



EXECUTIVE BOARD
Committee Meeting Agenda

Tuesday, February 25, 2025
[Zoom Meeting](#)
9:30 a.m.

I. CALL TO ORDER

- Roll Call

II. ✓ APPROVAL OF MINUTES – November 21, 2024 (pg. 1)

III. INFORMATIONAL ITEMS

A. Reports found in the Member Section of the IRMA website –

<https://www.irmarisk.org/members/communications/irma-reports/>

- IRMA Financial Statements
- IRMA Investment Portfolio
- IRMA Payables
- 4th Quarter Investment Performance Report

B. Welcome to 2025 Executive Board

- [Roster of 2025 Executive Board Members](#)
- [2025 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

Training & Risk Management Committee

- [Announcement of 2025 Committee](#)
- 2024 Committee Goals & Objectives Accomplishments (pg. 3)
- 2025 Committee Goals & Objectives (pg. 6)
- 2024 Training & Loss Control Report Summary (pg. 7)
- 2024 Grant Program Administration Report (pg. 13)
- 2024 Education Summit (pg. 25)
- 2025 Training & Risk Management Services Report (pg. 30)
- 2025 Education Summit (pg. 36)

Membership Relations Committee

- [Announcement of 2025 Committee](#)
- 2024 Committee Goals & Objectives Accomplishments (pg. 38)
- 2025 Committee Goals & Objectives (pg. 40)
- Member Marketing & Retention Report (pg. 41)

✓ Voice Vote

✓✓ Bylaw Vote – 2/3 of Membership

Coverage, Claims & Litigation Committee

- [Announcement of 2025 Committee](#)
- 2024 Committee Goals and Objectives Accomplishments (pg. 43)
- 2025 Committee Goals and Objectives (pg. 44)
- Milliman – Predictive Modeling Report (pg. 45)
- Triannual Independent Claims Audit (pg. 64)

Administration & Finance Committee

- [Announcement of 2025 Committee](#)
- Financial Overview (pg. 65)
- 2024 Committee Goals and Objectives Accomplishments (pg. 68)
- 2025 Committee Goals and Objectives (pg. 69)

IV. CHAIR’S REPORT – BIELAWSKI

V. ACTION ITEMS

A. TRAINING & RISK MANAGEMENT COMMITTEE – BAER

1. ✓ Grant Administration Policy Revisions (pg. 70)
2. ✓ Fall Hazard Assessment Visit (pg. 73)
3. Benchmark Analytics Program Update (pg. 75)

B. MEMBERSHIP RELATIONS COMMITTEE – COLE

1. ✓ Risk Management Accountability Policy Administration (pg. 82)
2. ✓ Advisory & Workers’ Compensation Focus Program Update (pg. 90)
3. ✓ 2024 Member Participation Report (pg. 99)
4. Critical Claims Report (pg. 104)

C. COVERAGE, CLAIMS & LITIGATION COMMITTEE – BOEHM

1. ✓ Litigation and Billing Guidelines Revisions (pg. 106)
2. ✓ Employment Benefits Liability Coverage (pg. 120)

D. ADMINISTRATION & FINANCE COMMITTEE – O’CONNELL

1. ✓ Investment Advisor RFQ (pg. 122)
2. ✓ Revenue From Penalties (pg. 154)

EXECUTIVE DIRECTOR/STAFF REPORT

VI. ✓ CLOSED MEETING

- Pending Litigation
- ✓ Closed Session meeting minutes of November 21, 2024 (To be emailed)

VII. ADDITIONS TO AGENDA

VIII. CONFIRMATION OF NEXT MEETING

Thursday, May 29, 2025; 9:30 a.m. – Zoom Meeting

IX. ✓ ADJOURNMENT

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