

MINUTES

Police Pension Board Regular Meeting No. 691

Thursday, March 16, 2017 | 8:15 AM

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

Call to Order:

Mayor Pro Tem Christensen called the meeting to order at 8:15 a.m.

Attendance:

Board Members: Mayor Pro Tem Christensen; Administrative Services Director Koch; City Clerk/Police Pension Board Secretary Hopkins; Police Representatives Thomas, Moore and Couch.

Absent: Mayor Thompson/Chair.

Also present were City Attorney Kintzley and Finance Director Allen.

Presentations: (Discussion Only)

1. Executive Session Update
Bob Thompson, Mayor/Chair

Ms. Kintzley said she researched the legality of the executive sessions held by the Fire and Police Pension Boards. Mayor Thompson was going to speak to this topic, but in his absence, the Board requested Ms. Kintzley report on the topic.

Ms. Kintzley said that state law sets forth particular topics that an executive session can be held and the discussion of medical and dental claims were not among them. To comply with the Open Public Meeting Act, the claims discussion should be held during the open meeting. By not using a pensioner's name, just their number, we would be complying with HIPPA, as well.

Mr. Moore disagreed, saying that attorneys at the WSLEA conference have said it is appropriate to hold an executive session to discuss medical claims and said he would research the topic.

2. New Agenda Format
Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins reviewed the format of the new agenda management software that she will be using for the Police Pension Board's agenda packet.

3. WSLEA Annual Conference May 9-12, 2017 / Golf Tournament, Tuesday, May 9, 2017
Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins reviewed the annual conference details and asked for confirmation of attendance by March 31 to qualify for the Early Bird Registration fee and to make hotel reservations.

4. Update on City Accounts at Pharmacies and Communication to Pensioners
Brandon Allen, Finance Director
Heather Kintzley, City Attorney (per the Board Chair's request)

Mr. Allen said he will draft a letter to send to the pensioners explaining the change of policy regarding the City charge accounts at certain pharmacies and of the City's new claim form that pensioners need to complete and submit with their claims.

Mr. Allen also explained that previously, claims were paid before the board approved them at their meeting. He said the board must approve the claims at their meeting before the City pays them and that cycle has been put in place this month.

Ms. Hopkins asked if the medical information cards the City prepared for the pensioners in the past are still needed, as Cigna sent the pensioners insurance cards with the information they need. The Board Member agreed the cards will not be sent from the City.

The Pension Board members discussed the changes in policies.

Minutes: (Approve by Motion)

1. February 16, 2017, Meeting No. 690 Minutes
Marcia Hopkins, City Clerk/Police Pension Board Secretary

Mr. Moore moved and Mr. Couch seconded the motion to approve the minutes of the February 16, 2017, meeting No. 690. The motion carried 6-0.

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

1. Financial Statements for February 2017
Brandon Allen, Finance Director

December 31, 2016 - Preliminary:

Cash on Hand	\$148,595.42
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	(11.39)
Ending Fund Balance	\$388,436.22

January 31, 2017 - Preliminary:

Cash on Hand	\$148,359.91
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)

Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$388,212.10

February 28, 2017 - Preliminary:

Cash on Hand	\$131,731.19
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$371,583.38

Mr. Allen noted there were no medical and dental claims reported this month due to the policy change to have board approval before the claims are paid. He said the information will be reflected in the financial reports next month.

Mr. Couch moved and Mr. Moore seconded the motion to accept and file the February 2017 financial reports as published. The motion carried 6-0.

Medical and Dental Claims: (Approve by Motion)

1. Medical and Dental Claims for March 2017 Payment
Marcia Hopkins, City Clerk

Ms. Hopkins noted there was a duplicate entry on the claims log that has been corrected. She distributed copies of the corrected log.

The Board Members discussed the medical and dental claims.

Mr. Moore moved and Mr. Thomas seconded the motion to approve the medical and dental claims for payment. The motion carried 6-0.

Business Items: (Approve by Motion)

No business items.

Board Member Comments:

Ms. Gagnebin said she has an old fax machine that belongs to the Fire and Police Pension Boards. She asked the Police and Fire secretaries if they wanted it and both declined. She wanted to get permission from the Fire and Police Boards to declare the fax machine as surplus and dispose of it. Police Board Members gave their approval to dispose of the old fax machine.

Ms. Hopkins will prepare a letter to send to the pensioners, introducing herself as the new Police Board secretary. Ms. Gagnebin will act as the back-up secretary for the Police Board in Ms. Hopkins' absence.

Adjournment:

Mayor Pro Tem Christensen moved and Mr. Thomas seconded the motion to adjourn the meeting at 9:02 a.m. The motion carried 6-0.

Marcia Hopkins,
City Clerk/Police Pension Board Secretary