



**EXECUTIVE BOARD  
Committee Meeting Minutes**

**Tuesday, February 25, 2020  
IRMA Office  
9:30 a.m.**

**PRESENT:** Julia Cedillo, Chair  
Eric Helm  
Patrick Brennan  
Peggy Halik  
Jessica Frances  
Ashley Engelmann  
Denyse Carreras  
Lisa Scheiner

**ALSO PRESENT:** Margo Ely  
Mike Metzger  
Rita Boserup  
Donna Morin

**ABSENT:** Michael Braiman  
Jennifer Swahlstedt  
Susan Garvey

**I. CALL TO ORDER**

Chair Cedillo called the meeting to order at 9:34 a.m. Roll was taken, and a quorum declared.

**II. APPROVAL OF MINUTES – November 26, 2019**

A motion was made by Halik and seconded by Frances to approve the November 26, 2019 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
  - 4<sup>th</sup> Quarter Investment Performance Report
- B. Welcome to 2020 Executive Board
- [Roster of 2020 Executive Board Members](#)
  - [2020 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 2020 Committee](#)
- 2019 Committee Goals and Objectives Accomplishments
- 2020 Committee Goals and Objectives
- Member Marketing & Retention Report – Q4 2019
- Workers' Compensation Focus Program – Q4 2019
- 2020 Internship Program Updates
- IRMA Marketing Plan

Administration & Finance Committee

- [Announcement of 2020 Committee](#)
- 2019 Committee Goals and Objectives Accomplishments
- 2020 Committee Goals and Objectives
- Potential Revision to Contract & Bylaws and Members Reserve Fund Policy and Procedure for Withdrawn Members

Training & Risk Management Committee

- [Announcement of 2020 Committee](#)
- [Announcement of 2020 Steering Committee Officers](#)
- 2019 Committee Goals and Objectives Accomplishments
- 2020 Committee Goals and Objectives
- 2019 Training & Loss Control Report Summary
- 2019 Grant Program Usage Report
- 2020 Special Training Schedule
- Fire Department Mobility Program Update
- IMAP Revision Update
- 2019 Education Summit
- 2020 Education Summit
- Member Grant Request

Coverage, Claims & Litigation Committee

- [Announcement of 2020 Committee](#)
- 2019 Committee Goals and Objectives Accomplishments
- 2020 Committee Goals and Objectives
- Milliman – Predictive Modeling Report

Halik reported that Milliman gave an extensive review of the report and that this is mirroring what the claims department has predicted as well. The committee will continue to monitor and concurred that the new data analytics person will assist us with analyzing this report.

- Retention of Consultant for Review of Brokerage Services

Halik reported how the consultant is going to assist IRMA in understanding whether we have the right coverage and brokers.

#### **IV. CHAIR'S REPORT – CEDILLO**

Cedillo commented she did not have anything, but to remind everyone that we will be discussing the Executive Director's Performance Evaluation at the next meeting. More information will follow.

#### **V. ACTION ITEMS**

##### **A. MEMBERSHIP RELATIONS COMMITTEE – CARRERAS**

###### **1. 2019 Membership Participation Report**

A motion was made by Helm and seconded by Frances to approve the 2019 Membership Participation Report. The motion carried.

###### **2. East Hazel Crest Participation Report**

Ely reported that the Village of East Hazel Crest has had 4 years of not meeting participation requirements. The MRC has been discussing East Hazel Crest for almost a year. Pat Lazuka, Administrator of East Hazel Crest, attended the MRC and explained that she has a very small staff. They missed the December meeting as one of her employees was sick and that if she was going to come to our board meeting, she would have to shut down Village Hall. She suggested that we consider the size of her staff and perhaps the size of IRMA members in determining our participation expectations. She could not promise that she would be able to meet the participation requirements in our policy. The MRC deliberated about the policy question of whether if we should have different standards based on the size of the member and concluded that we should not change our participation expectations and that a letter be sent to East Hazel Crest to encourage them to consider alternative insurance options, because being a member of IRMA, we expect you to attend 4 meetings a year. If you attend the 4 Board meetings, you meet the participation requirements. We are not recommending expulsion. We are continuing to report to the MRC on East Hazel Crest's attendance. There was a discussion if members can participate by phone and staff will explore rules for such and bring back an agenda item to the MRC on the issue. After much discussion, a motion was made by Helm and seconded by Scheiner to support the MRC recommendation for a consequence warning letter to the Village of East Hazel Crest. The motion carried.

###### **3. MRC Statement of Responsibility**

Carreras gave an overview of the changes in the MRC Statement of Responsibility. There was no discussion or questions. A motion was made by Halik and seconded by Frances to concur with the recommended changes to the Membership Relations Committee (MRC) Statement of Responsibility. The motion carried.

**B. ADMINISTRATION & FINANCE COMMITTEE – HELM**

1. Revisions to Personnel Handbook

Helm reported there were several revisions to the personnel handbook. On page 207, Items 1-5 were approved by the AFC. Helm reported there was extensive discussion on the Paid Parental Leave. AFC requested staff to gather any government policies that provide paid parental leave and to get a legal opinion on the claw back issue and the committee will be revisiting this in the future. There was some discussion when BOD approval should be required for changes to employee benefits. It was recommended to add into the personnel handbook “increase or reduction to benefits needs to be approved by the full membership.” A motion was made by Halik and seconded by Scheiner on the items that the AFC did recommend to move forward, which are the five (5) items and to support that recommendation and approve it at this level and move it on to the BOD, and to approve Martin Luther King Day and a change to the personnel handbook that clarifies that BOD approval is required for any revisions to employee benefits. The motion carried.

2. New IT Position

Helm reported last year \$150,000 was allocated in the budget for IT staffing. Staff retained GovHR to do a staffing analysis for the Finance Department, which is included in the packet. It was recommended that the IT position be separated from the Finance Director position. Ely gave an overview of what the new IT position would entail, including data analytics functions of the position and whether this would reduce the costs for Sikich and to consider doing an RFP for IT in 2021. After some discussion, a motion was made by Halik and seconded by Frances to approve staff’s recommendation to hire a full-time staff person to perform IT and data analytics functions, increasing the budget from 21.25 to 22.25 as reflected in the revised personnel report. The motion carried.

**EXECUTIVE DIRECTOR/STAFF REPORT**

Ely gave an update on the recruitment of the Village of Winnetka. Ely also mentioned that the Village of Tinley Park may be looking to come back to IRMA.

**VI. CLOSED MEETING**

A motion was made by Helm and seconded by Frances to move into Closed Meeting to discuss matters of pending litigation pursuant to 5 ILCS 120/2(c)(21), (11) and (1) respectively.

A roll call vote was called, and the motion carried.

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Back in regular session, a motion was made by Frances and seconded by Brennan to approve the Closed Meeting Minutes of November 26, 2019. The motion carried.

A motion was made by Halik and seconded by Helm to approve the settlement in the Koh Case. The motion carried.

A motion was made by Frances and seconded by Scheiner to approve the settlement for the Libertyville case. The motion carried.

**VII. ADDITIONS TO AGENDA**

Brennan mentioned there are a couple of situations where our members do not follow the recommendations of IRMA to help mitigate our costs and to think about what hammer we can put into place when you observe something that is really bad. After some discussion, Ely mentioned she will outline what currently exists and will bring it back to the next meeting as information only.

**VIII. CONFIRMATION OF NEXT MEETING**

Cedillo stated the next scheduled Executive Board meeting is Tuesday, June 2, 2020 at 9:30 a.m. at the IRMA office.

**IX. ADJOURNMENT**

A motion was made by Frances and seconded by Helm 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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Julia Cedillo  
IRMA Chair