

Agenda

Police Pension Board Regular Meeting

Thursday, September 21, 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. 698

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 Meeting Held August 17, 2017
- Marcia Hopkins, City Clerk

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

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

Medical and Dental Claims: (Approve by Motion)

1. Medicare Monthly Reimbursements Update
- Brandon Allen, Finance Director
2. Approve the September 2017 Medical/Dental/Vision/Medicare Claims
- Marcia Hopkins, City Clerk

Business Items:: (Approve by Motion)

1. Amendment to Board Polices Section "Comparison of Pension Benefits"
- 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: 09/21/2017

Agenda Category: Minutes

Subject:

Approve the Minutes of the Meeting Held August 17, 2017

Department:

Police Pension Board

Document Type:

Minutes

Recommended Motion:

Approve the minutes of the meeting held on August 17, 2017

Summary:

None.

Attachments:

I. Draft 081717 Minutes

MINUTES

POLICE PENSION BOARD REGULAR MEETING NO. 697

Thursday, August 22, 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, City Clerk/Police Pension Board Secretary Hopkins, Police Representatives Thomas, Moore and Couch. Also present was Finance Director Allen who arrived at 8:25 a.m.

Absent: Administrative Services Director Koch

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 Regular Meeting No. 695 Held July 20, 2017 and Special Meeting No. 696 Held July 27, 2017
- Marcia Hopkins, City Clerk/Police Pension Board Secretary

Mr. Couch moved and Mr. Moore seconded the motion to approve the minutes of the Police Pension Board Regular Meeting No. 695 Held July 20, 2017 and Special Meeting No. 696 held July 27, 2017. The motion carried 6-0.

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

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

The Board said they had no questions on the financial statements and although Mr. Allen was not present to give a staff report, they would entertain a motion to accept and file the financial reports.

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	(0.00)
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	(0.00)
Ending Fund Balance	\$372,182.91

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

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

1. Pensioner P2 Medicare Reimbursement
- Marcia Hopkins, City Clerk

Ms. Hopkins said Pensioner P2 had not been seeking reimbursement for their Medicare payments on a regular basis. Ms. Hopkins called P2 to be sure they were aware of the current claims process to seek reimbursement and P2 said they did not know they could get reimbursement, although claims for Medicare have been received from P2 in the past.

Ms. Hopkins asked if P2 sought reimbursement for Medicare payments past the Board's six-month submission policy, would the Board want to consider payment. The Board said that Medicare reimbursements would be subject to Board Policy the same as any other claim.

The Board also requested that Ms. Hopkins write a letter to the four pensioners that pay Medicare directly, to remind them of the reimbursement procedures.

Ms. Hopkins said on a related Medicare question, that Medicare bills the pensioners in three month increments for those pensioners who are not yet eligible for social security or those who chose to pay out of pocket and not through social security. Although the pensioners pay the three months and submit the claim to the Board for approval, the City's practice is to reimburse the pensioner one month at a time. Ms. Hopkins asked if there was a reason the reimbursements was done this way or if the Board could reimburse the full amount to the pensioner with one payment.

Mr. Allen would research this question and report back to the board.

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

Ms. Hopkins provided the Board with an updated Claims Log for approval. The Board Members discussed the medical/dental/vision/Medicare claims.

Mr. Moore moved and Mr. Thomas seconded the motion to approve the updated July 2017 medical/dental/vision/Medicare claims in the amount of \$5,605.36. The motion carried 6-0.

BUSINESS ITEMS: (Approve by Motion)

1. Envelopes for the Police Pension Board
- Marcia Hopkins, City Clerk

Ms. Hopkins requested to purchase envelopes with the Police Pension Board's return address information on them as the Board currently does not have any envelopes for mailing.

As envelope expense is allocated from the Board's operating cost line item in the budget, they agreed a vote was not necessary to authorize the purchase and decided on 1,000 black and white envelopes, using the City logo and Police Pension Board information, purchased from The UPS Store in Pasco, as they provided a low bid.

2. Police Board Policy Amendments
- Marcia Hopkins, City Clerk

Ms. Hopkins said the amendments to the policies approved at the July 27, 2017, special meeting, were incorporated in the draft Board policies. Per the Board's request, the confidentiality statement, (now under Board Secretary section) and the Closed Session August 17, 2017 were reviewed by the City Attorney. Payroll Specialist Gagnebin reviewed the Comparison of Pension Benefits and both their edits were 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 were also in blue.

The Board approved of the confidentiality, closed session and the Acupuncture, Massage Therapy Physical Therapy, and Vision, adding a statement about providing the Board a letter from the medical provider for treatments beyond the Board's stated policies. The Board requested the Comparison of Pension Benefits section be further refined and brought back to the next Board meeting for consideration.

Mr. Moore moved and Mr. Thomas seconded the motion to approve the amendments to the Board's Policies except for the section, "Comparison of Pension Benefits" which will be reviewed again at the September 21, 2017, Board meeting. The motion carried 6-0.

BOARD MEMBER COMMENTS:

No comments.

ADJOURNMENT:

Mr. Moore moved and Mr. Thomas seconded the motion to adjourn the meeting at 8:46 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: 09/21/2017

Agenda Category: Financial Reports and Investments

Subject:

Financial Statements for August 2017

Department:

Administrative Services

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to Accept and File the August 2017 Preliminary Financial Statements

Summary:

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

July 31, 2017 - Final:

Cash on Hand	\$131,630.28
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$371,482.47

August 31, 2017 - Preliminary:

Cash on Hand	\$132,027.25
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$371,879.44

Attachments:

I. Preliminary August 2017 Financials

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

Year of 2017	January	February	March	April	May	June	July	Preliminary 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	\$ 371,482.47	\$ -	\$ -	\$ -	\$ -		\$ -	0.00
REVENUE															
Investment Interest	1,162.39	1,228.53	1,087.51	997.34	988.82	1,127.20	1,041.78	861.23	-	-	-	-	8,494.80	12,810.00	66.3%
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	26,000.00	-	-	-	-	224,000.00	487,500.00	45.9%
TOTAL REVENUE:	29,162.39	10,228.53	29,087.51	24,997.34	27,988.82	44,127.20	40,041.78	26,861.23	-	-	-	-	232,494.80	500,310.00	46.5%
EXPENSE															
Medical Insurance - <65	1,212.24	1,010.20	1,010.20	1,010.20	808.16	808.16	808.16	808.16	-	-	-	-	7,475.48	12,200.00	61.3%
Medical Insurance - >65	3,850.86	3,998.97	3,998.97	3,998.97	4,147.08	4,147.08	3,998.97	3,998.97	-	-	-	-	32,139.87	49,800.00	64.5%
Dental Insurance - Retired	897.92	897.92	897.92	897.92	897.92	897.92	869.86	869.86	-	-	-	-	7,127.24	11,135.00	64.0%
Dental Expense Pension	387.00	-	1,862.03	-	995.50	637.00	253.20	743.00	-	-	-	-	4,877.73	14,000.00	34.8%
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	1,409.76	-	-	-	-	42,761.28	160,000.00	26.7%
Medicare Premiums	3,021.90	2,784.50	2,927.60	3,077.86	2,801.74	2,927.60	2,953.60	3,355.60	-	-	-	-	23,850.40	37,200.00	64.1%
Retirement Allowance	10,590.13	9,775.00	7,745.69	8,268.85	8,704.35	8,540.59	8,196.83	8,218.59	-	-	-	-	70,040.03	119,100.00	58.8%
Widow's Benefits	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	7,039.95	-	-	-	-	56,319.60	84,500.00	66.7%
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	20.37	-	-	-	-	107.11	250.00	42.8%
Expert Services	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00	0.0%
Shredding Services	-	-	8.11	-	-	-	-	-	-	-	-	-	8.11	50.00	0.0%
Travel	-	-	-	-	-	-	867.55	-	-	-	-	-	867.55	1,875.00	46.3%
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	40,864.80	26,464.26	-	-	-	-	249,051.58	500,310.00	49.8%
Revenues Over (Under)															
Expense:	(16.90)	(16,306.31)	426.26	(901.45)	(76.79)	744.46	(823.02)	396.97	-	-	-	-	(16,556.78)	-	
Ending Balance	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,637.82	\$ 371,561.03	\$ 372,305.49	\$ 371,482.47	\$ 371,879.44	\$ -	\$ -	\$ -	\$ -	\$ (16,556.78)	\$ -	
ENDING BALANCE CONSISTING OF:															
Cash	\$ 148,567.13	\$ 132,260.82	\$ 132,687.08	\$ 131,785.63	\$ 131,708.84	\$ 132,453.30	\$ 131,630.28	132,027.25	\$ -	\$ -	\$ -	\$ -			
Investments	325,402.26	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)	(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	\$ 371,482.47	\$ 371,879.44	\$ -	\$ -	\$ -	\$ -			
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: 09/21/2017

Agenda Category: Medical and Dental Claims

Subject:

Medicare Monthly Reimbursements Update

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

At the August 17, 2017, Police Board Meeting, the Board Secretary had a question regarding the City's current practice of reimbursing pensioners who pay their Medicare Part B invoices directly.

Currently, Medicare bills the pensioners for three-month at a time. The pensioners pays the full three-month installment and submits the invoice to the Board for reimbursement. The City reimburses the pensioner just one-month at a time, although the pensioner has paid the entire three-month invoice.

The Pension Board Members said they would like the full three-month amount to be reimbursed to the pensioners in full and asked Finance Director Allen to research the current practice.

Finance Director Allen researched the practice and determined the pensioners can be reimbursed the entire three-month amount in one payment. The Board Secretary will begin the full reimbursement practice beginning with the September claims.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 09/21/2017

Agenda Category: Medical and Dental Claims

Subject:

Approve the September 2017 Medical/Dental/Vision/Medicare Claims

Department:

City Attorney

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

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

Attachments:

- I. September 2017 Claims

\$0.00

The above-listed claims were approved by the LEOFF I Police Pension Board at its regular meeting held on September 21, 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 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: 09/21/2017

Agenda Category: Business Items:

Subject:

Amendment to Board Policies Section "Comparison of Pension Benefits"

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the new title and verbiage to the Comparison of Benefits section of the Police Pension Board policies.

Summary:

At our last Police Pension Board meeting on August 17, the Board asked for a rewrite of the Comparison of Benefits section of the Police Pension Board Policies. Since the intent of this section is to ensure that pensioners and widows are notified of any changes to their City of Richland pension amount for any reason, the following verbiage is suggested.

New Verbiage:

COMPARISON OF BENEFITS

(Proposed new title)

NOTIFICATION OF CHANGE TO CITY OF RICHLAND PENSION AMOUNT

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

Rejected at the August 17 Board meeting:

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.

Original:

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

Attachments:

- I. Draft Police Pension Board Policies

POLICE PENSION BOARD POLICIES

(Revised September 21, 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 acupuncture visits per year are needed, must be submitted to the Board.

ADULT CARE

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

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

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

Proposed new title –

NOTIFICATION OF CITY OF RICHLAND PENSION AMOUNT CHANGES

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

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