

Agenda

Police Pension Board Regular Meeting

Thursday, January 18, 2018 - 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. 703

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. HIPPA Release Form
 - Marcia Hopkins, City Clerk

Public Comments:

Minutes: (Approve by Motion)

1. Approve the Minutes of the Meeting Held December 21, 2017
 - Marcia Hopkins, City Clerk

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

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

Medical and Dental Claims: (Approve by Motion)

1. January 2018 Claims
 - Marcia Hopkins, City Clerk

Business Items:: (Approve by Motion)

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: 01/18/2018

Agenda Category: Presentations

Subject:

HIPPA Release Form

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

The Board Secretary will be mailing the Pensioners a HIPPA release form in January that is to be completed and returned to the secretary.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 01/18/2018

Agenda Category: Minutes

Subject:

Approve the Minutes of the Meeting Held December 21, 2017

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the Minutes of the Meeting Held December 21, 2017

Summary:

None.

Attachments:

1. Draft 122117 Minutes

MINUTES

POLICE PENSION BOARD REGULAR MEETING NO. 702

Thursday, December 21, 2017 | 8:15 AM

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

CALL TO ORDER:

Ms. Hopkins called the meeting to order at 8:15 a.m.

ATTENDANCE:

Board Members: CityClerk/Police Pension Board Secretary Hopkins, Police Representatives Thomas, Moore and Couch.

Absent: Mayor Thompson and Administrative Services Director Koch

PRESENTATIONS: (Discussion Only)

1. 2018 Medicare Part B Premiums

Marcia Hopkins, City Clerk//Police Pension Board Secretary

Ms. Hopkins said she sent the pensioners a letter on November 30, 2017, to remind them to send in their 2018 Medical Part B payment verification as without the verification, the Board will continue paying the 2017 amount.

2. 2017 Year-End Claims Report

Marcia Hopkins, City Clerk//Police Pension Board Secretary

Ms. Hopkins presented a 2017 Year-End Claims Report showing the total amount of claims per pensioner, per category and gave details of the report. The Board had a brief discussion regarding the report.

Ms. Hopkins moved and Mr. Moore seconded the motion to accept and file the 2017 Year-End Claims Report as published. The motion carried 4-0.

PUBLIC COMMENTS:

There were no public comments.

MINUTES: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board Meeting Held November 16, 2017

Marcia Hopkins, City Clerk/Police Pension Board Secretary

Mr. Thomas moved and Mr. Moore seconded the motion to approve the minutes of the Police Pension Board Meeting held November 16, 2017. The motion carried 4-0.

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

1. Unaffiliated Police Staff Salary Escalations

Marcia Hopkins, City Clerk//Police Pension Board Secretary

Ms. Hopkins noted the staff report from Payroll Specialist Gagnebin stating the new pension allowances are effective the first payroll in 2018 (December 25, 2017). These changes reflect a 1.50% increase to the salary ranges for unaffiliated positions approved by Council on November 21, 2017. The calculations were verified by Brandon Allen, Finance Director.

Mr. Moore moved and Mr. Thomas seconded the motion to accept and file the Unaffiliated Police Staff Salary Escalations. The motion carried 4-0.

2. Financial Statements for November 2017

Brandon Allen, Finance Director

As Mr. Allen was unable to attend the meeting, the Board reviewed the financial statements for November 2017.

October 31, 2017 - Final:

Cash on Hand	\$131,193.92
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$372,046.11

November 30, 2017 - Preliminary:

Cash on Hand	\$132,436.62
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$372,288.81

Mr. Thomas moved and Mr. Couch seconded the motion to accept and file the November 2017 financial reports as published. The motion carried 4-0.

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

1. Update on Claims Pulled at November 16, 2017 Meeting

Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins said Pensioner P15's balance of \$4.49 was due to the provider billing Zenith instead of Cigna in error and the provider will rebill. Pensioner P7's balance of \$57.09 is still being investigated as the provider stated the charge was for a co-pay amount, however, the pensioner's Cigna plan does not require co-payments.

2. Medical/Dental/Vision/Medicare Claims for December 2017 Claims
Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins said Pensioner P13 has asked for approval for travel expenses to the Spokane Eye Clinic for December 6 and 7, 2017 for eye surgery and for another check-back appointment late December or early January 2018. If the Board approves, the expenses will be brought forward to the January 18, 2018 meeting.

Mr. Moore moved and Mr. Couch seconded the motion to approve the travel expenses for Pensioner P13. The motion carried 4-0.

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

Mr. Couch moved and Mr. Moore seconded the motion to approve the December 2017 medical/dental/vision/Medicare claims in the amount of \$20,031.25. The motion carried 4-0.

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

BOARD MEMBER COMMENTS:

Mr. Moore said Pensioner P39 is preparing to move into an assisted living facility in the near future.

ADJOURNMENT:

Ms. Hopkins adjourned the meeting at 8:40 a.m.

Respectively Submitted By,
Marcia Hopkins,
City Clerk/Police Pension Board Secretary



POLICE PENSION BOARD

AGENDA ITEM COVERSHEET

Meeting Date: 01/18/2018

Agenda Category: Financial Reports and Investments

Subject:

Financial Statements for December 2017

Department:

Administrative Services

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to Accept and File the December 2017 Preliminary Financial Statements

Summary:

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

November 30, 2017 - Final:

Cash on Hand	\$132,547.74
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$372,399.93

December 31, 2017 - Preliminary:

Cash on Hand	\$131,861.29
Investments	325,402.26
Gains (Loss) on Investments	(85,550.07)
Net Current Assets & Liabilities	<u>(0.00)</u>
Ending Fund Balance	\$371,713.48

Attachments:

1. Preliminary Dec 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	Preliminary 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	\$ 371,984.67	\$ 371,802.27	\$ 372,046.11	\$ 372,399.93		\$ -	0.00
REVENUE															
Investment Interest	1,162.39	1,228.53	1,087.51	997.34	988.82	1,127.20	1,041.78	966.46	1,001.49	945.23	942.28	826.48	12,315.51	12,810.00	96.1%
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	41,000.00	25,000.00	40,000.00	39,000.00	369,000.00	487,500.00	75.7%
TOTAL REVENUE:	29,162.39	10,228.53	29,087.51	24,997.34	27,988.82	44,127.20	40,041.78	26,966.46	42,001.49	25,945.23	40,942.28	39,826.48	381,315.51	500,310.00	76.2%
EXPENSE															
Medical Insurance - <65	1,212.24	1,010.20	1,010.20	1,010.20	808.16	808.16	808.16	808.16	808.16	808.16	808.16	808.16	10,708.12	12,200.00	87.8%
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	3,998.97	3,998.97	3,998.97	3,998.97	48,135.75	49,800.00	96.7%
Dental Insurance - Retired	897.92	897.92	897.92	897.92	897.92	897.92	869.86	869.86	869.86	869.86	869.86	869.86	10,606.68	11,135.00	95.3%
Dental Expense Pension	387.00	-	1,862.03	-	995.50	637.00	253.20	743.00	2,208.13	957.00	795.41	-	8,838.27	14,000.00	63.1%
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	15,676.95	969.40	15,258.85	16,413.88	91,080.36	160,000.00	56.9%
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	3,355.60	2,685.60	3,087.60	3,087.60	36,066.80	37,200.00	97.0%
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	8,218.59	8,218.59	8,218.59	8,218.59	102,990.31	119,100.00	86.5%
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	7,039.95	7,039.95	7,039.95	7,039.95	84,479.40	84,500.00	100.0%
Administrative Fee	1,018.00	1,018.00	-	-	-	-	-	-	-	-	-	-	2,036.00	-	0.0%
Operating Supplies	-	-	-	-	-	-	16.18	-	-	117.08	-	-	133.26	450.00	29.6%
Postage	-	10.30	4.08	5.16	2.80	34.50	29.90	20.37	7.68	36.78	3.70	-	155.27	250.00	62.1%
Expert Services	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00	0.0%
Shredding Services	-	-	8.11	-	-	-	-	-	-	-	-	-	8.11	50.00	0.0%
Travel	-	-	-	-	-	-	867.55	-	-	-	507.37	-	1,374.92	1,875.00	73.3%
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	42,183.89	25,701.39	40,588.46	40,512.93	398,038.25	500,310.00	79.6%
Revenues Over (Under)															
Expense:	(16.90)	(16,306.31)	426.26	(901.45)	(76.79)	744.46	(823.02)	502.20	(182.40)	243.84	353.82	(686.45)	(16,722.74)	-	
Ending Balance	\$ 388,419.32	\$ 372,113.01	\$ 372,539.27	\$ 371,637.82	\$ 371,561.03	\$ 372,305.49	\$ 371,482.47	\$ 371,984.67	\$ 371,802.27	\$ 372,046.11	\$ 372,399.93	\$ 371,713.48	\$ (16,722.74)	\$ -	
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	\$ 132,132.48	\$ 131,950.08	\$ 132,193.92	\$ 132,547.74	131,861.29			
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	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)	(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	\$ 371,984.67	\$ 371,802.27	\$ 372,046.11	\$ 372,399.93	\$ 371,713.48			
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: 01/18/2018

Agenda Category: Medical and Dental Claims

Subject:

January 2018 Claims

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the January 2018 Claims.

Summary:

The January 2018 claims total is \$14,031.04.

Note:

Pensioner 13's two medical travel expenditures, authorized at the December 21, 2017 Police Pension Board meeting, are on the January 2018 claims for approval.

Attachments:

1. January 2018 Claims Log

JANUARY 2017 POLICE PENSION BOARD CLAIM LOG																			
				MEDICARE	MEDICAL/RX/ ADULT CARE	PHYSICAL EXAMS	DENTAL		VISION (non-medical)				HEARING AID	MASSAGE	DEATH BENEFIT	TRAVEL/ TUITION	OPERATING EXP	GRAND TOTAL	ACUPUNCT URE
P NO.	DATE OF SERVICE	CLAIMANT	SERVICE RENDERED	BOARD PAYMENT	BOARD PAYMENT	\$400 YR MAX: BOARD PAYMENT	\$1,200 YR MAX DENTAL: BOARD PAYMENT	\$1,500 YR MAX BRIDGES/ DENTURES: BOARD PAYMENT	\$150 YR MAX FRAMES: BOARD PAYMENT	\$200 YR MAX CONTACTS: BOARD PAYMENT	LENS: BOARD PAYMENT	EYE EXAM: BOARD PAYMENT	\$1,800 EVERY 5 YRS PER HEARING AID: BOARD PAYMENT	\$50 MAX PER MONTH: BOARD PAYMENT	\$1,000 ONE- TIME PAYMENT: BOARD PAYMENT	BOARD PAYMENT	BOARD PAYMENT	GRAND TOTAL	12 Visit Yr Max ACUPUNC TURE
P1	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$121.00														\$121.00	
P2			MEDICARE PREMIUM															\$0.00	
P3	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$129.00														\$129.00	
P4	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$129.00														\$129.00	
P5		REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P7	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$111.00														\$111.00	
P8	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$116.00														\$116.00	
P8	Jan-18	REIMBURSE	Brookdale Asst. Living		\$4,444.00													\$4,444.00	
P8	Jan-18	REIMBURSE	Brookdale Asst. Living - Personal Service		\$2,516.00													\$2,516.00	
P8	124/17	REIMBURSE	Mycophenolate		\$433.97													\$433.97	
P9																		\$0.00	
P10	Jan-18	REIMBURSE	MEDICARE PREMIUM															\$0.00	
P11	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P12	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$120.00														\$120.00	
P12	Oct-17	RX PHARMACY	DERMAZENE CREAM		\$55.00													\$55.00	
P13	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$118.00														\$118.00	
P13	Dec-17	REIMBURSE	TRAVEL EXPENSES													\$346.32		\$346.32	
P13	Jan-18	REIMBURSE	TRAVEL EXPENSES													\$257.14		\$257.14	
P13	Dec-17	REIMBURSE	METHYLGUARD PLT		\$102.06													\$102.06	
P13	Nov-17	RX PHARMACY	Cialis/Chantix		\$1,178.77													\$1,178.77	
P14	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$133.00														\$133.00	
P15	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P17	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P18	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$127.00														\$127.00	
P19	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$119.00														\$119.00	
P19	Dec-18	LILO MANNION BLACK DDSS	RESTORATION				\$71.40											\$71.40	
P19	Dec-17	LILO MANNION BLACK DDSS	RESTORATION				\$77.40											\$77.40	
P20																		\$0.00	
P21																		\$0.00	
P22	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$111.00														\$111.00	
P23	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$134.00														\$134.00	
P24	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$109.00														\$109.00	
P28	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$114.00														\$114.00	
P28	Nov-18	HAN & ROSE PLLC	CROWN				\$585.18											\$585.18	
P30																		\$0.00	
P31	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$118.00														\$118.00	
P31	Oct-17	ANDERSON DENTAL	PERIODONTAL SERVICE				\$48.40											\$48.40	
P31	Sep-17	ANDERSON DENTAL	CROWN				\$473.00											\$473.00	
P32	Feb-Apr 2018	REIMBURSE	MEDICARE PREMIUM	\$402.00														\$402.00	
P34	Jan-18		MEDICARE PREMIUM	\$134.00														\$134.00	
P35	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$118.00														\$118.00	
P36	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$127.00														\$127.00	
P36	Oct-Nov 2017	RX PHARMACY	Glucosamine/Vit D/ Syringes/Omega Fish Oil		\$66.40													\$66.40	
P39	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$132.00														\$132.00	
P40	Jan-18	REIMBURSE	MEDICARE PREMIUM	\$118.00														\$118.00	
PEXP																		\$0.00	
			GRAND TOTAL	\$3,376.00	\$8,796.20	\$0.00	\$1,255.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$603.46	\$0.00	\$14,031.04	0
																		\$0.00	
																		Cell Above Must = \$0	