

Agenda

Police Pension Board Regular Meeting
Tuesday, April 16, 2024 - 8:15 AM
Richland City Hall ~ Parkway Conference
Room 625 Swift Boulevard

Police Pension Board Regular Meeting No. 777**Call to Order****Attendance****Presentations**

1. 2024 Law Enforcement Officers and Fire Fighters' (LEOFF) Cost of Living Adjustment (COLA)
- Brandon Allen, Finance Director

Public Comments:**Minutes:** (Approve by Motion)

2. Approval of the March 19, 2024 Police Pension Board Regular Meeting Minutes
- Jennifer Rogers, City Clerk

Financial Reports and Investments: (Approve to Accept and File by Motion)

3. March 2024 Preliminary Financial Statements
- Brandon Allen, Finance Director

Medical/Dental/Vision/Medicare/Other Claims: (Approve by Motion)

4. April 2024 Medical/Dental/Vision/Other Claims
- Jennifer Rogers, City Clerk

Business Items: (Approve by Motion)

5. Revised Police Pension Board Policies
- Brandon Allen, Finance Director

Board Member Comments**Adjournment: (Motion to Adjourn)**

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/16/2024

Agenda Category: Presentations

Subject:
2024 Law Enforcement Officers and Fire Fighters' (LEOFF) Cost of Living Adjustment (COLA)

Department: Police Pension Board	Document Type: Presentation
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Recommended Motion:

Summary:
A cost-of-living adjustment (COLA) is an annual adjustment applied to LEOFF retirement income to reflect changes in the economy. Most COLAs take effect July 1 and start with July 31 payments. The 2024 LEOFF COLA is presented for the Board's review.

Attachments:
I. 2024 LEOFF COLA

MEMORANDUM

TO: Police Pension Board

FROM: Jane Gagnebin, Payroll Specialist

DATE: April 16, 2024

RE: LEOFF COLA Changes

Following is the list of changes in pension allowances due to the 5.52% LEOFF COLA effective 4/1/24.
Calculations were verified by Brandon Allen, Finance Director.

Emp #	P#		Position	Salary	Longevity	Wage	%	41.20 Amt	Less	Board
0704	P04		Police Officer	8,843.00	176.86	9,019.86	50%	4,509.93	3,732.27	777.66
3218	P14		Sergeant	10,435.00	1,252.20	11,687.20	50%	5,843.60	4,296.55	1,547.05
3757	P15		Corporal	9,462.00		9,462.00	50%	4,731.00	4,116.44	614.56
0985	P19		Detective	9,374.00	187.48	9,561.48	50%	4,780.74	4,121.35	659.39
0489	P41W		Sergeant	10,435.00	208.70	10,643.70	33%	3,547.90	4,356.77	0
0927	P28		Sergeant	10,435.00	208.70	10,643.70	50%	5,321.85	4,298.52	1,023.33
3187	P31		Police Officer	8,843.00	1,061.16	9,904.16	50%	4,952.08	3,945.83	1,006.25
026	P37W		Sergeant	10,435.00	1,252.20	11,687.20	33%	3,895.73	4,298.37	0
										5,628.24

This represents a monthly decrease of \$ (1,282.23)

MEMORANDUM

TO: Police Pension Board

FROM: Jane Gagnebin, Payroll Specialist

DATE: April 16, 2024

RE: LEOFF COLA Changes

Following is the list of changes in pension allowances due to the 5.52% LEOFF COLA effective 4/1/24.
Calculations were verified by Brandon Allen, Finance Director.

Emp #	P#		Position	Salary	Longevity	Wage	%	41.20 Amt	Less	Board
3338	P03		Lieutenant	13,230.00		13,230.00	52%	6,879.60	5,918.44	961.16
5178	P18		Captain	13,892.00		13,892.00	33%	4,630.67	5,016.32	0
0042	P25W		Captain	13,892.00		13,892.00	33%	4,630.67	6,101.06	0
0914	P35		Lieutenant	13,230.00	20.00	13,250.00	54%	7,155.00	5,841.15	1,313.85
0777	P36		Captain	13,892.00		13,892.00	50%	6,946.00	5,044.63	1,901.37
										4,176.38

This represents a monthly decrease of \$ (879.07)

MEMORANDUM

TO: POLICE PENSION BOARD
FROM: Jane Gagnebin, Payroll Specialist

DATE: April 16, 2024

RE: LEOFF COLA Changes

Following is the list of changes in pension amounts due to 5.52% LEOFF COLA effective 4/1/24.

Calculations verified by Brandon Allen, Finance Director

Emp #		Position	Sal. Sch.	Longevity	Current Wage	%	41.20 Amount	Less LEOFF	Board Payment
3453		Deputy Chief of Police	15,021.00		15,021.00	60	9,012.60	7,670.85	1,341.75
4917		Director	17,389.00		17,389.00	60	10,433.40	9,963.37	470.03
New Monthly Total								\$	1,811.78

The total monthly decrease is \$ -922.49



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/16/2024

Agenda Category: Minutes

Subject:

Approval of the March 19, 2024 Police Pension Board Regular Meeting Minutes

Department:

Police Pension Board

Document Type:

Minutes

Recommended Motion:

Approve the meeting minutes from the Police Pension Board meeting held on March 19, 2024.

Summary:

Draft meeting minutes from the March 19, 2024 Police Pension Board meeting are presented for the Board's consideration and approval.

Attachments:

- I. March 19, 2024 Police Pension Board Meeting Minutes

Minutes

Police Pension Board Regular Meeting
Tuesday, March 19, 2024 ~ 8:15 AM
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Police Pension Board Regular Meeting No. 776

Mayor Richardson called the meeting to order at 8:15 a.m.

Attendance:

Mayor Richardson	Present
Finance Director Allen	Present
Police Representative Moore	Present
Police Representative Thomas	Present (telephonic)
Police Pension Board Secretary Rogers	Present

Presentations

None.

Public Comments

Police Pensioner Randy Carper shared his positive personal experience acquiring hearing aids through Amplifon Hearing Health Care.

Minutes

1. Approval of the February 20, 2024 Police Pension Board Regular Meeting Minutes

MR. MOORE MOVED AND FINANCE DIRECTOR ALLEN SECONDED THE MOTION TO APPROVE THE FEBRUARY 20, 2024 MEETING MINUTES AS PRESENTED. MOTION CARRIED 5-0.

Financial Reports and Investments

2. February 2024 Preliminary Financial Statements

Finance Director Allen reported that the February 2024 Preliminary Financial Statements were within expected parameters, and there were no unusual matters to present. There were no questions from the Board. Police Pension Member Moore provided further remarks on the process of obtaining hearing aids.

MR. MOORE MOVED AND FINANCE DIRECTOR ALLEN SECONDED THE MOTION TO RECEIVE AND PLACE ON FILE THE JANUARY 2024 PRELIMINARY FINANCIAL STATEMENTS AS PRESENTED. MOTION CARRIED 5-0.

Medical/Dental/Vision/Medicare/Other Claims

3. March 2024 Medical/Dental/Vision/Medicare/Other Claims Report

Police Pension Board Secretary Rogers stated seven (7) claims were submitted by two (2) pensioners and noted that there were no unusual matters to report. There were no questions from the Board.

MR. MOORE MOVED AND FINANCE DIRECTOR ALLEN SECONDED THE MOTION TO APPROVE THE MARCH 2024 MEDICAL/DENTAL/VISION/MEDICARE/OTHER CLAIMS REPORT AS PRESENTED IN THE AMOUNT OF \$5,259.53. MOTION CARRIED 5-0.

Business Items

4. Hearing Aid Benefit

Finance Director Allen revisited discussions from previous meetings about hearing aid benefits, noting that no action has been taken to incorporate a \$5,000 benefit provided by Cigna every three (3) years. Mr. Moore clarified that the discussion on this item was deferred at the last meeting due to Finance Director Allen's absence and concurred that adjustments should be made to align the policy with the actual amount Cigna covers. Mr. Moore suggested that in instances where pensioners incur expenses on hearing aids beyond the \$5,000 benefit, the Board could consider the claims individually.

Upon the request of Police Pension Board Secretary Rogers, Finance Director Allen clarified on the specifics of how the hearing aid benefits would be implemented.

FINANCE DIRECTOR ALLEN MOVED AND MR. MOORE SECONDED THE MOTION TO AMEND THE POLICE PENSION BOARD POLICIES TO REFLECT A \$5,000 BENEFIT FOR HEARING AIDS EVERY THREE YEARS, ALIGNING WITH THE BENEFITS OFFERED BY CIGNA. MOTION CARRIED 5-0.

5. Police Pension Board Vacancy

Police Pension Board Secretary Rogers reported that Police Pension Board Member Larry Couch resigned from his position on February 20, 2024, with his term due to expire on June 30, 2024. Police Pension Board Secretary Rogers suggested that given the Board has been operating without Mr. Couch, the vacant position can remain unfilled until the election process begins in May. The individual elected will serve a full three-year term.

Mr. Moore shared his thoughts on how vacancies should be filled, detailing the election mechanism and the terms of service. In response, Finance Director Allen and Police Pension Board Secretary Rogers mentioned that the Revised Code of Washington (RCW) 41.20 provides clear instructions on these matters. The Board agreed to leave the position vacant and proceed with the usual election process in May.

Board Member Comments

Mr. Moore reiterated his previous statements that both the Mayor and Mayor Pro Tem are required to attend the meetings. He emphasized the need to explore the reasons why the Mayor Pro Tem has been absent from meetings.

Adjournment:

MR. MOORE MOVED AND MR. THOMAS SECONDED THE MOTION TO ADJOURN THE MEETING. MOTION CARRIED 5-0.

The meeting adjourned at 8:37 a.m.

APPROVED:

ATTEST:

Mayor Richardson, Chair

Jennifer Rogers, Police Pension Board Secretary

DATE APPROVED:

DATE PUBLISHED:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/16/2024

Agenda Category: Financial Reports and Investments

Subject:
March 2024 Preliminary Financial Statements

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:
Motion to accept and file the March 2024 Preliminary Revenue & Expense Financial Statements.

Summary:
The March 2024 Preliminary Revenue & Expense Statement is presented for the Board's review.

Attachments:
I. 2024 Police Income & Expense Statement

CITY OF RICHLAND POLICE PENSION FUND 2024 REVENUE AND EXPENSE

Police Pension

Year of 2024	January	February	Preliminary March	April	May	June	July	August	September	October	November	December	Year to Date	Budget	YTD%
Beginning Balance	\$ 372,064.96	\$ 372,523.80	\$ 372,477.02											\$ -	0.00
<u>REVENUE</u>															
Investment Interest	1,389.89	1,030.60	1,016.18										3,436.67	12,000.00	28.6%
Other Interest Earnings													-	-	0.0%
Medical Reimburse													-	-	0.0%
Net Change in Fair Market Value													-	-	0.0%
Contribution- General Fund	24,000.00	25,000.00	23,000.00										72,000.00	421,200.00	17.1%
TOTAL REVENUE:	25,389.89	26,030.60	24,016.18	-	-	-	-	-	-	-	-	-	75,436.67	433,200.00	17.4%
<u>EXPENSE</u>															
Medical Insurance - <65	-	-	-										-	-	
Medical Insurance - >65	4,174.75	4,007.76	4,007.76										12,190.27	50,100.00	24.3%
Dental Insurance - Retired	727.75	698.64	698.64										2,125.03	8,200.00	25.9%
Dental Expense Pension	297.47	49.00	-										346.47	6,600.00	5.2%
Medical Expense Pension	552.70	1,741.99	586.53										2,881.22	110,000.00	2.6%
Medicare Premiums	4,420.80	4,879.80	4,674.80										13,975.40	58,400.00	23.9%
Retirement Allowance	14,700.19	14,700.19	14,700.19										44,100.57	155,000.00	28.5%
Widow's Benefits	-	-	-										-	39,500.00	0.0%
Supplies	-	-	-										-	100.00	0.0%
Postage	57.39	-	-										57.39	150.00	38.3%
Travel	-	-	-										-	2,400.00	0.0%
Training & Conference	-	-	-										-	1,500.00	0.0%
Other Expenses	-	-	-										-	1,250.00	0.0%
Total Expense	24,931.05	26,077.38	24,667.92	-	-	-	-	-	-	-	-	-	75,676.35	433,200.00	17.5%
Revenues Over (Under)															
Expense:	458.84	(46.78)	(651.74)	-	-	-	-	-	-	-	-	-	(239.68)	-	
Ending Balance	\$ 372,523.80	\$ 372,477.02	\$ 371,825.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (239.68)	\$ -	
<u>ENDING BALANCE CONSISTING OF:</u>															
Cash	158,380.86	158,334.08	157,682.34												
Investments	325,402.26	325,402.26	325,402.26												
Gain(Loss) on Investments	(111,259.32)	(111,259.32)	(111,259.32)												
Net Current Assets & Liabilities	-	-	-												
Ending Fund Balance	\$ 372,523.80	\$ 372,477.02	\$ 371,825.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Minimum Balance	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	\$ 371,426.00	

Please note: Any months marked as "Preliminary" are in draft form and are not for decision-making purposes. Preliminary months are subject to change per the completion of the City's monthly and annual closing processes.



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting
Date: 4/16/2024

Agenda Category: Medical/Dental/Vision/Medicare/Other
Claims

Subject:
April 2024 Medical/Dental/Vision/Other Claims

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:
Approve the Medical/Dental/Vision/Other Claims as presented.

Summary:
The April 2024 Medical/Dental/Vision/Other Claims Report is presented for the Board's review and approval. In total, four (4) pensioners submitted nine (9) claims for payment/reimbursement.

Attachments:
I. April 2024 Police Pension Board Claims Log

APRIL 2024 POLICE PENSION BOARD CLAIM LOG																			
				MEDICARE	MEDICAL/RX/ADULT CARE	PHYSICAL EXAMS	DENTAL		VISION (non-medical)				HEARING AID	MASSAGE	ACUPUNCTURE	DEATH BENEFIT	TRAVEL/TUITION	OPERATING EXP	GRAND TOTAL
P NO.	DATE OF SERVICE	CLAIMANT	SERVICE RENDERED	BOARD PAYMENT	BOARD PAYMENT	\$400 YR MAX: BOARD PAYMENT	\$2,000 YR MAX DENTAL: BOARD PAYMENT	\$1,500 YR MAX BRIDGES/ DENTURES: BOARD PAYMENT	\$150 YR MAX FRAMES: BOARD PAYMENT	\$200 YR MAX CONTACTS: BOARD PAYMENT	LENS: BOARD PAYMENT	ONE EYE EXAM PER YEAR: BOARD PAYMENT	\$1,800 PER HEARING AID EVERY 5 YEARS: BOARD PAYMENT	\$50 MAX PER MONTH: BOARD PAYMENT	12 Visit Yr Max ACUPUNCTURE	\$1,000 ONE-TIME PAYMENT: BOARD PAYMENT	BOARD PAYMENT	\$450 Budgeted Operating Expenses BOARD PAYMENT	GRAND TOTAL
P2	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P3	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P4	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P7	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P9	5/1/23	Reimburse	Medicare	\$679.70															\$679.70
P9	3/25/24	Reimburse	Rx		\$60.22														\$60.22
P10	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P10	4/1/24	Reimburse	Rx		\$36.65														\$36.65
P10	4/1/24	Reimburse	Rx		\$160.95														\$160.95
P11	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P12	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P14	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P15	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P17	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P19	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P19	1/25/24	Payment	Dental				\$54.00												\$54.00
P20	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P21	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P22	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P23	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P24	5/1/23	Reimburse	Medicare	\$151.70															\$151.70
P28	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P30	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P31	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P32	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P34	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P35	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P36	5/1/23	Reimburse	Medicare	\$174.70															\$174.70
P36	2/17/24	Reimburse	Rx		\$5.00														\$5.00
P36	2/17/24	Reimburse	Rx		\$47.42														\$47.42
P36	2/17/24	Reimburse	Rx		\$5.00														\$5.00
P36	2/17/24	Reimburse	Rx		\$5.00														\$5.00
P36	9/6/23	Reimburse	Vision		\$45.61														\$45.61
PSEC	5/1/23																		\$0.00
PEXP	5/1/23																		\$0.00
			GRAND TOTAL	\$4,674.80	\$365.85	\$0.00	\$54.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,094.65
																			\$0.00

The above-listed claims were approved by the LEOFF I Police Pension Board at its regular meeting held on April 16, 2024.

We, the LEOFF I Police Pension Board Chairperson and Board Secretary, each swear under the penalty of perjury under the laws of the State of Washington that the above-listed claims are a true and correct listing of claims approved by the LEOFF I Police Pension Board on the date identified above.

LEOFF I Police Pension Board Chair: _____ Date: _____

LEOFF I Police Pension Board Secretary: _____ Date: _____



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 4/16/2024

Agenda Category: Business Items

Subject:
Revised Police Pension Board Policies

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:
Approve the Revised Police Pension Board Policies presented.

Summary:
At the March 19, 2024 Police Pension Board Meeting, the Board deliberated on the hearing aid benefit. It was unanimously agreed to amend the Policies to include a \$5,000 benefit from Cigna, payable every three (3) years. The revised document is provided for the Board's review and approval.

Attachments:
I. Police Pension Board Policies 2024.04.16

POLICE PENSION BOARD POLICIES

(Revised ~~July 20, 2023~~April 16, 2024)

MEETINGS

Regular meetings will be held ~~on the third Thursday of each month, at 8:15 a.m. in the Parkway Conference Room at City Hall, 625 Swift Boulevard~~monthly at a time and location designated by the Board.

REMOTE BOARD MEETING PARTICIPATION

A member of the Pension Board may attend and participate in all or part of the Pension Board's regular, special, or emergency meetings by speakerphone or other form of telephonic communication by which the member can hear what is said at the meeting and be heard by other persons attending the meeting. However, a member who is physically present must preside over the meeting.

A teleconference member will be counted to constitute a quorum, provided the member is actively online at the beginning of the meeting and remains on the line through discussion and voting on all action items. The teleconference member must be active online for the entire discussion on all action items for his vote to be counted.

A member who plans to attend a meeting by telephonic means is required to notify the Board Secretary 24 hours prior to the scheduled meeting so that all telephonic equipment can be procured, set up, and the phone-in time established.

CLOSED SESSION

When the Board needs to exercise its quasi-judicial authority for purposes of deliberating a pensioner's request for medical/dental/vision benefits, it may hold a closed session as recognized under the Washington Open Public Meetings Act, Chapter 42.30 RCW.

The Board may hold a closed session at any time and for any duration without public notice. A closed session does not require the presence of the Agency's counsel in order to be valid under state law.

A closed session should be used for all quasi-judicial deliberations where a pensioner's identifying information is coupled with sensitive medical information. Desensitized and/or de-identified medical information can be discussed in an open session so long as the identity of the pensioner is not revealed.

RCW 42.30.110, which provides the basis for lawful executive sessions, does not include a provision for discussions involving protected medical information, and should not be relied upon as a justification for the private deliberations of the Board.

CONFLICT OF INTEREST

Voting on any item in which the Board Member has a conflict of interest, is permissible provided the member declares such interest.

BOARD SECRETARY

Per RCW 41.20.020, the secretary for the Police Pension Board shall be the City Clerk. Work time required for the Police Pension Board will be allocated to the City Clerk's salary.

The Board Secretary shall:

- Protect as confidential all Protected Health Information (PHI) as required by the Washington Health Care Information Act, Chapter 70.02 RCW, and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Disclosures of PHI shall be only as authorized by law, to include release to the Board for purposes of official Board business or release to the pensioner upon request.
- Prepares an agenda and agenda packet containing minutes of the previous meeting, financial reports, claims vouchers, and other material relevant to the agenda items. The agenda packet will be distributed to the Board members on the Thursday prior to the meeting. The secretary will omit any confidential information from the agenda and agenda packet materials and will bring such information to the Board meeting for reference, if necessary.
- Maintain Board Member records on the state-required Open Government Training Act including:
 - ✓ Date a new Board Member completes the training (within 90 days of being elected to the Police Pension Board).
 - ✓ Alert the Board Members every four years when the training is required to be repeated and record the completion date of that training.
 - ✓ Provide instructions to the Board Member on how to take the training on the Washington State Attorney General's Office website or another accredited entity.

ELECTIONS

The Board shall conduct elections per RCW 41.20.010 for a Representative to the Police Pension Board.

BUDGET

The Finance Director prepares the annual Police Pension Board's budget and presents it to the Board for approval. The Board's budget is part of the City's annual budget that is presented to the City Council for final approval. The Police Pension fund balance is to be maintained at the 1994 year-end level of \$371,426.

CLAIMS

All medical, dental, and vision claims must be submitted to the pensioner's primary, secondary, and tertiary insurance carriers before any remaining balance is submitted to the Board for consideration of approval.

Claims for medical, dental, or vision services, Medicare, or other related claims, must be presented for payment within six months of the date the expense was incurred. Claims past the six-month period will not be paid, unless the claim was delayed by Medicare, the City of Richland's health care plan, tertiary insurance, the service provider, or due to an event outside the pensioner's control. Under these circumstances, a claim may be submitted to the Board for authorization with a letter of explanation for the late submittal.

In the event a bill is not submitted in a timely fashion, leading to a finance or interest charge or a charge for a missed appointment, the Board will not pay for the additional charges and such charges will become the pensioner's responsibility to pay. The Board Secretary will provide an explanation for non-payment of such charges in the remittance to the service provider and pensioner.

All claims shall be submitted with a Claim Form that has been completed per the instructions on the form, to the Board Secretary, by the last day of each month, for approval of payment at the next month's Board meeting.

All claims will be presented to the Board for approval at the monthly Board meeting. The claims log will be signed by the Board Chair and Board Secretary and paid on the City's check run the week following the Board meeting.

IN-NETWORK PROVIDER

Pensioners are encouraged to utilize in-network medical and dental providers and in-network providers who accept Medicare. If a pensioner chooses an out-of-network provider or a provider that does not accept Medicare, the bill may not be paid or paid in full by the Board.

INSURANCE PREMIUMS

Monthly medical and dental insurance premiums will be paid by the Board.

NOTIFICATION OF CITY OF RICHLAND PENSION AMOUNT CHANGES

The City of Richland (COR) will notify pensioners/surviving spouses of any wage adjustments to their COR pension amount due to actions by the Department of Retirement Systems, Police Guild Collective Bargaining Agreements, or the Compensation Plan for Unaffiliated Staff.

ACUPUNCTURE

Acupuncture must be administered by a medical doctor or a licensed acupuncturist, under the guidance of a medical doctor.

The Board authorizes:

1. Twelve (12) visits, per calendar year
2. Pre-approval by the Board is required for more than twelve (12) visits, per calendar year. A letter from the physician, describing the reason more than twelve acupuncture visits per year are needed, must be submitted to the Board.

ADULT CARE

The Board will utilize the most current Cost of Care Survey in the region the member resides, as a guideline to determine the level of payment for Adult Care. Each case will be reviewed by the Board on an individual basis.

Adult Care is defined as adult day-care facilities; home health care; rehabilitation facilities; assisted living facilities; and nursing home facilities.

If home health care is approved by the Board, it must be provided by a local home care service responsible for all scheduling and staffing. Detailed invoices that include the nature of the work provided and the duration of such work must accompany any submission for payment.

DEATH BENEFITS

\$1,000 death benefit, per RCW 41.20.090. The Board secretary is authorized to process payment for a death benefit pursuant to RCW 41.20.090 upon receipt of confirmation of the death of an eligible member. The benefit will be presented to the Board at the next scheduled meeting for formal approval.

DENTAL

The Board authorizes:

1. Maximum dental benefit of \$4,000 per calendar year, to be covered under the City of Richland dental plan. Dental services and procedures include, but is not limited to:
 - Routine examinations
 - Routine x-rays
 - Cleanings
 - Fillings
 - Tooth extractions
2. Crowns, Bridges, Dentures, and Partial dentures may be replaced every 60 months if unserviceable and cannot be repaired. Approval of replacements and repairs will be based upon information provided by a licensed dentist.

Personalization or decoration of any dental device or dental work, or services performed primarily for cosmetic reasons will not be covered by the Board.

Orthodontia

Orthodontic work that has a direct relationship to an identifiable physical disorder requiring medical treatment and is prescribed by a dentist or doctor, will be considered by the Board. A letter from the dentist or doctor describing the reason for orthodontic work for a physical disorder, including a treatment plan, must be submitted to the Board for pre-authorization.

Orthodontic work that is considered a cosmetic disorder that may be alleged to cause incidental emotional discomfort, is not covered by the Board.

ERECTILE DYSFUNCTION MEDICATION

The Board authorizes payment of erectile dysfunction medication, with no restrictions on medicine dosage, if prescribed by a physician.

HEARING AIDS

The Board authorizes a maximum ~~payment-benefit~~ of \$~~2,500~~~~1,800~~, per hearing aid, for the initial hearing aid(s) prescribed by a state-licensed audiologist. Any amounts paid through the City of Richland health plan are included when calculating the maximum benefit.

The Board may consider, on an individual basis:

1. A request for hearing aid replacements, once every ~~three~~~~five~~ years, based upon information provided by a state-licensed audiologist.
2. A request for hearing aid repairs. A state-certified audiologist must provide the reason the hearing aid needs repair.

Replacement batteries will be at the pensioner's expense.

MASSAGE THERAPY

The Board authorizes:

1. \$25 per visit, maximum of two (2) visits per month
2. Pre-approval by the Board is required if more than two (2) massage therapy visits are prescribed by a physician. A letter from the physician, describing the reason more than two massage therapy appointments per month are needed, must be submitted to the Board.

MEDICARE PREMIUMS

Members will be reimbursed for the base Medicare Part B premiums upon presentation of verification of enrollment to the Board.

MENTAL HEALTH

Mental health treatment must be by a licensed mental health therapist, psychologist, or psychiatrist.

NATUROPATHIC SERVICES

Naturopathic Physicians are not classified under the RCW 41.26 and therefore, are not covered under minimum medical.

PHYSICAL EXAMS

The Board authorizes a \$400 maximum payment, per calendar year.

PRESCRIPTION PRE-AUTHORIZATION

Any pensioner filling a drug prescription that requires pre-authorization based on FDA guidelines and/or the City of Richland's current healthcare benefits administrator is required to follow the process set forth by the healthcare benefits administrator.

PREVENTATIVE IMMUNIZATIONS

The Board authorizes covered immunizations, including screenings and boosters as needed, are annual flu vaccine; H1N1 vaccine; hepatitis B; shingles vaccine; pneumonia vaccine; or other immunizations, prescribed by a physician.

PHYSICAL THERAPY

Physical therapy, past the maximum days provided by the City of Richland's current health care benefits plan, must be pre-approved by the Board. A letter from the physician, describing the reason why more physical therapy appointments are necessary beyond the maximum days provided by the current health care benefit plan, must be submitted to the Board.

SUBSTANCE USE DISORDER - Alcohol\Drug\Tobacco

The pensioner is required to complete the substance use disorder program offered by the City of Richland's health care benefits plan before an out-of-network plan can be submitted to the Board for authorization.

A one-time treatment each for alcohol, drug, and smoking cessation programs must be submitted to the Board for pre-approval. The Board will determine compensation by the average cost of each treatment in the surrounding region. Travel expenses to and from the treatment are not included.

SURVIVOR BENEFIT

The Board determined that it still has the obligation to calculate the benefits under RCW and subtract the amount paid by LEOFF, and the statute does not allow for a reduction of those benefits for any reason. Accordingly, if a retired member selects a survivor option, the Board will have the obligation to pay the difference under the excess of benefits calculation.

TRAVEL EXPENSE REIMBURSEMENT

The Board uses the City of Richland's most current travel policy for travel and meal expenses. A pensioner's travel plans must be submitted to the Board for pre-authorization before traveling for official Board business or for medical treatment.

VISION

The Board authorizes:

1. One eye examination, per calendar year
2. One pair of eyeglass lenses OR a maximum payment of \$200 for contact lenses, per calendar year
3. Eyeglass lenses may include:
 - anti-scratch coating
 - anti-glare coating
 - color tinting, if prescribed by a doctor
 - transition lenses, if prescribed by a doctor
4. A maximum payment of \$150 for frames, per calendar year
5. Broken eyeglass, lenses, and frames will not be replaced.
6. Sunglasses will only be covered if they are prescribed by a physician for the treatment of a specific medical condition. A letter from the physician prescribing the sunglasses must be submitted to the Board for pre-approval.