

Dixon, Bernice

From: Males, George
Sent: Wednesday, September 09, 2009 5:53 PM
To: Dixon, Bernice; Graczykowski, Peter
Cc: McManus, William
Subject: 9-8-09 Risk Management Advisory Committee Minutes for filing

Town of Vernon, Vernon, Connecticut
 Risk Management Advisory Committee

Minutes of Regular Meeting of September 8, 2009

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Meeting called to order by Chairman Males @ 7:12 PM

Attendees: Committee Members: George Males, Carl Slusarczyk, Ellen Kates, Paul Jonas, Bill Mc Manus
 - Absent: Tony Zapolla
 Producer: Chris Waldrop, USI Connecticut
 Town Rep: (Late Arrival) John Ward, Town Administrator

Discussion:

1. Review of Town Council historical resolution (1986) establishing Risk Management Committee and its role and responsibilities. Chairman went over these items citing his concerns that Committee has not be following them closely enough. Need to tighten up actions, accomplishments, and capturing such facts.
2. Discussion included review of shortcomings in publishing agendas and filing minutes. Minutes previously taken by town rep. Feeling that is should be done by committee itself. Call for volunteer to act as Secretary to take minutes. Mr. Mc Manus volunteered to take them for this meeting for starters. It was recommended that the minutes of each meeting be forwarded to both Peter Graczykowski, Asst Town Administrator, and Bernice Dixon, Town Clerk for official posting and filing.
3. Review of 2008 Town Annual Report. Focus on Risk Management Section. A general explanation piece; nothing in there about the specific actions or accomplishments of the Committee for the cited fiscal year. Question raised as to who wrote this and what input the Committee actually made to it. Mr. Mc Manus provided some historical perspective here. The cited report is one prepared by the Town each year for all departments and committees. Opportunity is provided by the Administration to each committee to provide input. Sometimes the Committee has provided its input: other times, not. In absence of direct input, it was mentioned that it is believed that the Town Finance Officer may have provided the generic wording in the 2008 report. Mr. Mc Manus indicated that it was about time for the Town to solicit committee input for the 2009 Annual Report. Mr. Ward confirmed a notice would be forthcoming to the Committee chairman soon.

The Chairman indicated that this report was not the one he had expected to receive

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from the Town based on his prior request. He cited a detailed report from the Vernon Fire Department he was familiar with and had assumed it was typical for all major departments. He asked if such reports were available for at least Police and Fire Departments, Public Works, Board of Education, Water Pollution Control and Parks and Rec. Dept. which might be useful to committee members in reviewing risk

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management issues. The Town Administrator indicated he would check to see what types of reports or information along these lines was available and would report back to the committee at its next meeting.

4. Use of Town email account for all committee communications. Members recently received memo from town on the account and how to access it. It was strongly recommended that all members use this medium to communicate all committee matters to help avoid future Freedom of Information problems whose rules have been significantly expanded to include all internet communication media.

5. Policy renewals for July 1, 2009 fiscal year. Chairman raised question on the policy renewal process and the committee's role in that process. Indicated committee has not yet received the final information nor was it involved in the process for 2009. Mr. Wardrop provided an explanation of the process and timeline followed for the 2009 renewals. Indicated that the actual process was conducted primarily between himself, his company's reps and the Town Administrator and Town Finance Office. Mr. Mc Manus provided some historical perspective here that the process is often compressed into a relatively short timeframe, that the Committee usually asks the Producer to provide a market outlook, and producer's view of upcoming renewal negotiations in its April or May meeting. Actual negotiations generally carry into mid or late June for the July 1 deadline. Considerations have been held in the past to convene a special meeting in June for this purpose. Offers have been made to invite committee representatives to the Town official's final strategy and implementation meetings. The committee may wish to study this process in more detail and to develop recommendations for enhancing the process in the future while recognizing the timing and other considerations in the process.

The Committee requested the Producer provide a report at its next meeting regarding the actual renewal policies contracted as well as supplemental information regarding any alternate proposals received but not adopted by town officials.

Mr. Jonas expressed an interest in perhaps reviewing the actual policies themselves in greater detail to see if there might be some value derived from that process. Mr. Wardrop and Mr. Ward indicated they would explore alternatives to provide some of this voluminous detail in the most reasonable fashion possible.

It was further suggested that this review process might be an opportune time to start the planning process for next year's coverages. It might identify gaps in current coverage or other major points.

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6. Department Head meetings on safety issues and workmen's comp reports with CIRMA representatives. Chairman requested a progress report from the Town on this outstanding committee recommendation. Mr. Ward indicated that such meetings have not yet occurred due to other pressing town business. He indicated his goal to perhaps schedule such meetings in October. Based on current accident experience and claims, emphasis was recommended for the Public Works Dept, Police, and Cafeteria Workers and Teachers.

Question was raised by the Committee to both the town officials and the Producer as to how they incorporate (inspire?) department heads to include safety programs and improved results in their programs. Seems difficult if can't translate results to either incentive or sanctions in job evaluation and compensation.

Questions were posed regarding what supplemental review and/or actuarial studies were provided by CIRMA in claims review. It was suggested that this might be an opportune time to re-review the CIRMA service contract, specifically with respect to such services, to perhaps assist in evaluating CIRMA's services to date. The Town Administrator was requested to provide a copy of CIRMA's current service contract at our next meeting.

Mr. Males felt that the actuarial exhibits would provide a good resource to the budgetary process in forecasting estimated future worker's comp costs, as they are a self insured cost against the towns bottom line.

7. Next Year's Committee Meeting Schedule: Chairman proposed following schedule:

Feb	9,	2010
April	13,	2010
May	11,	2010
June	15,	2010
Sept	14,	2010
Oct	12,	2010
Dec	14,	2010

Motion seconded by Mr. Slusarczyk . Passed unanimously. Information will be communicated to Town Clerk for 2010 official calendar.

8. Committee members' updated resumes, with exception of Mr. Zapolla's were been given to the Ms. Wheelock by the chairman during the meeting.

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9. Items for discussion at next meeting (October 13):
 - Departmental Annual Reports
 - Department Heads CIRMA Meeting Update
 - 2009 Policies and Coverages
 - CIRMA Contract, Supplemental Services.

10. It was noted by Mr. Males that an annual report from the committee is due by 10-1-09 to the Town Council on activities of the committee. Mr. Ward offered to provide Mr. Males with Samples of past reports as a guide. Mr. Males accepted Mr. Ward's offer.

11. Motion to Adjourn – 9:18 PM
Made by Ms. Kates, seconded by Mr. Slusarczyk . Passed unanimously
Meeting adjourned