

**Iowa Communities Assurance Pool  
Board of Directors  
Friday and Saturday, August 14-15, 2009**

Grand Traverse Resort, Traverse City, Michigan

Board members present: Jody Smith, Gary Mahannah, Dave Hageman, Pam Ward, Tom Roth, Larry Burger, Bill Peterson and Alan Kemp. Board members absent: Holly Fokkena. Present from American Risk Pooling Consultants: John Brockschmidt, J.T. Babish, Bal Capote, William Weaver, Chris Dondzila, Michele Chandler, George Piskos, Kristen Smolek and Lori Dolan. Present from Bilbrey Insurance Services: Ken Bilbrey, Val Bilbrey and Kasi Koehler.

The meeting was called to order at 9:02 a.m. EST by Mr. Smith, Chairman.

Upon motion by Mr. Burger, second by Ms. Ward, the agenda was unanimously approved.

No member/citizen comments were brought forward.

Upon motion by Mr. Hageman, second by Ms. Ward, the minutes of the June 18, 2009 board meeting were unanimously approved as submitted.

### **Claims Report**

Mr. Dondzila, Mr. Piskos, Ms. Smolek and Ms. Dolan reviewed new and active claims with reserves or recent payments of \$100,000 or more

### **Claims Connect Access Program**

Ms. Chandler provided a detailed presentation that described the operation and reporting capabilities of the York claims database system, Claims Connect. She reported that the ICAP claims data was moved to the program in March 2009 and the other Pools' information has been added since then.

Questions arose and were addressed regarding how the information provided by the database is utilized by the claims management, underwriting, financial and marketing teams.

### **Loss Control Report**

Ms. Chandler first addressed an inquiry posed by Mr. Smith at the June 2009 meeting relating to a specific Member request for loss control services.

She then reviewed the June-July 2009 Loss Control Field Report. She reported that 84 liability inspections and four property evaluations have been completed since the last meeting of the ICAP Board of Directors. She outlined special Member requests,

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utilization of online training and resources and provided exhibits of loss control notifications.

**Financial Report / CRF Review**

Mr. Weaver reviewed the ICAP financials report as of June 30, 2009. He pointed that the casualty and property information has been combined in the Statement of Assets, Liabilities and Fund Balances but separate Statements of Operation and Projection to Actual reports are maintained.

The meeting recessed at 12:04 p.m. The meeting reconvened at 9 a.m. EST, Saturday, August 15, 2009.

**Investment Report**

Mr. Smith reviewed the Investment Performance Review for the period ending July 31, 2009. He noted that the investment returns were over 10% during the first seven months of the current year.

**Marketing / BISI Administration Report**

Mr. Bilbrey and Ms. Koehler reviewed the Marketing Report as provided in the Board handbook.

**Unfinished Business**

**a) Dallas County Law Enforcement Coverage Discussion**

Mr. Bilbrey reported that a review of the law enforcement losses has been completed by Mr. Capote and Cindy Dieck. He will be meeting with the Dallas County Sheriff next week for further discussion. He expects full cooperation.

**b) IMWCA-ICAP Coverage Anniversary**

Mr. Bilbrey related the rationale for changing the deductible at the IMWCA September 2009 anniversary. Mr. Capote recommended Mr. Kemp discuss the issue with the IMWCA Board of Trustees and research appropriate professional liability coverage for a claims operation. Mr. Kemp indicated that Curt Svalstad is researching coverage options.

**c) 2010 Meeting Locations**

Ms. Bilbrey presented recommended locations for ICAP Board meetings in 2010. Mr. Mahannah volunteered to host a reception during the August meeting.

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**d) ICAP/IMWCA Loss Control Cooperative Efforts**

Mr. Brockschmidt related recent discussions between himself, Mr. Kemp and Mr. Svalstad regarding possibilities for loss control cooperative efforts – coordination of loss control visits to joint Members and consideration of combine loss control online efforts. Mr. Kemp provided further insight. Mr. Mahannah suggested IMWCA consider providing a free online training session for joint Members (ICAP currently provides two free trainings per Member annually).

**e) ICAP Member Helpline**

At Mr. Smith's inquiry, Mr. Brockschmidt and Mr. Babish outlined work toward revamping the ICAP Member information hotline.

**f) ICAP Meeting Location Issues**

Mr. Smith related recent concerns revisited by Tim Zisoff, Indianola City Manager and previous ICAP Board Member, and provided historical perspective. Mr. Smith reported that the Iowa League of Cities Steering Committee (consisting of members of the ILOC Board of Directors) telephonically discussed the issue on Friday, August 7, 2009.

Mr. Kemp provided further information and insight, indicating Mr. Zisoff has expressed concerns related to the ICAP Board expense policy and related issues. He indicated that Mr. Smith will have the opportunity to meet with the Steering Committee. He complimented the ICAP Board on establishing a formal expense policy.

Mr. Burger suggested annual review of that policy. Other ICAP Board Members provided perspectives, reviewed rationale for meeting locations relating the importance of an annual due-diligence meeting with APRCO, especially claims attorneys. Mr. Peterson reported the Board of Directors of the Iowa State Association of Counties has been provided will all details of this issue and no concerns were brought forward.

**New Business**

**a) Endorsement Fees other than Cities, Counties and Fairs**

Mr. Bilbrey discussed the current endorsement agreements with the Iowa League of Cities and the Iowa State Association of Counties. He proposed a loss control grant program be established for ICAP Members to be funded by the unallocated endorsement fees. He suggested ICAP Members could submit fund requests for specific projects that would be reviewed by ARPCO loss control representatives with final decisions made by the ICAP Board of Directors.

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Several board concerns and suggestions were noted. Mr. Brockschmidt indicated the loss control professionals, in cooperation with BISl staff, will refine the proposal and provide a report at the ICAP Board Meeting in October 2009.

**b) Board Member Alternates**

Mr. Smith indicated that if an ex-officio Board member decides to appoint an alternate to attend an ICAP Board meeting, the alternate will be excused during discussions of a sensitive nature (ie claims).

**c) October 2009 Board Meeting**

Ms. Bilbrey reported that plans are being finalized for the October 2009 meeting.

Mr. Brockschmidt thanked the ICAP Board and BISl staff for traveling to Michigan for a formal due diligence meeting and the in-depth claims review.

Mr. Smith adjourned the meeting at 10:50 a.m. EST.

Respectfully submitted,

Dave Hageman, Secretary

DH/vjb