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BOARD OF SUPERVISORS

**MINUTES
INSURANCE COMMITTEE
MAY 3, 2016**

Draft

MEMBERS

JEFFERY GALLAHAN
FREDRICK LIGHTFOOTE
MARK VENUTI
TODD CAMPBELL
TAMARA HICKS
NATHAN VANBORTEL

PRESENT: Jeffery Gallahan, Mark Venuti, Todd Campbell, Tamara Hicks, Nathan VanBortel, Mary Krause, Brian Young, Denise Morley, Julie Hoffman, Sherman Manchester, John Parrott, Mike Reinhardt, Kristen Thorsness, Michael Wojcik and Irene Coveny

DISTRIBUTION: Committee Members, Board Chairman Jack Marren, John Parrott, Gary Curtiss, Michael Reinhardt, Art James, Julie Hoffman, Mary Krause, Sheriff Philip Povero, Karen DeMay, and Sherman Manchester

CALL TO ORDER

Chairman Gallahan called the meeting to order at 10:00 a.m. and announced Supervisor Lightfoote will be late.

MINUTES

Supervisor Venuti made a motion to approve the minutes of the April 5, 2016 meeting. The motion was seconded by Supervisor Campbell. All ayes; motion carried.

CIMA VOLUNTEER INSURANCE AFFIDAVIT:

Ms. Coveny addressed the Committee about obtaining additional insurance to cover Office for the Aging volunteers. The insurance provider is CIMA and they are authorized to operate in New York State; however, they are not admitted in New York State meaning the policy is not subject to State rules and regulations. New York State requires the County to sign an affidavit acknowledging the company as not being admitted in New York State. Mr. Parrott advised the Committee that it is not uncommon for insurance carriers to not be admitted in New York State and although CIMA is not admitted, they are strong financially and they are the number one provider for coverage for volunteers. Mr. Parrott does not see a problem with the County signing the affidavit. Mr. Parrott answered several questions from the Committee members.

Supervisor Venuti made a motion to authorize the County Administrator to sign the CIMA Volunteer Affidavit. Supervisor VanBortel seconded the motion. All ayes; motion carried.

Supervisor Lightfoote arrived at 10:10 a.m.

PRIMA MEMBERSHIP RENEWAL:

Mr. Parrott requested the Committee's approval for the renewal of the County's membership for the Public Risk Management Association (PRIMA). PRIMA provides risk management, safety information and educational programs to municipalities.

Supervisor Hicks made a motion to approve the renewal of the PRIMA membership. Supervisor Campbell seconded the motion. All ayes; motion carried.

RESOLUTION FOR ASSIGNMENT OF WORKERS COMPENSATION BOARD PENALTIES:

Ms. Hoffman presented the Committee with a draft resolution for assigning Workers Compensation Board penalties to the individual participant in the pool when failing to provide a timely filing. Ms. Hoffman advised that a formal process will need to be determined but she wanted input from the Committee. Discussion followed.

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EMPLOYEE SAFETY - MONTHLY REPORT

Mr. Manchester reviewed the recordable injuries on the monthly Safety Report for April 2016 with the Committee.

WORKERS' COMPENSATION

Ms. Hoffman presented the Committee with a resolution to authorize a contract with Towers Watson Delaware, Inc. for an actuarial analysis of the County's risk retention program and workers compensation self-insurance plan.

Supervisor Venuti made a motion to authorize a contract with Towers Watson Delaware, Inc. The motion was seconded by Supervisor Lightfoote. All ayes; motion carried.

Ms. Hoffman reviewed the workers compensation reports for April 2016.

LIABILITY SELF-INSURANCE

At 10:30 a.m., Supervisor Lightfoote made a motion for the Insurance Committee to adjourn and reconvene in executive session for the purpose of discussing information regarding proposed, pending or current litigation. The motion was seconded by Supervisor Venuti. All ayes; motion carried.

At 10:50 a.m., Supervisor VanBortel made a motion for the Insurance Committee to leave executive session and reconvene in regular session. The motion was seconded by Supervisor Venuti. All ayes; motion carried.

SELF INSURANCE BUDGET

Mr. Wojcik presented the 1st Quarter Self Insurance Financial Report for the Committee's review.

OTHER BUSINESS

Chairman Gallahan reported the monthly deer/motor vehicle accidents for last month are at 23%.

ADJOURNMENT

With no further business to come before the Committee,

At 10:55 a.m., Supervisor Gallahan made a motion to adjourn the meeting. The motion was seconded by Supervisor Campbell. All ayes; motion carried.

Respectfully submitted,

Emily Marshall
Secretary I