



**EXECUTIVE BOARD
Committee Meeting Minutes**

**Thursday, March 6, 2014
IRMA Office
9:30 a.m.**

PRESENT: Drew Irvin, Chair
Ingrid Velkme
Paula Schumacher
Scott Coren
Eileen Donahue
Kathleen Gargano
David Clark
Eric Palm
Julia Cedillo

**ALSO
PRESENT:** Larry Bush
Rita Boserup
Dan LeTourneau
Stacy Sigman
Susan Garvey
Jackie Streid
Mary Henzler

ABSENT: None

I. CALL TO ORDER

Chair Irvin called the meeting to order at 9:30 a.m. Roll was taken and a quorum declared.

II. APPROVAL OF MINUTES – December 4, 2013

A motion was made by Velkme and seconded by Clark to approve the Executive Board Meeting Minutes of December 4, 2013. A voice vote was called and the motion carried.

Reports for Information Only Found in the Member Section of the IRMA Website

Irvin asked if anyone had had questions on the reports. Hearing none, he moved on to the next agenda item.

III. CHAIR'S REPORT - IRVIN

➤ **Welcome to the 2014 Executive Board**

Irvin asked everyone to introduce themselves and thanked everyone for participating on the committee. Irvin noted that the rest of the items under his report were for information only except the Purchase & Sales Policy and the Claims Policy that Bush sent an email out on suggesting some changes.

After a brief discussion, the committee recommended that the recommended changes to the Purchase & Sales Policy go back to the Administration & Finance Committee for their review and approval and the changes to the Claims Policy go back to the Coverage, Claims & Litigation Committee for their approval. After approval, the policies can come back to the Executive Board for a vote and then on to the Board of Directors for their approval.

IV. COMMITTEE REPORTS

A. MEMBERSHIP RELATIONS COMMITTEE – COREN

1. Announcement of 2014 Committee

Coren stated that page 24 contained the roster of the 2014 Membership Relations Committee members.

2. 2014 Market Comparison Study

Coren stated that the Membership Relations Committee had recommended this market comparison study and the report came out very favorable toward IRMA. This report is used for marketing purposes for prospective members and current members to confirm the cost effectiveness of the pool. LeTourneau commented that IRMA goes out every 4-5 years and has a market comparison study completed for 2-3 members. LeTourneau expressed that he hoped that members share this report with their Boards to clearly demonstrate the competitiveness of IRMA.

B. TRAINING & EDUCATION COMMITTEE – DONAHUE

1. Announcement of 2014 Committee

Donahue stated that the roster of the Training & Education Committee could be found on page 29 of the meeting packet and noted that there were 5 new members on the committee for 2014.

2. 2014 Training

Donahue noted that the 2014 Training Schedule was on page 30 of the meeting packet. Subsidized training was listed on page 31 and free training for those municipalities in Cook County was listed on page 32.

3. Update on Grant Program

Donahue noted that page 33 shows an update on the Grant Programs. The first chart captures the funding originally requested and the actual reimbursements for grants in 2013. The second chart shows grant submissions for 2014.

Streid reported that a change in the name of the Back Ergonomic grant program to Injury Prevention Grant Program was made. Staff has suggested and the Training & Education Committee approved adding a Post-Offer Function Screen to the Injury Prevention Grant Program.

Streid distributed a suggested layout of the one-day conference at the December 4, 2013 Executive Board meeting. Streid noted that the Training & Education Committee discussed this conference and their comments are listed at the bottom of the hand-out. The committee thought it was reasonable to charge anywhere from \$45 - \$65 per attendee. The committee also wants to add either another set

of concurrent sessions or one group session at the end of the conference on current trends. Streid stated that she wanted some input from the Executive Board.

Streid noted that the second page of the hand-out shows the facilities that she visited along with pricing for the conference.

Members of the Executive Board commented that the Mayors and Managers Association uses the Westin and it was reasonable. Sigman said she would email Streid the contact person that they use for the Westin to see if maybe IRMA could get some better pricing.

Velkme asked what speakers she had. Streid commented she was working on this and had contacted two key note speakers who would charge \$5,000 plus travel; however, she is still researching.

Bush stated that there was also a suggestion to have a reception after the conference for networking purposes. Donahue stated that the committee threw out as many ideas as they could.

The Executive Board agreed that there should be some kind of a group session at the end of the conference. They also felt that the fee to charge could go up to \$65.00 and depending on the speaker it could possibly go up some.

Velkme asked when the conference was being planned for. Streid said sometime in October. Committee members asked her to look at IPELRA and ICMA to be sure IRMA's conference wasn't being planned for the time when those groups were meeting.

Gargano asked if this conference was going to take the place of a strategic planning session. Bush replied, no, and thought that a strategic planning session would possibly be planned for sometime in 2015.

C. COVERAGE, CLAIMS & LITIGATION COMMITTEE – CEDILLO

1. Announcement of 2014 Committee

Cedillo reported that the committee roster could be found on page 35 of the packet and noted that since the initial committee meeting on February 6th, Art Malinowski has been added to the committee.

2. Coverage Extension: Part-Time Contracted Engineers

Cedillo reported that this was initially discussed at the October 30, 2013 Board of Directors meeting and was referred back to the Coverage, Claims & Litigation Committee for further investigation. Cedillo stated that members have indicated that they would be interested in staff evaluating the possibility of providing limited professional liability coverage to part-time contracted engineers that work solely for the IRMA member and are not part of an outside firm or organization. Because of concerns expressed by the Board of Directors, staff recommended withdrawing their recommendation. The Coverage, Claims & Litigation Committee agreed with

staff's decision to withdraw their recommendation and instructed staff to continue to evaluate what options are available in this area.

Palm asked that when staff is looking into this to look at another area where a member is trying to use another municipality's current employee or sharing between municipalities. Bush stated that this would also be looked at.

3. Clarification of Law Enforcement Activities

Cedillo stated that this was essentially a housekeeping item to clarify the coverage limits within the coverage documents that we have. Currently, the POL excludes law enforcement activities. The basis for the exclusion in the POL is that law enforcement activities are covered under the GL. Cedillo explained that recently a member was under the impression that although there was an exclusion in the POL, and allowed in the GL, because of the language the member thought the coverages could be stacked for law enforcement activities relating to civil rights. That clarification was made with the member, but the thought was to provide further clarification that the intent is not to have these coverages stacked. Staff has drafted language to put into the POL coverage document that mirrors the language in the GL coverage document.

A motion was made by Coren and seconded by Gargano to approve the language modifying the POL exclusion to mirror what is in the GL coverage document. A voice vote was called and the motion carried.

4. IRMA Appeal 2013-01-Village of Woodridge – Written Findings

Garvey presented an overview of the appeal and then reviewed the written findings of the appeals committee. A motion was made by Coren and seconded by Cedillo to approve the written findings of the appeals committee. Bush suggested that a roll call vote be taken. The motion unanimously carried.

D. ADMINISTRATION & FINANCE COMMITTEE – CLARK

1. Announcement of 2014 Committee

Clark stated that the roster of the 2014 Administration & Finance Committee was on page 52 of the meeting packet.

2. Outsourcing/Revenue Base Deductions

Clark noted that this item was discussed at the December 18 Board of Directors meeting, and the Administration & Finance Committee approved the recommended revisions to the Outsourcing Bylaws.

A motion was made by Gargano and seconded by Velkme to approve the recommended revisions to the Outsourcing Bylaws. A voice vote was called and the motion carried.

Bush noted that after this is approved at the Board of Directors meeting, he will be sending out something to the Delegates and Alternates outlining what they need to do when entering into contracts. Staff will be putting together guidelines.

3. Need for Additional Resources for Information Technology Functions

Clark stated that this item was for discussion and basically identified the need for additional IT resources and support in addition to staff on hand right now. Clark noted that the original request was for an additional staff member and there was discussion on this at the Administration & Finance Committee meeting. The Administration & Finance Committee is sensitive to the need that staff is expressing, but discussed how best to accomplish that. There was also a component of this of the need for the day-to-day support items versus another need at a later time to have an IT strategic plan to identify future IT needs.

Bush stated that normally he would bring a problem and a solution to the Executive Board at the same time. Because of the timing of this with the changing of Executive Directors, he wanted to bring attention to the fact that there is a real problem here. Bush stated that the new Executive Director and Boserup would figure out how to solve it.

Bush stated that he has been talking with PDRMA who also uses Riskmaster and also deals with a lot of training issues. Bush stated that discussion with PDRMA included the possibility of sharing an IT person. However, it was decided to wait until the new Executive Director comes on board before continuing with the discussions with PDRMA.

Velkme stated that she thought IRMA should do an Information Technology Study; put some money into it and see where we are going in the long term. Velkme asked whether Riskmaster is something that all pools use. Bush stated, no, and we may want to replace it. Velkme commented that it's the backbone of an organization to have a good, strong information technology system. If you are going to contract with someone, you should be able to get them out the same day within hours.

Coren asked if there were currently someone on staff that could put together an analysis. Bush replied, no. Velkme stated that you are talking about a study that will probably cost at least \$20,000.

Bush stated that nothing was needed from the Executive Board at this time, and a recommendation would be brought back to a later meeting.

V. EXECUTIVE DIRECTOR/STAFF REPORT

Bush stated that in some of the recent pension reform legislation, there was something that said that IMRF is only available for governmental organizations. Staff has Chris Naveja looking into this and he has had conversations with the IMRF general counsel. We are waiting for a formal letter from IMRF indicating that we are a governmental organization and will be able to continue with IMRF. Bush stated that as a side note, we have always taken the position that we adhere to public entity requirements like Open Meeting Act and FOIA, but are not technically governed by them. This may make this a little more difficult. Naveja has told us that there is an exclusion that applies to us on procurement regulations. There is not a similar exclusion for Open Meeting Act and FOIA. We will receive a formal report from Naveja on this.

VI. EXECUTIVE SESSION

A motion was made by Gargano and seconded by Coren to move into Executive Session. A voice vote was called and the motion carried.

VII. VOTE ON EXECUTIVE DIRECTOR RECOMMENDATION

A motion was made by Gargano and seconded by Palm to approve the Executive Director Search Committee's recommendation for the new Executive Director. A voice vote was taken and the motion carried.

VIII. CONFIRMATION OF NEXT MEETING

Irvin stated that the next meeting of the Executive Board would be held on Wednesday, May 28, 2014 at 1:30 p.m. at the IRMA office.

IX. ADJOURNMENT

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

Submitted by:

Larry Bush
Executive Director

Approved by:

Drew Irvin
IRMA Chair