

MINUTES

METROPOLITAN EMPLOYEE BENEFIT BOARD

July 5, 2011

The Metropolitan Employee Benefit Board met for their regularly scheduled meeting on Tuesday, July 5, 2011 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 9:30 a.m.

Benefit Board members: Chair: Edna J. Jones; Vice Chair: Christine Bradley; Members: Charles D. Clariday, Sr., B.R. Hall, Sr., James H. Johnson, *Richard M. Riebeling, Rita Roberts-Turner and Clyde D. Smith.

Members: Ann V. Butterworth and G. Thomas Curtis were unable to be present.

Others present: Shannon B. Hall, Metro Human Resources, Nicki Eke, Attorney, Metro Legal Department and Dr. Celia Goodson, Civil Service Medical Examiner.

A. MINUTES: Chair Edna Jones called the meeting to order and said the first order of business was to determine if there were any amendments, corrections or questions of the minutes from the last regular meeting held on June 7, 2011. With no corrections, nothing further was noted and Rita Roberts-Turner moved for approval. Christine Bradley seconded and the Board approved without objection.

*Denotes the arrival of Richard Riebeling.

B. APPEAL ANNOUNCEMENT:

Shannon Hall announced the process and timeframe for appealing a decision made by this Board.

C. DISABILITY PENSIONS: (new requests, reexaminations, return to work and social security referrals)

The terms of the approval or extension of the items listed in the motions are specifically stated in these minutes.

Dr. Celia Goodson reported to the Board that she recommends approval of the disability pension new requests, items 1 through 4, for the length of time as recommended. Christine Bradley moved for approval of the recommendation to approve the disability pension new requests, items 1 through 4 for the length of time as recommended. Rita Roberts-Turner seconded and the Board approved without objection.

Dr. Celia Goodson reported to the Board that she recommends approval for continuing the disability pension reexaminations, items 5 through 12 for the length of time as recommended. Rita Roberts-Turner moved for approval of the recommendation to continue the disability pension reexaminations, items 5 through 12 for the length of time as recommended. Clyde Smith seconded and the Board approved without objection.

Dr. Celia Goodson reported to the Board that she recommends continuing the disability pension reexaminations, items 13 and 14, with a return to work. Clyde Smith moved for approval of continuing the disability pension reexaminations, items 13 and 14, with a return to work. Christine Bradley seconded and the Board approved without objection.

On item 15, Dr. Celia Goodson reported to the Board that she recommends deferral for one month. Clyde Smith moved for approval of the recommendation to defer item 15. Charles Clariday seconded and the Board approved without objection.

Dr. Celia Goodson reported to the Board that item 16, is a request by the individual's department to have them removed from the return to work list.

Erin Hampton, General Hospital, was present and addressed the Board on the return to work. She stated that since the return to work was approved and the vocational rehabilitation assessment, hospital staff has not been able to locate a position for the individual due to the individual's restrictions, previous position and salary supplement.

Paula Krebs, Eckman Freeman, was present and addressed the Board regarding the vocational rehab and Social Security assistance.

There was discussion of the individual's condition and any resources available to assist the individual.

Janel Donaldson, Eckman Freeman, reviewed the individual's Social Security status.

After some discussion of the condition/prognosis, Clyde Smith moved to have the individual removed from the return to work list, with re-exam in December 2011. Rita Roberts-Turner seconded and the Board approved without objection.

NEW REQUESTS:

	Name	Department	In Line of Duty (IOD) or Medical Disability	Recommendation
1.	Michael W. Baltz	Fire	In Line of Duty	As moved, seconded and approved, this disability pension request was approved for four months, (November 2011), with re-exam at that time.
2.	Hazel E. Howell	Circuit Court Clerk	Medical	As moved, seconded and approved, this disability pension request was approved for one year, (July 2012), with re-exam at that time.
3.	Scott C. Sessions	Fire	In Line of Duty	As moved, seconded and approved, this disability pension request was approved for one year, (July 2012), with re-exam at that time.
4.	Almita E. Wells	Metropolitan Nashville Public Schools	Medical	As moved, seconded and approved, this disability pension request was approved for six months, (January 2012), with re-exam at that time.

REEXAMINATIONS:

	Name	Department	In Line of Duty (IOD) or Medical Disability	Recommendation
5.	Sylvia S. Cobbins	Metropolitan Nashville Public Schools	In Line of Duty	As moved, seconded and approved, this disability pension was continued for four months, (November 2011), with re-exam at that time.
6.	Shelia Fite-Maxwell	Police	Medical	As moved, seconded and approved, this disability pension was continued for one year, (July 2012), with re-exam at that time.
7.	Trudy R. Graves	Metropolitan Nashville Public Schools	In Line of Duty	As moved, seconded and approved, this disability pension was continued for six months, (January 2012), with re-exam at that time.
8.	Karen D. Holder	Water	In Line of Duty	As moved, seconded and approved, this disability pension was continued for six months, (January 2012), with re-exam at that time.

C. DISABILITY PENSIONS: (new requests, reexaminations, return to work and social security referrals)

REEXAMINATIONS: (continued)

	Name	Department	In Line of Duty (IOD) or Medical Disability	Recommendation
9.	Gerald M. Napier	Information Technology Services	Medical	As moved, seconded and approved, this disability pension was continued for one year, (July 2012), with re-exam at that time.
10.	William R. Noll	Public Works	Medical	As moved, seconded and approved, this disability pension was continued for one year, (July 2012), with re-exam at that time.
11.	Jamal Sharif	Metropolitan Nashville Public Schools	In Line of Duty	As moved, seconded and approved, this disability pension was continued for six months, (January 2012), with re-exam at that time.
12.	Corey D. Surles	Metropolitan Nashville Public Schools	Medical	As moved, seconded and approved, this disability pension was continued for one year, (July 2012), with re-exam at that time.
13.	Israel T. Padilla	Bordeaux	In Line of Duty	As moved, seconded and approved, this disability pension was continued and the individual returned to work.
14.	Joe C. Spencer, Jr.	Public Works	In Line of Duty	As moved, seconded and approved, this disability pension was continued and the individual returned to work.
15.	Corisa L. Parks	Metropolitan Nashville Public Schools	In Line of Duty	As moved, seconded and approved, this disability pension re-exam was deferred for one month, (August 2011), with re-exam at that time.

OTHER:

	Name	Department	In Line of Duty (IOD) or Medical Disability	Recommendation
16.	Billie A. Lassiter	General Hospital	Medical	As moved, seconded and approved, this individual was removed from the return to work list and scheduled for re-exam in five months, (December 2011).

SOCIAL SECURITY REFERRALS:

Dr. Celia Goodson reported to the Board that she concurs with the case management recommendations on the Social Security referrals. Clyde Smith moved for approval of the recommendations on the referrals. Rita Roberts Turner seconded and the Board approved without objection.

C. DISABILITY PENSIONS: (new requests, reexaminations, return to work and social security referrals)

SOCIAL SECURITY REFERRALS: (continued)

Item	Name	Department	Review Originated From	Case Mgmt. Rec for Referral	CSME Rec for Referral	Comments
1	Karen Beadle	Health	Pension Approval	Yes	Yes	
2	Michael G. Bunch	Fire	Pension Approval	No	No	
3	Barry Burk	Police	Pension Approval	No	No	
4	Teressa Carter	Bordeaux	Pension Approval	Yes	Yes	
5	Stephen Curly	MNPS	Pension Approval	Yes	Yes	
6	Jozetta Shaw Currie	MNPS	Pension Approval	Yes	Yes	Evaluation
7	Tony Halton	Health	Pension Approval	Yes	Yes	
8	Harold Harding	Water	Pension Approval	Yes	Yes	
9	Samuel Heggie Jr.	Water	Pension Approval	Yes	Yes	Evaluation
10	Joe S. Hurt Jr.	Circuit Court	Pension Approval	No	No	Review 12/11
11	Jacqueline Jones	MNGH	Pension Approval	No	No	
12	Laura Jones	Health	Pension Approval	Yes	Yes	
13	Janice Lewellen	MNPS	Pension Approval	No	No	Review 11/11
14	Kimberly Searcy	Health	Pension Approval	No	No	
15	Robert I. Smith	Water	Pension Approval	Yes	Yes	Evaluation
16	Sharon Stephens	Codes	Pension Approval	Yes	Yes	
17	Andrea Whitelow	Codes	Pension Approval	Yes	Yes	
18	William Whitley	Police	Pension Approval	No	No	Evaluation

D. PENSIONS: (service, disability to service, options elected and survivor)

Rita Roberts-Turner moved for approval of the pensions. Christine Bradley seconded and the Board approved without objection.

Service

Employee	Department	Classification	Plan A/B	Application Date	Estimated Effective Date
Etta M. Ray	MNPS	School Bus Driver	B	06/01/2011	06/01/2011
Ruth T. Nicholson	MNPS	Senior Secretary	B	06/01/2011	06/30/2011
Alice G. Short	MNPS	School Secretary	B	06/01/2011	06/30/2011
Billye B. Barnard	Circuit Court Clerk	Deputy Clerk	B	06/01/2011	07/01/2011
Aggie J. Butts	General Hospital	Secretary- Unit	B	06/01/2011	07/15/2011
Alice G. Tuberville	Police	Police Op. Asst 3	B	06/01/2011	08/01/2011
Robert M. Johnson	Water	Indus. Mechanic 2	B	06/01/2011	07/05/2011
Sue L. Cain	Law	Metropolitan Attorney	B	06/07/2011	10/01/2011
Judith A. Staggs	Library	Librarian 2	B	06/08/2011	07/23/2011
Sophie Allaham	General Hospital	LPN	B	06/08/2011	05/19/2011
Mary K. Moseley	Codes	Office Support Rep 3	B	06/08/2011	05/14/2011
Malinda Haynie-Bailey	MNPS	Cashier	B	06/08/2011	06/03/2011
Linda G. Terrell	MNPS	Education Asst.	B	06/08/2011	06/01/2011
Paulette L. Blackwell	MNPS	Cafeteria Asst.	B	06/08/2011	05/26/2011
James E. Carter	Water	Technical Specialist 2	B	06/15/2011	07/01/2011

D. PENSIONS: (service, disability to service, options elected and survivor)

Service (continued)

Employee	Department	Classification	Plan A/B	Application Date	Estimated Effective Date
Paul H. Fleisher	Public Works	Maint. & Repair Wrkr 2	B	06/15/2011	07/08/2011
Sarah E. Garrison	Police	Police Operations Coord	B	06/15/2011	07/01/2011
Rhonda G. Bailey	MNPS	Cafeteria Assistant	B	06/15/2011	06/02/2011
Gail H. Reeder	MNPS	Guidance Registrar	B	06/15/2011	07/01/2011
Willie L. Sanders	MNPS	Service Writer	B	06/15/2011	05/30/2011
Teddye A. Busby	Bordeaux	Nursing Asst-Certified 2	B	06/20/2011	07/16/2011
David B. Beaty	Public Works	Equipment Operator 3	B	06/20/2011	07/01/2011
James O. Williamson	Police	Police Officer 2	B	06/20/2011	07/01/2011
Milton W. Elrod	Police	Police Officer 2	B	06/20/2011	08/01/2011
Richard F. Dutton Jr.	Fire	Fire Inspector 2	B	06/20/2011	06/10/2011
Gwendolyn Marshall	Fire	Office Support Rep 3	B	06/20/2011	07/09/2011
Clarence Shadowens Jr.	Public Works	Equipment Operator 3	B	06/20/2011	07/01/2011
Teresa D. Hamm	MNPS	Special Ed Bus Driver	B	06/20/2011	08/12/2011
Reba G. Ingram	MNPS	School Bus Driver	B	06/21/2011	07/01/2011
Joseph D. Kerr	Public Works	Sanitation Worker	B	06/27/2011	07/02/2011

Disability to service

Employee	Department	Plan A/B	Effective Date of Conversion
Raymond O. Crutcher	Water	B	06/01/2011
John L. Rogers	Fire	A	06/01/2011

Options Elected

Employee	Department	Pension Type	Plan A/B	Effective Date	Option	DROP Election
Allaham, Sophie M	General Hospital	Early Service	B	5/19/2011	Normal	
Appleton, Carlton L	MNPS	Early Service	B	6/1/2011	Option F	
Beard, Nannie Kate	MNPS	Service	B	6/1/2011	Option B	1
Belew, Joseph A.	Police	P&F Service	B	6/1/2011	Option E	
Bingham, Evelyn E	MNPS	Early Service	B	6/4/2011	Normal	
Blakely, James	General Services	Service	B	10/1/2010	Option A	
Caldwell, Charlene S	MNPS	Service	B	4/30/2011	Option F	
Careathers, Betty	MNPS	Early Service	B	6/4/2011	Normal	
Casteel, William R.	Police	Early Service	B	5/16/2011	Normal	
Cherry, Gloria E	MNPS	Early Service	B	6/1/2011	Option F	
Copeland, Willie Mae	MNPS	Service	B	6/1/2011	Normal	
Davidson, Diann D	MNPS	Service	B	6/1/2011	Option F	
Demumbra, Judy	MNPS	Early Service	B	5/28/2011	Normal	
Denton, Ronald D	Human Resources	Service	B	6/4/2011	Option C	3
Dietz, Wendy G.	MNPS	Service	B	5/1/2011	Normal	
Doughten, Hazel L	MNPS	Early Service	B	4/30/2011	Option D	
Gentry, Judy Carol	MNPS	Early Service	B	5/31/2011	Normal	
Hall, Mattie	MNPS	Service	B	4/1/2010	Normal	
Henderson, Carol	MNPS	Service	B	5/28/2011	Normal	
Johnson Jr, Luther E.	Police	Service	B	6/1/2011	Normal	
Johnson, Norse P	MNPS	Service	B	5/31/2011	Normal	
Leitch, Jeanne M	Police	Service	B	5/3/2011	Normal	
Little, Daniel W.	Public Works	Service	B	5/5/2011	Option F	3
Lovvorn, Ronnie L	Convention Center	Early Service	B	5/14/2011	Option E	
Marcus, Rosa Ann	MNPS	Service	B	6/1/2011	Normal	
Minchey, Dorothy A	MNPS	Early Service	B	5/17/2011	Option E	

D. PENSIONS: (service, disability to service, options elected and survivor)

Options Elected (continued)

Employee	Department	Pension Type	Plan A/B	Effective Date	Option	DROP Election
Mitchell, Lottie M	MNPS	Early Service	B	6/1/2011	Normal	
Patterson, Margaret E	MNPS	Service	B	6/1/2011	Option B	
Pegram, Helen A.	General Hospital	Service	B	4/17/2011	Normal	
Perry, Donna F.	General Hospital	Early Service	B	10/1/2010	Normal	
Porter, Veronica Lake	MNPS	Early Service	B	6/4/2011	Option E	
Rainey, Chris G	Assessor of Property	Service	B	5/14/2011	Normal	
Reed, Dorothy N	MNPS	Service	B	6/4/2011	Option F	
Richards, Ronnie A.	Police	P&F Service	B	6/1/2011	Normal	3
Ridley, Carolyn	MNPS	Service	B	6/2/2011	Option E	
Roberts, Larry W.	Fire	P&F Service	A	5/12/2011	Option F	
Robertson, Deborah	MNPS	Service	B	6/1/2011	Option B	2
Shirley Iii, Opal P	General Hospital	Service	B	6/1/2009	Option D	
Stanley, Burt E	MNPS	Service	B	5/28/2011	Normal	
Stapleton, Linda Gail	MNPS	Service	B	5/31/2011	Option A	1
Tidwell, Ruby M	MNPS	Service	B	5/31/2011	Option A	
Williams, Harold E	MNPS	Service	B	5/27/2011	Option D	
Williams, Vivian L	MNPS	Service	B	1/1/2010	Normal	

Pension options key:

Normal - life annuity (no option elected)
 Option A - Joint & Survivor - 100% to surviving beneficiary
 Option B - Joint & Survivor - 50% to surviving beneficiary
 Option C - Social Security
 Option D - 120 payments certain and life
 Option E - Joint & Survivor - 100% to surviving beneficiary with pop-up feature
 Option F - Joint & Survivor - 50% to surviving beneficiary with pop-up feature

Survivor

Employee Name	Department	Survivor Name	Plan Membership	Effective Date
Paul Bass	Police	Peggy Bass	Old Closed	6/1/2011
Michael Mitchell	Police	Peggy Mitchell	B	6/8/2011
Marcia Williams	MNPS	Howard Williams	B	6/15/2011
John Perry Jr.	Public Works	Nellie Perry	A	6/16/2011
Taylor Payne	Water	Roberta Payne	A	6/14/2011
Swaw Alex	BOE	Barbara Swaw	B	6/21/2011
Rayburn Goodwin	Fire	Melissa Goodwin	A	6/22/2011

BENEFIT BOARD ITEMS

The Human Resources staff submitted the following for the Board's consideration and appropriate action:

1. COBRA administration services request for proposal.

Shannon Hall reported to the Board that the Purchasing Department has completed the procurement process for Metro's COBRA administration services.

Angie McDonald, Purchasing Department, was present and reviewed the process and stated that the contract was awarded to COBRAGuard.

After some discussion of costs, Richard Riebeling moved for approval. Clyde Smith seconded and the Board approved without objection.

2. Actuarial services request for proposal.

Shannon Hall reported to the Board that the Purchasing Department has completed the procurement process for Metro's actuarial services.

Angie McDonald, Purchasing Department, was present and reviewed the process. She stated that the contract was awarded to Bryan, Pendleton, Swats and McAllister.

After some discussion of costs, Christine Bradley moved for approval. Rita Roberts-Turner seconded and the Board approved without objection.

3. Health plan design discussion.

Shannon Hall reported to the Board that at the June Study Session, the Board continued deliberation on the health plan design and rates for the upcoming plan year. She stated that the item is being presented for discussion and/or action.

The Board discussed the removal of excess skin and lactation services. There was discussion regarding receiving lactation services upon release from the hospital and having appeals regarding excess skin removal reviewed by the Civil Service Medical Examiner prior to it being brought to the Board.

Nicki Eke, Legal Department, reviewed the appeals process with the Board.

After further discussion regarding excess skin removal, Clyde Smith moved to have second level appeals reviewed by the Civil Service Medical Examiner prior to being presented to the Committee, and can include both medical and psychological evidence without influence from first level denial. Rita Roberts-Turner seconded.

After some discussion of what is considered excess and who determines the necessity based on psychological, a vote was taken on the motion and was approved with Edna Jones abstaining.

Paul Huffman, Cigna representative, was present to address the issues regarding the lactation services.

There was further discussion of lactation services and the issues with those types of services not being covered are based on coding.

There was clarification on the effective date of the update to the appeal process.

There was also discussion of having a special called meeting in order to finalize any plan changes and rates.

4. Committee reports:

- a. Medical and Life Committee: (Chair: Clyde D. Smith; Vice-Chair: Rita Roberts-Turner; Members: Ann V. Butterworth, B.R. Hall, Sr., James H. Johnson and Richard M. Riebeling. Alternate members: Edna J. Jones and G. Thomas Curtis)

Shannon Hall reported to the Board that the Medical and Life Committee met on Friday, May 27, 2011 to deliberate on 2 self insured PPO plan appeals. She stated that the Committee is continuing deliberation on both items, therefore there are no recommendations at this time and the minutes from this meeting are attached for approval.

Committee Chair Clyde Smith asked if there were any amendments, corrections or questions of the minutes from the Medical and Life Committee meeting held on May 27, 2011. With no corrections, nothing further was noted and Richard Riebeling moved for approval of the Medical and Life Committee minutes. Rita Roberts-Turner seconded and the Committee minutes were approved without objection.

4. Committee reports: (continued)

- b. Board and Office Administration Committee: (Chair: Rita Roberts-Turner; Vice-Chair: B.R. Hall, Sr.; Members: Richard Riebeling and Clyde D. Smith. Alternate member: James H. Johnson)

Shannon Hall reported to the Board that the Board and Office Administration Committee met on Wednesday, June 8, 2011 to discuss Project '98 and the minutes from this meeting are attached for approval. She stated that the Committee recommends that the Board obtain a benefit calculation system and issue a request for information (RFI) with the Purchasing Division.

Committee Chair Rita Roberts-Turner asked if there were any amendments, corrections or questions of the minutes from the Board and Office Administration Committee meeting held on June 8, 2011. With no corrections, nothing further was noted and Clyde Smith moved for approval of the Board and Office Administration Committee minutes.

After clarification on whom the benefit calculation system was being purchased for, (i.e. staff or employees), Charles Clariday seconded the motion to approve the minutes and the Committee minutes were approved without objection.

Rita Roberts-Turner reviewed the recommendation with the Committee.

After discussion on the recommendation to obtain a benefit calculation system and issue a request for information (RFI) with the Purchasing Division, Christine Bradley moved for approval. Charles Clariday seconded and the Board approved without objection.

- c. Pension Committee: (Chair: Edna Jones; Members: Ann V. Butterworth, B.R. Hall, Sr., and Rita Roberts-Turner. Alternates: G. Thomas Curtis and Clyde D. Smith)

Shannon Hall reported to the Board that the Pension Committee met on Thursday, June 23, 2011 to discuss the disability questionnaire process and the minutes from this meeting are attached for approval. She stated that the Committee recommends that the Board use the attached form to verify wages and salary information only for outside allowable earnings. She also stated that the Committee requested that a copy of the IRS earnings printout and sample explanation letter to pensioners be included in the Board's packet for review. This letter has been revised to explain the use of the IRS earnings verification form and outlines additional contact information regarding questions or concerns. Ms. Hall reviewed the method previously used to obtain this information, the information that will be obtained by using this form and relative Code sections. Ms. Hall reviewed the pre-populated fields on the form and clarified the information obtained regarding 1099 information.

Committee Chair Edna Jones asked if there were any amendments, corrections or questions of the minutes from the Pension Committee meeting held on June 23, 2011. With no corrections, nothing further was noted and Rita Roberts-Turner moved for approval of the Pension Committee minutes. Edna Jones seconded and the Committee minutes were approved without objection.

There was some discussion of whether there are other avenues to obtain this information, capturing only the information regarding the pensioner and what the Code says versus the information received from the Internal Revenue Service.

Justin Stack reviewed the pre-populated fields on the form with the Board and the results of the test cases.

There was discussion on those that may exceed their outside allowable earnings and how to capture 1099 information relative to wages, and getting clarification on those with 1099 information, if needed.

Rita Roberts-Turner moved for approval of the process and form for obtaining earnings, with any necessary follow up on 1099 information for outside allowable earnings. Christine Bradley seconded and the Board approved with B.R. Hall opposed.

It was also noted to include in the explanation letter that if there is 1099 information, further information may be requested for clarification of the source.

5. Correspondence:
- a. Utilization report from Blue Cross Blue Shield.
 - b. Utilization report from CIGNA.
 - c. Utilization report from Alternative Service Concepts. (reported quarterly)
 - d. Blue Cross Blue Shield pre-certification changes.

Items 5.-a. through 5.-d. were for information only and no action was required.

Shannon Hall made note if item 5.-d.

6. Reports for your information:
- a. Return to work.
 - b. Social Security approvals.
 - c. Refund of pension contributions.
 - d. Repayment of pension contributions.
 - e. Reports from Treasury. (reported quarterly)
 - f. Non-compliant disability pensioners.(none to report)
 - g. Pending litigations. (reported quarterly)
 - h. Denial log from Alternative Service Concepts.

Items 6.-a. through 6.-h. were for information only and no action was required.

7. Late item(s):

There were no late items reported at the meeting.

Shannon Hall also noted that staff is planning a Special Called meeting after the Study Session in order to finalize the plan design and rates for the 2012 plan year.

With nothing further presented, the meeting adjourned at 10:30 a.m.

ATTEST:

APPROVED:

**Mrs. Rita Roberts-Turner, Director
Human Resources**

**Ms. Edna J. Jones, Chair
Employee Benefit Board**