

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