

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

Members Present

Tom Duensing, Trustee
John Stern, Chairman
Ken Wixon, Trustee
Yvonne Knaack, Vice-Mayor and Trustee

Members Absent

Julie Stiak, Trustee

Staff Present

Dianne Shoemake, Risk Manager
Lorena Sanchez, Risk & Safety Analyst
Nick DiPiazza, Deputy City Attorney
Jim Brown, Director, Human Resources & Risk Management

1. Call to Order

John Stern called the meeting to order at 6:03 PM.

2. Presentation, Swearing In and Signature of Loyalty Oaths

Tom Duensing was sworn in and reappointed as a Trustee for his second term which expires on 7/24/17 and John Stern was sworn in and reappointed for his 3rd term, second term as Chairman, which expires on 7/24/15.

At the 7/24/14 Council Meeting, Vice-Mayor Yvonne Knaack was sworn in and reappointed as a Trustee for her second term ending 7/24/17 and Kenneth Wixon was sworn in for his first term which expires on 7/24/17. All four individuals were provided and executed their Loyalty Oaths.

3. Approval of June 4, 2014 Risk Management Trust Fund Board Meeting Minutes

The minutes were provided to the Trustees. Tom Duensing moved to approve the minutes as written and it was seconded by Vice-Mayor Knaack. Motion Passed.

4. Annual Review of Open Meeting Law and Public Records Law.

Nick DiPiazza presented information on Open Meeting Law and Public Records Law. No action taken.

5. Executive Session

Vice-Mayor Knaack moved to enter executive session and it was seconded by Tom Duensing. Motion passed. Nick DiPiazza and Dianne Shoemake provided information on legal matters, pending litigation and claims. No action taken. Vice Mayor Knaack moved to exit executive session and return to open session, which was seconded by Tom Duensing. Motion passed.

6. Discussion of Risk Management Trust Fund 2013/14 and 2014/15 Revenue and Expenses

Dianne Shoemake provided a spreadsheet for each fiscal year and explained the revenues, expenses and fund balance. No Action taken.

7. Agreement for Property and Liability Claims Adjusting Services with Vericclaim Inc.

Dianne Shoemake presented draft Agreement for Property and Liability Claims Adjusting services with Vericclaim Inc. Vice-Mayor Knaack moved to approve entering into an Agreement with Vericclaim Inc. for one year not to exceed \$40,000. Tom Duensing seconded. Motion passed.

8. Discussion and Approval for paying Deductibles, Insured Claims and Risk Management Expenses from Risk Management Trust Fund.

On 5/27/14 City Council approved the revised Risk Management Trust Fund Ordinance Chapter 2, Article V, Division 5. The changed Ordinance allows for the City's deductibles, insured claims and risk management expenses to be paid out of the Risk Management Trust Fund. Tom Duensing moved to recommend to City Council payment of deductibles, insured claims and risk management expenses from the Risk Management Trust Fund effective 7/1/14. The motion was seconded by Ken Wixon. Motion passed.

9. New Business

There was no new business.

10. Adjournment

Vice Mayor Knaack moved to adjourn the meeting which was seconded by Tom Duensing. The meeting was adjourned at 7:36 PM.

Submitted by:
Dianne Shoemake