

**Districts Mutual Insurance - Board of Directors' Meeting  
Wisconsin Technical College Foundation Office - Waunakee, Wisconsin**

**October 9, 2008 – 1 p.m.**

Present: Stan Hollmann, Doug Olson, Jim Blumreich, Barb Kieffer, Mike Lanser, Steven Stoeger-Moore

Guests: Doug Ballweg – Strohm Ballweg; Jeff Carew – PMA (1:50 – 2:15 p.m.)

Recording Secretary: Geri Justinger (DMI Administrative Consultant)

**1. Call to Order**

Doug Olson, DMI President, called the meeting to order at 1:08 p.m.

**2. Statement of Public Notice**

It was noted that the Board is in compliance with Wisconsin State Statutes 19.83 and 19.84 by posting notices at the respective colleges.

**3. Approval of Minutes from:**

July 17, 2008 – BOD Meeting.

**Mr. Lanser moved, and Mr. Blumreich seconded, to approve the minutes; motion carried unanimously.**

**4. Financial Report – Doug Ballweg, Strohm Ballweg, LLP**

Mr. Ballweg reviewed check registers and other financial data with the group – he stated that the information is for only two months due to the early meeting date – the data for September will be included in the January meeting. There were several specific check disbursements that were discussed.

There was some discussion regarding a question that is posed at this time of year by local college auditors regarding capital dollars. It was suggested that further questions be addressed at the District level and clarification obtained through the DMI office.

There was a discussion regarding the employment agreement of the Executive Vice President regarding post-employment benefits. Mr. Ballweg suggested speaking with Bonnie Baerwald at MPTC to begin the information gathering process. Mr. Ballweg will follow-up with the Board at the January meeting.

**Mr. Blumreich moved, and Mr. Lanser seconded to approve the financial report from Strohm Ballweg. The motion carried unanimously.**

**5. Capital Repayment Plan – Year 2**

Mr. Ballweg reviewed the draft letter with the group. He reminded the group that this is the plan that was chosen in 2006.

**Mr. Blumreich moved, and Ms. Kieffer seconded to approve the Capital Repayment Plan Letter. The motion carried unanimously.**

## **6. Investment Report – Jeff Carew, PMA**

Mr. Carew reviewed the reports with the group. Mr. Carew discussed the Quarterly Performance Report with the group. He further reviewed the Transaction Summary with the group. The consensus of the group is to push the investments out longer.

**Mr. Blumreich moved, and Mr. Lanser seconded to approve the Investment Report from PMA. The motion carried unanimously.**

There was a discussion after Mr. Carew left regarding uninsured funds and letters of credit/collateral agreements. Mr. Olson contacted Mr. Carew via cell phone to explain these issues. Mr. Carew will provide Mr. Ballweg with copies of any letters of credit / collateralized / insured investments along with a memo explaining the issues.

## **7. Vehicle Valuation Service Fee**

Mr. Stoeger-Moore spoke with the group regarding the service that he has sourced to provide a valuation of the high value vehicles within the system. He suggested that DMI provide this as a value-added service to the Members. This would provide a both a “benchmark” and a “level-playing field”. It was suggested that Steve Stoeger-Moore should scrub the list prior to submitting it to the service provider.

**Mr. Blumreich moved that Mr. Stoeger-Moore use his discretion to update the values on the list and proceed with hiring CCC to obtain the statement of values for the remaining vehicles, Mr. Hollmann seconded. The motion carried unanimously.**

## **8. Loss Control Specialist Position Description**

Mr. Stoeger-Moore reviewed the salary data range, proposed timetable, and position description with the group. The consensus of the group is that this position will need to have interaction with all Districts on a higher frequency than twice a year. It was suggested move #5 to #1 on the job description. It was also suggested that #10 be more specific. Ms. Kieffer will provide Mr. Stoeger-Moore with clarification language on the minimum requirements. It is the preference of the group that the staff person be housed in the office space available at the Foundation Office but other options (within the State) will be considered for the right candidate. Ms. Kieffer volunteered to be part of interview committee. Mr. Lanser offered to bring up the subject of adding another DMI staff person to the MPTC employment contract to Gayle Hytek and report back. The salary range was been discussed and agreed upon. It was suggested that a teleconference be convened to discuss final details after the candidates have been narrowed.

**Mr. Lanser moved, and Ms. Kieffer seconded to move forward with the hiring process of the Loss Control Specialist Position with amendments – the motion carried.**

## **9. Travel Expense Reimbursement Policy**

Mr. Stoeger-Moore provided the updated travel expense reimbursement policy to the group. It was suggested to add a “start-point” language to accommodate additional staff reimbursement – also change the references to Board President to supervisor. Mr. Stoeger-Moore and Ms. Justinger will revise appropriately.

**Mr. Blumreich moved, and Mr. Lanser seconded to approve the Travel Expense Reimbursement Policy with proposed amendments. The motion carried.**

## **10. Risk and Loss Control Recommendations**

Mr. Tim Greene reviewed the six (6) recommendations with the group. The recommendations are as follows:

- Forklift safety program.
- Welding Safety (Including Hexavalent Chromium Standard)
- Laser Safety
- Personal Protective Equipment (PPE) Job Evaluations
- Hot Work Permit Program
- Compressed Gas Cylinder & Flammable Storage Cabinet

Mr. Greene will review these recommendations with the Risk Manager Group at the meeting tomorrow. These standards will be posted on the DMI website.

**Mr. Lanser moved to accept the Recommendations as provided, Mr. Hollmann seconded the motion. The motion carried.**

#### **11. WCRB Circular Letters**

Mr. Stoeger-Moore wanted to inform the group that the Wisconsin Compensation Rating Bureau has increased their rates – by approximately 3%.

#### **12. DMI Cyber Risk Coverage**

Mr. Stoeger-Moore asked to defer until the next meeting.

#### **13. Potential Scholarship for Student Activities Personnel**

Mr. Blumreich reviewed his desire to sponsor a scholarship for attendance to a Student Life Conference. It was suggested to instead sponsor (or co-sponsor) a speaker/conference in this area and perhaps opening the attendance to a broader range of attendees. Steven Stoeger-Moore will work on coordinating these efforts.

#### **14. Claims Report**

Mr. Stoeger-Moore reviewed the claims from Midwest Claims and United Heartland with the group. He stated this is very similar to what the group has seen in the past.

#### **15. Roster of Consortia**

Mr. Stoeger-Moore reviewed the list of the consortia with the group. The consensus of the group is that further legal counsel needs to be sought. Mr. Stoeger-Moore will begin the process and report back to the group with the opinion of counsel.

#### **16. Building Appraisals**

Mr. Stoeger-Moore spoke with the group regarding a Maximum Foreseeable Loss study for MATC-Milwaukee District. He stated that the handout given to the group is a summary – a full report will be forthcoming. Gallagher Appraisal Services is moving forward with the process of the building appraisals.

#### **17. Worker's Compensation Audit (7/1/01 – 7/1/08)**

Mr. Stoeger-Moore stated that the worker's compensation audit is in process – 11 locations are completed. At this point the numbers are very close to being equal in credits and amount due.

#### **18. Staffing Plan**

This has been covered in previous topics.

**19. Executive Vice President Report*****Office Transition***

Mr. Stoeger-Moore stated that he felt that the transition thus far has been smooth.

***URMIA Conference***

Mr. Stoeger-Moore stated that he and Mr. Blumreich attended the national conference in Washington D.C. Mr. Blumreich thanked the group for the opportunity to attend the conference – he stated that he found it very valuable – and confirmed what DMI is doing right on track.

***Risk and Insurance Award***

Mr. Stoeger-Moore recently received an award from Risk and Insurance in the Higher Education category.

**20. Adjourn**

**Mr. Blumreich moved, and Mr. Lanser seconded to adjourn; motion carried unanimously.**

Mr. Olson adjourned the meeting at 5:17 p.m.

Approved by the DMI Board of Directors on January 22<sup>nd</sup>, 2009.

Respectfully Submitted,

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Barb Kieffer  
DMI Board Secretary