

Agenda

Police Pension Board Regular Meeting

Thursday, July 20, 2017 - 8:15 AM

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

Police Pension Board Regular Meeting No. 695

Call to Order:

Attendance:

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

Presentations:

1. Bob Moore Re-Elected as Police Representative to the Police Board
 - Marcia Hopkins, City Clerk
2. New Claims Log Spreadsheet
 - Marcia Hopkins, City Clerk

Public Comments:

Minutes: (Approve by Motion)

1. Approve the Minutes of the Meeting Held June 15, 2017
 - Marcia Hopkins, City Clerk

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

1. Financial Statements for June 2017
 - Brandon Allen, Finance Director

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

1. July 2017 Medical/Dental/Vision/Medicare Claims
 - Marcia Hopkins, City Clerk

Business Items:: (Approve by Motion)

1. Police Pension Board City Web Page
 - Marcia Hopkins, City Clerk
2. Medicare Payment Date Change
 - Marcia Hopkins, City Clerk
3. Proposed Revisions to the Police Pension Board Policies
 - Marcia Hopkins, City Clerk

Board Member Comments:

Adjournment: (Motion to Adjourn)

The Richland City Hall Annex Building is ADA accessible. Parking and access is available at the entrance facing George Washington Way.



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 07/20/2017

Agenda Category: Presentations

Subject:

Bob Moore Re-Elected as Police Representative to the Police Board

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

Results of the election held June 14-28, 2017, for the Representative to the Police Pension Board:

Bob Moore was re-elected to the position of Representative to the Police Pension Board for a three year term, commencing on July 1, 2017 and expiring June 30, 2020.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 07/20/2017

Agenda Category: Presentations

Subject:

New Claims Log Spreadsheet

Department:

Police Services

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

The new Claims Log spreadsheet has been reformatted to reflect each category of eligible claims per the Board's Policies and what is allowable per the RCW. Each category displays the maximum amount of coverage allowed and each category totals separately, as well as giving a grand total. The the categories will also post a red-flag on an pensioner line item to indicate if a maximum has been reached.

At the end of the year, the spreadsheet will total each pensioner's total claims in each category. The categories will show the year-end total amount and give a year-end grand total of the year's expenses.

This new spreadsheet will give the Board a more detailed account of the monthly claims as well as a year-end total per pensioner and total year-end amount for each category.

Please note the Claims Log attached to the this staff report has been modified, displaying just the categories of the claims submitted for the month of July.

The entire spreadsheet will be handed out at the meeting for the Board's review.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 07/20/2017

Agenda Category: Minutes

Subject:

Approve the Minutes of the Meeting Held June 15, 2017

Department:

Police Pension Board

Document Type:

Minutes

Recommended Motion:

Approve the minutes of the meeting held on June 15, 2017

Summary:

None.

Attachments:

I. Draft 061517 Minutes

MINUTES

Police Pension Board Regular Meeting No. 694

Thursday June 15, 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. Also present was Finance Director Allen.

Absent: Mayor Thompson/Chair

PRESENTATIONS: (Discussion Only)

There were no presentations.

PUBLIC COMMENTS:

There were no public comments.

MINUTES: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board Meeting No. 693 Held May 18, 2017

Marcia Hopkins, City Clerk/Police Pension Board Secretary

Mr. Moore moved and Mr. Thomas seconded the motion to approve the minutes of the Police Pension Board Meeting No. 693 held May 18, 2017. The motion carried 6-0.

FINANCIAL REPORTS AND INVESTMENTS: (Approve to Accept and File by Motion)

1. Financial Statements for May 2017

Brandon Allen, Finance Director

Mr. Allen gave details on the financial reports and investments.

April 30, 2017 - Final:

Cash on Hand	\$131,785.63
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$371,637.82

May 31, 2017 - Preliminary:

Cash on Hand	\$131,611.21
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$371,463.40

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

SPECIAL REQUESTS:

1. 2016 Adult Long-Term Care Cost Comparisons
Marcia Hopkins, City Clerk

Ms. Hopkins discussed the regional comparisons for adult long-term care cost provided from the Genworth Insurance Company.

2. Pensioner Special Request (Approve by Motion)
Marcia Hopkins, City Clerk

The Board moved into a closed session to discuss the pensioner special requests.

MEDICAL/DENTAL/VISION/MEDICARE CLAIMS: (Approve by Motion)

1. Medical/Dental/Vision/Medicare Claims for June 2017 Payment
Marcia Hopkins, City Clerk/Police Pension Board Secretary

Mr. Moore moved and Mr. Thomas seconded the motion to deny Pensioner P18's claim because a letter from the physician stating the medical necessity was needed, per the Police Pension Board Policy. The motion carried 6-0.

The Board instructed the secretary to send a letter to Pensioner P18 to explain the denial of payment and to ask P18 to obtain a letter from his doctor stating the medical need and resubmit the claim.

Mr. Moore moved and Mr. Thomas seconded the motion to approve Pensioner P25 two claims: 1) in the amount of \$1,465 and 2) in the amount of \$4,085; and to approve the on-going monthly claim of \$5,800 beginning in July 2017. The motion carried 6-0.

Mr. Moore moved and Mr. Thomas seconded the motion to approve Pensioners P8's two claims: 1) in the amount of \$2,000 and 2) in the amount of \$9,440; and to

approve the on-going monthly claim of \$5,955 beginning in July 2017. The motion carried 6-0.

Mr. Couch moved and Mr. Moore seconded the motion to approve the June 2017 medical/dental/vision/Medicare claims in the amount of \$20,930.72. The motion carried 6-0.

BUSINESS ITEMS: (Approve by Motion)
No business items.

BOARD MEMBER COMMENTS:

Ms. Koch requested that the amounts of the two monthly on-going claims be forwarded to Mr. Allen in order to do needed budget adjustments to cover the increased monthly amount.

The Board recommended that the Police Pension Board Policies needed to be reviewed and updated. In particular, an update to the CLAIMS section which states that claims must be received within 90-days from the date of service in order to be paid. The Board asked Ms. Hopkins to prepare a draft revision for Board review at the July meeting.

ADJOURNMENT:

Mr. Moore moved and Mr. Thomas seconded the motion to adjourn the meeting at 9:50 a.m. The motion carried 6-0.

Respectively Submitted By,

Marcia Hopkins,
City Clerk/Police Pension Board Secretary



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 07/20/2017

Agenda Category: Financial Reports and Investments

Subject:

Financial Statements for June 2017

Department:

Administrative Services

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to Accept and File the June 2017 Preliminary Financial Statements

Summary:

These are preliminary financial statements as of June 30, 2017.

May31, 2017 - Final:

Cash on Hand	\$131,708.84
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$371,561.03

June 30, 2017 - Preliminary:

Cash on Hand	\$132,230.10
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,082.29

Attachments:

I. Preliminary June 2017 Financials

**CITY OF RICHLAND
POLICE PENSION FUND
2017 REVENUE AND EXPENSE**

Year of 2017	January	February	March	April	May	Preliminary June	July	August	September	October	November	December	Year to Date	Budget	YTD%
Beginning Balance	\$ 388,436.22	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,637.82	\$ 371,561.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
REVENUE															
Investment Interest	1,162.39	1,228.53	1,087.51	997.34	988.82	904.00	-	-	-	-	-	-	6,368.59	12,810.00	49.7%
Other Interest Earnings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical Reimburse	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Net Change in Fair Market Value	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Contribution- General Fund	28,000.00	9,000.00	28,000.00	24,000.00	27,000.00	43,000.00	-	-	-	-	-	-	159,000.00	487,500.00	32.6%
TOTAL REVENUE:	29,162.39	10,228.53	29,087.51	24,997.34	27,988.82	43,904.00	-	-	-	-	-	-	165,368.59	500,310.00	33.1%
EXPENSE															
Medical Insurance - <65	1,212.24	1,010.20	1,010.20	1,010.20	808.16	808.16	-	-	-	-	-	-	5,859.16	12,200.00	48.0%
Medical Insurance - >65	3,850.86	3,998.97	3,998.97	3,998.97	4,147.08	4,147.08	-	-	-	-	-	-	24,141.93	49,800.00	48.5%
Dental Insurance - Retired	897.92	897.92	897.92	897.92	897.92	897.92	-	-	-	-	-	-	5,387.52	11,135.00	48.4%
Dental Expense Pension	387.00	-	1,862.03	-	995.50	637.00	-	-	-	-	-	-	3,881.53	14,000.00	27.7%
Nursing Home/Assist. Living	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical Expense Pension	1,161.29	-	3,166.70	1,174.88	2,668.11	17,349.94	-	-	-	-	-	-	25,520.92	160,000.00	16.0%
Medicare Premiums	3,021.90	2,784.50	2,927.60	3,077.86	2,801.74	2,927.60	-	-	-	-	-	-	17,541.20	37,200.00	47.2%
Retirement Allowance	10,590.13	9,775.00	7,745.69	8,268.85	8,704.35	8,540.59	-	-	-	-	-	-	53,624.61	119,100.00	45.0%
Widow's Benefits	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	-	-	-	-	-	-	42,239.70	84,500.00	50.0%
Administrative Fee	1,018.00	1,018.00	-	-	-	-	-	-	-	-	-	-	2,036.00	-	0.0%
Operating Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	450.00	0.0%
Postage	-	10.30	4.08	5.16	2.80	34.50	-	-	-	-	-	-	56.84	250.00	22.7%
Expert Services	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00	0.0%
Shredding Services	-	-	8.11	-	-	-	-	-	-	-	-	-	8.11	50.00	0.0%
Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	1,875.00	0.0%
Training & Conference	-	-	-	425.00	-	-	-	-	-	-	-	-	425.00	750.00	56.7%
Other Expenses	-	-	-	-	-	1,000.00	-	-	-	-	-	-	1,000.00	1,000.00	100.0%
Total Expense	29,179.29	26,534.84	28,661.25	25,898.79	28,065.61	43,382.74	-	-	-	-	-	-	181,722.52	500,310.00	36.3%
Revenues Over (Under)															
Expense:	(16.90)	(16,306.31)	426.26	(901.45)	(76.79)	521.26	-	-	-	-	-	-	(16,353.93)	-	
Ending Balance	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,637.82	\$ 371,561.03	\$ 372,082.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (16,353.93)	\$ -	
ENDING BALANCE CONSISTING OF:															
Cash	\$ 148,567.13	\$ 132,260.82	\$ 132,687.08	\$ 131,785.63	\$ 131,708.84	132,230.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Investments	325,402.26	325,402.26	325,402.26	325,402.26	325,402.26	325,402.26	-	-	-	-	-	-			
Gain(Loss) on Investments	(85,550.07)	(85,550.07)	(85,550.07)	(85,550.07)	(85,550.07)	(85,550.07)	-	-	-	-	-	-			
Net Current Assets & Liabilities	-	-	-	-	-	-	-	-	-	-	-	-			
Ending Fund Balance	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,637.82	\$ 371,561.03	\$ 372,082.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
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			

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: 07/20/2017

Agenda Category: Medical/Dental/Vision/Medicare Claims

Subject:

July 2017 Medical/Dental/Vision/Medicare Claims

Department:

Police Services

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the July 2017 Medical/Dental/Vision/Medicare Claims in the amount of \$19,037.40.

Summary:

July 2017 Medical/Dental/Vision/Medicare Claims Log in the amount of \$19,037.40 presented for approval.

Attachments:

I. July 2017 Claims

JULY 2017 POLICE PENSION BOARD CLAIM LOG

				MEDICARE	MEDICAL/ RX/ADULT CARE	DENTAL	VISION (non-medical)		GRAND TOTAL
P NO.	DATE OF SERVICE	CLAIMANT	SERVICE RENDERED	BOARD PAYMENT	BOARD PAYMENT	\$1,200 YR MAX DENTAL: BOARD PAYMENT	LENS; \$150 YR MAX FRAMES: BOARD PAYMENT	EYE EXAM: BOARD PAYMENT	GRAND TOTAL
P1	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00					\$107.00
P2									\$0.00
P3	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00					\$108.00
P4	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00					\$108.00
P5	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00					\$134.00
P7	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00					\$106.00
P8	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00					\$106.00
P8	5/31/2017	REIMBURSE	Orajel; Prednisone; Warfarin Sodium; Lactaid		\$46.54				\$46.54
P8	6/1/2017	REIMBURSE	JUNE - BROOKDALE ASST. LIVING UNIT		\$4,225.00				\$4,225.00
P8	May-Jul 2017	REIMBURSE	July- Brookdale Asst. Living Unit; May-July Personal Services		\$9,019.82				\$9,019.82
P9									\$0.00
P10	Jun/July - 2017	REIMBURSE	MEDICARE PREMIUM	\$268.00					\$268.00
P10	6/23/2017	MALLEY'S PHARMACY	REMAINING BAL DUE		\$3.47				\$3.47
P10	5/18/2017	REIMBURSE	TESTOSTERONE		\$218.00				\$218.00
P10	4/28/2017	REIMBURSE	AVENOVA LID WASH-APRIL		\$30.00				\$30.00
P10	6/6/2017	REIMBURSE	AVENOVA LID WASH-JUNE		\$30.00				\$30.00
P10	4/26/2017	REIMBURSE	GLUCOSAMINE -APRIL		\$33.86				\$33.86
P10	6/6/2017	REIMBURSE	GLUCOSAMINE -JUNE		\$33.86				\$33.86
P10	4/26/2017	REIMBURSE	VITAMIN D		\$5.69				\$5.69
P10	4/6/2017	REIMBURSE	CLOTRIMAZOLE CREAM		\$50.66				\$50.66
P11	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00					\$134.00
P12	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00					\$107.00
P13	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$104.90					\$104.90
P13	May-June 2017	RX PHARMACY			\$750.76				\$750.76
P13		ROBERT GOTLIEB DDS	PERIODONTAL MAINT.			\$97.00			\$97.00
P13	6/26/2017	PTOWN VISION CENTER	EYE EXAM					\$213.00	\$213.00
P14	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00					\$108.00
P15	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$112.00					\$112.00
P15	6/19/2017	REIMBURSE	BANOPHEN; MELATONIN		\$12.98				\$12.98
P17	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$125.00					\$125.00
P18	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00					\$107.00
P19	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00					\$107.00
P20									\$0.00
P21	4/3/2017	ADLEC MEDICAL CENTER	PHYICAL THERAPY		\$99.40				\$99.40
P22	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00					\$106.00
P23	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$125.00					\$125.00
P24	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$105.80					\$105.80
P28	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00					\$106.00
P30									\$0.00
P31	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00					\$107.00
P32	7/1/2017								\$0.00
P34	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00					\$134.00
P35	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00					\$107.00
P35	5/25/2017	HLAND DENTAL CENTER	Cleaning/Exam/Filling			\$156.20			\$156.20
P36	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00					\$108.00
P36	May-June 2017	RX PHARMACY	Cialis; Anecream; Vit D; Syringes; Glucosamine; Foltanx; Loratadine; Fish Oil; Ferrous Sulfate		\$667.66				\$667.66
P36	7/1/2017	REIMBURSE	FRAMES				\$89.95		\$89.95
P36	7/1/2017	REIMBURSE	LENS				\$299.95		\$299.95

P39	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00					\$108.00
P40	7/1/2017	REIMBURSE	MEDICARE PREMIUM	\$104.90					\$104.90
			GRAND TOTAL	\$2,953.60	\$15,227.70	\$253.20	\$389.90	\$213.00	\$19,037.40

The above-listed claims were approved by the LEOFF I Police Pension Board at its regular meeting held on July 20, 2017

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

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: 07/20/2017

Agenda Category: Business Items:

Subject:

Police Pension Board City Web Page

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

The Police Pension Board now has a web page on the City's website waiting for the Board's approval of the page content before it is publically viewed.

The web page is informational and will also direct the public to the agenda and minutes page to view the Police Pension Board's documents.

Attached is a draft of the page for the Board's consideration.

Attachments:

- I. Draft webpage

Police Pension Board

Meetings

- TIME: 8:15 a.m.
- DATE: Third Thursday of every month
- LOCATION: City Hall Annex Building - City Manager's Conference Room
975 George Washington Way, Richland, WA 99352

[Agendas & Minutes](#)

Use the "Agendas & Minutes" link above to access the Police Pension Board's current and past agendas, agenda packets and minutes.

Members

Term Expiration Date

Robert Thompson, Mayor, City of Richland / Board Chair

For the term of Mayor

Terry Christensen,
Mayor Pro Tem, City of Richland

For the term of Mayor Pro Tem

Marcia Hopkins,
City Clerk, City of Richland / Police Pension Board Secretary

Through length of employment as
City Clerk, City of Richland

Cathleen Koch,
Administrative Services Director, City of Richland

Through length of employment as
Administrative Services Director, City of Richland

Bob Moore, Police Representative

June 30, 2020

Jerry Thomas, Police Representative

June 30, 2019

Larry Couch, Police Representative

June 30, 2018

Responsibilities

Per RCW 41.20, the Richland Police Pension Board is a seven member, quasi-judicial Board that provides certain active and retired Richland Police Officers and their beneficiaries, with benefit services that are mandated by state law and the Richland Police Pension Board Policies. The Board is responsible for policies, disability applications, approval of benefit claims, and oversight of the Police Pension Fund.

Police officers eligible for these services are those who, as a result of being hired before October 1, 1977, are members of the Law Enforcement Officers and Fire Fighters Retirement System, Plan 1 (LEOFF1) and those who are pre-LEOFF, that is, those who retired before the March 1, 1970, effective date of the Washington Law Enforcement Officers' and Fire Fighters' Retirement System Act.

Contact

- Marcia Hopkins, Police Pension Board Secretary (509) 942-7389 or mhopkins@ci.richland.wa.us



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 07/20/2017

Agenda Category: Business Items:

Subject:

Medicare Payment Date Change

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve moving the Medicare payments from the first Wednesday of the month to the third Wednesday of the month to align with the claims payment schedule.

Summary:

Currently, the Medicare payments are prepared and submitted to accounts payable for payment on the first Wednesday of the month. This is a completely separate check run cycle from the Board's approved claims.

The claims are prepared, approved by the Board and paid on the third Wednesday of the month, following the Police Pension Board meeting. Again, this is a completely separate check run cycle from the Medicare check run.

This method necessitates the Board Secretary to prepare two separate check runs to accounts payable every month.

Finance Director Allen said having separate check runs for Medicare and claims is just the current practice and they could be combined and eliminate the need to prepare two check run in a month.

The Board is asked to consider approving the Medicare payments to be run on the third Wednesday of the month in conjunction with the approved Police Pension Board claims, instead of separating on the first Wednesday of the month.

If approved, a letter will be sent to the pensioners explaining the change of date for the Medicare reimbursement payment.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 07/20/2017

Agenda Category: Business Items:

Subject:

Proposed Revisions to the Police Pension Board Policies

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve revisions to the Police Pension Board Policies

Summary:

The Police Pension Board decided to review and update the Board policies at their May 18, 2017 meeting.

Attached is a draft revision of the updates of the policies. The Board Secretary updated the policies by standardizing the format, updating the titles to the current naming conventions used by Cigna, the City's current health care provider, and verifying Cigna's coverage of the items in the policies. Some of the policies that were redundant were combined, for example, Meal and Travel expenses were combined under one title, "Travel Expenses" and "Confidentiality" a Board Secretary directive, was put under the existing title "Board Secretary." Any title that was renamed or combined was reference from the existing title to the new title in the revised version.

The Board Secretary's verbiage in blue is what was added and the verbiage in red is questions for the Board to discuss. No policies were changed or omitted.

Also attached is the current Board policies for your convenience.

Attachments:

1. Draft Revised Policies
2. Current Policies

POLICE PENSION BOARD POLICIES

(Revised July 2017)

NOTES

- MY QUESTIONS ARE IN **RED**
- THE **BLUE** IS VERBIAGE I ADDED, TO STANDARDIZE THE FORMAT OR ADD STATEMENTS TO CLARIFY OR UPDATE TERMS
- I DID NOT CHANGE ANY POLICIES

ACUPUNCTURE

- Not covered by the City of Richland's current health care benefits plan.

The Board will approve payment of:

1. Twelve (12) visits, per calendar year

Pre-approval by the Board is required for more than twelve (12) visits, per calendar year.

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

ADULT CARE

I am currently working with Allison Jubb, HR Director, on clarifying Cigna's coverage on Adult Care and will have more information available soon.

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

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.

AGENDAS / AGENDA PACKETS statement under "Board Secretary" below:

ALCOHOL, DRUG, STOP SMOKING TREATMENT: moved to new title
“**SUBSTANCE USE DISORDER - Alcohol\Drug\Tobacco**”

BOARD SECRETARY

Per RCW 41.20.020, the secretary for the Police Pension Board shall be the City Clerk, therefore allocation for the work time for the Police Pension Board will be covered under the City Clerk's salary.

The Board Secretary shall:

- Have an office available for processing confidential information or for consultation with pensioners.
- Release confidential information only to the Board members or as approved by action of the Board, or to the pensioner regarding his/her own information.

THE BELOW IS OUTLINED IN THE BOARD SECRETARY JOB DUTIES AND COULD BE DELETED FROM THE BOARD POLICES

- Prepare an agenda and agenda packet containing minutes of the previous meeting, financial reports, claims voucher 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.

A complete list of the Board Secretary duties are covered in the Board Secretary job description.

BUDGET

The **WHO PREPARES THE BOARD BUDGET ANNUALLY?** will prepare the annual Police Pension Board budget for the Board's approval **WHEN?**

The Board will pay operating costs, to be budgeted annually. (this sentence was previously under “Board Secretary”)

The Police Pension fund balance is to be maintained at the 1994 year-end level of \$371,426.

CLAIMS

THE BOARD DISCUSSED 6 MONTH OR ONE YEAR FOR THE DATE

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

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.

If the claim was delayed past the **six-month** period 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, the claim may be submitted to the Board for payment 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. **An explanation for non-payment of such charges will be noted 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 claim's 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.

CLOSED SESSION

The Board can conduct a closed session under the Open Public Meeting Act at any time during the meeting, for any length of time, in a quasi-judicial capacity, to deliberate pensioners request for disability or medical / dental / vision benefits.

COMPARISON OF BENEFITS

The Board secretary will distribute copies of the LEOFF-Prior Act Comparison of Benefits form to the individual involved. **WHAT DOES THIS MEAN?**

CONFIDENTIALITY – STATEMENT INCLUDED IN “BOARD SECRETARY”
ABOVE

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.

DEATH BENEFITS

1. \$1,000 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 death of an eligible member. DOES THE BOARD WANT TO APPROVE FIRST PER THE NEW FINANCE POLICIES?

The benefit will be presented to the Board at the next scheduled meeting for formal approval.

The Police Representative to the Police Pension Board will deliver the death benefit payment to the spouse or qualifying relative, if possible.

DENTAL

- Covered by the City of Richland’s current health care benefits plan.

After the pensioners submits their bill to their primary, secondary and tertiary insurance carriers, the Board will approve payment of the balance remaining for:

1. Examinations, fillings, extractions, crowns, and repair of dentures, maximum \$1,200, per calendar year.
2. One set of bridges or full or partial false denture plates, maximum \$1,500 HOW OFTEN?
3. Dental implants, maximum ?? per??
THESE ARE NOT COVERED BY CIGNA

Cosmetic dental work, gold fillings or gold teeth expenses, are not covered by the Board.

Orthodontic work is not covered by the Board, unless a direct relationship to an identifiable physical disorder requiring medical treatment is prescribed by a [dentist](#) or doctor. Orthodontic work that is considered a cosmetic disorder which may be alleged to cause incidental emotional discomfort, is not covered by the Board.

[A letter from the dentist or doctor describing the reason for treatment and the treatment plan, must be submitted to the Board for pre-authorization. If treatment is approved by the Board, the pensioner must submit the bill to their primary, secondary and tertiary insurance carriers before submitting the balance to the Board to approve payment.](#)

Whenever possible, estimates should be submitted to the Board before work is started so the member will know what portion will be paid. **FOR WHICH TREATMENTS - OR IS THIS PHRASE STILL NECESSARY?**

DISABILITY LEAVE

Any individual submitting a request for disability leave may be required to personally appear before the Board and explain that disability, and respond to any questions put forth. Appearance before the Board will normally not be required if:

1. Application for disability leave contains a doctor's signature;
2. Application for disability leave has a bill attached which contains the date of office call, diagnosis and treatment and the doctor's signature; however, the Board will review each case and if there is any question, the member may be requested to attend the next regular meeting.

Any member on disability leave desiring to engage in employment similar in nature or scope to that of his regular department duties, or that might be detrimental to his disability rehabilitation, shall so notify the Disability Board through the board secretary, prior to commencement of said employment, and describe the nature and duration of same. The Board shall examine the nature of the activity in question and may request information, including a medical opinion regarding detrimental effects, if any; the activity may have on the member's rehabilitation. Refusal to discontinue activity deemed by the Board

to be detrimental to a member's rehabilitation may result in suspension or cessation of benefits.

An individual returning to duty in those situations which would require approval of a physician, may be returned to duty on a trial period, pending action of the Board, upon recommendation of the physician. In no case will a trial period extend beyond 30 days from the date the individual returned to duty.

ELECTION

The Board shall conduct an annual election per RCW 41.20.010 for a Representative to the Police Pension Board.

OLD TERM "VIAGRA"

ERECTILE DYSFUNCTION MEDICATION

- Not covered by the City of Richland's current health care benefits plan.

The Board will approve payment of:

- Erectile dysfunction medication, with no restrictions on medicine dosage, if prescribed by a physician.

EXECUTIVE SESSION

The Board may hold an executive session only on topic listed under RCW 42.30.110.

OLD TERM "VASECTOMY"

FAMILY PLANNING - MEN'S SERVICES

- Covered by the City of Richland's current health care benefits plan.

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

If a vasectomy is required due to a medical necessity, the Board may consider, on a case by case basis, payment of the balance of charges.

AS THIS IS COVERED UNDER CIGNA, DO WE NEED IT IN THE POLICIES?

HEARING AIDS

- Not covered by the City of Richland's current health care benefits plan.

The Board will approve payment of:

1. A maximum payment of \$1,800, per hearing aid, [for the initial hearing aid\(s\) prescribed by an audiologist](#). **DOES THE BOARD PAY FOR TWO HEARING AIDS IF THAT IS WHAT IS PRESCRIBED?**

The Board may consider, on an individual basis:

1. A request for hearing aid replacements, once every five years, based upon information provided by an audiologist.
2. A request for hearing aid repairs. A state certified audiologist must indicate what is wrong with the device.

Replacement batteries will be at the pensioner's expense.

INSURANCE PREMIUMS

Monthly medical and dental insurance premiums through the City of Richland's current health care benefits plan, will be paid by the Board.

IN-NETWORK IS CIGNA'S NEW TERM FOR "PREFERRED" PROVIDER IN-NETWORK PROVIDER

Pensioners are encouraged to utilize in-network [medical and dental providers listed in the City of Richland's current health care benefits plan](#) 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. **CAN WE OUTLINE A PROCESS IF THIS OCCURS**

[A consultation with a Health Advocate from the City's current health care provider can determination if an out-of-network provider may be covered.](#)

MASSAGE THERAPY

- [Not covered by the City of Richland's current health care benefits plan.](#)

[The Board will approve payment of:](#)

1. \$25 per visit, maximum of 2 visits per month, unless ordered by a physician. IF ORDERED BY A PHYSICIAN THEN WHAT IS THE POLICY?

MEAL EXPENSE REIMBURSEMENT COMBINED WITH TRAVEL EXPENSES BELOW

FIRE HAS THIS ITEM, IF POLICE WANTS TO CONSIDER IT MEDICAL ALERT

- Not covered by the City of Richland's current health care benefits plan.

The Board may reimburse up to 50% of the monthly fee. Payment for the service will be made after the Board approval.

MEDICAL SUPPLIES

- Not covered by the City of Richland's current health care benefits plan.

The Board may consider, on an individual basis, approving medical supplies, providing the pensioner submits a letter from their physician outlining the medical supplies needed.

MEDICARE PREMIUMS

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

MEETINGS

Regular meetings will be held on the third Thursday of each month, at 8:15 a.m. in the City Manager's Conference Room.

MINUTES DISTRIBUTION STATEMENT MOVED TO "BOARD SECRETARY"

OLD TERM "PSYCHOLOGICAL COUNSELING" MENTAL HEALTH

- Covered by the City of Richland's current health care benefits plan.

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

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

AS THIS IS COVERED UNDER CIGNA, DO WE NEED IT IN THE POLICIES?

NATUROPATHIC SERVICES

- Not covered by the City of Richland's current health care benefits plan.

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

PHYSICAL EXAMS

- Covered by the City of Richland's current health care benefits plan.

All claims must be submitted to the pensioner's primary, secondary and tertiary insurance carriers before any balance is submitted to the Board for consideration,

The Board will approve payment of:

1. Charges not to exceed \$400 per calendar year

AS THIS IS COVERED UNDER CIGNA, DO WE NEED IT IN THE POLICIES?

PRESCRIPTION PRE-AUTHORIZATION

Any pensioner filling a drug prescription that requires pre-authorization based on FDA guidelines, will be required to follow the process set forth in the City of Richland's current health care benefits plan.

PSYCHOLOGICAL COUNSELING MOVED TO TITLE "MENTAL HEALTH"

OLD TERM "VACCINATIONS"

PREVENTATIVE IMMUNIZATIONS

- Covered by the City of Richland's current health care benefits plan.

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

Immunizations covered are annual flu vaccine, H1N1 vaccine, hepatitis B (including screenings and boosters as needed), one-time shingles vaccine and

one-time pneumonia vaccine or other immunizations prescribed by a physician.

AS THIS IS COVERED UNDER CIGNA, DO WE NEED IT IN THE POLICIES?

PHYSICAL THERAPY

- Covered by the City of Richland's current health care benefits plan for a

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

The Board sets no limits on coverage past the maximum days provided by the City of Richland's current health care benefits plan.

REMOTE BOARD MEETING PARTICIPATION

A member of the Pension Board may attend and participate in all or part of the Pension Board regular, special or emergency meeting by speaker-phone 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 on line 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 on line for the entire discussion on all actions 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 SET A TIME LIKE "ONE WEEK" prior to the scheduled meeting so that all telephonic equipment can be procured, set up and the phone-in time established.

SERVICE CHARGES NOW UNDER "CLAIMS" TITLE

OLD TERM "ALCOHOL DRUG STOP SMOKING TREATMENT SUBSTANCE USE DISORDER - Alcohol\Drug\Tobacco

- Covered by the City of Richland's current health care benefits plan.

After the pensioners submit their bill to their primary, secondary and tertiary insurance carriers, the Board will approve payment of the balance remaining for:

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 consideration.

An out-of-network, one-time treatment for each alcohol, drug and smoking cessation programs must be submitted to the Board for pre-approval.

IS "PRESCRIBED AND APPROVED BY A DOCTOR" NEEDED?

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 41.20 and subtract the amount paid by LEOFF, and that 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 would 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.

FOR YOU INFORMATION AND REVIEW, I INCLUDED WHAT ALLOWABLE AND NON-ALLOWABLE EXPENSES ARE IN THE CITY'S TRAVEL POLICE BELOW:

A. Allowable Expenses: Unless the approving authority grants specific exceptions, the following cost limitations apply.

a. **Transportation:** Travel is to be by the most direct route and by the most economical mode available. If more expensive transportation is used, reimbursement is limited to costs that would have been incurred had the

most economical means been used except where weather conditions preclude the most direct route for the safety of the employee.

b. **Mileage:** Travelers using privately owned automobiles on City business will be reimbursed for actual miles driven at the rate established by IRS guidelines.

c. **Lodging:** Lodging should be at the lowest available government, corporate, or conference rate. Travelers may stay at the conference center hotel even if less expensive lodging is located nearby. Otherwise, travelers are to make use of the most economical suitable accommodations available. However, city employees are not required to stay in lodging of a quality inferior to those rated at one star in the appropriate Mobil Travel Guide <http://www.forbes.com/travel/> (also available at the Richland Public Library).

d. **Meals:** All meal reimbursements are limited to established federal per diem rates. Meals included in registration fees or included with lodging are **not** reimbursable. All meal expenses that are reimbursable and are not subject to the per diem rates require a **detailed** receipt from the restaurant, including the list of names of those attending as well as the business related purpose clearly stated. Expenses paid based on per diem rates do not require receipts or proof of payment.

e. **Tips:** Tips up to 15 percent (rounded up to the nearest \$1.00) are reimbursable for receipt supported restaurant meals, not based on per diem. (Tip expenses for meals are included in the established per diem rates).

f. **Miscellaneous Expenses:** Necessary miscellaneous business expenses, such as taxi and bus fares, tolls, parking fees, additional airline baggage fees, and educational materials are reimbursable. Detailed receipts are required for miscellaneous business expenses exceeding \$10.00. If receipts are not provided, (i.e., commercial parking lots) an explanation of the expense is required on the travel form.

B. Non-Allowable Expenses: Expenses of a personal nature that do not benefit the City and which might have been incurred even if the traveler was not on official business are not reimbursable. Examples include but are not limited to dependent expenses, entertainment, traffic fines, loss or damage to personal property, purchase of personal articles, personal telephone calls, in-room movies, laundry service, and **alcoholic beverages**. The City will not pay for any additional costs resulting from combining personal and business travel (i.e., increased airfare due to indirect routings or extra stops). If any fees or charges for personal travel are paid by the City inadvertently, the traveler will reimburse the City prior to travel or as soon as the charges are discovered.

VACCINATIONS MOVED TO “PREVENTATIVE IMMUNIZATIONS”

VASECTOMY MOVED TO “FAMILY PLANNING – MENS SERVICES

VIAGRA MOVED TO “ERECTILE DYSFUNCTION MEDICATION”

VISION

- Not covered by the City of Richland’s current health care benefits plan unless treatment is for a medical condition of the eye.
- Treatment for a medical condition of the eye is also covered by Medicare.

After the pensioners submits their bill to their primary, secondary and tertiary insurance carriers, the Board will approve payment of the balance remaining for:

The Board will approve payment of:

1. Refraction examinations, **HOW MANY PER YEAR?**
2. One pair of eyeglass lenses **PER CALENDAR YEAR?**
3. Broken eyeglass lenses will be replaced, except in the event they are broken on the job.
- ANY LIMITS ON REPLACING BROKEN LENS PER YEAR?
- SHOULD THE SAME POLICY BE FOR BROKEN FRAMES??
4. Tinted lenses, if prescribed by a doctor
5. A maximum payment of \$150 for frames, per calendar year.
6. A maximum payment of \$200 for contact lenses, per calendar year.
7. One-half the cost of contact insurance, the carrying of insurance being mandatory. **INSURANCE STILL A VALID NEED?? HOW LONG DOES THE INSUREANCE COVERAGE NEED TO GO ON ?**
8. Sunglasses will only be covered if they are prescribed by a physician for treatment of a specific medical condition.

WEIGHT LOSS

- Covered by the City of Richland's current health care benefits plan.

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

The pensioner is required to complete the weight loss 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 consideration.

An **out-of-network** weight loss program that is prescribed and approved by a doctor, must be submitted to the Board for pre-approval.

The Board will determine compensation by the average cost of weight loss programs in the surrounding region. Travel expenses to and from the treatment are not included.

The Board will pay 50% of the cost of the weight loss program, exclusive of food costs and other parts of the program, as determined prior to commencement of the program.

After two years, if the applicant demonstrates goal completion and maintenance, the Board may provide further compensation, up to the full amount of the program. **DO WE STILL WANT THIS?**

CURRENT POLICE POLICIES

ACUPUNCTURE – Pre-approval is required of more than twelve visits per calendar year. Must be administered by a medical doctor or a licensed acupuncturist under the guidance of a medical doctor.

ADULT CARE POLICY--The Police Board will utilize the most recent Cost of Care Survey, in the region the member resides, as a guideline to determine the authorized level of payment for Adult Care. Each case will be reviewed on its own merit.

AGENDAS/PACKETS – The secretary will prepare an agenda and packets of copies of material relevant to the agenda items, and distributed to Board members on the Thursday prior to the meeting so that the members can be better prepared to act on the agenda items. The secretary will leave the names off the voucher listing and exclude disability applications, pension allowances, and doctor's reports when mailing packets, and will then hand them out at the meetings.

ALCOHOL, DRUG, STOP SMOKING TREATMENT – One time treatment each for alcohol, drug and smoking cessation. Where covered by current said Medical plan, the Board will cover the cost difference after determining average cost in the surrounding region. Travel expenses to and from treatment are not included.

BOARD SECRETARY – The Secretary shall be jointly employed and shared by the City and the Pension Boards. Secretary shall be an employee of the City, under the supervision of the Board Treasurer and shall have an office for processing confidential information for the Boards within the Administrative Services Department workgroup. The Boards will reimburse the salary and related benefits based on actual time tracked by city work order and allocated annually to the City by the Boards. The Board will also pay other operating costs to be budgeted annually. Confidential information shall only be released to Board members or as authorized by action of the appropriate Board. The Secretary shall report to the appropriate Board any and all requests received for confidential information.

BUDGET – The fund balance is to be maintained at the level it is at year-end 1994 \$371,426 for the Police Pension Fund, and not let drop below that point.

CLAIMS –Claims for medical services, or related claims, must be presented for payment within ninety (90) days of the date the expense was incurred. In the event a bill is not submitted in a timely fashion, leading to a finance charge, the Board will not pay the additional charges. The Pension Board secretary is designated to be the pension designate to initiate and sign off on the vouchers. The secretary is authorized to process routine medical and dental bills for pre-payment following established Board policies and guidelines, with any unusual expenses still requiring prior Board authorization. If a member has group benefits through their current employer, all bills must be submitted to that carrier first. The member may then submit the portion not paid by that carrier to the Pension Board for consideration.

COMPARISON OF BENEFITS – The secretary will distribute copies of the LOEFF-Prior Act Comparison of Benefits forms to the individual involved.

CONFIDENTIALITY – The Board Secretary will log all requests for information of a "confidential" nature (but not requests for general information) and will notify the Board immediately of any such requests and must obtain Board approval prior to any release of such information, except to the member himself.

CONFLICT OF INTEREST – Voting on any item in which the Board member has an interest, is permissible provided the member declares such interest.

DEATH BENEFITS - The board secretary is authorized to process payment for a death benefit pursuant to RCW 41.20.090 upon receipt of confirmation of death of an eligible member. The benefit will be presented to the Board at the next scheduled meeting for formal approval.

DENTAL - The Board will pay:

1. Maximum \$1,200 per calendar year for examinations, fillings, extractions, crowns, and repair of dentures (excluding cosmetic dental work, gold fillings, gold teeth and braces unless medically necessary).
2. Maximum \$1,500 for one set of bridges or full or partial false denture plates.

Every case will be considered on its own merits. The Pension Board retains the authority to make exceptions to the above guidelines.

Whenever possible, estimates should be submitted to the Board before work is started so the member will know what portion will be paid.

If the member is covered for dental under another plan, he/she shall first utilize that coverage. Anything above and beyond that coverage can then be submitted to the Board.

The Pension fund will pay the monthly premium for active and retired members for the Board approved dental plan.

Orthodontic work will not be approved unless it is shown that there exists a direct relationship to an identifiable physical disorder requiring medical treatment, as distinguished from a cosmetic disorder which may be alleged to cause incidental emotional discomfort.

DISABILITY LEAVE - Any individual submitting a request for disability leave may be required to personally appear before the Board and explain that disability, and respond to any questions put forth. Appearance before the Board will normally not be required if:

1. Application for disability leave contains a doctor's signature;
2. Application for disability leave has a bill attached which contains the date of office call, diagnosis and treatment and the doctor's signature;

However, the Board will review each case and if there is any question, the member may be requested to attend the next regular meeting.

Any member on disability leave desiring to engage in employment similar in nature or scope to that of his regular department duties, or that might be detrimental to his disability rehabilitation, shall so notify the Disability Board through the board secretary, prior to commencement of said employment, and describe the nature and duration of same. The Board shall examine the nature of the activity in question and may request information, including a medical opinion regarding detrimental effects, if any; the activity may have on the member's rehabilitation. Refusal to discontinue activity deemed by the Board to be detrimental to a member's rehabilitation may result in suspension or cessation of benefits.

An individual returning to duty in those situations which would require approval of a physician, may be returned to duty on a trial period, pending action of the Board, upon recommendation of the physician. In no case will a trial period extend beyond 30 days from the date the individual returned to duty.

EXECUTIVE SESSION - That portion of the Police Pension Board meeting dealing with a quasi-judicial matter between names parties, as distinguished from a matter having general effect on the public, as a class or group, pursuant to RCW 42.30.110, be held in executive session and only the general results of action be recorded out to form part of the regular meeting minutes. Medical and dental bills shall be included in the Executive Session because of the confidential nature of the information they contain. Any discussion of items of a confidential nature will take place in executive session. The Board will then move back into the regular meeting to take any appropriate actions.

HEARING AIDS – Allow a maximum payment of \$1,800 per hearing aid. Replacement batteries will be at the member's expense. Replacement may be considered no more often than once every five years, on a case by case basis, based upon information provided by audiologist. Requests for repair must indicate what is wrong with the device from a State certified audiologist.

INSURANCE PREMIUMS – Monthly medical and dental premiums will be paid for the Pension Board approved plan.

MASSAGE AND THERAPY - Massage therapy services will be limited to \$25 per visit to a maximum of 2 visits per month unless ordered by a physician.

MEAL EXPENSE REIMBURSEMENT – The Board adopted the City’s most recent administrative policy, from this point forward, with regards to meal expense reimbursement for individuals conducting official Board business.

MEDICAL SUPPLIES - The Board secretary may approve payment on the initial need, excluding care covered in a nursing home, or the purchase of custodial items, such as adult day care, protective underwear and dietary supplements until the next Board meeting. Thereafter, the Board will determine continuing expenses to be paid. The member, or someone on their behalf, is responsible to provide the Board with a letter from the physician outlining the services needed.

MEDICARE PREMIUMS - Members will be reimbursed for the base Medicare Part B premiums upon presentation of verification of enrollment.

MEETINGS - Regular meetings will be held on the third Thursday of each month, Police Board at 8:15 a.m. in the City Manager’s Conference Room.

MINUTES DISTRIBUTION - Minutes of the Board meetings will be distributed to each member.

NATUROPATHIC SERVICES – Naturopathic Physicians are not classified under the State Statue 41.26 and therefore are not covered under Minimum Medical.

PHYSICAL EXAMS - Allowed annually, not exceeding \$400. Any charges exceeding \$400 will be brought to the Board for consideration.

PREFERRED PROVIDER-All members are encouraged to utilize Preferred Providers and providers who accept Medicare. If a member chooses a provider that does not accept Medicare and is not a Preferred Provider, the bill may not be paid, or may not be paid in full.

PRESCRIPTION PRE-AUTHORIZATION - Any member filling a drug prescription that is requiring pre-authorization based on FDA guidelines will be required to follow the process set forth by the City of Richland's Catamaran Prescription program.

PSYCHOLOGICAL COUNSELING – The Board may authorize payment of the charges of a licensed psychologist or psychiatrist on a case by case basis.

PHYSICAL THERAPY – Covered under Minimum Medical. Zenith pays up to \$700.00 per calendar year, Board sets no limit.

REMOTE BOARD MEETING PARTICIPATION - A member of the Pension Board may attend and participate in all or part of the Pension Board regular, special or emergency meeting by speaker-phone 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. Participation includes voting on any matter before the Board. A teleconference member will be counted to constitute a quorum, provided the member is actively on line 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 on line for the entire discussion on all actions items for his vote to be counted. However, a member who is physically present must preside over the meeting. (A member who plans to attend a meeting by telephonic means is requested to notify the Board Secretary as soon as possible.) Procedure: Notify Board Secretary prior to scheduled meeting. Phone times set up with board member prior to scheduled meeting.

SERVICE CHARGES – The Board will pay only for charges for medical services and prescriptions. An explanation for the deletion of service/finance charges accompanies the remittance to the service provider.

SURVIVOR BENEFIT - The Board determined that it still has the obligation to calculate the benefits under 41.20 and subtract the amount paid by LEOFF, and that 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 would have the obligation to pay the difference under the excess of benefits calculation.

TRAVEL FOR MEDICAL TREATMENT – Travel expenses shall be covered when travel is requested by the Board or with prior authorization by the Board for medical treatment. Travel shall normally be reimbursed utilizing the City of Richland's Business Travel Policy #1420 dated 9/4/08.

VACCINATIONS - Vaccinations covered are annual flu vaccine, H1N1 vaccine, hepatitis B (including screenings and boosters as needed), one-time shingles vaccine and one-time pneumonia vaccine and any vaccination prescribed by a physician.

VASECTOMY – If the vasectomy is required because of medical necessity and the insurance company with whom the City has medical coverage for its employees will pay a portion, the difference can then be paid from Pension Funds.

VIAGRA – No restrictions on medicine dosage if prescribed by a physician.

VISION - The Board will pay charges for refractions and one pair of eyeglass lenses (except in the event they are broken on the job they will be replaced), tinting as prescribed by a doctor, and a maximum payment of \$150 for frames in any calendar year. The purchase of sunglasses will only be covered if required as a physician prescribed treatment for a specific medical condition.

The Board will pay up to \$200 per calendar year for contact lenses, plus one-half the cost of the insurance, the carrying of insurance being mandatory.

Any member who has coverage through a current employer will be required to submit the claim to that carrier prior to submitting the bill to the Board for payment of balance only.

WEIGHT LOSS - The Board may approve payment for a weight loss program that is prescribed and approved by a doctor on a one-time per individual basis, to be considered case by case. The Board will pay 50% of the cost, exclusive of food costs and other parts of the program, as determined prior to commencement of the program. After two years, if the applicant demonstrates goal completion and maintenance, the Board may provide further compensation up to the full amount of the program.