



**BOARD OF DIRECTORS  
Meeting Minutes**

**Wednesday, March 23, 2011  
Westbrook Corporate Center Conference Room  
9:30 a.m.**

**I. CALL TO ORDER**

Chair Malinowski called the meeting to order. Bush called the roll and a quorum was declared.

**II. APPROVAL OF MINUTES – December 15, 2010**

A motion was made by Krumstok and seconded by Coren to approve the Board of Directors meeting minutes of December 15, 2010. A voice vote was taken and the motion carried.

Malinowski stated that there were several standing committee reports for information only on the Member section of the IRMA website that Board members are encouraged to review.

**III. CHAIR’S REPORT - MALINOWSKI**

**A. Welcome to 2011 Board of Directors**

Malinowski reported that there were several documents in the packet for the Board to review at the first Board meeting of the year. The documents include: Announcement of 2011 Executive Board; 2011 Calendar of IRMA Meetings; Board of Directors Statement of Responsibility; Statement of Responsibility for Delegates/Alternates; and the IRMA Conflict of Interest Policy.

**B. IRMA Delegates/Alternates**

Malinowski welcomed the Delegate and Alternate of IRMA’s newest member, Lake in the Hills – Gerald Sagona (Delegate) and Peter Stefan (Alternate).

Malinowski reported on the following changes to member Delegates and Alternates:

Delegates

Al Steffen, Prospect Heights

Alternates

Anne Marrin, Prospect Heights  
Tim Halik, Willowbrook  
Sharon Lump, Villa Park  
David Belmonte, Lake Bluff

**C. Recognition**

**1. Outgoing Chair**

Bush awarded Outgoing Chair Stacy Sigman with a plaque and thanked her for serving as the IRMA Chair during 2010.

## **2. Outgoing Standing Committee Chair**

Bush reported that a plaque and pen were being awarded to Eric Helm for his service as the Coverage, Claims & Litigation Committee Chair during 2009 and 2010 and as a member of that committee from 2006 – 2008.

## **3. Outgoing Standing Committee Participation Certificates**

Bush reported that certificates were being awarded to several members who had served terms on IRMA standing committees. Those members include:

- Peggy Halik (Village of Woodridge), Administration & Finance Committee 2007 - 2010
- Maria Lasday (Village of Bannockburn), Coverage, Claims & Litigation Committee 2010
- Janet Binder (Village of Villa Park, Membership Relations Committee 2007 – 2010
- Peter Scalera (Village of Riverside), Membership Relations Committee 2007 – 2010
- Lisa Scheiner (Village of Burr Ridge), Membership Relations Committee 2010
- Tara Semenchuk (Village of Cary), Training & Education Committee 2007 - 2010
- Mike Ramsey (Village of Westmont), PWSC Liaison-Training & Education Committee 2010

## **IV. COMMITTEE REPORTS**

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

Coren introduced IRMA's Lobbyist, Chuck Vaughn, who provided a Legislative Update on the following:

- Video/audio taping of police traffic stops and police incidents
- Workers' compensation reforms
- Pension benefits & employee benefits

#### **1. Announcement of 2011 Committee**

Coren stated that the Membership Relations Committee roster was in the meeting packet on page 18.

#### **2. Contract and Bylaws Revision – Early Withdrawal**

Coren reported that currently the Board of Directors has the ability to accept early withdrawal requests from members that meet certain criteria. Section 4.05 (B) of the Bylaws does not contain a clarification of when that can be done. Coren stated

that the Membership Relations Committee and the Executive Board approved a revision to Section 4.05 (B) of the Bylaws that clarifies this.

A motion was made by Coren and seconded by Krumstok to revise Section 4.05(B) of the Bylaws to include the language, "If the Board of Directors votes to approve the waiver of the one year notice requirement and the request for early withdrawal, the Board of Directors, at its sole discretion, shall establish the effective date of the withdrawal of the MEMBER." A roll call vote was taken and the motion carried with one abstention by the City of Prospect Heights.

### **3. Early Withdrawal of Justice-Willow Springs Water Commission**

Coren explained that the Membership Relations Committee had been looking at expelling Justice-Willow Springs Water Commission; however, they have provided us with a letter of intent to withdraw from IRMA. A motion was made by Coren and seconded by Velkme to approve the Justice-Willow Springs Water Commission's request for early withdrawal, effective 12:01 a.m. on July 1, 2011. A voice vote was taken and the motion carried.

### **4. Review 2010 Member Participation Report**

Coren reported that the 2010 Member Participation Report was on page 25 of the meeting packet. Members were divided into three categories depending on their level of participation. Coren noted that letters would be mailed out to all members following today's Board meeting regarding their participation.

## **B. TRAINING & EDUCATION COMMITTEE – PETERSON**

### **1. Announcement of 2011 Committee**

Peterson stated that the roster for the Training & Education Committee was in the packet on page 34 and thanked those who would be serving on the committee in 2011.

### **2. Announcement of 2011 Steering Committee Officers**

Peterson reported that the roster of 2011 Steering Committee Officers was in the packet on page 35.

### **3. 2010 IMAP Accreditation**

Bush and Peterson awarded plaques to the following members for attaining IMAP Accreditation in 2010:

Village of Villa Park	85% compliance
Village of Lake Bluff	85% compliance
Village of Lemont	85% compliance
Village of Sugar Grove	91% compliance
NEMRT	95% compliance

Plaques were also awarded to the following members for attaining IMAP Reaccreditation during 2010:

Carol Stream FPD	87% compliance
Village of Morton Grove	90% compliance
Village of Glencoe	90% compliance
City of West Chicago	94% compliance
Village of Addison	98% compliance

Bush reported that the following members would be receiving certificates of recognition for achieving IMAP Reaccreditation (self-evaluation) during 2010.

Village of River Forest - 88%	Village of Western Springs – 97%
Village of Lake Zurich - 91%	Village of Hanover Park – 97%
City of Rolling Meadows – 93%	City of Crystal Lake – 97%
Village of LaGrange – 95%	

#### **C. COVERAGE, CLAIMS & LITIGATION COMMITTEE – GARGANO**

##### **1. Announcement of 2011 Committee**

Gargano noted that the roster of the 2011 Coverage, Claims & Litigation Committee could be found on page 38 of the meeting packet.

##### **2. Reduction in Legal Expenses**

Gargano stated that Bush had prepared a memo talking about the substantial reduction IRMA is experiencing in legal expenses from 2009 to 2010, caused by a number of contributing factors. Gargano stated that the purchase and implementation of the new Legal Solutions software was not the main trigger in causing the reduction in legal expenses. It was the policy change and the manner in which IRMA is handling cases at the front end as opposed to the back end.

#### **D. ADMINISTRATION & FINANCE COMMITTEE – WACHTEL**

##### **1. Announcement of 2011 Committee**

Wachtel stated that the roster of the 2011 Administration & Finance Committee was in the packet on page 43. Wachtel thanked the committee members for serving.

##### **2. Member Deductible Policy**

Wachtel stated that proposed change to this policy was putting a review of the minimum deductible by the actuary every five years on the same schedule as review of the experience modifier credibility factor.

A motion was made by Wachtel and seconded by Krumstok to approve the revision to the Member Deductible Policy. A voice vote was taken and the motion carried.

### **3. Experience Modifier Policy**

Wachtel stated that the Experience Modifier Policy revision was being proposed to codify what was discussed at the last Board meeting in regards to the sliding scale and the review of the credibility factor by the actuary.

A motion was made by Wachtel and seconded by Krumstok to approve the revision to the Experience Modifier Policy. A voice vote was taken and the motion carried.

### **4. IMRF Resolutions**

Wachtel stated that the two IMRF resolutions are required by IMRF to identify the wages that are reportable as IMRF earnings. Since these have been reported as earnings to IMRF, the IMRF auditor recommends that the resolutions be approved retroactive to January 1, 2007.

A motion was made by Wachtel and seconded by Gargano to approve IMRF Resolutions 6.72 and 6.74. A voice vote was taken and the motion carried.

### **5. Position Reclassification**

Wachtel stated that the proposed change does not have a budgetary impact, but changes a Claims Representative I position to a Claims Representative II position, due to that position taking on additional duties. A motion was made by Wachtel and seconded by Krumstok. A voice vote was taken and the motion carried.

### **6. GFOA Certificate**

Wachtel congratulated the IRMA staff for being awarded the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ending December 31, 2009.

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Wachtel reported that in 2010, IRMA ended up with \$14 million in investment returns, which is over 10% rate of return.

## **V. EXECUTIVE DIRECTOR/STAFF REPORT**

Bush mentioned that the quarterly open claims report that had been previously discussed will be coming at the end of the quarter, summarizing all open claims.

Bush reported that he has started conducting a series of claim reviews with members where every claim is gone over and, if necessary, we have attorneys and nurse case managers available to provide more detail. Bush stated that we will be calling every member over the next three years to schedule a claim review; however, if a member wants to schedule a review prior to being called by IRMA staff, Bush stated that should either contact him or Mary Henzler to coordinate a meeting date.

**VI. ADDITIONS TO AGENDA**

There were no additions to the agenda.

**VII. CONFIRMATION OF NEXT MEETING**

Malinowski stated that the next Board of Directors meeting would be held on Wednesday, June 29, 2011, at 9:30 a.m. at the Westbrook Corporate Center Conference Room.

**VIII. ADJOURNMENT**

A motion was made by Krumstok and seconded by Peterson to adjourn the meeting. A voice vote was taken and the motion carried.

Submitted by:

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Larry Bush, Executive Director

Approved by:

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Art Malinowski, IRMA Chair