

**FINANCE, PERSONNEL, & RULES COMMITTEE**

**May 7, 2024**

**9:00 AM**

**Meeting will be at the conference room at the Mason County Airport Terminal**

**A. Roll Call**

**B. Approval of the Agenda**

**C. Approval of the Minutes**

**D. Reading of Correspondence**

**E. Limited Public Comments**

**F. Committee Work**

1. Consideration of a concept of using contracted attorneys in the Prosecutor's office
2. Consideration of a request to purchase a Zoning vehicle from the Equipment Replacement Fund
3. Consideration of a request for part time clerical assistance
4. Consideration of a request to purchase a table and chairs from the Equipment Replacement Fund
5. Consideration of a proposal to provide Other Post Employment Benefits (OPEB) Actuarial Services

**G. Limited Public Comments**

**H. Any other business**

**I. Adjournment**

**Finance, Personnel, & Rules Committee Meeting**  
**April 23, 2024**  
**Mason County Airport**

Commissioner Andersen called the Finance, Personnel, & Rules Committee Meeting (FPR) to order at 9:00 a.m. in the conference room of the Mason County Airport. Members present: Commissioners: Andersen, Bacon, and Hull. Absent: None. Others present: Deputy Administrator Szczypka, Administrator Knizacky, Chief Deputy Equalization Director Keegstra, and Clerk Kelly. Public: None.

Motion by Bacon and seconded by Hull to approve the agenda. Motion carried.

Motion by Hull and seconded by Bacon to approve the minutes of the April 9, 2024, meeting. Motion carried.

**Correspondence:** None.

**Limited Public Comment:** None.

**Committee Work:**

**Consideration of a request to use comp time:** Chief Deputy Keegstra will be obtaining her Assessor's Level 3 Certification over the next year. As this training is a 3-day event held over the weekend throughout the year, she is requesting comp time for those hours with the understanding that she uses them per County policy within the allowable time frame. Motion by Bacon and seconded by Hull to support the request for use of comp time to obtain Assessor Level 3 Certification and use comp time per County policy. Motion carried.

**Consideration of Ludington Mayor's request to serve on the Downtown Development Authority:** Deputy Administrator Szczypka was approached by Ludington's Mayor to serve on the Downtown Development Authority due to her prior experience. She requested permission from the Committee to attend these meetings during her lunch hour/own time. Discussion ensued and it was the determination of the Committee to allow her to serve as her own personal representative and not that of a Mason County employee. Motion by Hull and seconded by Bacon to approve the request for Deputy Administrator to flex hours to attend the meetings as her own personal representative and not a representative of Mason County. Motion carried.

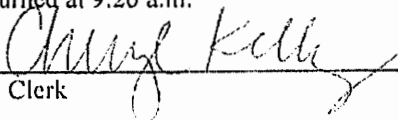
**Consideration of a request to approve not to exceed five (5) days of vacation in FY 2024:** Deputy Administrator Szczypka requested to take five days off for vacation in July and to borrow from leave banks for 2025. Clerk Kelly informed the Committee that 2 personal days would be available, and she only needed to borrow 3 days from the vacation bank. Employee understands if she terminates employment with Mason County, those days will be removed from her final pay. Motion by Hull and seconded by Bacon to allow three days to be borrowed from the 2025 Vacation Bank to be used with the two personal days. Motion carried.

**Consideration of a request to extend the Managed Assigned Counsel Administrator Agreement:** Administrator Knizacky noted that MIDC expanded requirements and under State Law Counties are required to have this position, currently held by Karen Moore. Motion by Andersen and seconded by Hull to send the Consideration of a request to extend the Managed Assigned Counsel Administrator Agreement with Karen Moore to the full Board. Motion carried.

**Limited Public Comment:** Sarah Keegstra thanked the Committee for their approval of her request. Chief Deputy Administrator Szczypka also thanked the Committee for their approval of her time off request.

**Any other business:** Administrator Knizacky elaborated the Chief Deputy Keegstra will be staying in Lansing in lieu of driving home and incurring additional mileage reimbursement as she needs to take the final test on Monday for her Assessors Level 3 Certification.

Meeting adjourned at 9:20 a.m.

  
Cheryl Kelly, Clerk



***Mason County Prosecuting Attorney  
Lauren R. P. Kreinbrink***

304 East Ludington Avenue, Ludington, Michigan 49431 • Phone: (231) 845-7377 • Fax: (231) 845-8126

**MEMORANDUM**

**TO: FINANCE PERSONNEL AND RULES COMMITTEE**

**FROM: LAUREN R. P. KREINBRINK, Mason County Prosecuting Attorney**

**SUBJECT: REALLOCATION OF FUNDS FOR CONTRACTED SERVICES**

**DATED: APRIL 30, 2024**

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I am resigning my position as the Mason County Prosecuting Attorney effective May 31, 2024 at 5:00 p.m. This resignation creates a second vacancy in the staffing of prosecuting attorneys for Mason County. I have been attempting to fill the vacancy of former assistant prosecutor, Sarah Valente, since her resignation in January 2024, with no success to date.

This memo is to request that the salaries from the two attorney vacancies be made available in our budget to contract with outside attorneys to assist in the preparation and trial of various cases. The amount of hours necessary to prepare and try a case will depend on the complexity of the factual scenario and the charges. By way of example: a typical misdemeanor jury trial takes one day to try and approximately equal that to prepare. A fair estimation of hours needed for preparation and trial of a misdemeanor trial would be approximately 15-20 hours inclusive of the trial.

On July 24-26, 2024 there is a more complex case set for jury trial in the 51<sup>st</sup> Circuit Court. It is estimated that the preparation would take between 50-60 hours and the trial would last three (8) hour days. An experienced trial attorney would most likely charge a minimum of \$100.00 per hour to take on this task.

At this juncture I am requesting that the committee approve only the concept of adjusting the budget short term, to allow for contract employee(s) until such time as at least one of the two vacancies is filled. This request will not result in additional costs to the county as the money is currently available in the budget. If this committee is open to the concept more details as to the exact amount of money to be transferred for contract employee(s) will be provided after reaching out to various attorneys to accept the work and evaluating the number of hours needed. The number of hours will vary monthly depending on the trial schedule of the courts.



***Mason County Prosecuting Attorney***  
***Lauren R. P. Kreinbrink***

304 East Ludington Avenue, Ludington, Michigan 49431 • Phone: (231) 845-7377 • Fax: (231) 845-8125

The use of contracted attorneys will be utilized sparingly and only as a short term solution to assist in the current case load. The assistance of the Office of the Attorney General is also being explored as an alternative option. More information on that avenue will hopefully be available by the date of the committee meeting. Thank you in advance for your consideration in this matter.

Sincerely,

*Lauren R. P. Kreinbrink*

Lauren R. P. Kreinbrink  
Mason County Prosecuting Attorney



**Mason County**  
**Building and Zoning Department**  
102 FIFTH STREET, SCOTTVILLE, MICHIGAN 49454  
(231) 757-9345 (231) 757-9272  
[www.masoncounty.net](http://www.masoncounty.net)

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TO: Buildings, Planning, Drains, and Airport Committee

FROM: Cayla Sanders, Building and Zoning Director

DATE: April 29, 2024

SUBJECT: Zoning Vehicle Replacement

I have compiled a list of vehicles found that will serve the Zoning Department's needs while staying near the given budget. Those vehicles are as follows (in no specific order):

Year	Make	Model	Miles	Price	Location	CarFax #
2019	Chevrolet	Equinox	50,182	\$17,983	Cadillac	1
2022	Chevrolet	Equinox	43,986	\$17,673	Traverse City	2
2019	Chevrolet	Equinox	66,657	\$18,490	Ludington	3
2021	Chevrolet	Equinox	16,108	\$20,864	Traverse City	4
2020	Hyundai	Tuscon	63,000	\$16,450	Ludington	
2020	Hyundai	Tuscon	69,000	\$15,995	Ludington	

The 2022 Equinox does have hood damage. I received an estimate for Lakeshore Collision, and they believe the hood is not repairable due to its materials. The estimated cost for replacement is \$1,642. I have included this estimate as an attachment.

Also attached are the CarFax/AutoCheck reports provided by the dealerships for the 4 Equinox options.

Please let me know if you have any questions.

Best regards,

Cayla Sanders, Building and Zoning Director


# MASON COUNTY CLERK'S OFFICE

304 E. LUDINGTON AVENUE  
LUDINGTON, MI 49431  
231-843-8202

Cheryl Kelly, Clerk  
Lori Holmes, Chief Deputy  
Alesha Miller, Deputy  
Penny Price, Deputy  
Kayla Beaver, Deputy  
Kimberly Quillan, Deputy

## MEMORANDUM

TO: Administrators' Knizacky and Szczypka

FROM: Cheryl Kelly, Clerk 

DATE: April 26, 2024

SUBJECT: Request for Intern, part-time Clerk's office due to space

Several months ago, it was brought to the BPDA Committee that the Clerk's office was running out of storage space in the vault, as well as at the Health Department Storage. The State of Michigan Archives was contacted, and we can transfer some of these cases to the State Archives for retention from 1940 and prior.

I am hoping to have permission to have a student intern, to be paid as a part-time Clerical employee-\$16.06/hr., to assist with the project of scanning in loose court filings dating back to the 1980's for both civil and criminal court cases and placing them into the appropriate file at the Storage at the Health Department; as well as to assist in scanning in the required documents (Judgements) of the court files dates 1940 to 1855, prior to shipping them to the State Archives. We have between 80 and 100 bankers' boxes that are potentially able to be sent to the State Archives, but these are not labeled making it difficult for us to determine a true number.

Request is to have Intern work the summer and accomplish as much as possible to assist us with this project. Anticipated dates would be from June 3 until middle of August when the intern needs to return to college.

Is this something that can be considered for the Clerk's office to assist with our current storage issues?

Thank you for your consideration.

## Knizacky, Fabian

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**From:** Kelly, Cheryl  
**Sent:** Thursday, April 18, 2024 4:03 PM  
**To:** Knizacky, Fabian  
**Subject:** FW: Archives boxes  
**Attachments:** Records for Archives.docx

Fabian,

This is the request that we had spoken about last year regarding running out of room in the vault and at the Health Department.

In addition, to the above boxes, of which not do not include loose filings, we have court loose filings dating back to the 1980's that we need to have scanned into the computer at the Clerk's office and then taken and placed into the boxes with the court files at the basement of the health department.

I, unfortunately, cannot give an approximate time frame as to how much time will be needed. There are 150 boxes that need attention plus the scanning. It is quite a project.

Would this need to go to BPDA or FPR?

Thanks.

Cheryl Kelly

Mason County Clerk  
304 E. Ludington Ave.  
Ludington, MI 49431  
P:231-843-8202-ext 3  
F231-843-1972

This email system is the property of the County of Mason. All data and other electronic messages within this system are the property of the County of Mason. Email messages in this system may be considered County Records and therefore may be subject to Freedom of Information Act requests and other legal disclosure.

**From:** Beaver, Kayla <kbeaver@masoncounty.net>  
**Sent:** Thursday, April 18, 2024 1:49 PM  
**To:** Kelly, Cheryl <cakelly@masoncounty.net>  
**Subject:** Archives boxes

Cheryl,

This is the table that I had started putting together but I haven't had time to compare the boxes to the their index to see what years are in the box. There are 153 boxes in total that need to be checked to see whether they can go to archives or not.

Sincerely,

Kayla R. Beaver  
Deputy Court Clerk --  
Mason County Clerk's Office  
304 E. Ludington Ave.  
Ludington, MI 49431

*This message may contain confidential and/or proprietary information, and is intended for the person/entity to which it was originally addressed. Any use by others is strictly prohibited.*

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<u>Description</u>	<u>Current</u> <u>Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Final</u> <u>Budget</u>
<u>Expenditures</u>				
<u>County Clerk</u>				
Salaries & Wages - Part Time	-	6,425		6,425
Social Security	24,725	500		25,225
<u>Contingency</u>				
Miscellaneous	20,550	-	(6,925)	13,625

**From:** Kelly, Cheryl <[ckelly@masoncounty.net](mailto:ckelly@masoncounty.net)>

**Sent:** Wednesday, April 24, 2024 1:44 PM

**To:** Knizacky, Fabian <[fknizacky@masoncounty.net](mailto:fknizacky@masoncounty.net)>; Szczypka, Kaitlyn <[kszczypka@masoncounty.net](mailto:kszczypka@masoncounty.net)>

**Subject:** FW: Mason co meeting room

Fabian and Kaitlyn,

While the Interphase rep was in the building, I asked her to put together a proposal for the meeting room (fax room) including the purchase of chairs, see attached.

The existing table's Formica is taped together and all of the chairs being used are in extremely bad shape, including wheels that are broken and difficult to move around, which present a potential safety hazard when used.

What committee would this go to in order to be considered for upgrading of this equipment? BPDA, FPR?

I am not sure if this is something that should be coming out of the Clerk budget or if this would fall under Public Improvement.

Regardless, if it can be considered, it would be greatly appreciated.

Thank you for your consideration.

Cheryl Kelly

Mason County Clerk

304 E. Ludington Ave.

Ludington, MI 49431

P:231-843-8202-ext 3

F231-843-1972

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**From:** Megan S. Blackmer <[meganb@interphaseinc.com](mailto:meganb@interphaseinc.com)>  
**Sent:** Monday, April 8, 2024 5:58 PM  
**To:** Kelly, Cheryl <[ckelly@masoncounty.net](mailto:ckelly@masoncounty.net)>  
**Subject:** Mason co meeting room

**CAUTION: This email originated outside of Mason County's networks. Do not click links, reply or open attachments unless you have verified its authenticity.**

Hi Cheryl! Happy Monday to you.

Attached is a starter layout and budget for the meeting room space we looked at. For now I have the same laminate on the table as your desk area. This table isn't too complicated to assemble so I have it quoted as shipping direct for facilities to tackle.

As for the chairs – they come fully assembled. I have them as on casters and no arms. I showed two different polymer frame colors, Fog Gray and Black. Just a start, nothing too crazy.

Looking forward to the feedback!

- Megan

**Megan Blackmer**

Interior Designer & Account Executive  
e: [meganb@interphaseinc.com](mailto:meganb@interphaseinc.com)  
2636 Garfield Rd N Suite 32 Traverse City MI 49686 | 231.941.4454



INTERPHASE  
INTERIORS

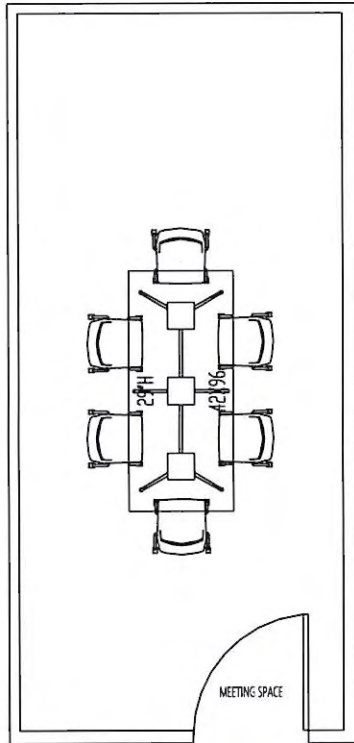
HAWORTH  
Best in Class Dealer

**From:** Megan  
**Sent:** Monday, April 8, 2024 5:33 PM  
**To:** Megan S. Blackmer <[meganb@interphaseinc.com](mailto:meganb@interphaseinc.com)>  
**Subject:** Mason co meeting room



Sent from my iPhone





PLAN VIEW  
1/4" = 1'-0"



BLACK FRAME CHAIR OPTION



FOG GRAY FRAME CHAIR OPTION

 <b>INTERPHASE</b> <small>DESIGN BUILD</small>	<b>MASON COUNTY COURTHOUSE</b>  304 E LUDINGTON AVE LUDINGTON MI 49431	DATE: 04/08/2024	PREVIOUS REVISIONS:
		DESIGNER: MB SALES: MB	

GENERAL NOTES: TABLE LAMINATE MATCHES NEW CLERK STATION LAMINATE FOR NOW

2636 GARFIELD RD N SUITE 32  
 TRAVERSE CITY, MI 49686  
 231.941.4454



# Interphase Interiors

2636 Garfield Rd. N, Suite 32  
Traverse City, MI 49686  
Ph: 231-941-4454  
Ph: 231-941-2252

4/8/2024

Quote #

MIDEAL CONTRACT PRICING

## Sold To:

MASON COUNTY  
304 E. LUDINGTON AVE  
LUDINGTON MI 49431

Contact CHERYL KELLY

Email:

## Ship To:



MASON COUNTY  
304 E. LUDINGTON AVE  
LUDINGTON MI 49431

Contact CHERYL KELLY

Email:

## Mason Co. Meeting Space Budget 4-8-24

## Sales Person:

Item	Qty.	Product	Unit	Extended
1	1	TCRA-4296-LJSNKG4A	\$1,145.35	\$1,145.35
SHIP DIRECT		Jive,Tbl,Rect,Lam,42"x96",Eb3,Std,Co:none,Brd,Gld,29"h,Ptd		
REQ. ASSEMBLY				
		Worktop Surface Color ,H-P2 Patterned Linen Classic GRD A		
		Worktop Edge Color-Users ,HP-P2 Patterned Linen Classic GRD A		
		Edge ,TR-LE Metallic Silver GRD B		
		Base Color 1A		
2	6	SCS-24-01E	\$180.65	\$1,083.90
SHIP DIRECT		Very Side Enhanced,Fab Seat,Perforated Bk,Armless,Hd Csts,		
		Seat 1 Color (3A) Tellure GRD A		
		Seat 1 Color ,3A-18 Black GRD A		
		Back 1 Color (Inside) ,TR-7 Fog GRD B		
		Trim Color ,TR-7 Fog GRD B		
		Frame Color ,TR-LE Metallic Silver GRD B		

Sub Total: \$2,229.25  
Tax: \$0.00  
Total: \$2,229.25

Approval and Date:





April 29, 2024

By: Gabriel, Roeder, Smith & Company



# Mason County

Proposal to Provide OPEB Actuarial Services



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## GRS' Background in Health Care Consulting

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GRS specializes in retiree health care plan consulting for the public sector. Governments are seeking ways to provide benefits that are economically sustainable and affordable while also providing meaningful value to their retirees. We help governments manage and optimize their OPEB benefits strategy by advising on benefit levels and financing structure. GRS has helped more than 600 OPEB clients by providing valuations to enable compliance with financial reporting requirements and the development of funding options to help pay plan obligations. We also provide services that help plan sponsors manage the underlying retiree health care program. This includes Medicare Part D attestations, consulting on Employee Group Waiver Programs (EGWP), and benefit strategy.



## Scope of Services

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### Actuarial Funding Valuation

In order to help facilitate the funding of the Plan, we will prepare an actuarial funding valuation of the retiree health care benefits for the Mason County Retiree Health Care Plan as of 12/31/2023. The actuarial funding valuation will encompass the phases indicated below:

#### Determination of:

- Actuarial present value of projected benefits;
- Actuarial accrued liability;
- Actuarial value of assets;
- Unfunded actuarial accrued liability;
- Normal cost; and
- Actuarially Determined Contribution for the fiscal years ending 12/31/2025 and 12/31/2026.

#### The Actuarial Retiree Health Care Funding Valuation will include the following:

- One contribution rate with assets;
- One set of initial per capita costs based on up to six distinct retiree medical plans;
- The retiree health plan is self-insured for all pre-65 retirees;
- The retiree health plan is fully insured post-65 (in a Medicare Advantage plan) for all future retirees, and some current retirees; and
- We will prepare our calculations using one rate of investment return which is consistent with the investment policy of the Plan, and which is approved by the Plan Sponsor. For purposes of the 12/31/2021 Retiree Health Care Funding Valuation report an investment return assumption of 6.00% was used.

*Our fees do not include any meetings, additional studies for changes in benefits, or any other items not detailed in this letter. If the County would like to meet to discuss the results of the funding valuation, GRS will charge for the meeting(s) based on time and expense. The standard hourly rate for this would range from \$250-\$420 per hour.*



## Governmental Accounting Standards Board (GASB) Accounting Report

In order to prepare the necessary information for the fiscal years ending 12/31/2024 and 12/31/2025 for GASB Statement Nos. 74 & 75, we will prepare additional accounting reports of the retiree health care benefits for the Mason County Retiree Health Care Plan. The accounting reports will be provided following the availability of the necessary information and the end of the applicable fiscal year. Each GASB Statement Nos. 74 & 75 report will include, but is not limited to, the following information:

### GASB Statement Nos. 74 & 75 Reporting

- Determination of the Single Discount Rate;
- Statement of Changes in the Net OPEB Liability and Related Ratios, using the Single Discount Rate as determined above;
- Schedule of Net OPEB Liability;
- Schedule of Actuarially Determined Contributions (and notes);
- Statement of Fiduciary Net Position and Changes in Fiduciary Net Position;
- A sensitivity analysis providing the Net OPEB Liability based on a 1% higher and 1% lower discount rate and a 1% higher and 1% lower health care trend assumption;
- A description of the types of benefits provided by the plan;
- The number and classes of employees covered by the benefit terms;
- OPEB Expense calculation which separately tracks annual gains and losses due to demographic experience, asset experience, assumption changes, and plan changes; and
- Deferred Outflows and Inflows of Resources related to OPEBs.

Note that there is still other information not listed above that will be required in the Plan's financial statements and/or the Annual Comprehensive Financial Report to fully comply with GASB Statement Nos. 74 & 75. This additional information will need to be provided by the Plan's investment consultant and its accountants or other financial statement preparers. This other information includes the annual money-weighted rate of return on OPEB plan investments. If the Plan's investment consultant and its accountant are unable to provide this calculation GRS can provide it, for an additional fee. Please let us know if you require GRS to perform the calculation.

In addition, each report containing GASB Statement Nos. 74 & 75 information will include a supplemental section which can be used to assist the County with the completion of Form 5572 (Retirement System Annual Report) for purposes of compliance with Michigan Public Act 202 (PA 202) of 2017. The additional cost for including the supplemental section for PA 202 purposes is encompassed in the consulting fees listed on page 6.





## Claims and Premium Rate Analysis

### Calculate per Capita Retiree Claim Costs for Medical and Prescription Drugs

Calculations of current per capita retiree claim costs for a large group are usually based entirely on the group's own experience. Data is obtained from the vendor, including claim, premium, enrollment data, and administrative expenses. The data is separated for each subgroup for which rates are required. We review the data for completeness and reasonableness. Claim completion factors are determined and applied and incurred monthly claim costs per member or per risk unit are determined. Appropriate trend rates are applied to trend the claim costs to the appropriate time period. Administrative expenses are added and any other adjustments are made as appropriate.



## Professional Consulting Staff

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The GRS team assigned to the actuarial funding valuation of the retiree health care benefits for the County has extensive experience and expertise in retirement plans, health care benefits, and their associated costs. The team will include members with the following credentials listed below:

- A qualified health actuary who is either an Associate of the Society of Actuaries (ASA), or a Fellow of the Society of Actuaries (FSA). This individual will be responsible for analyzing your premiums and/or claims experience, determining a per person health care cost appropriate for your Plan, and determining the appropriate health inflation assumption to be used in your actuarial funding valuation.
- A qualified OPEB actuary who is either an Associate of the Society of Actuaries (ASA), a Fellow of the Society of Actuaries (FSA), or an Enrolled Actuary (EA). This individual will be responsible for calculating the liabilities and the Actuarially Determined Contribution.

The Actuarial Standards require that any actuary providing a Statement of Actuarial Opinion (SAO) be qualified to do so. The actuaries certifying the County's actuarial funding valuation must be qualified to provide the SAO. The GRS actuaries assigned to the project satisfy the above requirements.



## Consulting Fees

Gabriel, Roeder, Smith & Company's professional consulting fees are based on the time spent by our associates in performing these services for you. The table below shows our proposed fees broken down by Valuation Project:

Valuation Project	Fees <sup>1</sup>
1. Actuarial Funding Valuation as of 12/31/2023	\$16,250
2. GASB Statement Nos. 74 & 75 Report, Measurement Date: 12/31/2024 <sup>2</sup> based on 12/31/2023 actuarial funding valuation including PA 202 Calculations and Exhibit	7,750
3. GASB Statement Nos. 74 & 75 Report, Measurement Date: 12/31/2025 <sup>2</sup> based on 12/31/2023 actuarial funding valuation including PA 202 Calculations and Exhibit	7,750
Timing: Projected delivery 12-16 weeks after receiving clean and complete data for Item 1 and 4-6 weeks for Items 2 and 3.	

<sup>1</sup> The fees above will be charged following the completion of each project listed.

<sup>2</sup> Additional fees may apply if there have been significant changes to the Plan since the Actuarial Funding Valuation was completed or there are component units.

The Retiree Health Care Plan recognizes that GRS' liability in connection with this work is limited by available insurance coverage.

The fees provided above are based on a biennial valuation cycle where roll-forward techniques will be applied to the 12/31/2023 funding valuation for the purpose of preparing the information for GASB Statement Nos. 74 & 75 for the fiscal years ending 12/31/2024 and 12/31/2025.

A high-quality valuation must be based on accurate member data, benefit cost data and plan design information. We base all of our calculations on this information which is supplied by the plan sponsor and their designees. If, after commencement of the valuation, it is determined that some of the information is inaccurate or incomplete requiring re-work on our part, we will increase our fees based on actual time spent on the additional work.



## Project Timing and Communication

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We are prepared to initiate the 12/31/2023 funding valuation upon receipt of the data and following your approval of this proposal. We project that an actuarial funding valuation will be delivered 12 to 16 weeks after receipt of clean and complete data.

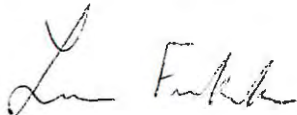
Work for each GASB Statement Nos. 74 & 75 report will be initiated after the completion of the applicable fiscal year and upon our receipt of the necessary data. We project that each GASB Statement Nos. 74 & 75 report will be delivered four to six weeks after receipt of clean and complete data.

The consulting fees included in this proposal are guaranteed for one year.

Please do not hesitate to contact us at 1-248-799-9000 should you need additional information or clarification. We look forward to continuing to assist Mason County Retiree Health Care Plan in the preparation of an actuarial funding valuation and the GASB reporting of its retiree health care benefits.

Respectfully submitted,

Gabriel, Roeder, Smith & Company



Laura Frankowiak, ASA, FCA, MAAA

LF:sc





## Acceptance of Proposal

The undersigned hereby authorizes Gabriel, Roeder, Smith & Company to commence work on the selected items below as outlined in the proposal dated April 29, 2024.

Acceptance for: Mason County Retiree Health Care Plan	
By:	
Printed Name:	
Title:	
Date:	

Please indicate which services the Mason County Retiree Health Care Plan would like to approve.

- ☐ 12/31/2023 Actuarial Funding Valuation
- ☐ 12/31/2024 GASB Statement Nos. 74 & 75 Report
- ☐ 12/31/2025 GASB Statement Nos. 74 & 75 Report





## Report Distribution List

We plan to mail hard copies of the reports to the following recipient. Please indicate how many copies of each report you would like sent to the following recipient and if you would like an electronic copy of the report in the following chart:

Mr. Fabian Knizacky  
County Administrator  
Mason County Retiree Health Care Plan  
304 East Ludington Avenue  
Ludington, Michigan 49431

Report Type	Number of Requested Hard Copies	If Electronic Copies are Desired Please Supply an E-mail Address for Receipt
12/31/2023 Actuarial Funding Valuation		
12/31/2024 GASB Statement Nos. 74 & 75 Report		
12/31/2025 GASB Statement Nos. 74 & 75 Report		

Please indicate the following information, if you wish to have a copy of any of the reports mailed to a different recipient:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Report Type	Number of Requested Hard Copies	If Electronic Copies are Desired Please Supply an E-mail Address for Receipt
12/31/2023 Actuarial Funding Valuation		
12/31/2024 GASB Statement Nos. 74 & 75 Report		
12/31/2025 GASB Statement Nos. 74 & 75 Report		



# Mason County Retiree Health Care Plan Data Request

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Upon acceptance of the Letter of Engagement, the elements included on the following pages are necessary in order to complete the actuarial funding valuation.

For security purposes, we request that all file transfers occur via the secure file transfer portion of the GRS Advantage™ Website. Information related to using GRS Advantage™ is provided below. Please follow the instructions below to register or access the GRS Advantage™ Website. The reference guide mentioned below details how to download and upload files to the site.

## **GRS Advantage™ Website**

Access or activate your personalized account on the GRS Advantage™ Website

- I. Go to <https://advantage.gabrielroeder.com>
  - a. Register or Login as a Plan Sponsor
- II. Download and open the GRS Advantage user reference guide (<https://advantage.gabrielroeder.com/Documents/Help/GRSAdvantageUserReferenceGuide.pdf>)
  - a. Follow along with the “GRS Advantage Website - Requesting Access to the Website” help topic to activate your account and personalize your password.
  - b. Read over the “GRS Advantage Website - Using the GRS Advantage™ Website” help topic, specifically item “2.” which describes the navigation bar.
  - c. Read over the “Secure File Transfer” section, which describes how to send and retrieve file transfers.

## **Demographic Data Requirements**

In order to complete the funding valuation, a listing will be needed containing the necessary member census information (active, deferred vested (if applicable), and retired). Following approval of our proposal, we will provide an excel spreadsheet requesting the necessary information. The data will be collected via the GRS Advantage™ Website.

## **Plan Provisions**

GRS intends to use the plan provision information as reported for purposes of the 12/31/2023 GASB Statement Nos. 74 & 75 report, unless instructed otherwise.

## **Asset Information and Pay-As-You-Go Cost**

For purposes of the 12/31/2023 funding valuation, we intend to use the asset and pay-as-you-go information provided by the County in connection with the 12/31/2023 GASB Statement Nos. 74 & 75 report. Please let us know if this differs from your expectations.





# Mason County Retiree Health Care Plan Data Request

## OPEB Initial Per-Capita Cost Information

Please provide all data electronically, where available.

1. Please explain which groups/divisions are available for current and future retirees. If more than one group/division is still available, please explain what would cause a retiree to choose one group/division over another. We believe the easiest way to present this information is to provide a table similar to the table below. The information in the table is an example.

OPEB Group: Sample

Retiree Group/Division	Offered to Pre-65 and Post-65 Retirees?	Applicable Group	Anticipated Plan Design Changes?	Eligible Active Division(s)/Plan(s)*	Comments**
0001	Pre-65 only	Retired before 01/01/2006	None	Closed to future retirees	
0002	Pre-65 only	Retired on or after 12/31/1995	7/1/2008 - will change Rx Copay to \$10/\$40	0001, 0002 & 0003	
0015	Post-65 only	Retired any time	None	Open to all current/future retirees	

\* Please list which active division(s)/plan(s) are eligible to retire into each corresponding retiree division. Note that multiple retiree divisions/plans may be available to each active division/plan.

\*\* Enter any additional information which you feel may be relevant.

2. Please explain any major changes to the Retiree Health plan (i.e., changes in copays, deductibles, change from fully-insured to self-insured, introduction to high deductible health plans, etc.) in the past three years.
3. Please provide a summary of Health Care Coverage Plan Provisions for each health care option. For example, please list copays, and deductibles for the PPO, HMO, etc. If a summary is not available, a member booklet should suffice.
4. Please provide us with the 2024 (and if available, 2025) illustrative monthly active and retiree premium rates for one-person and two-person coverage. For the retirees, we would like both pre-65 (regular premium rates) and post-65 (complementary premium rates). If available, it would be helpful to have the premium rate broken down by coverage component (i.e., medical, prescription drug, dental, and/or vision).

Please provide the annual Rate Sheet for each group/division from your provider. For all Rate Sheets submitted, please indicate the full period these rates are effective. Billing statements do not contain the information needed; therefore, they are not necessary to send.



# Mason County Retiree Health Care Plan Data Request

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## OPEB Initial Per-Capita Cost Information (Concluded)

For self-funded groups/divisions, please provide the following:

5. All active and retiree divisions.
  - a. Monthly claims experience by group/division, separately for prescription drug and all other lines of coverage combined (i.e., facility, professional, master medical, vision and hearing) for the following periods:
    - i. Incurred 1/1/2021 to 12/31/2021 and paid through 3/31/2024
    - ii. Incurred 1/1/2022 to 12/31/2022 and paid through 3/31/2024
    - iii. Incurred 1/1/2023 to 12/31/2023 and paid through 3/31/2024
  - Please note that separate claim reports for regular and complementary members should be provided.**
  - b. Monthly exposure data by group/division for the periods corresponding to the above claim experience periods.
6. A listing of all stop-loss reimbursements by group/division for the periods corresponding to the above claim experience periods. Please indicate whether the large claims are for active employees or retirees.
7. Are prescription drug claims reported net of rebates?
  - a. If no, please provide prescription drug rebate data corresponding to the experience periods requested.
  - b. If rebates are provided for pre-65 and post-65 segments, please provide the rebates split.
  - c. If rebates are provided in aggregate (i.e., for active, pre-65 and post-65 segments), please provide the detail you receive and the corresponding prescription drug claims by segment.
8. Monthly stop-loss premium per contract for the period of 1/1/2024 to 12/31/ 2024. Please indicate the specific stop-loss attachment point and whether the stop-loss coverage is for pre-Medicare retirees only or for both pre-Medicare and post-Medicare retirees.
9. Monthly administrative fee per contract for the period of 1/1/2024 to 12/31/2024.









# About Gabriel, Roeder, Smith & Company

## OUR MISSION

To be a trusted advisor to the public sector community; to chart a course through the risks and opportunities in retirement plan design, considering the needs of all stakeholders.

## OUR VALUES

### Professionalism

We exhibit professionalism and ethics in all aspects of our business.

### Commitment

We commit to providing the best possible service and advice to our clients.

### Education

We engage in life-long learning for ourselves, our clients, and other stakeholders.

### Respect

We respect the diversity, talents, and professional aspirations of our associates.





# About Gabriel, Roeder, Smith & Company

## Our Services

Pension and OPEB Services	
Actuarial Services	Best Practice Benefit Design
Valuations	Defined Benefit
Audits	DB/DC Hybrid
Risk Management	Cash Balance
Funding Policy	Adjustable Pension Plan
Experience Studies	Benefit Adequacy Studies
Asset/Liability Studies	Benefit Policy Development
Legislative & Regulatory	Client Software
Cost Impact Studies	MagVal™ Suite: Projection Software
GASB Standards Consulting	GRS Advantage™: Client Services Website
Research & Surveys	GRS Foresight™
	Exclusion Ratio Calculator
	415 Screening Tool

**Compliance:** While GRS does not practice law, our relationship with the Groom Law Group supports GRS consultants' and clients' understanding of compliance issues.

In addition to the above, GRS also provides a wide range of Health and Welfare Consulting Services.



# About Gabriel, Roeder, Smith & Company

## Quality Control at GRS

GRS serves plans ranging from the smallest – those with 100 or fewer participants to those with 500,000 or more participants. We are very aware that the services we provide directly affect the future financial well-being of large numbers of people, and that inaccurate calculations can directly affect their lives. Consequently, we have an extensive quality control program. We refer to this program as the “Peer Review Process,” but it is actually much more than that.

Under the Peer Review process, at least four team members are involved in the preparation of every actuarial valuation report.

One team member develops the plan costs and another verifies each value. The supervising actuary will review everything as the valuation process continues to ensure that results not only look correct, but look reasonable. The supervising or primary actuary will review all work completed by the other team members as a final check. At this stage our actuarial valuation report is reviewed by another actuary as a final peer review to assure that the main results and underlying causes are accurate and well communicated. We document peer review guidelines for each member of a GRS client team.

These guidelines were developed by our Professionalism Committee and are reviewed and revised as appropriate. GRS uses its Peer Review process on all services that we provide to our clients.

In completing any client assignment, it is the goal of each employee of GRS to produce the highest quality work. This practice has been an integral component of our corporate culture throughout the entire history of GRS.

The following aspects of our Peer Review process attest to the strength of the quality controls we have built for providing actuarial services.

## Professionalism Committee

Quality Assurance Procedures at GRS are developed and monitored by a standing Professionalism Committee (the Office of the Chief Actuary serves as an ex-officio member). The GRS Professionalism Committee performs internal audits of the work we do for our clients and monitors compliance with quality forms. The Professionalism Committee reports to the firm’s President. The following paragraphs describe how our quality assurance procedures apply to three specific types of client assignments.





# About Gabriel, Roeder, Smith & Company

## Actuarial Valuations

Each actuarial valuation for a defined benefit pension plan or a post-retirement health care program is supervised by a qualified consulting actuary, from the beginning of the process until the final product is sent to the client. Actuarial valuations are prepared by an actuarial analyst and are initially checked by a more senior associate.

The two associates work very closely with the consulting actuary to resolve any issues that may arise throughout the process. After completion of the initial checking, the valuation is reviewed by the consulting actuary. The actuary reviews the results for reasonableness. Once the results are finalized and a report is prepared, the report is peer reviewed by another qualified actuary. Each step of the process is documented using the quality forms and the documentation is filed with the work papers.

## Special Projects

All other projects other than actuarial valuations also follow our standard quality procedures. Initial calculations are prepared by an analyst, checked by a more senior associate and reviewed and peer reviewed by a qualified actuary. Each step of the process is documented using the quality forms and the documentation is filed with the work papers.

## Client Correspondence

Any substantive client correspondence (letters - hard copy or electronic, reports, presentations, etc.) prepared by one of our actuaries or consultants is peer reviewed by another actuary or consultant. Each step of the process is documented using the quality forms and the documentation is filed with a copy of the correspondence.

## Internal Audit

Our internal audit process ensures that our associates follow our quality procedures and that the services provided to our clients are continuously improving. Please note this is a procedural audit. Through this process, a group of our actuaries and consultants audits the work performed for our clients. The various clients are selected randomly. A member of the Professionalism Committee begins the audit with conversations with the actuary or consultant and other client team members, and then reviews the work papers, the valuation report and other relevant files to see if quality procedures have been followed and documented. After the Committee member has completed these steps, the findings are discussed with the actuary or consultant responsible for that client. The findings are shared with the other members of the Professionalism Committee at its next quarterly meeting, after which it is forwarded to the President.

## External Audit

Our work on behalf of a variety of our clients has also been audited by other actuarial firms and our work has passed their scrutiny. Of course, as serious, committed professionals, we always welcome constructive suggestions of other qualified professionals.



# About Gabriel, Roeder, Smith & Company

## GRS Supports its Clients and its Consultants

GRS provides support through various GRS actuarial and research resources. These resources help our consultants deliver the highest quality services to our clients.

GRS encourages its consultants to participate in activities that support public sector benefit plans. We believe that our professional development support creates an environment for service excellence, which has resulted in GRS' low employee turnover.

A few examples of this support are provided:

- **GRS' Internal Software and Programming Group** supports our internally written and maintained actuarial software and provides ongoing training for all actuarial employees on its use. Our consultants know that the work they produce uses methods that comply with the latest actuarial standards, methods, assumptions and tables required for public sector work. Many of our competitors do not place emphasis on software and training for public sector plans.
- **GRS' Research Group** provides clients and GRS consultants with in-depth analysis of public sector benefit plan issues covering plan design, Internal Revenue Code, and other legislative and regulatory issues. It also provides information on federal and state legislation, accounting rules, and other regulatory issues on topics of interest to employee benefit plans. GRS communicates the results of its research through: 1) GRS Insight, its newsletter on pension and health care related topics; 2) GRS Perspectives, our consultant authored articles; and 3) News Scan, brief news summaries produced by our Research Manager. Our current publications are available on our website at [www.grsconsulting.com](http://www.grsconsulting.com). Clients have access to archived publications through GRS Advantage™, our client services website.
- **GRS Client Education Syllabus** and a wealth of additional information is available at <https://www.grsconsulting.com/education-and-training/>.
- Our consultants remain updated on benefit issues using our **internal company portal** that provides them with GRS Research group publications, benefit related publications from external sources and discussion boards for information sharing.





# About Gabriel, Roeder, Smith & Company

- **GRS supports consultants' activities as speakers**, committee members, and as authors of articles for industry and public sector associations such as the National Association of Retirement Administrators (NASRA), National Council on Teacher Retirement (NCTR), National Conference of Public Employee Retirement System (NCPERS), International Foundation of Employee Benefit Plans (IFEBP), American Academy of Actuaries (AAA), the Society of Actuaries, the Conference of Consulting Actuaries, and the Government Finance Officers Association (GFOA).
- **Professionalism Committee** - Quality assurance procedures at GRS are developed and monitored by a standing Professionalism Committee consisting of six Senior Consultants. The GRS Professionalism Committee performs internal audits of the work we do for our clients.
- **GRS has an Office of the Chief Actuary (OCA).** This regional approach allows for national collaboration on actuarial methodologies and public plan funding issues. The OCA monitors adherence to the qualification standards and the code of professional conduct and they provide oversight and interpretations regarding the actuarial standards of practice as they are applied to public plans. The OCA focuses solely on public retirement systems. As a result, our clients are further assured of receiving consulting advice that is defensible.

#### **Regional Chief Actuaries**

- Piotr Krekora, ASA, EA, FCA, MAAA, PhD
- Joseph Newton, FSA, EA, FCA, MAAA
- Francois Pieterse, ASA, FCA, MAAA

