1. Opening Comments

2. Employee Benefits Consultant – Joseph Rankin, Plante Moran
   A. **Initial Meeting Purpose:** At a typical initial meeting a minimum of the first six items need to be addressed; many of these items have been discussed – this should be a quick review.
      i. Issue Definition
      ii. Issue Prioritization
      iii. Define Charter – “… to study and develop solutions that will extend the Retirement Health Care Trust Fund a minimum of ten years and pursue long term solutions to provide continuing fund solvency.”
      iv. Agreed Upon Procedures/Approach to Addressing Issues
      v. Define Desired Outcome for Process
         a. Results
         b. Timing – Timeline for Process Completion
      vi. Set Tentative Number of Meetings and Meeting Dates
      vii. Establish Best Method Of Communication
      viii. Additional Resources (Actuarial, Investment, Legal, etc.)
      ix. Other Items
   B. **Second Meeting Purpose:** Detailed discussion
      i. Benefits
         a. Affected Parties
         b. Protected Parties
            1. Income
            2. Tenure
            3. Time to Retirement
         c. Design
         d. Adequacy
         e. Ability of Taxpayers to Finance
      ii. Health Care
         a. Funding Options
         b. Long-term Strategies
            1. Control Costs
            2. Control Benefits
            3. Control Utilization
      iii. Additional Information Requests for Further Definition
   C. Key Questions from prior meetings:
      i. It was discussed at the meeting that there should not be any drastic immediate changes to the existing system; why shouldn’t drastic changes be considered?
      i. Is the discount rate (actuarial assumption) of 7.50% adequate or reasonable for a system that is nearly depleted of assets?
      ii. Realistically, how rapidly will the Retiree Health Care Trust assets build up?

3. Collective Recommendations to Retiree Health Care Changes

4. Information
   A. Work Group Needs

5. Meetings
   A. March Schedule
   B. Next Meeting Action Plan