

Agenda

Police Pension Board Regular Meeting

Thursday, August 17, 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. 697

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:

Public Comments:

Minutes: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board Meeting Held July 20 and July 27, 2017
- Marcia Hopkins, City Clerk

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

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

Medical and Dental Claims: (Approve by Motion)

1. Pensioner P2 Medicare Reimbursement
- Marcia Hopkins, City Clerk
2. Medical/Dental/Vision/Medicare Claims for August 2017
- Marcia Hopkins, City Clerk

Business Items: (Approve by Motion)

1. Envelopes for the Police Pension Board
 - Marcia Hopkins, City Clerk
2. Police Board Policy Amendments
 - 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: 08/17/2017

Agenda Category: Minutes

Subject:

Approve the Minutes of the Police Pension Board Meeting Held July 20 and July 27, 2017

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the Minutes of the Police Pension Board Meeting Held July 20 and 27, 2017

Summary:

None

Attachments:

1. Draft 072017 Minutes
2. Draft 072717 Minutes

MINUTES

Police Pension Board Regular Meeting No. 695

Thursday, July 20, 2017 | 8:15 AM

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

CALL TO ORDER:

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

ATTENDANCE:

Board Members: Mayor Thompson/Chair, 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.

PRESENTATIONS: (Discussion Only)

1. Bob Moore Re-elected as Police Representative to the Police Board
- Marcia Hopkins, Police Pension Board Secretary

Ms. Hopkins said 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.

2. New Claims Log Spreadsheet
- Marcia Hopkins, Police Pension Board Secretary

Ms. Hopkins explained how the new 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 categories will also post a red-flag on a pensioner line item to indicate when a maximum has been reached. At the end of the year, the spreadsheet will total each pensioner's 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 to 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.

PUBLIC COMMENTS:

There were no public comments.

MINUTES: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board Meeting No. 694 Held on June 15, 2017
- Marcia Hopkins, Police Pension Board Secretary

Mr. Couch moved and Mr. Moore seconded the motion to approve the minutes of the Police Pension Board Meeting No. 694 held June 15, 2017. The motion carried 7-0.

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

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

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

May31, 2017 - Final:

Cash on Hand	\$131,708.84
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	(0.00)
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	(0.00)
Ending Fund Balance	\$372,082.29

Mr. Moore moved and Mr. Thomas seconded the motion to accept and file the June 2017 financial reports as published. The motion carried 7-0.

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

1. Medical/Dental/Vision/Medicare Claims for July 2017 Claims
Marcia Hopkins, Police Pension Board Secretary

The Board Members discussed the medical/dental/vision/Medicare claims.

Mayor Thompson moved and Mr. Moore seconded the motion to approve the June 2017 medical/dental/vision/Medicare claims in the amount of \$19,037.40. The motion carried 7-0.

BUSINESS ITEMS: (Approve by Motion)

1. Police Pension Board City Web Page
- Marcia Hopkins, Police Pension Board Secretary

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

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

The Board members approved the web page content.

2. Medicare Payment Date Change
- Marcia Hopkins, Police Pension Board Secretary

Ms. Hopkins said currently, the Medicare payments are prepared and submitted to accounts payable for payment on the first Wednesday of the month. The claims are prepared, approved by the Board and paid on the third Wednesday of the month, following the Police Pension Board meeting. 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 the current practice and they could be combined. 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.

MR. MOORE MOVED AND MR. THOMAS SECONDED THE MOTION TO COMBINE THE MEDICARE PAYMENTS AND THE CLAIMS INTO ONE CHECK RUN IN THE 3RD WEEK OF THE MONTH.

3. Proposed Revisions to the Police Pension Board Policies
- Marcia Hopkins, Police Pension Board Secretary

Ms. Hopkins said the Police Pension Board members decided to review and update the Board policies at their May 18, 2017, meeting. The Board Secretary updated the policy's format and some titles and make various other suggested revisions for the Board to review. The Board decided to call a special workshop to discuss the Board policies. The meeting date will be determined and Board Secretary Hopkins will alert the Board members with the date of the workshop.

BOARD MEMBER COMMENTS:

No Board member comments.

ADJOURNMENT:

Mayor Thompson adjourned the meeting at 9:58 a.m.

Respectively Submitted By,

Marcia Hopkins,
City Clerk/Police Pension Board Secretary

MINUTES

Police Pension Board Special Meeting No. 696

Thursday July 27, 2017 | 3:00 PM

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

CALL TO ORDER:

Mayor Thompson called the meeting to order at 3:00 p.m.

ATTENDANCE:

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

AGENDA ITEM:

1. Review and Update the Police Pension Board Policies

The Board members reviewed each policy section and made updates as needed. The Board secretary was instructed to ask the City Attorney to review the confidentiality section and the Closed Session section before the next meeting. The updated policies will be presented at the regular August 17, 2017, Board meeting for further action.

ADJOURNMENT:

Mr. Moore moved and Mr. Couch seconded the motion to adjourn the meeting at 5:30 p.m. The motion carried 7-0.

Respectively Submitted By,

Marcia Hopkins,

City Clerk/Police Pension Board Secretary



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 08/17/2017

Agenda Category: Financial Reports and Investments

Subject:

Financial Statements for July 2017

Department:

Administrative Services

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to Accept and File the July 2017 Preliminary Financial Statements.

Summary:

These are preliminary financial statements as of July 31, 2017.

June 30, 2017 - Final:

Cash on Hand	\$132,453.30
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,305.49

July 31, 2017 - Preliminary:

Cash on Hand	\$132,330.72
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,182.91

Attachments:

I. Preliminary July 2017 Financials

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

Year of 2017	January	February	March	April	May	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	\$ 372,305.49	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.00
REVENUE															
Investment Interest	1,162.39	1,228.53	1,087.51	997.34	988.82	1,127.20	874.67	-	-	-	-	-	7,466.46	12,810.00	58.3%
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	39,000.00	-	-	-	-	-	198,000.00	487,500.00	40.6%
TOTAL REVENUE:	29,162.39	10,228.53	29,087.51	24,997.34	27,988.82	44,127.20	39,874.67	-	-	-	-	-	205,466.46	500,310.00	41.1%
EXPENSE															
Medical Insurance - <65	1,212.24	1,010.20	1,010.20	1,010.20	808.16	808.16	808.16	-	-	-	-	-	6,667.32	12,200.00	54.7%
Medical Insurance - >65	3,850.86	3,998.97	3,998.97	3,998.97	4,147.08	4,147.08	3,998.97	-	-	-	-	-	28,140.90	49,800.00	56.5%
Dental Insurance - Retired	897.92	897.92	897.92	897.92	897.92	897.92	869.86	-	-	-	-	-	6,257.38	11,135.00	56.2%
Dental Expense Pension	387.00	-	1,862.03	-	995.50	637.00	253.20	-	-	-	-	-	4,134.73	14,000.00	29.5%
Nursing Home/Assist. Living	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Medical Expense Pension	1,161.29	-	3,166.70	1,174.88	2,668.11	17,349.94	15,830.60	-	-	-	-	-	41,351.52	160,000.00	25.8%
Medicare Premiums	3,021.90	2,784.50	2,927.60	3,077.86	2,801.74	2,927.60	2,953.60	-	-	-	-	-	20,494.80	37,200.00	55.1%
Retirement Allowance	10,590.13	9,775.00	7,745.69	8,268.85	8,704.35	8,540.59	8,196.83	-	-	-	-	-	61,821.44	119,100.00	51.9%
Widow's Benefits	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	-	-	-	-	-	49,279.65	84,500.00	58.3%
Administrative Fee	1,018.00	1,018.00	-	-	-	-	-	-	-	-	-	-	2,036.00	-	0.0%
Operating Supplies	-	-	-	-	-	-	16.18	-	-	-	-	-	16.18	450.00	3.6%
Postage	-	10.30	4.08	5.16	2.80	34.50	29.90	-	-	-	-	-	86.74	250.00	34.7%
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	39,997.25	-	-	-	-	-	221,719.77	500,310.00	44.3%
Revenues Over (Under)															
Expense:	(16.90)	(16,306.31)	426.26	(901.45)	(76.79)	744.46	(122.58)	-	-	-	-	-	(16,253.31)	-	
Ending Balance	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,637.82	\$ 371,561.03	\$ 372,305.49	\$ 372,182.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (16,253.31)	\$ -	
ENDING BALANCE CONSISTING OF:															
Cash	\$ 148,567.13	\$ 132,260.82	\$ 132,687.08	\$ 131,785.63	\$ 131,708.84	\$ 132,453.30	132,330.72	\$ -	\$ -	\$ -	\$ -	\$ -			
Investments	325,402.26	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)	(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	\$ 372,305.49	\$ 372,182.91	\$ -	\$ -	\$ -	\$ -	\$ -			
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: 08/17/2017

Agenda Category: Medical and Dental Claims

Subject:

Pensioner P2 Medicare Reimbursement

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

When reviewing the claims for 2017, I noticed Pensioner P2 has not requested reimbursement for Medicare payments. P2 pays their Medicare directly and must submit the payment to the Board for reimbursement.

I called P2 and said I had noticed this occurring and explained how P2 could be reimbursed. P2 said they were not aware of this coverage and would get the documentation together and submit it to the Board.

My question for Board discussion, is how far back should the Board consider Medicare payment reimbursement under this circumstance, in the event that P2 requests reimbursements dating back a number of years.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 08/17/2017

Agenda Category: Medical and Dental Claims

Subject:

Medical/Dental/Vision/Medicare Claims for August 2017

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the medical/dental/vision/Medicare claims for August 2017.

Summary:

The medical/dental/vision/Medicare claims for August 2017 are attached.

Attachments:

- I. 2017 August Claims

AUGUST 2017 POLICE PENSION BOARD CLAIM LOG									
				MEDICARE	MEDICAL/ RX/ADULT CARE	PHYSICAL EXAMS	DENTAL	GRAND TOTAL	
P NO.	DATE OF SERVICE	CLAIMANT	SERVICE RENDERED	BOARD PAYMENT	BOARD PAYMENT	\$400 YR MAX: BOARD PAYMENT	\$1,200 YR MAX DENTAL: BOARD PAYMENT	GRAND TOTAL	
P1	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00				\$107.00	
P3	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00				\$108.00	
P4	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00				\$108.00	
P5	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00				\$134.00	
P7	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00				\$106.00	
P8	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00				\$106.00	
P10	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00				\$134.00	
P10	7/6/2017	REIMBURSE	TESTOSTERONE		\$260.00			\$260.00	
P10	6/26/2017	REIMBURSE	CLOTRIMAZOLE		\$41.98			\$41.98	
P10	7/10/2017	REIMBURSE	GLUCOSAMINE		\$33.86			\$33.86	
P10	7/19/2017	REIMBURSE	AVENOVA LID WASH		\$30.00			\$30.00	
P11	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00				\$134.00	
P12	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00				\$107.00	
P13	6/22/2017	ROBERT GOTTLIEB DDS	PERIODONTAL MAINT.				\$97.00	\$97.00	
P13	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$104.90				\$104.90	
P14	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00				\$108.00	

P15	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$112.00				\$112.00	
P15	5/10/2017	KROGER	BENEDRYL; MELETONIN		\$12.98			\$12.98	
P17	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$125.00				\$125.00	
P18	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00				\$107.00	
P18	11/9/2016	REIMBURSE	CT SCAN		\$48.57			\$48.57	
P19	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00				\$107.00	
P22	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00				\$106.00	
P23	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$125.00				\$125.00	
P23	7/24/2017	REIMBURSE	CIALIS		\$982.37			\$982.37	
P24	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$105.80				\$105.80	
P28	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$106.00				\$106.00	
P31	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00				\$107.00	
P32	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00				\$134.00	
P34	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$134.00				\$134.00	
P35	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$107.00				\$107.00	
P36	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00				\$108.00	
P39	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$108.00				\$108.00	
P40	8/1/2017	REIMBURSE	MEDICARE PREMIUM	\$104.90				\$104.90	
P40	4/11/2017	W. KURT LABBERTON	CROWN				\$743.00	\$743.00	
			GRAND TOTAL	\$2,953.60	\$1,409.76		\$840.00	\$5,203.36	
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.									

[illegible]



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 08/17/2017

Agenda Category: Business Items

Subject:

Envelopes for the Police Pension Board

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Authorize purchase of Police Pension Board envelopes

Summary:

Currently, the Police Pension Board does not have envelopes to use whenever Board business requires a mailing to the pensioners. So far this year, we have done 3 mailings regarding the claims process and 3 mailings for the election. More mailings from payroll and other Board business are anticipated for this year.

As the Police Pension Board has its own mailing account to allocate the cost, that information must be hand-written on the envelopes.

A quote from the UPS Mailing Services for printing envelopes is as follows:

	500 envelopes	1,000 envelopes
Black	\$65	\$94
or		
Color	\$93	\$135

One time set-up fee: \$5

One time set-up fee for printing pensioner's addresses (optional): \$15

If the Board approves the request for envelopes, an order can be placed.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 08/17/2017

Agenda Category: Business Items

Subject:

Police Board Policy Amendments

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the amendments to the Police Board Policies

Summary:

At the July 27, 2017, Special Meeting, the Board members reviewed the Board Policies and made amendments. The amended policies will be reviewed again at the August 17, 2017 regular meeting for Board action.

The amended policies in the agenda packet include the approved updates made in the Special meeting.

Per the Board's request, the confidentiality statement, (now under Board Secretary section) and the Closed Session section were reviewed by the City Attorney and her edits are in blue.

Under Acupuncture, Massage Therapy Physical Therapy, and Vision, I added a statement for the Board's consideration, about providing the Board a letter from the medical provider for treatments beyond the Board's stated policies. These additions are also in blue.

Attachments:

- I. Draft Police Pension Board Policies

POLICE PENSION BOARD POLICIES

(Revised August 17, 2017)

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 acupunctures 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.

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.](#)

- 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, if necessary.

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 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 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

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 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.

COMPARISON OF PENSION BENEFITS

Police pensioners hired before March 1970 and retired after that date, have benefits from both prior act and Department of Retirement Systems (DRS) LEOFF I. Annually, DRS notifies the City of Richland (COR) Payroll Specialist of changes (Comparison of Benefits) due to Cost of Living (COLA) increases in LEOFF pensions or other changes as they occur. COLA increases are effective April 1st. The Payroll Specialist will notify pensioners involved of changes in their COR pension due to increase/decrease in LEOFF pension.

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

\$1,000 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 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. Examinations, fillings, extractions, crowns, and repair of dentures, maximum of \$1,200, per calendar year
2. One set of bridges, OR one set of full or partial false denture plates, OR dental implants, maximum of \$1,500, one (1), lifetime payment

Cosmetic dental work, gold fillings or gold teeth, 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 orthodontic work for a physical disorder requiring medical treatment and a treatment plan, must be submitted to the Board for pre-authorization.

ELECTIONS

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

ERECTILE DYSFUNCTION MEDICATION

The Board authorizes:

1. Payment of erectile dysfunction medication, with no restrictions on medicine dosage, if prescribed by a physician

HEARING AIDS

The Board authorizes:

1. A maximum payment of \$1,800, per hearing aid, for the initial hearing aid(s) prescribed by a state licensed audiologist

The Board may consider, on an individual basis:

1. A request for hearing aid replacements, once every 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.

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.

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.

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.

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:

1. \$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:

1. 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.](#)

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 one-week prior to the scheduled meeting so that all telephonic equipment can be procured, set up and the phone-in time established.

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 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.

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 shall 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 treatment of a specific medical condition. [A letter from the physician prescribing the sunglasses must be submitted to the Board for pre-approval.](#)