



**EXECUTIVE BOARD
Committee Meeting Minutes**

**Wednesday, February 27, 2019
IRMA Office
9:30 a.m.**

PRESENT: Jessica Frances, Chair
Kathleen Gargano
Ashley Engelmann
Julia Cedillo
Michael Braiman
Eric Helm
Lisa Scheiner
Michelle Robbins

**ALSO
PRESENT:** Margo Ely
Dan LeTourneau
Jennifer Swahlstedt
Susan Garvey
Rita Boserup
Donna Sluis

ABSENT: Denise Joseph

I. CALL TO ORDER

Chair Frances called the meeting to order at 9:31 a.m. Roll was taken, and a quorum declared.

II. APPROVAL OF MINUTES

A motion was made by Helm and seconded by Robbins to approve the November 28, 2018 meeting minutes. A voice vote was called, and the motion carried.

III. INFORMATIONAL ITEMS

A. Reports found in the Member Section of the IRMA website –
<http://www.irmarisk.org/Publications/IRMA-Reports.aspx>

- IRMA Financial Statements
- IRMA Investment Portfolio
- IRMA Payables
- 4th Quarter Investment Performance Report

B. Welcome to 2019 Executive Board

- [Roster of 2019 Executive Board Members](#)
- [2019 Calendar of Meetings](#)
- [Conflict of Interest Policy](#)
- [IRMA Officers Statement of Responsibility](#)
- [Executive Board Statement of Responsibility](#)
- [At-Large Representatives' Statement of Responsibility](#)
- [Purchase & Sales Policy](#)
- [Claims Policy](#)

C. Standing Committee Reports

Membership Relations Committee

- [Announcement of 2019 Committee](#)
- 2018 Committee Goals and Objectives Accomplishments
- 2019 Committee Goals and Objectives
- Workers' Compensation Focus Program – 4th Quarter Report
- Membership Recruitment Report
- IRMA Onsite Summer Safety Intern Program

Administration & Finance Committee

- [Announcement of 2019 Committee](#)
- 2018 Committee Goals and Objectives Accomplishments
- 2019 Committee Goals and Objectives
- Members' Only Site Document Posting

Helm reported that this will change the way IRMA sends out information on the Optional Deductible, Contribution, etc. Instead of sending emails out to each individual person these items will get posted to the members' specific page. Once they are posted, a general email will be sent out that they can get these documents from that page.

- Discussion Regarding Revenue Base Pass-Through Grants

Helm reported that the committee discussed this issue and whether there should be a bylaw change or a consideration of a bylaw change for pass-through grants. The Committee concluded that we shouldn't propose a bylaw change because members can appeal revenue base issues on an individual basis, but the Committee was interested in Executive Board input. After much discussion, a motion was made by Braiman and seconded by Gargano to send this back to the AFC for further consideration of a by-law change that would allow members that are lead agencies in IDOT projects, to apportion the revenue based on direct benefits to the member community. The motion carried.

- Retain Milliman to Assist with Rate Stabilization & Contingency Fund

Helm reported that the AFC considered a proposal with Milliman to assist with Rate Stabilization & Contingency Fund policies. They will be doing some analysis and providing options on how we want to treat rate stabilization in the future. Ely commented that Milliman will be helpful with rate stabilization. We had \$20,000 in the budget for help on this strategic discussion. Milliman will take \$12,000 of this \$20,000. Staff will be meeting with the real estate broker and they will provide strategic planning assistance with office space and staffing in the future, that goes into their commission and will not cost us anything. Milliman will do the financial and the broker will help with the staffing piece.

- Deductible Billing Procedure Change

Boserup gave an overview of the billing procedure change and the analysis of the top 10 members that had the largest claim event activity. Staff will bill when the claim is closed and will start with the 2018 claims.

Training & Risk Management Committee

- [Announcement of 2019 Committee](#)
- [Announcement of 2019 Steering Committee Officers](#)
- 2018 Committee Goals and Objectives Accomplishments

Robbins gave an overview of the accomplishment of the committee in 2018.

- 2019 Committee Goals and Objectives

Robbins gave an overview of the 2019 Goals and Objectives.

- 2019 Special Training Schedule
- Onsite Training Survey Results

Robbins reported the survey was sent out to the Delegates, Alternates, Claims Coordinators, Safety Coordinators and Department Heads. The survey was successful, receiving responses from 92% of the membership. Robbins gave an overview of the results from the charts on pages 62 and 63 of the packet.

- 2019 Education Summit

Robbins reported that if anyone has any recommendations of topics or a theme for this year's summit to forward them to the Training & Risk Management Committee.

Coverage, Claims & Litigation Committee

- [Announcement of 2019 Committee](#)
- 2018 Committee Goals and Objectives Accomplishments
- 2019 Committee Goals and Objectives
- Retirement of Panel Counsel
- Litigation Successes

IV. CHAIR'S REPORT – FRANCES

V. ACTION ITEMS

A. MEMBERSHIP RELATIONS COMMITTEE – JOSEPH

No items needing action

B. ADMINISTRATION & FINANCE COMMITTEE – HELM

1. Budget Amendment

Helm reported this reconciles the budget with the addition of Mount Prospect and WC3. The only thing different is that it was recommended that the approval process for a new member include the budget change amendment at the time the new member is voted in. A motion was made by Robbins and seconded by Cedillo to approve the 2018 Budget Amendment as presented. The motion carried.

C. TRAINING & RISK MANAGEMENT COMMITTEE – ROBBINS

1. Steering Committee Statement of Responsibility and Structure

Robbins reported we are looking to approve the modification to the Steering Committee Statement of Responsibility and Structure. The change reflects the changes made to the Training & Education Committee in 2018 to the Training & Risk Management Committee along with additional minor revisions. A motion was made by Helm and seconded by Braiman to approve the modification to the Steering Committee Statement of Responsibility and Structure. The motion carried.

2. 2019 IMAP & MSP Loss Control Evaluations

Robbins gave an overview of the IMAP process and the committee is looking to put the IMAP & MSP Loss Control Evaluations in abeyance during 2019 to allow staff to survey the membership on the effectiveness of these processes and suggest revisions based on input and research. There will be seven (7) members who will receive an IMAP visit in 2019. There was discussion about the current process and benefit of policy review during the visits. A motion was made by Cedillo and seconded by Robbins to agree with staff's recommendation to put the IMAP and MSP Loss Control Evaluations in abeyance for 2019. The motion carried.

D. COVERAGE, CLAIMS & LITIGATION COMMITTEE – CEDILLO

1. Business Auto Liability Coverage Changes

Cedillo reported this is a change to the Business Auto Liability Coverage. The memo has all the highlights and captures the discussion of the changes starting on page 79 of the packet. Cedillo commented what we are going to focus on is to consider and approve changes to the definition of Member in the Business Auto Liability coverage as presented. That change is on page 82 of the packet. The second item discussed relates to what remains to be done by the committee. IRMA staff is proposing that we make changes to this area of coverage to limit IRMA's exposure for claims that arise out of the criminal or illegal conduct of an employee who is acting outside of this scope of the duties. The illegal or criminal behavior the CCLC has not come to any agreed upon language and still working on it. A motion was made by Braiman and seconded by Scheiner to approve the change to the current language for the definition of Member. The motion carried.

EXECUTIVE DIRECTOR/STAFF REPORT

1. IRMA Committee Policy - Revision

Ely reported that we have people that want to be on committees and the limit with 7-10 for our committees we would like to change to "up to 15" so that we can put more people on standing committees that are interested in participating. The other change is to change the Training & Education Committee to Training & Risk Management Committee. After some discussion, it was recommended to delete a specific number of committee members and leave it at the discretion of the Executive Director instead of putting a number. A motion was made by Gargano and seconded by Helm to approve staff's recommended changes and to put at the discretion of the Executive Director instead of a number. The motion carried.

VI. CLOSED MEETING

A motion was made by Gargano and seconded by Scheiner to move into Closed Meeting to discuss matters of: pending litigation and personnel pursuant to 5 ILCS 120/2(c)(21), (11) and (1) respectively. A roll call vote was called, and the motion carried.

In re Estate of Donald Anderson

A motion was made by Cedillo and seconded by Gargano to authorize settlement as recommended by staff for In re Estate of Donald Anderson. The motion carried.

VII. ADDITIONS TO AGENDA

VIII. CONFIRMATION OF NEXT MEETING

Frances stated the next scheduled Executive Board meeting is Wednesday, June 5, 2019 at 9:30 a.m. at the IRMA office.

IX. ADJOURNMENT

A motion was made by Helm and seconded by Cedillo to adjourn the meeting. A voice vote was called, and the motion carried.

Submitted by:

Approved by:

Margo Ely
Executive Director

Jessica Frances
IRMA Chair