



ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

*Thursday, September 22, 2016
IRMA Office - 9:30 a.m.*

- I. **CALL TO ORDER**
 - Roll Call
- II. ✓ **APPROVAL OF MINUTES: May 26, 2016** (pg. 1)
- III. ✓ **FINANCIAL REPORTS** (to be sent via separate email prior to meeting)
 - A. IRMA Financial Statements as of 08/31/2016
 - B. IRMA Investment Portfolio as of 08/31/2016
 - C. IRMA Payables for the period 05/01 - 08/31/2016
- IV. **3rd QUARTER INVESTMENT PERFORMANCE REPORT** (to be distributed)
- V. ✓ **PERSONNEL**
 - A. ✓ Hay Group (pg. 7)
 - B. ✓ Risk Management & Training Manager Position (pg. 10)
 - C. ✓ Additional Staffing (pg. 15)
 - D. ✓ 2017 Personnel Report (pg. 19)
- VI. **SUB-COMMITTEE ON DISCOUNTING LOSS FUND - UPDATE** (pg. 26)
- VII. ✓ **ESTABLISHING AN ARREST, PROSECUTION AND CONVICTION CONTINGENCY FUND** (pg. 29)
- VIII. ✓ **ESTABLISHING A MEMBER OPTIONAL DEDUCTIBLE CREDIT FUND** (pg. 33)
- IX. ✓ **REVENUE BASE REVISIONS** (pg. 35)
- X. ✓ **HIGH DEDUCTIBLE PACKAGE FOR IRMA MEMBERS** (pg. 41)
- XI. **REVENUE BASE EARLY SUBMITTAL UPDATE** (pg. 47)
- XII. ✓ **2017 PRELIMINARY BUDGET** (pg. 48)
- XIII. **EXECUTIVE SESSION**
 - **Review/Discussion of May 26, 2016 Executive Session Minutes** (sent via separate email)

XIV. CONFIRMATION OF NEXT MEETING

Thursday, November 17, 2016
IRMA Office - 9:30 a.m.

XV. ADJOURNMENT

To ensure a quorum, please call Mary Henzler at (708) 236-6343 or maryh@irmarisk.org, if you are not able to attend the meeting.

Copy to: Kathleen Gargano, IRMA Chair

✓ Requires Vote