



## ADMINISTRATION & FINANCE COMMITTEE

### Meeting Agenda

**Tuesday, February 19, 2019**

**IRMA Office**

**9:30 a.m.**

**I. CALL TO ORDER**

- Roll Call

**II. ✓ APPROVAL OF MINUTES: November 13, 2018 (pg. 1)**

**III. ✓ APPOINTMENT OF VICE CHAIR**

**IV. WELCOME TO THE 2019 ADMINISTRATION & FINANCE COMMITTEE**

- A. [2019 Administration & Finance Committee Members & Terms](#)
- B. [2019 IRMA Meetings Calendar](#)
- C. [IRMA Committee Policy](#)
- D. [Administration & Finance Committee – Statement of Responsibility](#)
- E. Finance Policies
  - 1. [Cash and Investment Policy](#)
  - 2. [Asset Allocation Guidelines](#)
  - 3. [Purchase and Sales Policy](#)
  - 4. [Members' Reserve Fund Policy & Procedure](#)
  - 5. [Budget Policy](#)
  - 6. [Member Deductible Policy](#)
  - 7. [Optional Deductible Credit Reserve Fund Policy and Procedure](#)
  - 8. [Arrest, Prosecution, and Conviction Contingency Reserve Loan Fund Policy and Procedure](#)
  - 9. [Conflict of Interest Policy](#)
  - 10. [Capitalization Policy](#)
  - 11. [Intergovernmental Cooperation Act – 5 ILCS, Section 220/15-16](#)

**V. ✓ FINANCIAL REPORTS**

- A. IRMA Financial Statements (unaudited as of December 31, 2018) (to be sent via separate email prior to the meeting)
- B. IRMA Investment Portfolio as of December 31, 2018 (pg. 4)
  - Portfolio Summary - December 2018 (pg. 5)
  - Portfolio Summary - Year-Ended 2018 (pg. 6)
- C. IRMA Payables for the period 10/01-12/31/18 (pg. 7)
  - IRMA Payables-Sorted (pg. 20)

**VI. ✓ BUDGET AMENDMENT (pg. 24)**

**VII. 4<sup>th</sup> QUARTER INVESTMENT PERFORMANCE REPORT**

- A. ✓ Asset Allocation-February 8, 2019 (pg. 25)

**VIII. ADMINISTRATION & FINANCE COMMITTEE OBJECTIVES**

- A. ✓ 2018 Objectives Accomplishments (pg. 26)

- B. ✓ 2019 AFC Objectives (pg. 28)
  
- VIII. ✓ **RETAIN MILLIMAN TO ASSIST WITH RATE STABILIZATION & CONTIGENCY FUND** (pg. 29)
- IX. ✓ **DEDUCTIBLE BILLING PROCEDURE CHANGE** (pg. 37)
- X. ✓ **MEMBERS' ONLY SITE DOCUMENT POSTING** (pg. 53)
- XI. **DISCUSSION REGARDING REVENUE BASE PASS-THROUGH GRANTS** (pg. 54)
- XII. **EXECUTIVE DIRECTOR/STAFF REPORT**
  - 1. Adding Jennifer Swahlstedt as a check signer to Huntington Claims Bank Account
- XIII. **ADDITIONS TO AGENDA**
- XIV. **CONFIRMATION OF NEXT MEETING**
  - Wednesday, May 29, 2019
  - IRMA Office - 9:30 a.m.
- XV. **ADJOURNMENT**

*To ensure a quorum, please call Donna Sluis at (708) 236-6349 or [donnas@irmarisk.org](mailto:donnas@irmarisk.org), if you are not able to attend the meeting.*

**Copy to: Jessica Frances, IRMA Chair**