



**BOARD OF DIRECTORS
Meeting Minutes**

**Wednesday, December 12, 2012
Westbrook Corporate Center Conference Room
9:30 a.m.**

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES – October 31, 2012

A motion was made by Clark and seconded by Palm to approve the Board of Directors meeting minutes of October 31, 2012. A voice vote was called and the motion carried.

Reports for Information Only Found on the IRMA Website

Velkme asked if anyone had any questions on any of the reports. Hearing none, Velkme moved on to the next agenda item.

III. CHAIR’S REPORT - VELKME

A. Changes in IRMA Delegates/Alternates

Velkme welcomed new Alternate, Brian Sheehan, of Buffalo Grove.

**B. Nominating Committee Report – Slate of 2013 Officer Candidates –
Malinowski**

Malinowski reported that at the March 14, 2012 Board of Directors meeting, the Board voted to encourage the Nominating Committee to promote and seek two-year terms for the positions of Chair and Chair-Elect. Current Chair, Ingrid Velkme, and Chair-Elect, Drew Irvin, have indicated that they would like to serve another one-year term in their present positions. Malinowski stated that the 2013 Nominating Committee is recommending and presenting the following slate of candidates for 2013 Officers:

Chair	Ingrid Velkme	Western Springs
Chair-Elect	Drew Irvin	Lake Bluff
Treasurer	David Clark	Glencoe
At-Large Representative (Large)	Paula Schumacher	Bartlett
At-Large Representative (Small)	Eric Palm	River Forest

Malinowski thanked Stacy Sigman for serving on the Nominating Committee.

Malinowski asked if there were any nominations from the floor. Hearing none, nominations were closed. A motion was made by Sigman and seconded by Amidei to approve the slate of 2013 Officers as presented. A voice vote was called and the motion carried.

C. Interest in Committee Participation

Velkme reported that there were three spots open on the Membership Relations Committee and asked for anyone interested in serving to contact her. Velkme stated that if no one volunteered to serve, she would be seeking members to join the committee.

D. Update Defense Counsel Panel RFQ Process – Malinowski

Malinowski reported that the Ad Hoc Committee on the Defense Panel Counsel RFQ continues to work refining the lists of panel counsel for defense work. The next step in the process is conducting interviews based on the RFQs received. At this point, interviews are set for January 9, January 16, and January 22. Following the interviews, the committee will be formulating their recommendations to IRMA staff.

Schumacher asked how many firms are being interviewed. Garvey stated that we are interviewing thirteen firms, seven of which are our current firms and six are new firms.

IV. COMMITTEE REPORTS

A. MEMBERSHIP RELATIONS COMMITTEE – COREN

1. Lobbyist Vaughn Consulting Contract

Coren reported that the contract for our Legislative Lobbyist, Chuck Vaughn, was approved by the Membership Relations Committee for 2013 at the same fee structure per month of \$2,000.

Velkme added that Vaughn will be at the March 13th meeting to provide a legislative update.

B. TRAINING & EDUCATION COMMITTEE – PETERSON

1. Subsidized Training

Peterson reported that the Training & Education Committee approved an increase of \$7,000 to the budget to provide subsidized training of members for select training programs by approved outside agencies, such as PDRMA, NIPSTA and NEMRT. Peterson noted that what was recommended at the Training & Education Committee is that IRMA would provide a percentage of the cost for subsidized training with the member providing the remainder.

2. Recommended IMAP Revisions & Level II Accreditation

Peterson reported that we are finishing up the final year of the most recent three-year IMAP cycle. There have been some recommended changes to the next three-year cycle.

LeTourneau reported that during 2012, IRMA staff wanted to complete a thorough review of the IMAP criteria, IMAP Process and IMAP Accreditation to ensure that all

public sector best practices in risk management were accurate and appropriately addressed in the IMAP evaluation criteria, improve member's ability to prepare for their IMAP, and to update and improve the IMAP accreditation process as appropriate.

LeTourneau stated that on page 18 of the meeting packet was an overview of the notable changes and revisions to the IMAP form. LeTourneau stated that most of the changes were made for clarification purposes.

LeTourneau stated that staff has prepared an IMAP Evaluation Preparation Checklist. This checklist will identify documentation that will need to be available for the IMAP visit. This will assist members in visit preparation and improve efficiency.

LeTourneau noted that with 70% of the IRMA membership currently accredited, development of a second, higher level of accreditation, named IRMA Level II Accreditation is recommended, which utilizes the following criteria:

- Most recent onsite IMAP Percentage of Compliance of 95% or greater
- 5 Year loss Severity to IRMA Target of 70% or less.

LeTourneau noted that, currently, 8 members would be able to meet the above criteria to achieve IRMA Level II Accreditation.

LeTourneau stated that this proposed new accreditation would be implemented during 2013 which starts the next three-year cycle of the IMAP. This will need to be based on a member's next onsite IMAP visit. The current Risk Management Awards program only allows for an award going to the highest ranking member in each of the three categories: large member, small member and special district member. After 2013, the Excellence in Public Risk Management Awards will be discontinued and replaced with IRMA's Level II Accreditation. This new awards program will allow for more winners as all members due for an onsite IMAP in 2013 and beyond would be eligible. Awards will be presented at the first Board meeting each year, for all members achieving the award in the preceding year.

A motion was made by Coren and seconded by Gargano to approve the recommended IMAP revisions and the Level II Accreditation Program. A voice vote was called and the motion carried.

C. COVERAGE, CLAIMS & LITIGATION COMMITTEE – GARGANO

➤ 2013 Optional UST Program

Gargano explained that the packet contained the renewal proposal for the IRMA Optional Underground Storage Tank Policy, which renews on January 1, 2013. Gargano pointed out that we did get favorable pricing; however, in exchange, the deductible for older tanks will go from \$25,000 to \$50,000. This will affect tanks installed in 1980 or before.

Because this coverage was not included in the coverage renewal voted on at the last Board meeting, a motion was made by Irvin and seconded by Peterson to approve the 2013 Optional UST Program. A voice vote was called and the motion carried.

D. ADMINISTRATION & FINANCE COMMITTEE – CLARK

1. Record Retention & Disposition Policy

Clark reported that there has been an internal policy in place for the retention and disposition of records; however, this policy had not previously been brought to the Board of Directors for approval. One of AGRiP's requirements for their Standards of Recognition is to have a record retention and disposition policy that is approved by the Board. Clark noted that the policy was reviewed and approved at the Administration and Finance Committee and Executive Board meetings.

A question was asked as to whether a member could use this record retention policy. Garvey indicated that a member should talk to their own corporate counsel, as IRMA's policy is in the spirit of the law, but IRMA is not held to the same standards as a public entity.

A motion was made by Gargano and seconded by Peterson to approve the IRMA Record Retention & Disposition Policy. A voice vote was called and the motion carried.

2. Personnel Policy Revisions

Clark reported on revisions to the IRMA Personnel Handbook that was last reviewed by the Board of Directors in December of 2008. Clark noted that as part of the review and recent change to the Compensation Policy, staff took the opportunity to review the IRMA Personnel Handbook. Clark noted that the meeting packet contained a redlined version of the Personnel Handbook as well as a cleaned up version. Clark noted that this was reviewed at the Administration and Finance Committee and the revisions were approved. At the Executive Board meeting there were some minor modifications made that are outlined in the memo on page 42 of the packet. Clark added that the handbook was also reviewed by a labor attorney.

A motion was made by Irvin and seconded by Coren to approve the revisions to the IRMA Personnel Handbook. A voice vote was taken and the motion carried.

3. 2013 Final Budget

Clark stated that a bound copy of the full budget was distributed as members came in for the meeting. Clark reported that there were some minor adjustments from the Preliminary Budget that include:

- An increase in the budget for health insurance of \$13,000.
- \$7,000 is included for subsidized training of members by approved outside vendors.
- \$8,720 is included for Illinois Bone and Joint grants.
- An increase from \$1,750 to \$2,500 for the webinar service.

Clark commented that even with these increases, the budget is less than it was last year. A motion was made by Irvin and seconded by Palm to approve the 2013 Final Budget. A voice vote was called and the motion carried.

4. Interest Income Credit

Clark stated that page 156 of the meeting packet showed the calculations that were used to arrive at the figure. Staff is recommending a 2012 Interest Income Credit of \$3,400,000, which was approved by the Administration & Finance Committee and the Executive Board.

A motion was made by Amidei and seconded by Palm to approve the 2012 Interest Income Credit. A voice vote was called and the motion carried.

V. EXECUTIVE DIRECTOR/STAFF REPORT

1. 2013 IRMA Calendar of IRMA Board, Executive Board, Standing Committee & Steering Committee Meetings

Bush indicated that the calendar of 2013 meetings could be found on page 157 of the meeting packet and encouraged everyone to mark their calendars.

Bush mentioned that staff has issued a questionnaire to the membership on outsourcing functions. This came out of the Planning Workshop, and we may be looking at some change in the contribution formulas in relations to the outsourcing of major functions. Bush stated that it is very important for every member to return their questionnaire so we can have some idea of what types of services are being outsourced. The deadline for submitting the survey is December 20.

Bush reminded everyone that the Members' Boards had been asked to pass a resolution regarding pools. Please send those resolutions into the IRMA office. Bush also noted that if a member would like IRMA staff to come out and speak to their Board regarding the benefits of pooling, they should give him a call.

2. Review of Website

Streid gave a brief overview of the IRMA website to show everyone the types of information that can be found on the website.

VI. ADDITIONS TO AGENDA

There were no additions to the agenda.

VII. CONFIRMATION OF NEXT MEETING

Velkme reported that the next Board of Directors meeting would be held on Wednesday, March 13, 2013 at 9:30 a.m. at Westbrook Corporate Center – Tower 2 Conference Room.

VIII. ADJOURNMENT

A motion was made by Irvin and seconded by Malinowski to adjourn from the Executive Board regular meeting and move into Executive Session to discuss the Executive Director's Performance Evaluation. A voice vote was called and the motion carried.

Submitted by:

Larry Bush, Executive Director

Approved by:

Ingrid Velkme, IRMA Chair