

Districts Mutual Insurance – Risk Manager Meeting Madison College – West Campus – Madison, Wisconsin

April 23, 2010 – directly following the BOD Meeting

Present: Renea Ranguette (BTC); Doug Olson (CVTC [left 10:30 am]); Mark Zlevor (GTC); Cindy Dross (LTC); Joshua Cotillier (MATC-Madison); Nelson Dahl (MSTC); Walter Lanier (MATC-Milw); Bonnie Baerwald (MPTC); Jill Price (NATC); Gale Powers (NTC); Tim McNulty, Deb Kolar (NWTC); Helen Laufenberg (SWTC); Steve Decker (WITC); Jim Rehagen, Jay Scherer (WCTC); Amy Schmidt (WTC); Steven Stoeger-Moore

Sue Debe and Barb Kieffer – via teleconference

Guests: Linda Joski (Arthur J. Gallagher); Anne Romaine (United Heartland [10:00 am]); Michael Fairfield (Travelers [9:45 am])

Recording Secretary: Geri Justinger (DMI Administrative Consultant)

1. Introductions

Mr. Stoeger-Moore informed the group that Linda Joski of Arthur Gallagher – recently obtained a Certified Risk Manager (CRM) status – congratulations Linda!

2. Annual Meeting Results – Doug Olson

Mr. Olson congratulated Mark Zlevor and James Rehagen on their election to the DMI Board of Directors.

3. Student Accident Insurance Program Update – Jim Rehagen

Mr. Rehagen gave a brief summary on the Student Accident Insurance Program. The committee met with the State Office and made a proposal to the office regarding removing the current restrictions so the Program can be expanded. He stated that Jim Zylstra contacted an attorney from the Department of Justice and asked for an “off the record” opinion which could take several months. Mr. Zylstra stated that the program can be offered on a voluntary basis. He stated according to WI STAT 38.145 (Responsibilities of Students) that any fees charged need to be approved by the student organization and subsequently approved by local Boards. The committee is working on other strategies to try to expand this program. It was reiterated that the cost-effectiveness of this program will diminish if the numbers don’t increase. It was suggested to possibly make a presentation to a state-wide student organization.

Amy Schmidt spoke to the time requirement for setting up this program – she stated two people at her location worked together for approximate 2-3 weeks to get everything completed. It was suggested to make a presentation to the Presidents’ group. Amy Schmidt will send out an outline of the administrative steps that were taken at Western. The committee will be making a report back to the group in July. Linda Joski will contact Kara Delaney re: a marketing piece for “voluntary” enrollment.

4. Renewal Terms and Conditions 7/1/10

a. Premium/Rating

Mr. Stoeger-Moore stated that the renewal premium rates in the control of DMI have remained stable or decreased. He reminded the group that although rates are “flat” the Colleges may still see an increase in total premiums due to increases in exposure and/or workers’ compensation rating information. DMI stated that the estimated premiums will be sent to the Colleges in memo format in the next 10 days.

b. Fire Protection Survey Locations

Mr. Stoeger-Moore stated that this is a free service offered to three (3) Districts annually obtained through Allianz. Blackhawk, Chippewa Valley, and Western will all be visited to complete a fire protection survey this year.

c. Property Valuation

The property valuation received for the various locations was very flat (which is unusual) – property values remained the same for the most part.

d. Infrared Scanning Services

This free service is offered through Hartford Steam Boiler to two (2) locations annually. Mid-State and Wisconsin Indianhead are the locations scheduled for this free service this year. It was suggested to have this survey completed while cooling units are still being utilized and while classes are in session – late August or early September. A question was asked if this service can be purchased through HSB – the approximate cost is \$1000/day.

e. Campus Security Assessment

This service is offered through Gallagher Risk Management Services – MATC-Milwaukee, Western are the two locations slated for this year. If additional funds are available then Fox Valley and Waukesha County will also be completed.

5. Property Policy Endorsement

Mr. Stoeger-Moore stated that there was a change in the property policy. Additional limits were obtained – the limits changed from \$250M to \$350M per occurrence. An endorsement stating this change will be sent to each College – please store this information with your insurance documents.

6. Workers’ Compensation Policy Endorsement “Additional Locations”

Mr. Stoeger-Moore requested that the Districts who have not returned the Additional Locations form complete it and return it to him ASAP. He stated that locations that have larger numbers of employees (even if it is not owned by the College) should be listed. Please contact Steven Stoeger-Moore if you have any questions.

7. Claim Report Review

a. United Heartland – Anne Romaine

i. Online Reporting

Ms. Romaine spoke with the group about the online reporting system. She stated that 7 Colleges are not currently using this system – she reiterated that there are benefits to using this system and encouraged everyone to register and utilize the system.

ii. Incident Rate

Ms. Romaine reviewed the data with the group. She stated that reporting time has improved – she reminded the group that the sooner is better when it comes to claims reporting.

Ms. Romaine distributed a “How Do You Compare?” handout. This document will allow you compare your District with National Technical College and Trade School data. She stated that the OSHA logs can be overstated, as a prevalent philosophy exists “if in doubt add it to the log” – she stated that this practice can negatively impact a College by increasing your injury rate with OSHA. Mr. McNulty stated that locally they asked for additional training and education about the factors that are involved in calculating mod factors. A program called “Mod Master” will be utilized to estimate mod factors in early January which will be distributed to each District for budgeting purposes.

b. Midwest Claims

Mr. Stoeger-Moore reviewed the data with the group. Mr. Stoeger-Moore stated that DMI’s actuary has stated that DMI claims close (on average) twice as fast as industry averages. A suggestion was made to add descriptions to the Loss Code information and to show a graph representing the different costs.

8. Michael Fairfield, Senior Property Specialist/Risk Control - Travelers

Mr. Stoeger-Moore welcomed Michael Fairfield from Travelers. Mr. Fairfield gave a presentation about Fire Protection. He spoke about automatic sprinkler system and the importance of testing. There are many online resources available from Travelers - a link to the Travelers site will be placed on the Hot Topics / Facilities section of the DMI website – each District needs to register with their policy number – Mr. Stoeger-Moore will provide that information to each District. He shared information on common problems and issues regarding sprinkler failures. He stated that he can be utilized as a consultant (without fee) for construction projects – he stated that the best time for him to get involved is at the beginning of the project. Mr. Fairfield can be contacted at 312/607-4169 (cell phone). A question was asked about sprinkler impairment reports – Mr. Fairfield stated that there is a folder system with two-part tags available for this purpose. A list of Risk and Loss Control Committee Members will be sent to Mr. Fairfield so he can send this folder and hot work permits to each District. A suggestion was made to have Mr. Fairfield make this presentation at the Facilities Conference held in Autumn – Mr. Zlevor will pass along Mr. Fairfield’s contact information to the facilities meeting coordinator. He stated that the top causes of fires are: metal halide lighting / incendiary / and hot work.

9. URMIA Regional Conference – St. Louis, May 12-13, 2010

Mr. Stoeger-Moore spoke to the group regarding the upcoming Regional Conference. He encouraged everyone to consider attending.

10. Facility Rental Agreement – Amy Schmidt

Through research, Ms. Schmidt ascertained that WTC has satellite locations that have not utilized or requested facility rental agreements. She stated that they have implemented a program of utilizing facility use agreements that contain the hold harmless language. She stated that a certificate of insurance is requested for “events”. Mr. Stoeger-Moore stated that the “gold standard” is for a certificate of insurance is \$1M coverage. He further stated that the College should be named as

the "Additional Insured" – Additional Named Insured is generally not granted so he suggests not requesting the status. He further stated that the TULIP insurance program can be utilized for unique situations i.e. special events – the limitation is that the "User" can not be connected with the College. A reference and access code is needed to access this coverage – contact Steven Stoeger-Moore. A suggestion was made to speak to the District Boards Association regarding the insurance limits.

11. Risk and Loss Control Consultant Report – Tim Greene

Mr. Stoeger-Moore explained that Tim Greene is attending the WACTE conference today, but that he provided a report in the e-packet. Mr. Stoeger-Moore stated that WACTE will be hosting a one day program on May 3rd on Behavioral Intervention Training. The registration form is located on the WACTE website.

12. Update from Board of Directors

Mr. Olson gave an update from the proceedings of the Board meeting held yesterday. He stated that overall 2009 was another good year thanks to everyone's continued strong efforts. He stated that there will be some reductions in premiums for 2010 renewal – the details of which will be sent out in the next few weeks. He stated that there still could be an increase in total premiums due to changes in exposure or change in workers' compensation ratings. Mr. Olson explained that due to the maturity of DMI as a company, several investment options are now available – these are being considered as the investment manager deems them viable and prudent.

13. Future Meetings

Mr. Stoeger-Moore spoke with the group regarding the quarterly meeting format. The results from the survey on meetings was reviewed. He invited the group to provide feedback to him personally. A list of proposed meeting dates was distributed.

14. Topics from Group

There was a request for examples of Business Continuity Plans – Walter Lanier volunteered some samples. It was suggested to reference the Emergency Planning Information provided from Gallagher several years ago located on the DMI website.

15. Adjourn

The meeting was adjourned at 1:42 p.m.

Respectfully submitted,

Geri A. Justinger
DMI Administrative Consultant