit Express to finalize ACA reporting as needed</li> <li>• Assist the City/Benefit Express with ongoing system set-up for ACA reporting</li> <li>• Assist the City and the selected vendor to complete the 1094-C transmission and any necessary corrections.</li> <li>• Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</li> <li>• Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</li> <li>• Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</li> <li>• Begin review of 2017 renewals development of 2017 rates.</li> </ul>
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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> </ul>

## 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"> <li>• Run and review audit reports continued data clean –up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Begin planning for open enrollment.</b></li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</b></li> <li>• <b>Assist the City/Benefit Express with ongoing system set-up for ACA reporting</b></li> <li>• <b>Assist the City and the selected vendor to complete the 1094-C transmission and any necessary corrections.</b></li> <li>• <b>Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> </ul>
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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean –up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Continue planning for open enrollment (finalizing rates, determine system changes, request work order, etc.).</li> <li>• <b>Assist the City/Benefit Express to finalize ACA reporting as needed</b></li> <li>• <b>Assist the City/Benefit Express with ongoing system set-up for ACA reporting</b></li> <li>• <b>Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> <li>• <b>Update Scriptguide Rx claims target with actual data and provide support in negotiations</b></li> </ul>

## 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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean –up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• Continue planning for open enrollment (finalize rates, finalize work order, review and update benefit book, etc.).</li> <li>• <b>Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> </ul>
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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data clean –up</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• 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)).</li> <li>• <b>Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> <li>• <b>Assist the City with analysis related to separate Police and Fire medical plan.</b></li> </ul>
November 2016	\$15,000 – City of Detroit Support	160.50 – City of Detroit Support	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> </ul>

## 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"> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data cleanup</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• 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))</li> <li>• Conduct open enrollment</li> <li>• Work Order #66 – Annual Open Enrollment</li> <li>• <b>Work Order – ACA Government Required Forms</b></li> <li>• <b>Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> <li>• <b>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.</b></li> <li>• <b>Re-evaluate data and calculate split rates for the Police and Fire and General City segments.</b></li> </ul>
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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data cleanup</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Work Order – ACA Government Required Forms</b></li> <li>• <b>Assist the City with development of HSA plan and a Minimum Value plan for certain contractors.</b></li> <li>• <b>Maintain separate meeting minutes for the UltiPro project and assist with status calls as needed.</b></li> <li>• <b>Provide assistance with the review and updates to the Ultipro payroll deduction, census and ACA files.</b></li> </ul>

## 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"> <li>• Review monthly ACA reporting based on historical data load and provide feedback</li> <li>• Review and provide feedback on ACA set-up document</li> <li>• 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.</li> <li>• Re-evaluate data and calculate split rates for the Police and Fire and General City segments.</li> <li>• Assist the City with the 2016 non-discrimination testing</li> </ul>
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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data cleanup</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Work Order – ACA Government Required Forms</b></li> <li>• Review monthly ACA reporting based on historical data load and provide feedback</li> <li>• Review and provide feedback on ACA set-up document</li> <li>• 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.</li> <li>• Finalize split rates for the Police and Fire and General City segments.</li> <li>• Assist the City with the 2016 non-discrimination testing</li> </ul>

## 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"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data cleanup</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Work Order – ACA Government Required Forms – forms were sent to employees by 02/28/17</b></li> <li>• <b>Review monthly ACA reporting based on historical data load and provide feedback</b></li> <li>• <b>Hold final meeting on Police and Fire specific RFPs and confirm next steps</b></li> <li>• <b>Assist the City with 2018 medical RFP process that will encompass all City employees.</b> <ul style="list-style-type: none"> <li>• <b>Create Benefits 101 overview for union leadership and present it</b></li> <li>• <b>Provide sample benefits survey</b></li> </ul> </li> <li>• <b>Provide a new set of full payroll files for the Ultipro project</b></li> </ul>
March 2017	\$3,925 – City of Detroit Support \$0 - Actuarial Work and New Program Development for the Risk Pool	39.25 – City of Detroit Support 0 – Actuarial Work and New Program Development for the Risk Pool	<ul style="list-style-type: none"> <li>• Weekly implementation/status calls with Benefit Express, the City of Detroit and Segal</li> <li>• Maintain open and closed items logs</li> <li>• Weekly status calls with the City of Detroit and Segal</li> <li>• Run and review audit reports continued data cleanup</li> <li>• Assist with responses to call center questions and escalations as needed</li> <li>• Develop monthly invoice, run corresponding census report and assist with work order processing</li> <li>• <b>Review monthly ACA reporting based on historical data load and provide feedback</b></li> <li>• <b>Continue to meet bi-weekly with Police and Fire unions and create benefit presentations</b></li> <li>• <b>Assist the City with 2018 medical RFP process that will encompass all City employees</b> <ul style="list-style-type: none"> <li>• <b>Review vision options</b></li> <li>• <b>Review hearing options</b></li> <li>• <b>Review medical plan options (narrow network and HDHP)</b></li> <li>• <b>Review eligibility options</b></li> </ul> </li> <li>• <b>Provide benefit survey results</b></li> </ul>

## City of Detroit Major Activities by Month Segal Consulting

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