

BOARD OF DIRECTORS
Meeting Minutes Tuesday, June 20, 2017

Meeting Location:
Des Plaines Public Library
1501 Ellinwood Street, Des Plaines, IL 60016
847-827-5551

1) Call to Order & Roll Call

Kevin Davis called the meeting to order at 2:10 p.m.

PRESENT: Kevin Davis, Administrator of the Messenger Public Library/LIMRiCC President; Pierre Gregoire, Library Director of Frankfort Public Library/LIMRiCC Vice President; Carol Kidd, Human Resource Manager of Des Plaines Public Library/LIMRiCC Secretary; Jim Kregor, Finance Director of RAILS Library System/LIMRiCC Treasurer (via conference call).

2) Introduction of Visitors / Public Comments

The following people were present for the Board Meeting: From the Accounting Firm of Lauterbach & Amen, LLP: Wes Levy, Ernesta, Ignotaite, Zach Hoby and Margie Tannehill. Assurance Representative: Scott Remmenga.

3) Consent Agenda

RESOLVED, THAT THE LIMRiCC BOARD OF DIRECTORS
APPROVE THE CONSENT AGENDA AS PRESENTED

- a. Approval of Agenda
- b. Acceptance of the LIMRiCC Board Meeting Minutes from May 16, 2017.
- c. Approval of the payment of bills for May 17 through June 20, 2017 for LIMRiCC Business Services in the amount of \$11,132.02. (Exhibit B.1)
- d. Approval of the payment of bills for May 17, 2017 through June 20, 2017 for the PHIP in the amount of \$2,173,494.30. (Exhibit B.2)
- e. Approval of the payment of Bills for May 17, 2017 through June 20, 2017 for the UCGA in the amount of \$500,000.00. (Exhibit B.3).
- f. Approval for the transfer of UCGA funds in the amount of \$200,000.00 (Exhibit B.4)
- g. Approval of Balance Sheet and Detail of Expenditures for May 2017 (Exhibit C.1 – C.6).

Motion: A motion was made by Jim Kregor and seconded by Pierre Gregoire to approve the Consent Agenda items a – f listed above.

Roll call: All Board Members present voted to approve the Consent Agenda. Items noted above.

Ayes = 4

Nays = 0

Absent = 0

4) Discussion and Possible Action Item #1 – Lauterbach & Amen, LLP contract.

Two options were provided for continuing accounting and benefits administration from Lauterbach & Amen, LLP: a one year or a two year contract. The one year option has a 3% increase for FY 2018. The two year option has a 2% increase for FY 2018 and FY 2019. Either contract can be terminated at any time with a 30 day notice.

The board voted to approve a two year contract for accounting and benefits administration with Lauterbach & Amen, LLP.

Motion: A motion was made by Carol Kidd and seconded by Pierre Gregoire to approve the Lauterbach & Amen, LLP two year contract for accounting and benefits administration.

Roll call:

Ayes = 4

Nays = 0

Absent = 0

5) Discussion and Possible Action Item #2 – FY 2018 LIMRiCC Budget.

A draft of the 2018 LIMRiCC Budget was presented at the June Board Meeting. The medical premiums are an estimate and inflated reflecting what the last six months of the fiscal year may look like. Another change is the interest income. Two disbursements were approved today to Illinois Funds to get that money invested. Consulting expenses consist of the UCGA Actuarial Report and audit expenses.

Motion: A motion was made by Carol Kidd to approve the FY 2018 LIMRiCC Budget prepared by Lauterbach & Amen and seconded by Pierre Gregoire.

Roll call:

Ayes = 4

Nays = 0

Absent = 0

6) Discussion Item #3 – Administration Satisfaction Survey Results.

The Board feels there was a good response from the libraries and a positive reflection on administration. A few comments were addressed. A secured email is available to all LIMRiCC libraries if it is requested. L&A is looking into providing an automatic secured email link with each email sent. A fillable Quarterly Wage Report is now available on the LIMRiCC website. One question was, "who do we contact, for what?" The response was that all questions should be filtered through Margie. The confusion in who to contact may be coming from the string of emails that libraries sometimes see when Assurance or carriers are contacted. The typical turnaround time for a response to any email is 24 hours unless the carrier or insurance broker is involved. Margie stated that occasionally libraries will ask other HR questions relating to legal and personnel issues. It was noted that RAILS uses a service called HR Source through an annual membership. The service provides HR support, legal assistance, training opportunities and much more. This may be a source for other libraries to utilize.

7) Discussion Item #4 – Assurance: Financial and other updates.

\$500 PPO ran better in May. \$1,500 PPO had a high month in May at 142% which brought the YTD at 90%. HDHP is running at 75% in May and YTD at 54%. Overall in May, the combined PPO ran at 111% and 89% for the year. HMO had a high month in May at 180% and YTD at 105%. All insurance combined ran at 124% and 92% for the year. BCBS will be issuing a credit next month of approximately \$74,000 for the period of 4/24/17 – 5/22/17 in which the HMO gross claims were billed without the discount. There are 3 large claims right now totaling \$256,000 which is 13.5% of all claims paid.

AETNA will be quoting LIMRiCC during the open enrollment period. AETNA does not have any restrictions in adding new libraries. BCBS Certificate Booklets are available on the eBenefits 360 website. The VITALS service is a member rewards program that was offered during open enrollment this year. Unfortunately, it is not being utilized by the libraries.

Two webinars are scheduled for the demonstration of Employee Navigator on July 12th and July 17th for all libraries. Additionally, procedure manuals are being developed to assist in the rollout. Information continues to be gathered from libraries for the update of Employee Navigator. A target date of August 1st is set for the rollout of Employee Navigator.

Jim Kregor left the Board Meeting and disconnected from the conference call due to another engagement.

8) Discussion Item #5 –Lauterbach & Amen: Updates.

Lauterbach & Amen has reached out to the auditors of Brian Zabel & Associates and the actuaries of Madison Consulting and Wakely Consulting Group for a proposal for the UCGA and PHIP funds. LIMRiCC has 180 days from the end of the fiscal year to report to the Department of Insurance. The Illinois Association Conference will be attended by both Lauterbach & Amen and LIMRiCC. The only expense to LIMRiCC in attending is the cost of the booth. The disposal of records has been researched and is moving forward. There are two outstanding UCGA members for the 1st quarter 2017 that have not submitted their paperwork or payment.

9) New Business

10) Closed Session (if required).

11) Next Board Meeting and location is scheduled for Tuesday, July 18, at 1:00 p.m. at the Des Plaines Public Library located at 1501 Ellinwood Avenue, Des Plaines, IL 60016.

12) Adjournment

A motion was made by Carol Kidd and seconded by Pierre Gregoire to adjourn the meeting at 3:02 p.m.

Ayes = 3
Nays = 0
Absent = 1

The meeting adjourned at 3:02 p.m.

Minutes Prepared by Margie Tannehill, Benefits Manager.

Approved


Carol Kidd, Secretary

7-18-2017
Date