

**RESOLUTION AUTHORIZING PAYMENT OF SELF-FUNDED EMPLOYEE GROUP  
MEDICAL AND DENTAL CLAIMS AND OTHER RELATED HEALTH CARE COSTS**

**WHEREAS**, the City of Vicksburg (“City”) provides comprehensive medical and dental insurance benefits for City employees and their dependents through Hub International dba Fox Everett (“HUB”) and pharmacy benefits through Leadway Pharmacy Benefit Management, Inc. dba Leadway RX (“Leadway”); and

**WHEREAS**, the Board of Mayor and Aldermen of the City of Vicksburg (“Board”) determined that it was in the best interests of the City that the self-funded medical and dental insurance plans be administered by HUB under the *Claims Processing Agreement* and the pharmacy insurance plan be administered by Leadway under the *Pharmacy Benefit Management Services Agreement*; and

**WHEREAS**, under such self-funded medical and dental insurance and pharmacy plans, where a third-party administrator (“TPA”) handles and pays claims, it is the established practice that premium payments are paid and recorded as an expenditure through the payroll function and that such premium payments are deposited into an account with the account funds being transferred to pay claims costs and administrative fee; and.

**WHEREAS**, the City Clerk and Finance Director will receive the general transfer requests for payments for medical, dental and prescription claims from HUB and/or Leadway on or around the 5<sup>th</sup> and 20<sup>th</sup> of each month and the Finance Director and Human Resources Benefits Coordinator will receive the detailed claims reports listing each employee and dependent’s name to verify the accuracy of the claims, ensure claims are not duplicative or that the claims have not been paid before the claims are presented to the Board for approval (Finance Director and HR Benefits Coordinator must sign Confidentiality Agreement to keep employee(s) and their dependent(s) personal health information confidential); and

**WHEREAS** once the claims are properly verified, the City Clerk shall add the transfer requests to the Board’s agenda on the 10<sup>th</sup> and 25<sup>th</sup> of each month (if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday, then on the date scheduled for the meeting to be held) and shall also request that said payment amounts be transferred from the pooled cash account (identified as the Water and Gas Fund-0091) to the health insurance account (identified as Health Insurance Claims-8900); and

**WHEREAS**, upon approval by the Board, the claims are to be paid; and

**WHEREAS**, the Board finds this practice to be efficient for the processing and paying of claims.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Vicksburg, Mississippi as follows:

1. The statements, findings, and conclusions contained in the preamble of the resolution are hereby approved, adopted, ratified and incorporated herein.
2. The City Clerk and Finance Director are authorized to receive requests for payments for medical and dental claims from Fox Everett and prescription claims from Leadway on or around the 5<sup>th</sup> and 20<sup>th</sup> of each and every month.
3. The Finance Director and Benefits Coordinator must verify the accuracy of all claims before the claims are presented to the Board for approval by reviewing the presented claims to ensure that the assessed claims are accurate, not duplicative or have not already been paid by the City.
4. The City Clerk is authorized to add the transfer requests to the Board’s agenda on the 10<sup>th</sup> and 25<sup>th</sup> of each month (if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday, then on the date scheduled for the

meeting to be held) and shall also request that said payment amounts be transferred from the pooled cash account (identified as the Water and Gas Fund-0091) to the health insurance account (identified as Health Insurance Claims-8900).

5. The Board is authorized, upon proper verification, to approve the payment of the claims.

**RESOLVED**, this the   4th   day of   May   2026.

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Willis Thompson, Mayor

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Thomas J. Mayfield, Alderman

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Vickie Y. Bailey, Alderwoman

ATTEST:

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Deborah A. Kaiser-Nickson, City Clerk

CERTIFICATE

**STATE OF MISSISSIPPI**

**COUNTY OF WARREN**

**CITY OF VICKSBURG**

I, Deborah A. Kaiser-Nickson, the duly and legally appointed, qualified and Acting City Clerk and lawful custodian of the Minutes of the Mayor and Aldermen of the City of Vicksburg and Seal of said City, certify that the foregoing is a true and exact copy of a Resolution Adopted by The Mayor and Aldermen of the City of Vicksburg at a Regular Board Meeting held on May 4, 2026.

WITNESS my signature and seal of the City of Vicksburg this is the 4<sup>th</sup> day of May 2026.

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Deborah A. Kaiser-Nickson, City Clerk