

Agenda

Police Pension Board Regular Meeting

Thursday, March 21, 2019 - 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. 717

Call to Order:

Attendance:

Board Members: Mayor Thompson, Board Chair; Mayor Pro Tem Christensen; Administrative Services Director Koch; Interim Police Pension Board Secretary Gagnebin; Police Representatives Thomas; Moore; Couch

Presentations:

1. WSLEA 2019 Conference
 - Jane Gagnebin, Payroll Specialist

Public Comments:

Minutes: (Approve by Motion)

1. Approve the Minutes of the Meeting Held February 21, 2019.
 - Jane Gagnebin, Payroll Specialist

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

1. Financials Statements for February 2019
 - Cathleen Koch, Administrative Services Director

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

1. 2019 March Medical/Dental/Medicare/Other Claim Report
 - Jane Gagnebin, Payroll Specialist

Business Items: (Approve by Motion)

1. Amend the Police Pension Board's Policies and Procedures to Include Open Government Training Requirements

- Jane Gagnebin, Payroll Specialist

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: 3/21/2019

Agenda Category: Presentations

Subject:

WSLEA 2019 Conference

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Summary:

WSLEA 2019 Conference is being held May7th through May 10th at Lake Chelan. If you plan on attending notify Jane no later than March 25, 2019.

Attachments:



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/21/2019

Agenda Category: Minutes

Subject:

Approve the Minutes of the Meeting Held February 21, 2019.

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the Minutes of the Meeting Held February 21, 2019.

Summary:

None.

Attachments:

I. 022119 Minutes

MINUTES

POLICE PENSION BOARD SPECIAL MEETING NO. 716

Tuesday, February 21, 2019 | 8:15 a.m.

City Hall Annex Building | City Manager's Conference Room

975 George Washington Way, Richland, WA 99352

CALL TO ORDER:

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

ATTENDANCE:

City Clerk/Police Pension Board Secretary Hopkins, Administrative Services Director Koch, Police Representatives Thomas, Moore and Couch, Administrative Specialist Fulton and Payroll Specialist Gagnebin.

ABSENT: Mayor Thompson, Mayor Pro Tem Christensen

PRESENTATIONS: (Discussion Only)

MINUTES: (Approve by Motion)

1. Approve the Minutes of the Police Pension Board Meeting Held January 17 and 24, 2019
 - Marcia Hopkins, City Clerk/Police Pension Board Secretary

Mr. Moore moved and Mr. Thomas seconded the motion to approve the minutes of the Police Pension Board Meetings held January 17 and 24, 2019. The motion carried 5-0.

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

1. Financial Statements for January 2019

The Board discussed the financial reports and investments.

December 31, 2018 - Preliminary:

Cash on Hand	\$146,178.95
Investments	325,402.26
Gains (Loss) on Investments	(99,463.31)
Net Current Assets & Liabilities	(0.47)
Ending Fund Balance	\$372,117.43

January 31, 2019 - Preliminary:

Cash on Hand	\$145,938.38
Investments	325,402.26
Gains (Loss) on Investments	(99,463.31)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$371,877.33

Mr. Thomas moved and Mr. Moore seconded the motion to accept and file the January 2019 financial reports as published. The motion carried 5-0.

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

1. 2018 Police Pension Board's Annual Report per RCW 41.20.020

Ms. Hopkins presented the annual report that gives a year-end total on each pensioner's claim amounts for 2018.

Mr. Moore moved and Mr. Couch seconded the motion to accept and file the 2018 Annual Report. The motion carried 5-0.

2. 2019 February Medical/Visio/Dental/Medicare/Other Claims Report

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

Mr. Moore moved and Mr. Thomas seconded the motion to approve the February 2019 medical/dental/vision/Medicare/other claims in the amount of \$12,334.69. The motion carried 5-0.

BUSINESS ITEMS: (Approve by Motion)

1. Replacement Hearing Aides Request

The Board considered the hearing aid request brought forward by P11 and decided to approve the Board policy maximum payment of \$3,600. Ms. Hopkins will prepare and send a letter to P11 informing him of the Board's decision.

BOARD MEMBER COMMENTS:

1. Open Government Training and HIPAA Certification Discussion

Ms. Hopkins said that the Board Members are required by state statute to take the Open Government training and that it need to be repeated every four years. The Board agreed to take the training and to amend the Board Policies and Procedures to include the need for all Board Members to take the training and repeat it every four years. Ms. Hopkins also said that if any Board Member wants to take a HIPAA Certification training, it is also available on-line.

2. Long-Term Health Care Costs Discussion

The Board said they have looked into insurance alternatives for long-term health care costs in the past and it proved to be too expensive. After discussion, the Board asked Ms. Koch to continue her communications with Cigna to determine if some of the health care costs for pensioners in assisted living care facilities can be affordably covered in their insurance plan.

ADJOURNMENT:

The meeting adjourned at 8:46 a.m.

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

Approved: March 21, 2019



POLICE PENSION BOARD AGENDA ITEM COVERSHEET

Meeting Date: 3/21/2019

Agenda Category: Financial Reports and Investments

Subject:

Financials Statements for February 2019

Department:

Administrative Services

Document Type:

Police Pension Board Item

Recommended Motion:

Motion to Accept and File the February 2019 Preliminary Financial Statements

Summary:

January 31, 2019 - Preliminary:

Cash on Hand	\$145,938.38
Investments	325,402.26
Gains (Loss) on Investments	(99,463.31)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$371,877.33

February 28, 2019 - Preliminary:

Cash on Hand	\$145,856.59
Investments	325,402.26
Gains (Loss) on Investments	(99,463.31)
Net Current Assets & Liabilities	(0.00)
Ending Fund Balance	\$371,795.54

Attachments:

- I. 2019 Police Income & Expense Statement

**CITY OF RICHLAND
POLICE PENSION FUND
2019 REVENUE AND EXPENSE**

Year of 2019	<i>Preliminary January</i>	<i>Preliminary February</i>	March	April	May	June	July	August	September	October	November	December	Year to Date	Budget	YTD%
Beginning Balance	\$ 372,117.43	\$ 371,877.33										\$ -		\$ -	0.00
<u>REVENUE</u>															
Investment Interest	933.90	1,747.69											2,681.59	13,150.00	20.4%
Other Interest Earnings													-	-	0.0%
Medical Reimburse													-	-	0.0%
Net Change in Fair Market Value													-	-	0.0%
Contribution- General Fund	44,000.00	40,000.00											84,000.00	417,500.00	20.1%
TOTAL REVENUE:	44,933.90	41,747.69	-	-	-	-	-	-	-	-	-	-	86,681.59	430,650.00	20.1%
<u>EXPENSE</u>															
Medical Insurance - <65	666.72	666.72											1,333.44	5,350.00	24.9%
Medical Insurance - >65	4,561.76	4,561.76											9,123.52	56,700.00	16.1%
Dental Insurance - Retired	822.12	822.12											1,644.24	9,875.00	16.7%
Dental Expense Pension	1,295.98												1,295.98	10,900.00	11.9%
Medical Expense Pension	10,895.83	8,278.70											19,174.53	118,950.00	16.1%
Medicare Premiums	3,310.00	4,108.00											7,418.00	35,450.00	20.9%
Retirement Allowance	16,152.87	15,923.46											32,076.33	99,700.00	32.2%
Widow's Benefits	7,468.72	7,468.72											14,937.44	89,650.00	16.7%
Operating Supplies													-	225.00	0.0%
Postage													-	175.00	0.0%
Shredding Services													-	50.00	0.0%
Travel													-	1,875.00	0.0%
Training & Conference													-	750.00	0.0%
Other Expenses													-	1,000.00	0.0%
Total Expense	45,174.00	41,829.48	-	-	-	-	-	-	-	-	-	-	87,003.48	430,650.00	20.2%
Revenues Over (Under)															
Expense:	(240.10)	(81.79)	-	-	-	-	-	-	-	-	-	-	(321.89)	-	
Ending Balance	\$ 371,877.33	\$ 371,795.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (321.89)	\$ -	
<u>ENDING BALANCE CONSISTING OF:</u>															
Cash	\$ 145,938.38	\$ 145,856.59													
Investments	325,402.26	325,402.26													
Gain(Loss) on Investments	(99,463.31)	(99,463.31)													
Net Current Assets & Liabilities	-														
Ending Fund Balance	\$ 371,877.33	\$ 371,795.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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: 3/21/2019

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

Subject:
2019 March Medical/Dental/Medicare/Other Claim Report

Department:
Police Pension Board

Document Type:
Police Pension Board Item

Recommended Motion:
Approve the 2019 March Medical/Dental/Medicare/Other Claim Report in the amount of \$15,700.69.

Summary:
The 2019 March Medical/Dental/Medicare/Other Claim Report in the amount of \$15,700.69 is attached for Board review and consideration.

Attachments:
I. 032119 Claims Log

				MEDICARE	MEDIAL/RX/ ADULT CARE	PHYSICAL EXAMS	DENTAL		VISION (non-medical)				HEARING AID	MASSAGE	DEATH BENEFIT	TRAVEL/ TUITION	OPERATING EXPENSES		ACUPUNC- TURE
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	ONE EYE EXAM PER YEAR: BOARD PAYMENT	\$1,800 PER HEARING AID EVERY 5 YEARS: BOARD PAYMENT	\$50 MAX PER MONTH: BOARD PAYMENT	\$1,000 ONE-TIME PAYMENT: BOARD PAYMENT	BOARD PAYMENT	\$450 Budgeted Operating Expenses BOARD PAYMENT	GRAND TOTAL	12 Visit Per Yr Max Acupuncture
P1	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P2	4/1/2019	Reimburse	Medicare															\$0.00	
P3	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P4	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P5	3/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P7	4/1/2019	Reimburse	Medicare	\$119.50														\$119.50	
P8	4/1/2019	Reimburse	Medicare	\$131.50														\$131.50	
P8	3/1/2019	Reimburse	Brookdale Asst. Living Housing		\$4,675.00													\$4,675.00	
P8	3/1/2019	Reimburse	Brookdale Asst. Living Personal Care		\$4,978.25													\$4,978.25	
P8	2/1/2019	Reimburse	Leggings		\$467.35													\$467.35	
P9	4/1/2019	Reimburse	Medicare															\$0.00	
P9	6/26/2018	Medi-Lynx Cardiac	ECG Monitoring		\$254.12													\$254.12	
P10	3/1-5/31/19	Reimburse	Medicare	\$406.50														\$406.50	
P10	2/28/2019	Reimburse	Testosterone		\$160.69													\$160.69	
P10	2/26/2019	Reimburse	Ocusoft Lid Scrub		\$17.99													\$17.99	
P10	2/26/2019	Reimburse	Tear Eye Drops		\$14.49													\$14.49	
P11	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P12	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P12	11/18&1/19	RX Pharmacy	Dermazene Cream		\$230.34													\$230.34	
P13	4/1/2019	Reimburse	Medicare	\$131.50														\$131.50	
P13	11/21/2018	RX Pharmacy	Tadalafil		\$408.80													\$408.80	
P14	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P15	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P17	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P18	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P19	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P19	1/15/2019	Henager Black DDS	Crown				\$554.00											\$554.00	
P20	4/1/2019	Reimburse	Medicare	\$135.50														\$135.50	
P21	4/1/2019	Reimburse	Medicare															\$0.00	
P22	4/1/2019	Reimburse	Medicare	\$117.50														\$117.50	
P23	4/1/2019	Reimburse	Medicare	\$135.50															

P40	4/1/2019	Reimburse	Medicare	\$118.00														\$118.00	
PSEC																		\$0.00	
PEXP																		\$0.00	
			GRAND TOTAL	\$3,698.50	\$11,448.19	\$0.00	\$554.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,700.69	0
																		\$0.00	
																		Cell Above Must = \$0	

The above-listed claims were approved by the LEOFF I Police Pension Board at its regular meeting held on March 21, 2019.

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 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: 3/21/2019

Agenda Category: Business Items

Subject:

Amend the Police Pension Board's Policies and Procedures to Include Open Government Training Requirements

Department:

Police Pension Board

Document Type:

Police Pension Board Item

Recommended Motion:

Approve the amendment to the Police Pension Board's Policies and Procedures to include a new section requiring Board Members to adhere to state statutes and obtain Open Government training and repeat the training every four years.

Summary:

During the 2014 legislative session, the Washington State Legislature passed ESB 5964, known as the Open Government Training Act. Effective July 1, 2014, all members of a governing body of a public agency, subject to the Open Public Meetings Act (OPMA), must receive basic training in public records, records retention and open public meetings. This includes Richland's Boards, Commissions and Committee Members.

At the February 21, 2019 Police Pension Board meeting, Secretary Hopkins advised the Board that they need to take this training and that it is required to be renewed every four years.

The Board agreed to amend their Policies and Procedures by adding a new section requiring Board Members to adhere to state statutes and obtain Open Government training and repeat the training every four years.

A copy of the draft amendment is attached to the staff report for the Board's review and consideration. Amendments have been made to the "Board Secretary" section on page 2 and a section, "Open Government Training Act" has been added on page 6. The amendments are highlighted in blue.

Attachments:

- I. Police 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.

- Prepares 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.
- Maintain Board Member records on the state required Open Government Training Act including:
 - ✓ Date a new Board Member completes the training (within 90 days from being elected to the Police Pension Board).
 - ✓ Alert the Board Members every four years when the training is required to be repeated and record the completion date of that training.
 - ✓ Provide instructions to the Board Member on how to take the training on the Washington State Attorney General's Office website or other accredited entity.

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.

OPEN GOVERNMENT TRAINING ACT

- During the 2014 legislative session, the Washington State Legislature passed ESB 5964, known as the Open Government Training Act. Effective July 1, 2014, all members of a governing body of a public agency, subject to the Open Public Meetings Act (OPMA), must receive basic training in public records, records retention and open public meetings. This includes Richland's Boards, Commissions and Committee Members.
- This training must be completed within 90 days from being elected to the Police Pension Board.
- This training is required to be repeated every four years. The Board Secretary shall track this training and alert the Board Members when four years have passed and provide instructions on how to repeat the training.
- The Open Government training can be obtained online at the Washington State Attorney General's Office website or by another accredited entity.

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.