

Agenda

Police Pension Board Regular Meeting

Thursday, September 20, 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. 708

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. Kadlec Regional Medical Center Claims Update and Assigning a Board Doctor
- Allison Jubb, Human Resources Director
2. 2018 Police Pension Board Representative Election Results: Larry Couch
Elected for 2018-2021 Term
- Marcia Hopkins, City Clerk

Public Comments:

Minutes: (Approve by Motion)

1. Approve the Minutes of the Meeting Held June 21, 2018
- Marcia Hopkins, City Clerk

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

Medical/Dental/Vision/Medicare/Other Claims: (Approve by Motion)

1. Pensioner P8 Medical Equipment and Claims
- Marcia Hopkins, City Clerk

Business Items:: (Approve by Motion)

1. Review of Police Pension Board Policies
 - 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: 09/20/2018

Agenda Category: Presentations

Subject:

Kadlec Regional Medical Center Claims Update and Assigning a Board Doctor

Department:

Police Pension Board

Document Type:

Presentation

Recommended Motion:

Summary:

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 09/20/2018

Agenda Category: Presentations

Subject:

2018 Police Pension Board Representative Election Results: Larry Couch Elected for 2018-2021 Term

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 09/20/2018

Agenda Category: Minutes

Subject:

Approve the Minutes of the Meeting Held June 21, 2018

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the Minutes of the Meeting Held June 21, 2018

Summary:

None.

Attachments:

I. 062118 Minutes

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.

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 \$16,571.40. 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 Pensioners 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



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting
Date: 09/20/2018

Agenda Category: Medical/Dental/Vision/Medicare/Other
Claims

Subject:
Pensioner P8 Medical Equipment and Claims

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:

Summary:
bed being purchased

update on claims

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 09/20/2018

Agenda Category: Business Items:

Subject:

Review of Police Pension Board Policies

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

At the June 21, 2018 Police Pension Board meeting, the subject of medications prescribed by the doctor, and submitted to the Board for payment, may not be medically necessary and therefore, the Board does not have to pay for them. The Board requested the policies regarding this issue, be reviewed at the July meeting.

The current Police Pension Board policies and procedures are attached.

Attachments:

- I. I Police Board Policies - Rev Sept 21 2017

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.

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
3. Dental charges incurred by a member who sustains an accidental injury to his or her teeth and who commences treatment by a legally licensed dentist within 90 days after the accident. A letter from the dentist describing the accidental injury and a treatment plan, must be submitted to the Board for pre-authorization.

Cosmetic dental work, gold fillings or gold teeth, are not covered by the Board.

Orthodontic work that has a direct relationship to an identifiable physical disorder requiring medical treatment and is prescribed by a dentist or doctor, will be considered by the Board. A letter from the dentist or doctor describing the reason for orthodontic work for a physical disorder, including a treatment plan, must be submitted to the Board for pre-authorization.

Orthodontic work that is considered a cosmetic disorder which may be alleged to cause incidental emotional discomfort, is not covered by the Board.

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.

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.

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.