



**COVERAGE, CLAIMS & LITIGATION COMMITTEE  
Meeting Minutes**

**Thursday, February 9, 2017  
IRMA Office – 9:30 a.m.**

**PRESENT:** Julia Cedillo, Chair  
Carol LeBeau  
Kate Croteau  
Bryon Vana  
Doris Harmon-Warren  
Greg Van Dahm  
Kevin Wachtel  
Barbara Maziarek

**ALSO  
PRESENT:** Margo Ely  
Donna Sluis  
Susan Garvey  
Margie Zarcone (Exec. Session only)

**ABSENT:** Patrick Brennan  
Sharon Peterson

**I. CALL TO ORDER**

Chair Cedillo called the meeting to order at 9:28 a.m., roll was taken and a quorum declared.

**II. APPROVAL OF MINUTES – September 15, 2016**

Cedillo asked if anyone had any questions and/or comments on the minutes of September 15, 2016. Hearing none, a motion was made by Wachtel and seconded by Vana to approve the minutes of September 15, 2016. A voice vote was called and the motion carried.

**III. WELCOME TO THE 2017 COVERAGE, CLAIMS & LITIGATION COMMITTEE**

Cedillo welcomed the returning committee members and introduced the three new committee members, Patrick Brennan, Village Manager, Kenilworth, Doris Harmon-Warren, Village Trustee, Village of Crete and Greg Van Dahm from the Village of Northbrook.

Cedillo noted the committee meeting dates, the IRMA meeting calendar and the committee policy. Cedillo pointed out that there is a change to the committee policy as outlined in the memo from staff. Specifically, a question regarding the defense and indemnification of committee members when acting on behalf of IMRA was recently raised. In order to provide the clarification that defense and indemnification is available to committee members, staff recommended a change to the committee policy as provided in the redlined version included in the packet.

Motion and second were made to approve the modification. A voice vote was called and the motion passed.

Cedillo then noted the Statement of Responsibility for the Committee, the Claims Policy Statement and the Conflict of Interest Policy..

#### **IV. CLAIMS & LITIGATION REPORTS**

Cedillo moved to the discussion on reports for the Committee. A brief discussion was had by the Committee on the New Liability Claims report, the Closed Litigated Claims report and the Litigation Management report.

The Committee then moved on to discuss new claim reports being proposed by staff.. The first report that was discussed was the subrogation report. Staff indicated that it could provide the Committee the data in a number of different ways. Cedillo opened up the discussion for the types of data that would be meaningful for the Committee to review to determine the effectiveness of the subrogation. The Committee discussed being interested in comparing receivables to collections with a summary of anomalies or differences that are material. The Committee also discussed a report including the number of subrogation files that are being handled and the recovery rate percentage by claim type.

The Committee then moved on to the new Workers' Compensation Claims reports by month. The Committee reviewed the example of new workers' compensation claims report and indicated it would be interested in seeing trending information on new claims filed over the same time period for five years with an analysis of the results in the 5<sup>th</sup> year is possible. The Committee also indicated that it would be interested in seeing severity numbers and information relating to which body parts are most frequently involved. Staff advised that it is working with Milliman, our actuary, on a predictive modeling project focused on workers' compensation claims. The project is intended to be able to flag cases in the first three days for severity or high cost exposure.

The Committee then discussed the remaining reports. The Committee indicated that they would like to see the Closed Claims Reports and Litigation Management Report broken out by law firm. The Committee indicated that it would like to see only current matters on the Early Intervention Report.

#### **V. COVERAGE CLAIMS & LITIGATION COMMITTEE 2016 GOALS & OBJECTIVES**

Cedillo reported on the completion of the Committee's 2016 goals and objectives.

#### **VI. COVERAGE CLAIMS & LITIGATION COMMITTEE 2017 GOALS & OBJECTIVES**

Staff suggested three goals and objectives for the year. Staff indicated that there are recurrences from previous goals, review and evaluate changes or modifications to all IRMA coverage documents as suggested by staff and make recommendations, approval of changes to the membership and analyze the need for a coverage workshop. The Committee discussed whether a discussion about reviewing coverage for zoning through a coverage workshop should be added to the Committee's goals. There was no consensus. Staff indicated that the zoning deductible needs revision. Staff pointed out that the \$25,000 zoning deductible was put in place before the optional deductibles. Since higher deductibles were not contemplated at the time, if a member has a \$50,000

optional deductible, then the zoning deductible falls within their deductible; it is not in addition. Staff indicated it would bring back the issue of stacking the zoning deductible for discussion at the next meeting. The Committee approved the goals relating to creation of new reports with use of the predictive modeling project and updating the claims manual and policy in light of the claims audit. The Committee approved the 2017 goals.

## **VII. ADDITIONS TO AGENDA**

Cedillo had one item for Additions to Agenda relating to the discussion about sharing confidential information through emails. Staff advised that it was investigating a process for secure emails for members who are interested. As a part of the discussion, the Committee discussed the organization being subject to and complying with FOIA and the Open Meetings Act.

## **VIII. EXECUTIVE SESSION**

A motion was made by Harmon-Warren and seconded by Wachtel to move into Executive Session to discuss matters of: review of closed session minutes and pending litigation pursuant to 5 ILCS 120/2(c)(21) and (11) respectively.

A roll call vote was called and the motion carried.

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Back in regular session, a motion was made by Wachtel and seconded by Maziarek to approve the Executive Session Minutes of May 5, 2016. A voice vote was called and the motion carried.

## **X. CONFIRMATION OF NEXT MEETING**

Cedillo reported that the next scheduled meeting of the CCLC would be Thursday, May 4, 2017 at 9:30 a.m. at the IRMA Office.

## **XI. ADJOURNMENT**

A motion was made by Wachtel and seconded by Van Dahm to adjourn the meeting. A voice vote was called and the motion carried.

Submitted by:

Accepted by:

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Susan Garvey  
Director of Legal Services

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Julia Cedillo  
Chair, Coverage, Claims & Litigation  
Committee