



ADMINISTRATION & FINANCE COMMITTEE Meeting Agenda

Wednesday, May 27, 2020
[Zoom Meeting](#) – 9:30 a.m.

- I. **CALL TO ORDER**
 - Roll Call
- II. ✓ **APPROVAL OF MINUTES:** February 19, 2020 (pg. 1)
- III. **IRMA RESPONSE TO CORONAVIRUS – BRIEF PRESENTATION**
- IV. ✓ **FINANCIAL REPORTS**
 - A. IRMA Financial Statements (unaudited as of April 30, 2020) (Send separately)
 - B. IRMA Investment Portfolio as of April 30, 2020 (Send separately)
 - Portfolio Summary - 2019 YE
 - Portfolio Summary - April 2020
 - Portfolio Summary - 2020 YTD
 - C. IRMA Payables for the period 1/1-4/30/20 (pg. 4)
 - IRMA Payables-Sorted (pg. 30)
- V. [1st QUARTER INVESTMENT PERFORMANCE REPORT](#) (Posted on IRMA Website under Publications/IRMA Reports.)
- VI. ✓ **2019 AUDITED FINANCIAL REPORT** (Send separately)
- VII. ✓ **ACTUARIAL REPORT AS OF 12/31/19** (pg. 36)
- VIII. **SEGREGATION OF DUTIES** (pg. 53)
- IX. **2020 POTENTIAL INTEREST INCOME CREDIT** (pg. 55)
- X. ✓ **WITHDRAWN MEMBERS-REVISION TO MEMBERS RESERVE POLICY AND PROCEDURE** (pg. 64)
- XI. ✓ **COVERAGE ANALYSIS FOR LOSS OF SALES TAX REVENUE AND BUSINESS INCOME** (pg. 75)
- XII. ✓ **PARENTAL LEAVE** (pg. 84)
- XIII. ✓ **SUCCESSION PLAN UPDATE** (pg. 90)
- XIV. **ADDITIONS TO AGENDA**
- XV. **CLOSED MEETING**
 - Executive Director's Performance Review – Discussion

XVI. CONFIRMATION OF NEXT MEETING

Wednesday, September 23, 2020
IRMA Office - 9:30 a.m.

XVII. ADJOURNMENT

To ensure a quorum, please call Donna Morin at (708) 236-6349 or donnam@irmarisk.org, if you are not able to attend the meeting.

Copy to: Julia Cedillo, IRMA Chair