



Self-Insurance Trust Board
Monday, October 19, 2015
5th Floor Conference Room
255 W. Alameda
Tucson, AZ 85701

Legal Action Report

1. **Call to Order/Roll Call:** The meeting was called to order at 2:01 p.m.
A quorum was established.
2. **Introductions:**
Members present:
Hector Encinas, Chairman
Frank Frey, Member
Steve Holland, Member
Ron Ewing, Member
Silvia Amparano, Member

Staff:
Allie Matthews, Risk Manager
Betsy Conroy, Interim Deputy Director of Human Resources
Frances Bracamonte, Human Resource Manager
Star Vasquez, SITB Secretary

Guests:
Drew Newton, The Mahoney Group
Gail Flannery, AMI Risk Consultants (teleconference)
3. **Approval of Minutes:**
Ron Ewing moved and Silvia Amparano seconded the motion to approve the minutes of April 29, 2015, as submitted. Motion to approve the minutes, carried by a voice vote of 5-0.
4. **Call to the Audience:**
No one spoke at this time.
5. **Financial Statements**
 - a. FY 2015 Unaudited
 - b. FY 2016 – 1st Quarter
 - c. FY 2017 Tort Liability Payment Update
Report given By Silvia Amparano and Allie Matthews and discussion held.

- 6. FY 2015 Actuary Report**
Gail Flannery reviewed and discussed the 2015 Actuary report (by teleconference).
- 7. FY 2017 Cost Allocation Recommendations**
Action:
Motion by Ron Ewing, seconded by Frank Frey to send a recommendation to Mayor and Council to use the cost allocation prepared by the actuary as presented and to include the involuntary tort liability. Carried by a voice vote of 5-0.
- 8. Fund Reserve Policy Review**
Allie Matthews discussed developing a fund reserve policy as well as a risk management policy. Silvia Amparano explained several options in which to establish the fund reserve policy.

Action:
Motion by Hector Encinas seconded by Steve Holland to approve the fund reserve policy as amended and include the word, "contingency"; "Any reserves in the contingency fund shall not be subject to a transfer out of the fund without recommendation from the Self Insurance Trust Board and shall be in accordance with the Tucson City Code, Chapter 18 and Title 20 of the Arizona Revised Statutes." Carried by a voice vote of 5-0.
- 9. Risk Management Updates:**
Allie Matthews gave an overview of the FY 2015 Annual Report including loss trends, insurance premium updates for FY2015, a review of litigation claims and first quarter FY2016 departmental loss runs. Worker compensation liability, Central Safety activities, and Risk Management staff updates were also discussed.
- 10. Future Agenda Items**
Risk Management policy and fund reserve recommendations.
- 11. Adjournment:** Motion to adjourn by Hector Encinas, seconded by Silvia Amparano. Meeting adjourned at 3:31 p.m.