

**BOARD OF DIRECTORS  
Meeting Minutes**

**Tuesday, June 12, 2018**  
**Westbrook Corporate Center Conference Room**  
**9:30 a.m.**

**I. CALL TO ORDER**

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

**II. CONSENT AGENDA**

Frances mentioned there are a number of items here and asked for a motion to approve action items as an omnibus vote. A motion was made by Braiman and seconded by Wachtel. The motion carried.

Frances asked for a motion to approve the consent agenda as presented. A motion was made by Gargano and seconded by Robbins. The motion carried.

**Executive Director/Staff Report****Presentation of Annual Risk Management Performance Ranking and Zero Accident Rate Awards for 2017**

LeTourneau presented plaques to the first place winners in the Large Member, Small Member, Special District Categories and to the Zero Accident Rate for 2017.

**State of the Membership Report Presentation**

Ely gave an overview of the State of the Membership Report that was included in the envelopes provided to the board.

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

Frances welcomed the following new Delegates/Alternates:

Douglas Cooper, Alternate – Brookfield  
Kathy Vonachen, Alternate – Oak Brook  
Peggy Halik, Delegate – Woodridge  
Trevor Bosack, Alternate – Woodridge

**IV. ACTION ITEMS****A. Approval of Board of Directors Meeting Minutes of March 21, 2018**

A motion was made by Halik and seconded by Gargano to approve the March 21, 2018 minutes. The motion carried.

B. 2017 Claims to Contribution Report

Wachtel presented the 2017 Claims to Contribution Report. This report compares the actual total incurred claims experience with loss fund contributions for each individual year along with a five year claims to contribution ratio. The members' overall 5 year claims experience to loss fund contribution increased from 61.47% in 2016 to 66.95% in 2017. A substantial percent of this resulted from 2 very large claims. Members with 5 year ratios greater than 100% increased from 11 in 2016 to 14 in 2017. Three advisory letters are being recommended to be sent to Homewood, Indian Head Park and Park Forest. We have 3 members currently in the Workers' Compensation Focus Program and we are recommending that the Village of Morton Grove be added to the program. The Membership Relations Committee and the Executive Board accepted the adoption of the report. A motion was made by DuRocher and seconded by Gargano to approve the 2017 Claims to Contribution Report as presented. The motion carried.

C. Claims Administration Services for Mount Prospect's GL Claims

Wachtel presented this agenda item. Mount Prospect's third party administrator contract for general liability claims expires on June 30, 2018 and they have asked IRMA to administer the claims. There are a total of 6 claims. IRMA staff has reviewed the matter and believe they can administer and close out these claims over the next year. Staff provided a formula to account for the costs of administering these claims, which totals \$7,726. The detail behind the calculations are included in the report. A motion was made by Wachtel and seconded by Cedillo to concur with staff's recommendation and authorize claims administration services for Mount Prospect's GL claims effective July 1, 2018 for a price of \$7,726. The motion carried.

D. Elimination of IRMA's Written Legislative Mission Statement

Wachtel explained that this item is a housekeeping matter. IRMA used to have a Governmental Affairs Committee that was responsible for legislative matters affecting IRMA and pooling. In 2004, that committee was eliminated and the responsibilities for legislative matters was put under the Membership Relations Committee. Staff has recently noted the fact that there was a separate stand-alone legislative mission statement and recommends that we eliminate that mission statement. This matter was reviewed by both the Membership Relations Committee and the Executive Board. A motion was made by Wachtel and seconded by Halik to concur with staff's recommendation to eliminate IRMA's Legislative Mission Statement. The motion carried.

E. Actuarial Report as of 12/31/17

Helm commented the amount needed for reserves in losses has decreased over \$2M, in addition there is a projection that the loss rate will decrease this year. However, the final rate will not be determined until October. A motion was made by Braiman and seconded by Wachtel to approve the Actuarial Report. The motion carried.

F. 2017 Audited Financial Report-Distributed at the Meeting

Helm presented this agenda item and there were no comments or questions. A motion was made by Wachtel and seconded by Halik to approve the 2017 Audited Financial Report. The motion carried.

G. Revenue Base Deduction – Bylaw Change

Helm briefly described the recommended bylaw changes to the board. A motion was made by Gargano and seconded by Braiman to approve the Revenue Base Deduction-Bylaw Changes. A roll call vote of the membership was taken and the motion carried.

H. Accreditation/Re-Accreditation Grant Application

Robbins commented that staff is recommending a modification to the Accreditation/Re-Accreditation Grant Application to add the Commission for Accreditation of Park & Recreation Agencies (CAPRA). There would be no budgetary changes at this time. A motion was made by Robbins and seconded by Gargano to approve staff's recommended modifications to the Accreditation / Re-Accreditation Grant Application to add CAPRA Accreditation to the Parks & Recreation section. The motion carried.

I. IRMA Property Coverage-Coverage Section B1.h. Outdoor Property

Cedillo commented this is an enhancement for first party property coverage. The current coverage we have for first party property allows for the labor costs to remove debris when there is damage to property, but does not include the labor costs associated with reinstallation or replacement. The proposed language on pages 108-110 would now provide for that cost. A motion was made by Gargano and seconded by Helm to approve the revision to the language in the first party property coverage, as attached, to include coverage for labor charges for the repair or reinstallation of damaged property. The motion carried.

**V. EXECUTIVE SESSION**

A motion was made by Irvin and seconded by Gargano to move into Executive Session to discuss matters of: pending litigation and personnel pursuant to 5 ILCS 120/2(c), (11) and (1) respectively. Roll was called and the motion carried.

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Back in regular session, a motion was made by Irvin and seconded by Cedillo. A voice vote was called, and the motion carried.

**VI. VOTES ON EXECUTIVE SESSION ITEMS**

A. Opioid Litigation

A motion was made by Irvin and seconded by Halik to concur with staff's recommendation. The motion carried.

B. Executive Director's Performance Review

A motion was made by Irvin and seconded by Cedillo to approve the recommended salary increase for the Executive Director as outlined in her Performance Evaluation. The motion carried.

**VII. ADDITIONS TO AGENDA**

**VIII. CONFIRMATION OF NEXT MEETING**

Wednesday, October 17, 2018 @ 12:00 noon following the Education Summit  
NIU Naperville

**IX. ADJOURNMENT**

A motion was made by Wachtel and seconded by Cedillo 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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Jessica Frances  
IRMA Chair