



EXECUTIVE BOARD

Committee Meeting Minutes

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

PRESENT: Jessica Frances, Chair
Bridget Wachtel
Julia Cedillo
Lisa Scheiner
Kathleen Gargano
Peggy Halik
Michelle Robbins

ALSO PRESENT: Margo Ely
Dan LeTourneau
Jennifer Swahlstedt
James Adams, Westchester Fire Department
Susan Garvey
Rita Boserup
Donna Sluis

ABSENT: None

I. CALL TO ORDER

Chair Frances called the meeting to order at 9:33 a.m. Roll was taken, and a quorum declared.

II. APPROVAL OF MINUTES

A. Meeting Minutes of November 29, 2017

Frances asked if anyone had any comments/questions on the minutes. Hearing none, a motion was made by Gargano and seconded by Cedillo to approve the November 29, 2017 meeting minutes. A voice vote was called, and the motion carried.

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
- 3rd Quarter Investment Performance Report
- Membership Recruitment Report
- Claims Operational Report
- Risk Management Services Report

Frances mentioned these reports are informational only and if anyone had any questions or comments. There were none.

III. CHAIR'S REPORT - FRANCES

Nomination of Chair-Elect – Mike Braiman, Wilmette

Frances reported given that Dave Clark is no longer working for an IRMA community and is therefore unable to serve as Chair in 2018, requiring Frances to move from chair-

elect to chair leaving the chair-elect position vacant. Mike Braiman of Wilmette was recommended to serve as the chair-elect for 2018-2019. A motion was made by Gargano and seconded by Robbins to approve the nomination. The motion carried. Frances thanked Gargano for getting this accomplished.

Welcome to 2018 Executive Board

Frances briefly went over Items A-I to the committee.

Before moving into the Committee Reports, Frances recommended the items that are for informational purposes only, which do not require guidance of the Executive Board, be moved under the Reports Section, as item C. If no one was opposed to this, moving forward the action items will only be reported for this agenda. Ely commented the agenda for the Board of Director meetings includes a consent agenda. After some discussion, everyone was in favor of this suggestion.

IV. COMMITTEE REPORTS

A. MEMBERSHIP RELATIONS COMMITTEE – WACHTEL

1. Announcement of 2018 Committee
2. 2017 MRC Objectives – Year End Results
3. 2018 MRC Objectives
4. Statement of Responsibility for Membership Relations Committee – Modification
5. Workers' Compensation Focus Program – 4th Quarter Reports
6. 2018 IRMA Onsite Summer Safety Internship Program

Wachtel commented that items 1-6 are for information only.

7. Review 2017 Member Participation Report
Wachtel gave an overview of the participation report to the committee. Halik commented that Burr Ridge and Woodridge should be moved up to Category I. A motion was made by Helm and seconded by Wachtel to approve the 2017 Member Participation Report with the revision to move Burr Ridge and Woodridge to Category I of the report. The motion carried.
8. Westchester Request for IRMA Grant
Ely gave the committee an overview of the grant program and guidelines, which will be discussed in the next agenda item. Chief Adams from Westchester asked the Executive Board to reconsider the eligibility of members that have given notice of withdrawal, for grant programs. Chief Adams stated he applied for the fire equipment grant and was denied because Westchester had given notice of withdrawal from IRMA. Chief Adams expressed concern for his firefighters' safety. After much discussion, Frances asked before entertaining a motion if the committee had any questions or comments. Ely asked if anyone wanted to make a motion to have Westchester be eligible for the grant in 2018. Hearing none, Ely asked if anyone denies Westchester to be eligible for the grant. A motion was made by Halik and seconded by Wachtel to deny Westchester's request. The motion carried.

9. Grant Program Guidelines

Wachtel mentioned that these guidelines have been through each of the committees. Ely commented that the question of what level of participation is required for eligibility for grant programs raised significant discussion at the Standing Committees. The TEC and MRC recommended that the participation requirement explicitly state that a member must have attended a minimum of 2 out of the last 4 BOD meetings and the AFC disagreed with a specific minimum. All the committees agreed that if there is a denial for a grant that is based on the member's participation, the member should have a right to an appeal the denial to the MRC. Helm commented on item 1 of the guidelines that "Grants are for IRMA Members only" be taken out and it would take away the argument. Wachtel commented following up from Helm's comment on item 1 stating the last sentence in the first paragraph "At a minimum..." it was not necessary. Ely commented that there is this notion among the membership that Board of Directors meetings should be attended. The Executive Board directed that the language should emphasize that grants are a privilege and dependent on approval by the Board of Directors. After much discussion, Cedillo commented that we are looking for approval of these grant guidelines striking the first sentence in number 1; adding a revision for a right to appeal; a disclaimer at the discretion of the board and taking out "At a minimum" in the last sentence of number 1. A motion was made by Cedillo and seconded by Wachtel to approve the grant program guidelines with the changes stated. The motion carried.

B. ADMINISTRATION & FINANCE COMMITTEE – HELM

1. Announcement of 2018 Committee
2. 2017 Administration & Finance Committee Objectives Accomplishments
3. 2018 Administration & Finance Committee Objectives – Revised

Helm commented that items 1-3 are for information only.

4. Budget Policy-Modification

Helm commented that number 4 and 5 are tied together but will need a separate vote. Helm reported the budget modification came to everyone's attention with Arlington Heights joining mid-year, which caused a \$430,564 increase in the Contribution Revenue line item and offsetting a Loss Fund expense line item. On page 51 is the revised Budget Policy language and the AFC was supportive of this policy change. A motion was made by Helm and seconded by Cedillo to approve the Budget Policy Modification. The motion carried.

5. Budget Amendment

Helm commented on page 52 is the Budget Amendment. A motion was made by Halik and seconded by Gargano to approve the budget amendment. The motion carried.

6. Establish a Capitalization Policy

Helm reported this is a change in policy. This makes a lot of sense, so they are not capitalizing small items. There was no discussion and AFC was supportive of this policy. A motion was made by Gargano and seconded by Robbins to approve the new Capitalization Policy. The motion carried.

7. Amendment to the IRMA Flex 125 Plan
Helm reported the amendment to the Flex Plan is to allow the contribution caps to change based upon the latest IRS adjustments. A motion was made by Gargano and seconded by Wachtel to approve Flex 125 Amendment. The motion carried.

C. TRAINING & EDUCATION COMMITTEE – ROBBINS

1. Announcement of 2018 Committee
2. Announcement of 2018 Steering Committee Officers
3. 2017 Training & Education Objectives – Completion
4. 2018 Training & Education Objectives
5. 2018 Training Programs – Update
6. 2018 Special Training Schedule
7. 2018 Education Summit
8. Safety First Program Update
9. 2017 Grant Programs – Update

Robbins commented 1-9 are for information only.

10. Proposed Grant Revisions
Robbins reported that the new 2018 grants follow the model of paying 1/3 of the cost up to a previously identified amount. For 2018 and going forward, we are recommending the maximum of \$3,500 for the Accreditation/Reaccreditation program, \$1,700 for the Injury Prevention Program and \$4,000 for the Lexipol Policy Manual Development Program. A motion was made by Helm and seconded by Gargano to approve the proposed grant revisions. The motion carried.

D. COVERAGE, CLAIMS & LITIGATION COMMITTEE – CEDILLO

1. Announcement of 2018 Committee
2. 2017 Committee Objectives Accomplishments
3. 2018 Committee Objectives
4. Statement of Responsibility for Coverage, Claims & Litigation Committee-Modification
5. New Medical Management Pilot Program

Cedillo mentioned while none of her items required any action, she wanted to highlight several items as information only. Page 85 outlines Risk Management Initiatives and the New Medical Management Pilot Program initiatives that IRMA is providing for its members. Cedillo commented the work that Swahlstedt and the rest of the IRMA staff is doing with regards to these initiatives provide great individual and practical measures to prevent injuries under the Safety-First Program. The Pilot Medical Management Program looks promising to reduce workers' compensation costs and manage workers' compensation cases more effectively.

Cedillo also mentioned the implementation of additional reports being provided to the committee regarding performance. At the last meeting, Milliman provided a report on the predictive modeling. Milliman will present at the spring meeting and further discuss utilization and application of the reports.

EXECUTIVE DIRECTOR/STAFF REPORT

1. Recommendation from the Ad Hoc Committee: Exposure Base

Ely gave an overview of the process and outcome from the 2 meetings that were held to the committee. After some discussion, a motion was made by Gargano and seconded by Helm to concur with the Ad Hoc Committee's recommendation to maintain the status quo. The motion carried.

2. Approval of closed Executive Session Minutes – November 29, 2017

A motion was made by Gargano and seconded by Cedillo to approve the Executive Session Minutes from November 29, 2017. The motion carried.

VI. ADDITIONS TO AGENDA

Tinley Park Request for Additional Time to Rescind Notice of Withdrawal

Ely commented that staff met with Tinley Park late last year and they indicated they were probably going to be checking the market to see if there are better options than IRMA. Ely spoke with Dave Niemeyer, their manager last week, who mentioned that the Village would be providing IRMA with Notice of Withdrawal but would like until August 31, 2018 to rescind the notice. IRMA's policy allows a member 60 days to rescind. The required 9-month notice to preserve the member's right to its reserve money requires a member to provide notice by March 30. Staff needs sufficient notice to work on the budget and our loss fund numbers with and without the member in anticipation of their ultimate decision. Boserup can accommodate Tinley Park's request. Ely also commented that staff needs to determine if our documents are reading the way they should and asked if the Board wanted to direct staff to look at this and bring something back so that this process makes more sense. Garvey mentioned that it needs to be more consistent. Gargano commented moving forward at a policy standpoint that notice is at a minimum of 120 days but no later than August 31st. Garvey mentioned there should be some discretionary language, that the approval to let them rescind is at the discretion of the MRC and Executive Board. After much discussion, a motion was made by Scheiner and seconded by Gargano to approve Tinley Park's request for additional time to rescind notice of withdrawal. The motion carried.

VII. EXECUTIVE SESSION

VIII. CONFIRMATION OF NEXT MEETING

Frances stated the next scheduled Executive Board meeting is Wednesday, May 30, 2018 at 9:30 a.m. at the IRMA office.

IX. ADJOURNMENT

A motion was made by Halik 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