

Joint Powers Pool Board

AGENDA

February 1, 2012

10:30 a.m.

**Duluth Airport
Board Room**

- Call to Order
- Approval of Minutes from October 12, 2011, Meeting
- Treasurer's Report
- New Business
 - Wellness Committee Update
 - Services Agreement with City of Duluth
 - McKesson Wholesale Drug Price Class Action Litigation Proceeds
 - Zywave – claims analysis update from CBIZ
- Other Business



Organization	Organization Description	Budget Amount	Actual Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	Proprietary Funds							
Fund Type	Internal Service Funds							
Fund	630 - Medical Health							
	REVENUE							
	Department 036 - Insurance Accounts							
1650	Insurance - Administration	.00	17,703.64		196,996.43	(196,996.43)	+++	565,866.00
1651	Insurance - General City	7,692,036.00	669,607.09	8,028,617.69	(336,581.69)		104	7,851,945.86
1655	Insurance - HRA	658,146.00	3,448.43		626,866.42	31,279.58	95	632,457.87
1657	Insurance - DECC	392,600.00	23,988.41		371,213.44	21,386.56	95	367,578.04
1659	Insurance - Airport	267,100.00	23,787.89		282,643.40	(15,543.40)	106	264,246.59
1660	Insurance - City Retirees	7,952,334.00	766,896.23	8,388,561.15	(436,227.15)		105	8,302,834.29
1663	Insurance - COBRA	11,337.00	538.27		16,232.58	(4,895.58)	143	12,359.71
	Department 036 - Insurance Accounts Totals	\$16,973,553.00	\$1,505,969.96	\$17,911,131.11	(\$937,578.11)		106%	\$17,997,288.36
	REVENUE TOTALS	\$16,973,553.00	\$1,505,969.96	\$17,911,131.11	(\$937,578.11)		106%	\$17,997,288.36
	EXPENSE							
	Department 036 - Insurance Accounts							
1650	Insurance - Administration	265,000.00	19,090.28		341,867.13	(76,867.13)	129	351,302.71
1651	Insurance - General City	9,734,915.00	865,773.42	9,183,646.30	551,268.70		94	8,438,087.27
1655	Insurance - HRA	766,652.00	69,856.46		69,976.62		91	957,565.45
1657	Insurance - DECC	459,176.00	29,557.23		323,359.92	135,816.08	70	1,039,310.62
1659	Insurance - Airport	333,577.00	19,494.03		232,478.35	101,098.65	70	271,090.90
1660	Insurance - City Retirees	9,047,586.00	735,578.38	9,633,759.35	(586,173.35)		106	7,804,827.39
1663	Insurance - COBRA	12,000.00	394.71		33,506.80	(21,506.80)	279	62,056.85
	Department 036 - Insurance Accounts Totals	\$20,618,906.00	\$1,739,744.51	\$20,445,293.23	\$173,612.77		99%	\$18,924,241.19
	EXPENSE TOTALS	\$20,618,906.00	\$1,739,744.51	\$20,445,293.23	\$173,612.77		99%	\$18,924,241.19
	Fund 630 - Medical Health Totals							
	REVENUE TOTALS	16,973,553.00	1,505,969.96	17,911,131.11	(937,578.11)		106%	17,997,288.36
	EXPENSE TOTALS	20,618,906.00	1,739,744.51	20,445,293.23	173,612.77		99%	18,924,241.19
	Fund 630 - Medical Health Net Gain (Loss)	(\$3,645,353.00)	(\$233,774.55)	(\$2,534,162.12)	\$1,111,190.88		70%	(\$926,952.83)
	Fund Balance - Beginning							\$8,583,026.00
	Fund Balance - Ending	\$4,510,720.17		\$5,121,911.05				\$7,656,073.17

CITY OF DULUTH

COMPARISON OF HEALTH INSURANCE CLAIMS

Last 5 Years

MONTH	MEDICAL CLAIMS					DRUG CLAIMS					CURRENT YEAR TOTAL
	2007 CLAIMS	2008 CLAIMS	2009 CLAIMS	2010 CLAIMS	2011 CLAIMS	2007 DRUGS	2008 DRUGS	2009 DRUGS	2010 DRUGS	2011 DRUGS	
JANUARY	1,021,540.38	888,408.55	827,666.65	801,436.77	1,234,669.69	309,874.18	355,697.16	389,124.56	335,446.06	331,655.32	1,566,325.01
FEBRUARY	1,112,664.27	863,222.32	1,067,061.73	977,792.41	678,161.83	326,651.66	358,927.20	340,880.69	303,838.61	330,489.79	1,008,651.62
MARCH	823,666.29	793,219.61	1,290,192.70	1,148,186.40	949,937.52	416,466.28	364,444.39	380,512.46	357,544.97	365,427.67	1,315,365.19
APRIL	856,001.44	1,048,479.37	915,593.34	1,215,446.70	1,327,399.31	323,262.07	358,099.80	392,631.97	346,143.11	342,566.68	1,669,965.99
MAY	884,318.75	1,161,418.71	1,019,277.90	702,635.26	1,134,964.13	330,172.50	353,874.37	373,346.72	327,234.36	381,380.26	1,516,344.39
JUNE	912,604.22	1,059,711.97	1,205,329.29	1,304,337.72	1,265,561.60	384,001.43	358,405.78	368,877.95	340,637.60	351,733.92	1,617,295.52
JULY	761,749.69	1,033,839.80	955,162.92	1,010,845.69	1,297,361.73	331,576.24	351,703.29	392,202.73	364,114.39	346,092.46	1,643,454.19
AUGUST	764,239.98	956,377.80	915,279.37	1,042,775.55	1,169,698.92	330,306.26	368,738.02	388,341.38	313,318.44	392,179.25	1,636,080.72
SEPTEMBER	850,986.52	873,659.98	860,647.02	910,166.98	1,243,901.47	393,675.79	347,815.20	375,615.25	335,099.46	372,221.79	1,541,920.71
OCTOBER	1,058,546.42	863,499.09	1,166,014.52	1,348,344.90	1,944,341.14	483,609.98	372,829.47	384,519.32	330,875.83	347,749.90	2,292,091.04
NOVEMBER	998,747.98	1,253,679.96	1,291,212.94	1,313,610.84	1,235,709.23	324,864.21	333,680.21	368,163.32	355,540.72	379,396.77	1,615,106.00
DECEMBER	1,023,696.99	963,969.48	1,585,589.06	1,469,666.01	1,253,016.54	382,605.05	391,372.36	448,743.95	345,656.11	357,759.00	1,610,775.54
YTD Subtotal*	11,068,762.93	11,759,486.64	13,099,027.44	13,245,245.23	14,734,723.11	4,337,065.65	4,315,587.25	4,602,960.30	4,055,449.66	4,298,652.81	19,033,375.92
Annual Total	11,068,762.93	11,759,486.64	13,099,027.44	13,245,245.23	14,734,723.11	4,337,065.65	4,315,587.25	4,602,960.30	4,055,449.66	4,298,652.81	
STOP-LOSS	-1,009,314.15	-377,010.00	-115,382.00	-80,417.00	-202,550.88						
YTD Average*	922,396.91	979,957.22	1,091,585.62	1,103,770.44	1,339,520.28	361,422.14	359,632.27	383,580.03	337,954.14	358,221.07	
Annual AVG w/SL	838,287.40	948,539.72	1,081,970.45	1,097,069.02	1,211,014.35	361,422.14	359,632.27	383,580.03	337,954.14	358,221.07	
MEDICAL CLAIMS YTD											
2011	14,734,723.11						4,298,652.81				
2010	13,245,245.23						4,055,449.66				
	<u>1,489,477.88</u>						<u>243,203.15</u>				
									6.00% INCREASE		

* YTD for previous years is based on number of months of current year.

CITY OF DULUTH

YTD TOTAL MEDICAL CLAIMS COMPARED TO PROJECTED MEDICAL CLAIMS

MONTH	BCBS	HEALTH PARTNERS	YTD PERCENT	
			PROJECTED	ACTUAL
JANUARY	1,024,443.33	210,226.36	7.7%	8.5%
FEBRUARY	80,870.77	597,291.06	15.4%	13.1%
MARCH	23,986.88	925,950.64	25.0%	19.6%
APRIL	0.00	1,327,399.31	33.3%	28.7%
MAY	0.00	1,134,964.13	41.7%	36.5%
JUNE	23,805.16	1,241,756.44	50.0%	45.1%
JULY	11,964.31	1,285,397.42	58.3%	54.0%
AUGUST	18,940.98	1,150,757.94	66.7%	62.0%
SEPTEMBER	60,961.21	1,182,940.26	75.0%	70.5%
OCTOBER	0.00	1,944,341.14	83.3%	83.9%
NOVEMBER	0.00	1,235,709.23	91.7%	92.3%
DECEMBER	-8,419.85	1,261,436.39	100.0%	100.9%
YTD SUBTOTAL	1,236,552.79	13,498,170.32		

2011 PROJECTED MEDICAL CLAIMS

14,603,463.00

CITY OF DULUTH

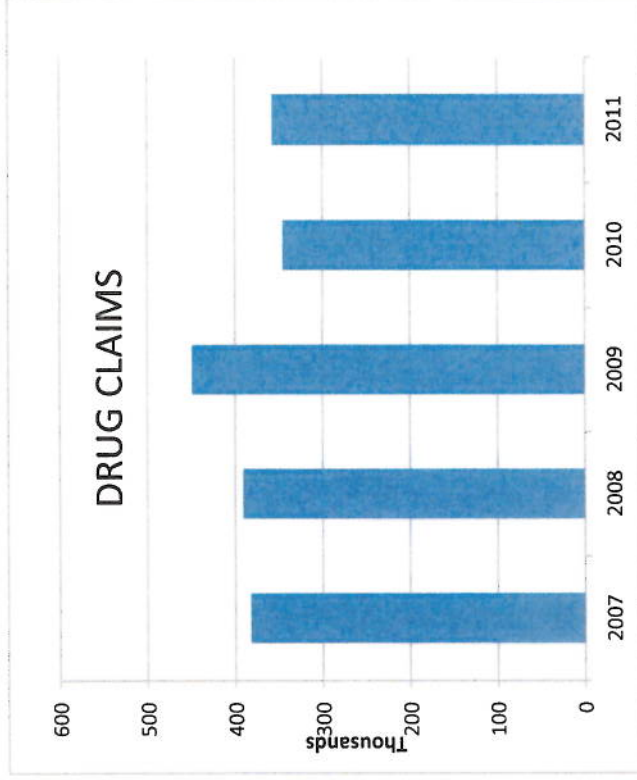
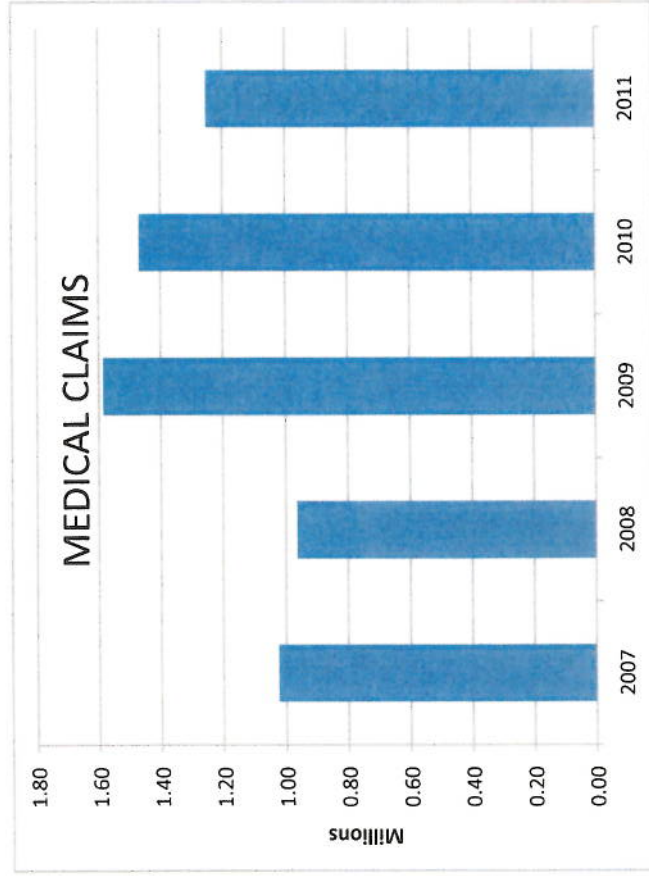
YTD TOTAL DRUG CLAIMS COMPARED TO PROJECTED DRUG CLAIMS

MONTH	YTD PERCENT	
	PROJECTED	ACTUAL
JANUARY	8.3%	7.8%
FEBRUARY	16.7%	15.6%
MARCH	25.0%	24.1%
APRIL	33.3%	32.2%
MAY	41.7%	41.2%
JUNE	50.0%	49.4%
JULY	58.3%	57.6%
AUGUST	66.7%	66.3%
SEPTEMBER	75.0%	75.5%
OCTOBER	83.3%	83.7%
NOVEMBER	91.7%	92.6%
DECEMBER	100.0%	101.0%
YTD SUBTOTAL	4,298,652.81	

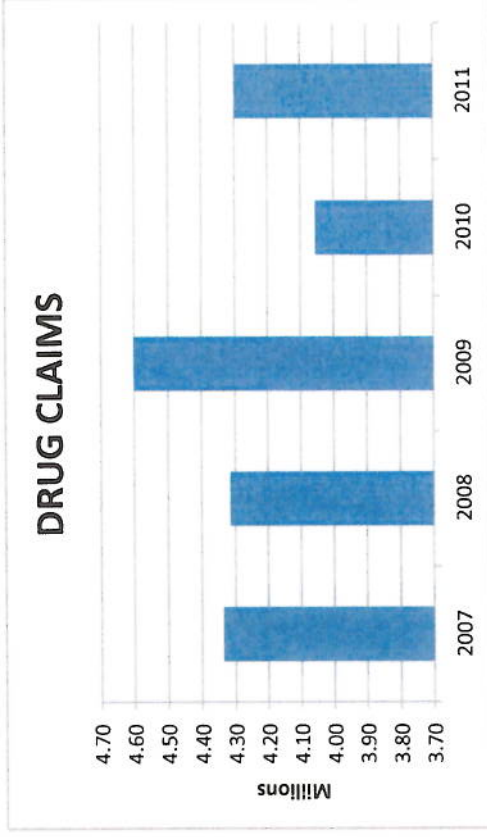
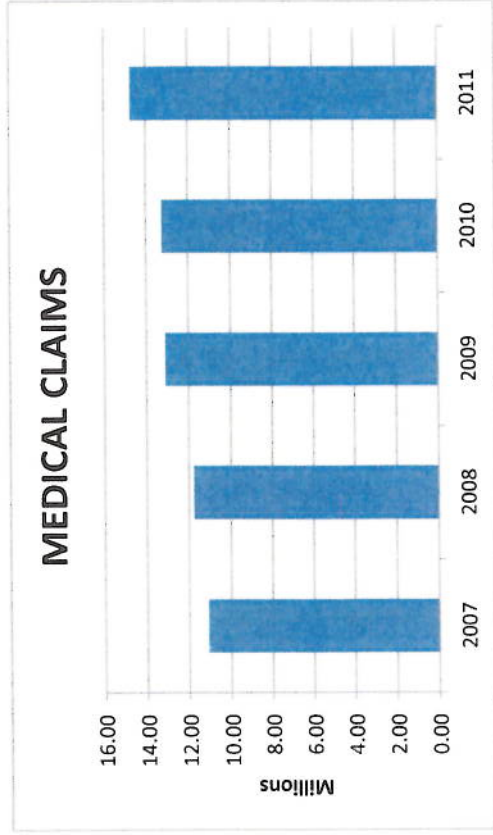
2011 PROJECTED DRUG CLAIMS

4,255,548.00

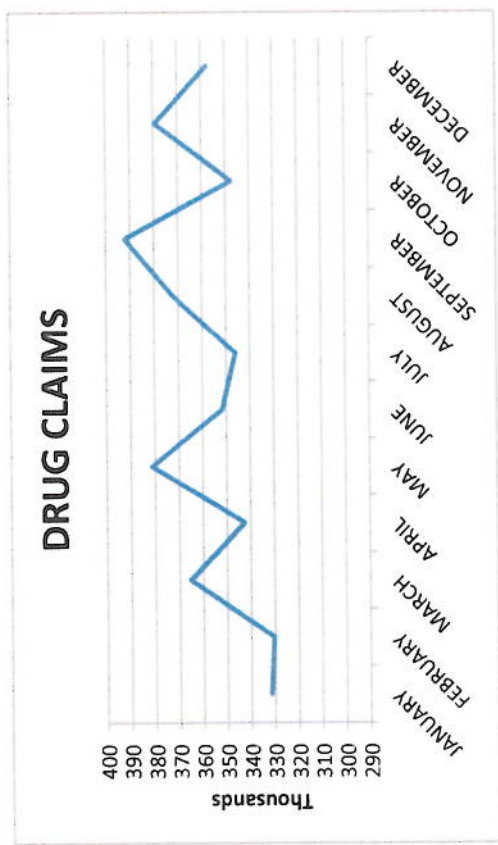
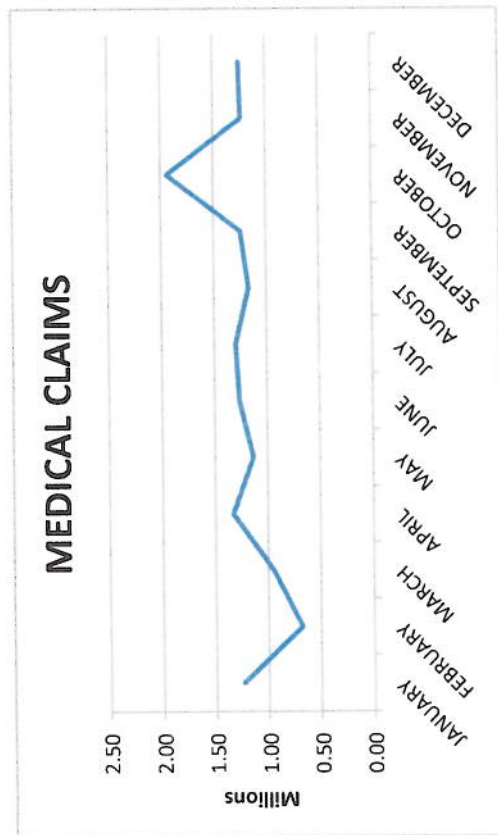
DECEMBER CLAIMS



YEAR TO DATE - JANUARY THRU DECEMBER



2011 CLAIMS



Organization	Organization Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	Proprietary Funds						
Fund Type	Internal Service Funds						
Fund	633 - Dental Health						
	REVENUE						
	Department 036 - Insurance Accounts						
1651	Insurance - General City	532,500.00	47,556.50	557,126.00	(24,626.00)	105	533,558.30
1655	Insurance - HRA	32,900.00	96.00	35,812.00	(2,912.00)	109	35,384.21
1657	Insurance - DECC	13,700.00	1,466.00	15,939.00	(2,239.00)	116	15,278.00
1659	Insurance - Airport	13,400.00	1,428.00	16,887.00	(3,487.00)	126	13,995.00
1663	Insurance - COBRA	128,900.00	10,667.00	115,375.62	13,524.38	90	115,385.01
	Department 036 - Insurance Accounts Totals	\$721,400.00	\$61,213.50	\$741,139.62	(\$19,739.62)	103%	\$713,600.52
	REVENUE TOTALS	\$721,400.00	\$61,213.50	\$741,139.62	(\$19,739.62)	103%	\$713,600.52
	EXPENSE						
	Department 036 - Insurance Accounts						
1651	Insurance - General City	530,600.00	40,104.71	463,511.99	67,088.01	87	465,254.06
1655	Insurance - HRA	32,100.00	3,302.72	27,758.54	4,341.46	86	29,119.83
1657	Insurance - DECC	16,000.00	913.04	10,282.11	5,717.89	64	12,415.65
1659	Insurance - Airport	15,000.00	1,332.05	14,877.06	122.94	99	13,232.37
1663	Insurance - COBRA	138,300.00	10,055.31	144,150.13	(5,850.13)	104	139,900.00
	Department 036 - Insurance Accounts Totals	\$732,000.00	\$55,707.83	\$660,579.83	\$71,420.17	90%	\$659,921.91
	EXPENSE TOTALS	\$732,000.00	\$55,707.83	\$660,579.83	\$71,420.17	90%	\$659,921.91
	Fund 633 - Dental Health Totals						
	REVENUE TOTALS	721,400.00	61,213.50	741,139.62	(19,739.62)	103%	713,600.52
	EXPENSE TOTALS	732,000.00	55,707.83	660,579.83	71,420.17	90%	659,921.91
	Fund 633 - Dental Health Net Gain (Loss)	(\$10,600.00)	\$5,505.67	\$80,559.79	\$91,159.79	(760%)	\$53,678.61
	Fund Balance - Beginning	\$307,435.61					\$253,757.00
	Fund Balance - Ending	\$296,835.61		\$387,995.40			\$307,435.61

CITY OF DULUTH

COMPARISON OF DENTAL INSURANCE CLAIMS

Last 5 Years

MONTH	DENTAL CLAIMS					CURRENT YEAR CLAIMS
	2007 CLAIMS	2008 CLAIMS	2009 CLAIMS	2010 CLAIMS	2011 CLAIMS	
JANUARY	31,193.00	63,578.00	59,098.00	58,555.00	61,953.90	
FEBRUARY	80,705.00	46,865.00	47,669.00	55,493.00	49,237.24	
MARCH	50,547.00	48,572.00	56,603.00	59,118.00	56,718.91	
APRIL	44,539.00	52,817.00	55,764.00	46,256.00	52,869.97	
MAY	53,833.00	46,807.00	45,503.00	51,920.00	51,555.64	
JUNE	36,196.00	44,546.00	54,448.00	43,861.00	53,984.76	
JULY	33,941.00	47,476.00	50,427.00	44,587.00	41,597.64	
AUGUST	45,645.00	46,332.00	37,553.00	54,546.00	58,011.07	
SEPTEMBER	40,200.00	40,515.00	48,419.00	45,831.00	61,984.35	
OCTOBER	44,813.00	35,072.00	35,759.00	47,605.00	48,826.96	
NOVEMBER	40,584.00	36,446.00	49,140.00	44,926.00	45,274.99	
DECEMBER	35,250.00	44,908.00	49,796.00	60,562.00	52,948.84	
YTD Subtotal*	537,446.00	553,934.00	590,179.00	613,260.00	634,964.27	
Annual Total	537,446.00	553,934.00	590,179.00	613,260.00	634,964.27	
YTD Average*	48,858.73	50,357.64	53,652.64	55,750.91	57,724.02	
Annual AVG	44,787.17	46,161.17	49,181.58	51,105.00	N/A	
DENTAL CLAIMS YTD						
2011	634,964.27					
2010	613,260.00					
	<u>21,704.27</u>					
					3.54% INCREASE	

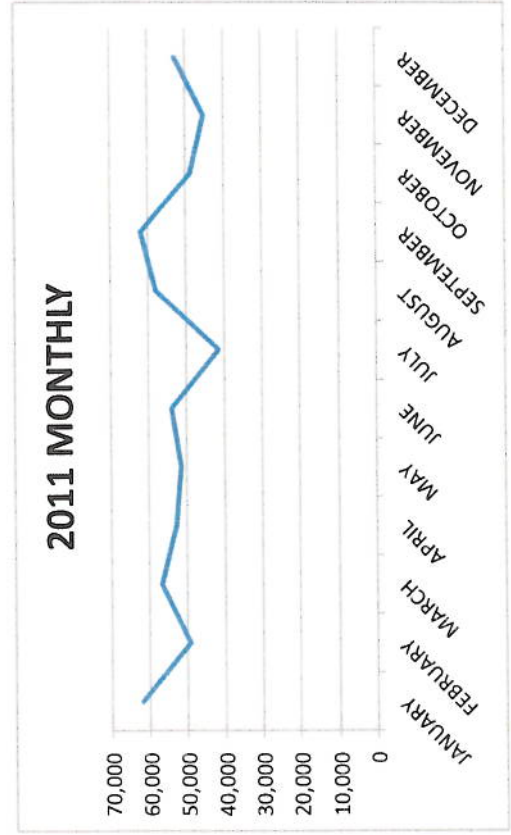
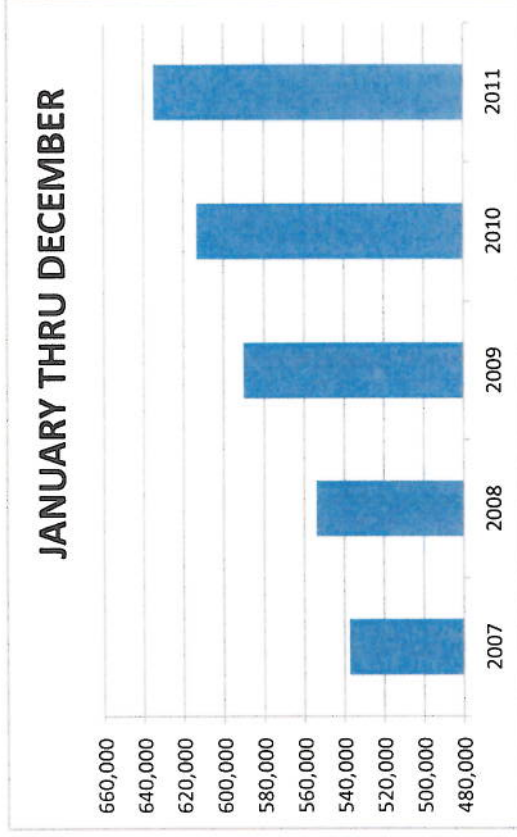
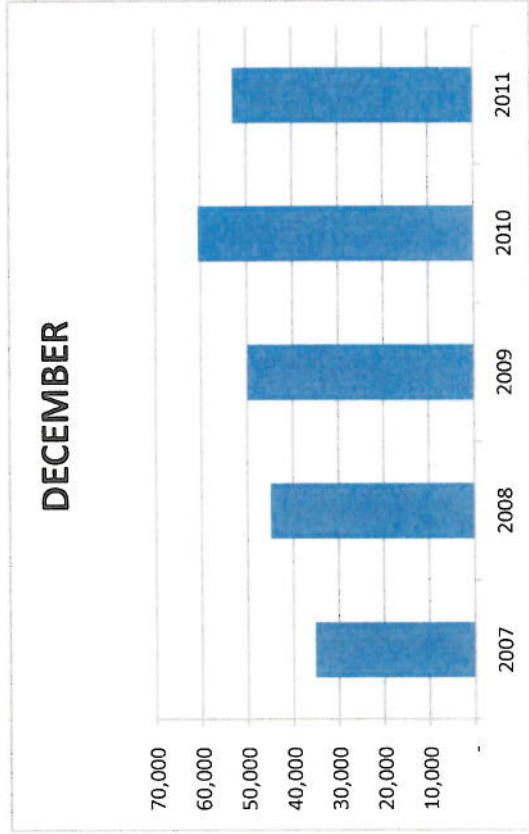
* YTD for previous years is based on number of months of current year.

CITY OF DULUTH

YTD TOTAL DENTAL CLAIMS COMPARED TO PROJECTED DENTAL CLAIMS

MONTH	DENTAL	PROJECTED	YTD PERCENT	ACTUAL
JANUARY	61,953.90	7.7%	9.0%	
FEBRUARY	49,237.24	15.4%	16.2%	
MARCH	56,718.91	25.0%	24.5%	
APRIL	52,869.97	33.3%	32.2%	
MAY	51,555.64	41.7%	39.8%	
JUNE	53,984.76	50.0%	47.6%	
JULY	41,597.64	58.3%	53.7%	
AUGUST	58,011.07	66.7%	62.2%	
SEPTEMBER	61,984.35	75.0%	71.2%	
OCTOBER	48,826.96	83.3%	78.4%	
NOVEMBER	45,274.99	91.7%	85.0%	
DECEMBER	<u>52,948.84</u>	100.0%	92.7%	
YTD SUBTOTAL	<u>634,964.27</u>			
2011 PROJECTED DENTAL CLAIMS	<u><u>685,000.00</u></u>			

DENTAL CLAIMS



**AGREEMENT FOR PROFESSIONAL SERVICES
DULUTH JOINT POWERS ENTERPRISE TRUST**

and

CITY OF DULUTH

THIS AGREEMENT is deemed effective January 1, 2012 by and between the DULUTH JOINT POWERS ENTERPRISE TRUST, a joint powers enterprise established pursuant to Minn. Stat. §471.59 consisting of the City of Duluth, the Duluth Airport Authority, the Duluth Entertainment and Convention Center, and the Duluth Housing and Redevelopment Authority, hereinafter collectively referred to as “JOINT POWERS ENTERPRISE”, and the City of Duluth, a Minnesota municipal corporation, hereinafter referred to as “CITY”.

WHEREAS, the Minnesota Department of Commerce has determined that the JOINT POWERS ENTERPRISE operates a joint enterprise including a joint self-insurance pool subject to Minn. Stat. §471.59;

WHEREAS, it is the intent of the JOINT POWERS ENTERPRISE to comply with all applicable legal requirements pertaining to joint self-insurance pools, joint powers arrangements, and with all other applicable state and federal laws;

WHEREAS, the JOINT POWERS ENTERPRISE desires to utilize the professional services of CITY to comply with applicable law, including federal and state statutory and regulatory requirements;

WHEREAS, the JOINT POWERS ENTERPRISE desires to utilize the professional services of CITY for administration of the joint-insurance pool;

WHEREAS, the CITY has represented that it is qualified and willing to perform said services as set forth in this proposal;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the JOINT POWERS ENTERPRISE and CITY agree as follows:

ARTICLE I

Scope of Professional Services

CITY and its designees shall provide professional services to the JOINT POWERS ENTERPRISE and its designees as further-described in Exhibit A attached hereto, and may provide other professional services as the JOINT POWERS ENTERPRISE may request.

ARTICLE II

Professional Fees and Payment

JOINT POWERS ENTERPRISE shall pay CITY a maximum of \$264,060.00 annually pursuant to this Agreement. The annual amount of fees paid to CITY by JOINT POWERS ENTERPRISE under this Agreement is based on an average hourly rate of \$150.00 per hour for legal services and \$60.00 per hour for all other professional services. Fees will be billed quarterly and are due and payable to the City of Duluth General Fund within thirty (30) days of request by CITY.

ARTICLE III

Assignability

CITY may assign or transfer any of its rights or interests under this Agreement.

ARTICLE IV

Term

This Agreement shall be deemed effective January 1, 2012, and shall remain in effect for a period of five (5) years, unless terminated earlier as provided for herein.

ARTICLE V

Termination of Services

JOINT POWERS ENTERPRISE or CITY may, by giving at least thirty (30) days written notice, terminate this Agreement with or without cause.

ARTICLE VI

Conflict of Interest and Disclosure

1. The parties acknowledge that the City Attorney's Office is a subdivision and employee of the City of Duluth, a Minnesota municipal corporation, and that the City of Duluth is only one of the members of the JOINT POWERS ENTERPRISE. Although the interests of the City of Duluth and JOINT POWERS ENTERPRISE are generally consistent, it is recognized and understood by the parties that differences may exist or become evident during the course of the professional representation as between the City of Duluth and JOINT POWERS ENTERPRISE. CITY may have different interests in the JOINT POWERS ENTERPRISE than other members – the Duluth Airport Authority, the Duluth Entertainment and Convention Center, and the Duluth Housing and Redevelopment Authority
2. The parties acknowledge that Section 26 of the Duluth City Charter provides that the City Attorney "shall be the legal advisor of the council and of the officers of the City and shall, under the direction of the council, prosecute all suits for, and defend all suits brought against, the City, and shall prosecute all persons accused of any violation of city ordinance." Therefore, the parties acknowledge that the City Attorney's Office is legally required to and will prosecute all suits for the City of Duluth against JOINT POWERS

ENTERPRISE and will defend all suits against the City of Duluth by JOINT POWERS ENTERPRISE if a conflict arises.

3. CITY and JOINT POWERS ENTERPRISE acknowledge that the Duluth City Attorney's Office has communicated adequate information and explanation of the material risks of its representation and reasonably available alternatives, including but not limited to, hiring other legal counsel.
4. CITY and JOINT POWERS ENTERPRISE agree to representation of JOINT POWERS ENTERPRISE by the Duluth City Attorney's Office regarding applicable legal requirements pertaining to joint self-insurance pools, joint powers arrangements, and with all other applicable state and federal laws, and other related professional services as the JOINT POWERS ENTERPRISE may request.
5. CITY and JOINT POWERS ENTERPRISE hereby waive the conflict of interest and agree to the professional representation of JOINT POWERS ENTERPRISE by the Duluth City Attorney's Office.

ARTICLE VII

Notices

Notice to JOINT POWERS ENTERPRISE provided for herein shall be sufficient if sent by the regular United States mail, postage prepaid, addressed to the parties at the addresses hereinafter set forth or to such other respective persons or addresses as the parties may designate to each other in writing from time to time.

JOINT POWERS ENTERPRISE:

David Montgomery
Chairman of the Board of Trustees for the
Joint Powers Enterprise
Room 402 City Hall
411 West First Street
Duluth, MN 55802

CITY:

City Attorney
City Attorney's Office
Room 410 City Hall
411 West First Street
Duluth, MN 55802

ARTICLE VIII

Waiver

Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that or any other provision.

ARTICLE IX

Applicable Law

This Agreement, together with all of its paragraphs, terms, and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

ARTICLE X

Severability

In the event any provision herein shall be deemed invalid or unenforceable, the remaining provisions shall continue in full force and effect and shall be binding upon the parties to this Agreement.

ARTICLE XI

Amendments

Any amendment or modification to this Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly

executed intending to be bound thereby.

CITY OF DULUTH, a Minnesota municipal corporation

DULUTH JOINT POWERS ENTERPRISE TRUST

By _____
Its:
Dated _____

By _____
David Montgomery
Chairman of the Board of Trustees
Dated _____

By _____
Its:
Dated _____

Countersigned:

City Auditor
Dated _____

Approved as to form:

City Attorney
Dated _____

**Duluth JPE Trust
City of Duluth
2012 Professional Services
Summary**

Department	Annual Hours
<ul style="list-style-type: none">• Administration• Finance• Human Resources• Legal	180 hours 1016 hours 3030 hours 175 hours
	Total - 4401 Hours
	Average Hourly Rate with Benefits & Provision for Support Services - \$60.00/hr
	\$264,060

**Duluth JPE Trust
Administration Department
2012 Professional Services**

Description of Services	Annual Hours	Responsibility
<ul style="list-style-type: none"> • Developing agendas and board meeting schedules • Taking board meeting minutes and updating web site information • Communications with board members and interested parties • Researching agenda topics and coordinating information presented to the board 	<p>180 hrs annually (15 hrs/month)</p>	<p>Position Responsibility: Executive Assistant</p>
<p>Total Administrative Department Services</p>	<p>180 hours annually</p>	

**Duluth JPE Trust
City Attorney's Office
2012 Professional Services**

Description of Services	Annual Hours	Responsibility
<p>Legal</p> <ul style="list-style-type: none"> • Determine benefits compliance • Contract drafting and review • Plan document drafting and review • Civil litigation • Determine and coordinate claims subrogation • Defend against all legal claims • Risk analysis • Open enrollment guidance • Advise JPE Trust Board of Trustees • Attendance and presentations at JPE Board of Trustees Meetings • Prepare JPE Trust resolutions • Other legal services as requested 	<p>175 hrs / year (3.37 hrs/ week)</p>	<p>Attorney (90%) Paralegal (10%)</p>
Total City Attorney's Office Services	175 hours annually	

**Duluth JPE Trust
Finance Department
2012 Professional Services**

Description of Services	Annual Hours	Responsibility
Treasury <ul style="list-style-type: none"> • Process Genesis collections • Process ACH transactions between the City and JPE Trust 	24 hrs annually (2 hrs/month) 24 hrs annually (2 hrs/month)	Position Responsibility: City Treasurer – 50% Finance Specialist – 50%
Auditor's Office <ul style="list-style-type: none"> • Record weekly draw requests for Health Partners claims • Record bi-monthly draw requests for Clear Script claims • Record monthly draw requests for Delta Dental claims • Review and approve invoices for payment • Reconcile and allocate cobra collections • Reconcile and account for plan participants • Prepare, analyze and distribute monthly financial reports • Prepare Ad Hoc reports and financial analysis on a request basis • Prepare annual premium rate calculations and analysis • Coordinate the annual audit process including work paper preparation • Provide miscellaneous analysis and review • Reconcile accounting records to North Shore Bank trust records 	84 hrs annually (7 hrs/month) 36 hrs annually (3 hrs/month) 24 hrs annually (2 hr/month) 96 hrs annually (8 hrs/month) 96 hrs annually (8 hrs/month) 96 hrs annually (8 hrs/month) 120 hrs annually (10 hrs/month) 24 hrs annually (2 hrs/month) 80 hrs annually 120 hrs annually 96 hrs annually (8 hrs/month) 96 hrs annually (8 hrs/month)	Position Responsibility: Chief Financial Officer (5%) City Auditor (20%) Financial Analyst (50%) Finance Specialist (25%)
Total Finance Department Services	1016 hours annually	

Duluth JPE Trust
Human Resources Department
2012 Professional Services

Description of Services	Annual Hours	Responsibility
HealthPartners / ClearScript / Delta Dental Enrollment and Changes <ul style="list-style-type: none"> • Manual data entry with TPAs (HealthPartners, ClearScript, and Delta Dental) for each subscriber • Coordination of site codes with TPA, in NW & in retiree database 	910 hrs / year (52 weeks x 15 – 20 hrs/ week)	Employee Benefits Rep (50%) HR Technician (50%)
Genesis COBRA/Retiree Billing <ul style="list-style-type: none"> • COBRA/Retiree billing set-up, renewal intake forms • QB (employees and/or dependents, depending on situation) & SPM data entry with Genesis • TPA changes, database changes • Appeals • Ongoing administration (contracts, Plan Document) 	650 hrs / year (52 weeks x 10 – 15 hrs/ week)	Employee Benefits Admin. (30%) Employee Benefits Rep (30%) HR Manager (10%) HR Technician (30%)
Open Enrollment <ul style="list-style-type: none"> • Prepare OE material – letters, forms, guides, Benefit Statements, announcements, posters, etc. • Update website, provide links to carriers & forms, online submission • Copies, Paper, Envelopes, Postage • Collate, match up material to group classification • Manual updates with TPAs, New World and ACCESS Retiree Database (track subscribers and dependents, site numbers, maintain demographic information, plan elections/changes, benefit coordination, various payment set-up, etc.) • Prep and coordinate all OE meetings, arrange for video taping 	340 hrs / year (17 weeks x 20 hrs/week)	Employee Benefits Admin. (30%) Employee Benefits Rep (20%) HR Manager (10%) HR Technician (20%) HR Assistant (20%)
Benefit Statements <ul style="list-style-type: none"> • Actives programming 	90 hrs / year (6 weeks x 15 hrs/	Employee Benefits Admin. (20%) Employee Benefits Rep (20%)

**Duluth JPE Trust
Human Resources Department
2012 Professional Services**

Description of Services	Annual Hours	Responsibility
<ul style="list-style-type: none"> • Retirees programming • Copies, Paper, Envelopes, Postage • Follow up administration (e.g., corrections, explanations/etc.) 	week)	HR Assistant (20%) HR Tech (20%) Programmer Analyst (20%)
Administration <ul style="list-style-type: none"> • Benefits compliance (including health care reform, COBRA, MN Continuation, etc.) • Risk analysis • Summary Plan Descriptions, Plan Amendments • Program maintenance and implementation (e.g., step therapy, MTM, etc.) • Troubleshooting/resolve contract issues • Retiree Drug Subsidy • Health/Rx/Dental Appeals • Ongoing TPA administration • Wellness coordinator • Benchmarking/Surveys • Coordinate work with CBIZ (RFPs, claims analysis, rate setting, renewals, etc.) • Preparation for JPE Board & LMC subcommittee meetings & attendance, follow up work (e.g., minutes, coordinating meetings, agenda preparation, etc.) 	1,040 hrs / year (52 weeks x 20 hrs/week)	Employee Benefits Admin. (40%) Employee Benefits Rep (20%) HR Manager (15%) HR Technician (15%) HR Assistant (10%)
Total Human Resource Department Services	3030 hours annually	