



**EXECUTIVE BOARD
Committee Meeting Agenda**

**Wednesday, February 28, 2018
IRMA Office
9:30 a.m.**

I. CALL TO ORDER

- Roll Call

II. APPROVAL OF MINUTES

- ✓ A. Meeting Minutes of November 29, 2017 (pg. 1)
- B. Reports for information only, found in the Member Section of the IRMA website – <http://www.irmarisk.org/Publications/IRMA-Reports.aspx>
 - IRMA Financial Statements
 - IRMA Investment Portfolios
 - IRMA Payables
 - 4th Quarter Investment Performance Report
 - Membership Recruitment Report
 - Claims Operational Report
 - Risk Management Services Report
 - Training & Education Quarterly Report
 - Member Participation Report

III. CHAIR’S REPORT – FRANCES

- ✓ **Nomination of Chair-Elect – Mike Braiman, Wilmette** (pg. 7)

WELCOME TO 2018 EXECUTIVE BOARD

- A. Roster of 2018 Executive Board Members (pg. 9)
- B. 2018 Calendar of Meetings (pg. 10)
- C. Conflict of Interest Policy (pg. 11)
- D. IRMA Committee Policy (pg. 13)
- E. IRMA Officers Statement of Responsibility (pg. 15)
- F. Executive Board Statement of Responsibility (pg. 17)
- G. At-Large Representatives’ Statement of Responsibility (pg. 19)
- H. Purchase & Sales Policy (pg. 20)
- I. Claims Policy (pg. 22)

IV. COMMITTEE REPORTS

A. MEMBERSHIP RELATIONS COMMITTEE – WACHTEL

- 1. Announcement of 2018 Committee (pg. 25)
- 2. 2017 MRC Objectives – Year End Results (pg. 26)
- 3. 2018 MRC Objectives (pg. 28)
- 4. Statement of Responsibility for Membership Relations Committee-Modification (pg. 29)
- 5. Workers’ Compensation Focus Program – 4th Quarter Reports (pg. 32)

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- ✓ Voice Vote
 - ✓✓ Roll Call Vote – Majority of Membership
 - ✓✓✓ Bylaw Vote – 2/3 of Membership

6. 2018 IRMA Onsite Summer Safety Internship Program (pg. 35)
7. ✓ Review 2017 Member Participation Report (pg. 37)
8. ✓ Westchester Request for IRMA Grant (pg. 41)
9. ✓ Grant Program Guidelines (pg. 44)

B. ADMINISTRATION & FINANCE COMMITTEE – HELM

1. Announcement of 2018 Committee (pg. 46)
2. 2017 Administration & Finance Committee Objectives Accomplishments (pg. 47)
3. 2018 Administration & Finance Committee Objectives – Revised (pg. 49)
4. ✓ Budget Policy-Modification (pg. 50)
5. ✓ Budget Amendment (pg. 52)
6. ✓ Establish a Capitalization Policy (pg. 55)
7. ✓ Amendment to the IRMA Flex 125 Plan (pg. 57)

C. TRAINING & EDUCATION COMMITTEE – ROBBINS

1. Announcement of 2018 Committee (pg. 61)
2. Announcement of 2018 Steering Committee Officers (pg. 62)
3. 2017 Training & Education Objectives – Completion (pg. 63)
4. 2018 Training & Education Objectives (pg. 64)
5. 2018 Training Programs – Update (pg. 65)
6. 2018 Special Training Schedule (pg. 66)
7. 2018 Education Summit (pg. 70)
8. Safety First Program Update (pg. 74)
9. 2017 Grant Programs – Update (pg. 77)
10. ✓ Proposed Grant Revisions (pg. 78)

D. COVERAGE, CLAIMS & LITIGATION COMMITTEE – CEDILLO

1. Announcement of 2018 Committee (pg. 79)
2. 2017 Committee Objectives Accomplishments (pg. 80)
3. 2018 Committee Objectives (pg. 82)
4. Statement of Responsibility for Coverage, Claims & Litigation Committee-Modification (pg. 83)
5. New Medical Management Pilot Program (pg. 85)

EXECUTIVE DIRECTOR/STAFF REPORT

1. Recommendation from the Ad Hoc Committee: Exposure Base (pg. 86)
2. Approval of closed Executive Session Minutes – November 29, 2017 (sent via email)

V. EXECUTIVE SESSION

V. ADDITIONS TO AGENDA

- Request from Tinley Park

VII. CONFIRMATION OF NEXT MEETING

Wednesday, May 30, 2018
IRMA Office - 9:30 a.m.

VIII. ADJOURNMENT

*To ensure a quorum, please contact Donna Sluis at donnas@irmarisk.org or
Call her at (708) 236-6349,
if you are not able to attend the meeting.*