

MINUTES

POLICE PENSION BOARD REGULAR MEETING NO. 707

Thursday, June 21, 2018 | 8:15 AM

City Hall Annex Building | City Manager's Conference Room
975 George Washington Way, Richland, WA 99352

CALL TO ORDER:

Mrs. Hopkins called the meeting to order at 8:21 a.m.

ATTENDANCE:

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

Absent: Mayor Thompson

PRESENTATIONS: (Discussion Only)

1. Kadlec Regional Medical Center Billing Update
- Allison Jubb, Human Resources Director

Ms. Koch said Human Resources Manager Jubb was unable to attend the meeting and she would be giving the update. Ms. Koch said Ms. Jubb continues to work on the Kadlec claims issue and that an outside audit company is working on the accounts payable claims and special attention will be given to the Kadlec claims. A report from the audit company will be available in the near future. The Board requested that Ms. Jubb attend the July 19, 2018 Pension Board meeting.

2. 2018 Election Period June 11-22, 2018
Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins said she has mailed the election ballots for the Police Pension Board Representative position to the pensioners. The election will close on June 22, 2018.

PUBLIC COMMENTS:

There were no public comments.

MINUTES: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board Meeting Held May 17, 2018
- Marcia Hopkins, City Clerk/Police Pension Board Secretary

Mr. Moore moved and Mr. Couch seconded the motion to approve the minutes of the Police Pension Board Meeting held May 17, 2018. The motion carried 5-0.

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

1. Financials Not Approved at the May 17, 2018 Meeting
- Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins noted the Board did not approve the April 2018 financials during the May 17, 2018, meeting because they were not final. She asked if the Board wanted to take any action on those financials at this meeting. The Board said the April 2018 financials are still preliminary and they will just address the May 2018 financials.

2. Financial Statements for May 2018
- Cathleen Koch, Administrative Service Director

Preliminary financial statements:

April 30, 2018 - Preliminary:

Cash on Hand	\$122,612.29
Investments	325,402.26
Gains (Loss) on Investments	(75,871.29)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$372,143.26

May 31, 2018 - Preliminary:

Cash on Hand	\$122,764.01
Investments	325,402.26
Gains (Loss) on Investments	(75,871.29)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$372,294.98

Mr. Couch moved and Mr. Thomas seconded the motion to accept and file the preliminary financial statement for April and May 2018. The motion carried 5-0.

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

1. Pensioner P8 Special Request
- Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins said Pensioner P8 has requested that his two claims, in the total amount of \$609.39, submitted to the Board past the 6-month submittal deadline, be considered by the Board for payment. Pensioner P8 submitted a letter of explanation to the Board concerning the late claims. Ms. Hopkins said if the Board chooses to approve these two claims, she will add the claims to the 2018 June claims log for payment.

The Board read the letter and discuss the request and decided to approve the two claims.

2. Adjustment to June 2018 Claims Log
- Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins said she had picked up the wrong number on a May 2018 claim that the finance department caught, corrected and paid the vendor the correct amount. The \$50 correction is reflected on the June 2018 claims log.

3. Medical/Dental/Vision/Medicare Claims for June 2018 Claims
- Marcia Hopkins, City Clerk/Police Pension Board Secretary

The Board discussed the medical/dental/vision/Medicare/Other claims. The Board noted a \$40 claim had not displayed in the total column on the claims log, which the Board Secretary will correct. The Board had questions regarding the Cigna coverage on Pensioner P8 claims and requested the Board Secretary contact Cigna and confirm that the coverage is correct. The Board said they would approve Pensioner P8 claims, but wanted to hold payment of them until Cigna verified that the amount covered by them was correct on the claims. If the Cigna coverage is correctly stated on the claim, then the reimbursement check will be processed in the current amount of the claim. If not, the corrected covered amount from Cigna will be processed and an adjusted claim amount will be brought to the Board for approval.

Ms. Koch expressed her concerns that some pensioner's claims may not be considered medically necessary. She said she was unable to be present when the Board last updated its policies and procedures and she would have voiced her concerns then about this topic. Mr. Couch suggested that we put the policies and procedures on the July 19, 2018, Police Pension Board agenda for review. The Board concurred.

Mr. Couch moved and Mr. Moore seconded the motion to approve Pensioner P8's additional claims in the amount of \$609.39 but withhold payment until Cigna verifies its covered amount is correct and approve the June 2018 Medical/Dental/Vision/Medicare/Other claims in the amount of \$16,267.00. The motion carried 5-0.

BUSINESS ITEMS: (Approve by Motion)

1. Medicare Reimbursement Checks
- Bob Moore, Police Representative

Mr. Moore said he has received calls from the Pensions who were concerned that their Medicare reimbursement check arrives too late in the month. Mr. Moore asked if the check run for Medicare checks could be processed earlier in the month. Ms. Hopkins said the Medicare and claims checks are approved at the Thursday Board meeting and the check run is processed the following week, typically on Tuesday or Wednesday. May's regular check run inadvertently omitted the Medicare reimbursements and when the error was discovered and the checks processed and mailed, they arrived late to the Pensioners. Also, the Board agreed at their July 20, 2017, that the separate Medicare

and claims check run be combined into one check run to be more efficient. The Board decided no change to the current process need to be made at this time.

Ms. Koch noted that the new accounting system will be able to offer direct deposit to Pensioners when the system is online in about a year.

2. Claims Processing

- Marcia Hopkins, City Clerk/Police Pension Board Secretary

Ms. Hopkins explained the City's policy is to have the Pensioners resolve any billing and insurance issues before they submit the claim to the Pension Board Secretary. Ms. Hopkins said she currently receives some of the bills from providers directly and resolves any issues at that time. Following the City's policy, bills needing more clarification or have insurance issues or if the Explanation of Benefits are incomplete or missing, the Pensioners will need to resolve the problem themselves. Ms. Hopkins said that if these billing and insurance issues are sent to the Pensioners, they may call the Board Members with concerns on why they have to resolve these issues. The Board acknowledged that the Pensioners probably will call and they will be prepared to answer their questions.

BOARD MEMBER COMMENTS:

None.

ADJOURNMENT:

Ms. Hopkins adjourned the meeting at 9:16 a.m.

Respectively Submitted By,

Marcia Hopkins, City Clerk/Police Pension Board Secretary

Approved: July 19, 2018