



Self-Insurance Board of Trustees
April 29, 2015 2:00 p.m.
City Hall 5th Floor Conference Room
255 W. Alameda
Tucson, Arizona 85701

Legal Action Report

1. **Call to Order** by Hector Encinas, Chairman, at 2:03 p.m. **Roll Call** by Charlene Savoca, Administrative Assistant, and a quorum was established.
2. **Introductions** were made of those present.
3. **Approval of Minutes- December 8, 2014** motion by Ron Ewing, duly seconded by Steven Holland (Frank Frey not present at meeting).
4. **Call to the Audience - (no comments)**
5. **Financial Statements**
 - a. Second Quarter Reports – reviewed expenses and revenues combining both second and third quarters. Allie Matthews reviewed subrogation and liability claims. Maria Robinson reviewed Central Safety Services motor vehicle accidents and department activity. Francis Bracamonte reviewed Workers' Compensation claims.
 - b. Tort Liability Payment Update - \$2,535,466 approval on January 14, 2015 from Attorney General's Office as a valid involuntary tort claims for FY 2016 primary property tax levy.
 - c. Fund Reserves- determination of appropriate reserve levels, funding objectives and study results to be presented at October meeting. Drew Newton explained best industry practices.
6. **Annual Report Input**
 - a. Second Annual Report to include department enhancements as well as short and long term goals.
 - b. Deadline of June 1st for all Board Members to email their thoughts on what they want to see and not see in the next Annual Report.
7. **Claim Recovery Review**
 - a. Landfill insurance policies and payouts (prior to 1985) - study to be presented at future date.
8. **Risk Management Updates**
 - a. FY 2016 Fund Recommendation Letter – April 3rd sent to Mayor and Council.
 - b. Insurance Premium Update – 1 ½% rate increase negotiated with Safety National for 2-yr. Workers' Compensation policy. Property policy renews on July 1st. Workers' Comp contract awarded in May.
 - c. Departmental Quarterly Loss Run – reviewed claims from July 1, 2014 thru March 31, 2015 as well as FY2015 quarter comparisons.
 - d. Form 103 Revision Update- reviewed new form. Training for COT employees will begin 2nd week in May starting with large loss departments. New form will be used city-wide starting July 1st.
 - e. Staffing Update- starting July 1st, Central Safety Services Division will join Risk Management under the Finance Department umbrella.
9. **Establishing Fund Policies**
 - a. Review confidence level for upcoming year, whether or not discounting on non-charges will occur, what approval if any will be used for contingency reserve and what will happen if a deficit occurs.
10. **Transportation Safety Standards – Program Overview**

PowerPoint Presentation by Shawn Moore discussing incident types, reporting process, review process and ongoing training to prevent future accidents.
11. **Future Agenda Items-**
 - a. Content for second Annual Report
12. **Adjournment** - at 3:55 p.m.