

**BOARD OF DIRECTORS  
Meeting Minutes**

**Wednesday, March 22, 2017  
Westbrook Corporate Center Conference Room  
9:30 a.m.**

**I. CALL TO ORDER**

Chair Gargano called the meeting to order at 9:30 a.m. Ely called the roll and a quorum was declared.

**II. CONSENT AGENDA**

Gargano asked if there were any questions on any of the items on the consent agenda. Gargano thanked the members of the Executive Board for giving their time to IRMA by serving on the Executive Board. A motion was made by Irvin and seconded by Stricker to approve the Consent Agenda of March 22, 2017. A voice vote was called and the motion carried.

**III. CHAIR'S REPORT****A. Changes in IRMA Delegates/Alternates**

Gargano welcomed the following new Delegates/Alternates:  
Matt Anastasia, Delegate – Sugar Grove  
Tim Barker, Alternate – Sugar Grove  
Peter Vadopalas, Alternate - Mundelein

**IV. EXECUTIVE DIRECTOR/STAFF REPORT**

Ely introduced 2 new staff members, Colleen Rhodes, Claims Representative II in General Liability and Sheila Klimczak, Claims Representative III in Workers' Compensation.

**V. ACTION ITEMS****A. Approval of Minutes of December 14, 2016**

A motion was made by Irvin and seconded by Wachtel to approve the Board of Directors meeting minutes of December 14, 2016. A voice vote was called and the motion carried.

**B. Arlington Heights Membership Application – Update**

Ely gave an update to the Board on the Arlington Heights Membership Application regarding the changes on the pricing due to overlapping coverages with staggered expiration dates. Arlington Heights will be discussing this with their board May 10<sup>th</sup>, with final action on May 18<sup>th</sup>, so they would not join IRMA until June 1<sup>st</sup>. We are asking the Board to approve the Village of Arlington Heights application to be effective as of June 1<sup>st</sup> with the actuarial based pricing options as discussed. A motion was made by Irvin and seconded by Wachtel to approve the application as presented. A voice vote was called and the motion carried. Gargano thanked the Membership Relations Committee and IRMA Staff on the hard work they have done to aggressively market.

### **C. Modification of Committee Policy**

Ely commented this was a revision during a previous Administration & Finance Committee meeting and a question was raised regarding the defense and indemnification of committee members when acting on behalf of IRMA. Section 5.04 of the IRMA Contract and Bylaws does have a provision for defense and indemnification of IRMA Board Members. Therefore, for clarification, staff has added a reference that committee members are defended and indemnified by IRMA in accordance with Section 5.04 of the Contract and Bylaws, in the Committee policy. A motion was made by Clark and seconded by Wachtel to approve the modification to the committee policy. A voice vote was called and the motion carried.

### **D. Recognition for Outgoing Standing Committee Members**

The names of those outgoing standing committee members were read. They will each be receiving a certificate via mail in the next day or two. They included:

#### Administration & Finance Committee

Gerald Sagona (Village of Lake in the Hills) 2013 – 2016  
Joe Mangan (Village of Lincolnwood) 2015 – 2016

#### Coverage, Claims & Litigation Committee

Art Malinowski (Village of Buffalo Grove) 2014 – 2016  
Katy Rush (Village of Woodridge) 2015 – 2016

#### Membership Relations Committee

Mike Marzal (Village of Homewood) – 2016

#### Training & Education Committee

Janet Gorman (Village of Villa Park) 2015 – 2016  
Traci Marrocco (Village of Woodridge) 2014 – 2016  
Ashley Engelmann (Village of Lincolnwood) PWSC Liaison – 2016  
Chief Mike McGreal (Village of Wilmette) FCSC Liaison – 2016  
Deputy Chief Marc Loftus (Village of Burr Ridge) PCSC Liaison – 2016

## **VI. ADDITIONS TO AGENDA**

### Revision to Personnel Report

Ely reported on the revised 2017 Personnel Report. Staff asked that the Workers' Compensation Claims Representative I position to be upgraded to a Claims Representative III and for the General Liability Claims Representative I position to be decreased to a part time position. Staff asked to reduce the staffing level from 20.5 to 20, and revise the personnel report to provide for a part time Claims Representative I and a full time Claims Representative III. Staff requested that the Board direct staff to prepare revisions to the Bylaws to add the approval of staffing levels, through the number of FTE's and salary ranges for positions and to provide the Executive Director

the power to promote and reorganize staff within staffing levels and budget. After some discussion, a motion was made by Cedillo and seconded by Clark to approve the revised personnel report as presented. A voice vote was called and the motion carried.

**VII. ADJOURNMENT**

A motion was made by Irvin and seconded by Clark to adjourn the meeting. A voice vote was called and the motion carried.

Submitted by:

Approved by:

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Margo Ely  
Executive Director

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Kathleen Gargano  
IRMA Chair