

Summary Minutes  
Risk Management Trust Fund  
Wednesday, June 4, 2014 - 6:00 PM  
City Hall - Council Chambers, Room B2  
5850 W. Glendale Avenue  
Glendale, AZ 85301

Members Present

Tom Duensing  
John Stern, President  
Julie Stiak, Trustee  
Sandra Oates, Trustee  
Yvonne Knaack, Vice-Mayor and Trustee

Staff Present

Dianne Shoemake, Risk Manager  
Lorena Sanchez, Risk & Safety Analyst  
Nick DiPiazza, Acting City Attorney (via teleconference)

1. Call to Order

John Stern called the meeting to order at 6:04 PM.

2. Presentation of Award

John Stern presented an award to Sandra Oates for serving on the board from 2008 to 2014. She will be leaving 7/24/14.

3. Government Services Committee Quorum Letter

Dianne Shoemake presented to Trustees a letter from the Governmental Services Committee regarding attendance at committee meetings. Discussion took place. No action taken.

4. Executive Session

Yvonne Knaack moved to enter executive session and it was seconded by Sandra Oates. Motion passed. Legal matters, pending litigation and claims were discussed. No action taken. Yvonne Knaack moved to exit executive session and return to open session, which was seconded by Julie Stiak. Motion passed.

5. Approval of November 6, 2013 Risk Management Trust Fund Board Meeting Minutes

Dianne Shoemake provided the minutes to the Trustees. Julie Stiak moved to approve the minutes as written and it was seconded by Sandra Oates. Motion Passed.

6. Discussion of mid-year Actuarial Study of the Self-Insured Liability Program as of March 6, 2014 Extrapolated to June 30, 2014.

Dianne Shoemake presented Aon Risk Solutions completed mid-year actuarial analysis of the Risk Management Trust Fund to Trustees. Discussion took place. Staff will finalize the report. No action taken.

7. Discussion of 2013/14 Risk Management Trust Fund Revenue and Expenses as of May 31, 2014

Dianne Shoemake provided the revenue and expense report. Discussion took place. No action taken.

8. Discussion and Approval of Agreement for Construction Services with Skyline Builders & Restoration, Inc.

The agreement to enter into a contract for construction services with Skyline Builders & Restoration was presented. Sandra Oates moved to recommend to City Council approval to enter into a contract with Skyline Builders & Restoration, Inc. through the State of Arizona cooperative purchasing contract which ends October 25, 2016 not to exceed \$150,000, which was seconded by Julie Stiak. Motion passed.

9. Fiscal Year 2014/15 Property and Liability Insurance Renewals

Dianne Shoemake presented the quotations for property, crime, fiduciary liability, excess liability, airport owners and operators general liability insurance/excess insurance. Tom Duensing moved to recommend to City Council approval of fiscal year 2014/15 property and liability insurance/excess insurance as presented not exceeding \$1,038,147 which was seconded by Julie Stiak. Motion passed.

10. New Risk Management Trust Fund Ordinance, Chapter 2, Article V, Division 5

Dianne Shoemake presented the new ordinance approved by Council on 5/27/14. Discussion took place. No action taken.

11. Outsourcing Property and Liability Claims Processing (adjusting) Services

Dianne Shoemake advised the Trustees that adjusting of property and liability claims is being outsourced due to the elimination of this position. A third-party claims adjusting company will be contracted with using the State Cooperative purchasing contract. A discussion took place. No action taken.

12. New Business

Dianne Shoemake advised she would need Trustees input on the Board's report to the Governmental Services Committee. Trustees directed staff to provide a draft for comment to all Trustees in July, 2014.

13. Adjournment

Yvonne Knaack moved to adjourn the meeting which was seconded by Sandra Oates. The meeting was adjourned at 7:21 PM.