

# LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRICC) PO Box 1016, Orland Park, IL 60462 Phone: (708) 790-2807

BOARD OF DIRECTORS' MEETING 3 Plaza Dr., Woodridge, IL 60517 (630-487-2549) Tuesday, January 8, 2013 Time 8:30 a.m.

#### Minutes

### Call to Order, Roll Call

Kozak called the meeting to order at 8:35 a.m. The roll was called and the following Board members were present to establish a quorum:

Anne Kozak, Susan McNeil-Marshall, Kathy Parker, Beth Dostert, Christine Fine (via phone)

Others Present: April Krzeczkowski, Interim Director

#### **Introduction of Visitors / Public Comments**

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

Liz Smith and Chris Ross from Assurance Agency were recognized.

#### **Consent Agenda**

Parker moved, seconded by McNeil-Marshall that it be:

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

- a. Approval of Agenda
- b. Acceptance of the November 20, 2012 and December 6, 2012 LIMRiCC Board Meeting Minutes (Exhibits A.1 A.5)
- c. Acceptance of December 6, 2012 LIMRICC Executive Session Minutes
- d. Approval of the payment of bills for November 21, 2012 through January 8, 2013 LIMRiCC Business Services in the amount of \$12,558.55 (Exhibit B.1)
- e. Approval of the payment of bills for November 21, 2012 through January 8, 2013 Joint Self-Insurance Pool (JSIP) in the amount of \$89,464.98 (Exhibit B.1)
- f. Approval of the payment of bills for November 21, 2012 through January 8, 2013 Purchase of Health Insurance Program (PHIP) in the amount of \$424,582.62 (Exhibit B.1)
- g. Approval of the payment of bills for November 21, 2012 through January 8, 2013 Unemployment Compensation Group Account (UCGA) in the amount of \$719.78 (Exhibit B.1)
- Approval of Balance Sheet and Detail of Expenditures for November and December 2012 (Exhibit C.1-C.4)

Roll was called with the following results: 5 yes, 0 no. Motion carried.

#### Discussion #1

The Cullen Group's report

Anne Kozak outlined the Cullen Group's recommendations, which is included with the minutes. After reviewing the recommendations in their entirety, the Board will first focus on LIMRiCC's mission, staffing needs, including the administration of WIN, and obtaining privacy liability coverage. April Krzeczkowski was asked to do a 12 month calendar for the next Board Meeting.

The recommendation to purchase computer fraud insurance was discussed with Chris Ross from Assurance. The Board decided that this insurance was not needed at this time.

Kathy Parker left the meeting at 9:13.

#### Discussion #2

Assurance Agency's PHIP report

Liz Smith from Assurance presented her report which details the services LIMRICC and Assurance provide the PHIP pool. Liz also stated that Assurance continually monitors the self-insurance option for PHIP. The report is included in the minutes.

Liz Smith offered to arrange a meeting between both the LIMRiCC and WIN Board to discuss administration and future merger possibilities.

#### Discussion #3

Introductions from Assurance, LIMRiCC's new broker for its' business insurance

The Board discussed business insurance with Chris Ross from Assurance. LIMRiCC asked Chris to obtain a quote for privacy liability insurance.

#### Executive Session - JSIP Case Updates

For the purposes of discussing "Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting." 5ILCS 120/2(c)(11).

Executive session was not needed.

### Discussion #4

Update on Board election process

January has begun LIMRiCC's Board election process. An email was sent to all members notifying them of the upcoming 2013 election. The election will be held electronically from Feb 15 – March 31. There will be 2 seats up for election and each will be for 2 year terms. Beth Dostert and Christine Fine have served two consecutive terms and are unable to run again in the next election.

As of the date of the meeting LIMRiCC has one confirmed candidate.

#### Discussion #5

Investment policy and update on safekeeping account

Effective 12/31/12 the TAG program is being discontinued, which provided unlimited FDIC insurance on non-interest bearing deposits. As of 1/1/13, Limricc will be limited to \$250,000 in FDIC insurance on any deposit not currently covered by Wintrust's MaxSafe program. LIMRiCC currently exceeds the MaxSafe amount by approximately 1 million dollars. Wintrust has put Safekeeping Pledged Deposit Agreements in place. These agreements will allow Hinsdale Bank (Wintrust) to purchase federal government back securities through Bank of America in LIMRiCC's name in the amount that in not FDIC insured. There is no charge for this. These securities would be available to LIMRiCC in the event that Wintrust failed. This is a form of Collateralization.

#### Information Item #1

Interim Director's Report (Exhibit D.1)

Krzeczkowski went over the Interim Director's Report as include in the Board packet.

Krzeczkowski stated that UCGA reports and premium are due Feb 15, 2013 for the fourth quarter of 2012. Please send your information in as soon as possible. Once all information is received the 2013 rates will be calculated. The wage base has decreased to \$12,900 for 2013.

#### **New Business**

There was no new business.

## Next Board Meeting and Location

The next LIMRiCC Board Meeting will be on February 5, 2013 at Woodridge Public Library at 8:30 a.m.

## Adjournment

McNeil-Marshall moved, seconded by Dostert to adjourn the meeting at 10:05 a.m.

Minutes prepared by April Krzeczkowski

Beth Dostert

# Cullen Report Recommendations

Compiled by Anne M. Kozak 1/7/2013

Part #	Page	Topic	Board meeting
	#		date for discussion
1 Bylaws/Mission	3	Sharpen focus of mission statement	
2 Review of	4	UCGA:	
Programs		Evaluate reserve account	
		balance/practice vs. policy	
		Decide if participation rate should be	
		increased	
		Consider member training to decrease	
		claims	40240
		JSIP:	
	7	Review funding level and dividend	
		calculation formulae	
	7	Examine broadening of coverage to	
		include ADA and other matters	
	7	Evaluate competitiveness of premium	
		price	
	8	Determine if educational programs	
		should be offered to reduce risk	
		PHIP:	
	9	Evaluate administrative fee charged per	
		participant (\$5.50) Obtain comps from	
		outside firm(s)	
	10	Generate ideas concerning what	
		additional services broker could provide	
		if administration was done by them	
		rather than LIMRiCC	
	10	Conduct member survey re: health	
		insurance services	
	10	Evaluate outsourcing employee benefit	
		administration	
	11	Consider General Liability insurance for	
		LIMRiCC including employment benefit	
		liability and cyber-liability insurance for	
an project of a right square	44.40	breach of health information online	
3 Third Party	11-12	Ponder questions posed; make	
Administration		thoughtful decisions	

4 Other Questions	13	Consider new programs to offer pool	
	13	Purchase Computer Fraud protection	
	13		
		(quote from Assurance is for \$351	
	7.4	(annual)	
	14	Consider Treasurer's bond program for	
		members and other offerings	
5 Future	14	Clean house on current programs	
Considerations		Decide what additional services are	
		within LIMRiCC's purview	
	16	Conduct time study (April K.) of how	
		hours are spent	
	16	Evaluate staffing needs, short and long	
		term	
		<ul> <li>Accounting functions/controls</li> </ul>	
		<ul> <li>Clerical functions</li> </ul>	
		Customer service	
	16	Plan for disaster recovery and data	
		breaches	
	16	Evaluate outsourcing vs. inhouse	
		provision of servicing current and future	
		programs	
	16-17	Broker services, traditional insurance vs.	
		self-funding, marketing and educational	
		programs, other offerings	
6 Next Phase	17	Meet monthly to address	
		recommendations in a timely manner	
		Survey members for satisfaction with	
		current offerings and interest in other	
		programs	
		Create long-range plan with target dates	



Presented on: January 8, 2013

Presented by: Liz Smith

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### PHIP Review

- 1. Historical Rate Information
- 2. Historical Plan Changes
- 3. LIMRICC Services provided to PHIP Members
- 4. Self-Funded versus Fully Insured
- 5. WIN Administration and Integration

#### History of the Rate Structure

riistory																	
RATES	7/1/1996	7/1/1997	7/1/1998	7/1/1999	7/1/2000	7/1/2001	7/1/2002	7/1/2003	7/1/2004	7/1/2005	7/1/2006	7/1/2007	7/1/2008	7/1/2009	7/1/2010	7/1/2011	7/1/2012
MEDICAL																	
HMO Single	\$205.19	\$218.32	\$227.05	\$227.05	\$227.05	\$252.71	\$283.87	\$310.26	\$347.51	\$384.69	\$408.83	\$418.93	\$418.93	\$471.06	\$511.12	\$511.12	\$511.12
HMO E/S									\$730.58	\$808.75	\$859.50	\$880.76	\$880,376	\$1,010.13	\$1,096.03	\$1,096.03	\$1,096.03
HMO E/C				}				}	\$701.10	\$776.12	\$824.82	\$845.20	\$845.20	\$950.39	\$1,031.21	\$1,031.21	\$1,031.21
HMO Family	\$544.63	\$579.49	\$602.67	\$602.67	\$602.67	\$670.77	\$753.48	\$823.55	\$1,084.71	\$1,200.77	\$1,276.12	\$1,307.66	\$1,307.66	\$1,470.40	\$1,595.40	\$1,595.40	\$1,595.40
Change %	-3.10%	6.40%	4%	0%	996	11.30%	12%	9%	10%	10.70%	7%	2.47%	0%	12.70%	7.80%	0.00%	0.00%
PPO Single	\$278.62	\$278.62	\$306.34	\$306.34	\$306.34	\$318.90	\$420.60	\$474.86	\$465.84	\$473.29	\$524.38	\$520.65	\$520.65	\$586.66	\$636.55	\$636.55	\$636.55
PPO E/S											\$1,109.06	\$1,101.45	\$1,101.45	\$1,241.12	\$1,346.66	\$1,346.66	\$1,346.66
PPO E/C											\$1,064.31	\$1,056.71	\$1,056.71	\$1,190.70	\$1,291.96	\$1,291.96	\$1,291.96
PPO Family	\$716.20	\$716.32	\$787.48	\$787.48	\$787.48	\$819.77	\$1,081.19	\$1,220.66	\$1,462.87	\$1,486.24	\$1,646.66	\$1,634.90	\$1,634.90	\$1,842.20	\$1,998.86	\$1,998.86	\$1,998.86
Change %	-3.00%	-0.01%	9.93%	0%	0%	4.10%	32%	12%	-2%	1.60%	11%	-0.71%	0%	12.70%	7.80%	0.00%	0.00%
HDPPO Single											\$447.85	\$444.64	\$444.64	\$501.05	\$543.66	\$543.66	\$543.66
HDPPO E/S											\$947.20	\$940.44	\$940.44	\$1,055.32	\$1,145.06	\$1,145.06	\$1,145.06
HDPPO E/C											\$908.98	\$902.51	\$902.51	\$1,012.77	\$1,098.90	\$1,098.90	\$1,098.90
HDPPO Family	1										\$1,406.33	\$1,396,32	\$1,396.32	\$1,566.91	\$1,700.16	\$1,700.16	\$1,700.16
Change %											036	-0.36%	9%	12.70%	7.80%	0.00%	0.00%
DENTAL												2500000000			0.000		
Single	\$20.98	\$22.91	22.91	\$23.98	\$26.23	\$31.07	\$31.07	\$36.17	\$39,14	\$37.77	\$39.33	\$39.60	\$35.53	\$35.53	\$35.53	\$35.53	\$33.50
Dental E/S	\$20.50	722.31	24.51	923.30	920.23	731.07	331.07	200.17	\$77.29	\$74.58	\$77.66	\$78.19	\$71.06	\$71.06	\$71.06	\$71.06	\$67.00
Dental E/C	1								\$74.17	\$71.57	\$74.52	\$75.03	\$69.57	\$69.57	\$69.57	\$69.57	\$66.00
Dental Family	N/A	\$59.05	59.05	\$58.23	\$63.70	\$75.44	\$75.44	\$87.74	\$114.76	\$110.74	\$115.31	\$116.09	\$109.10	\$109.10	\$109.10	\$109.10	\$104.00
Change %	10.10%	9.20%	996	-2%	9.40%	18.40%	0%	16.30%	7%	-3.50%	4%	0.68%	-1096	0%	9105:10	0%	-5.50%
		J112.070				207 1070		1010070	- 770	171.707.0		1 0.0070					
DHMO Single	N/A	N/A	N/A	\$14.00	\$14.00	\$14.75	\$16.25	\$17.55	\$18.60	\$21.50	\$23.00	\$25.05	\$17.94	\$17.94	\$17.94	\$17.94	\$17.94
DHMO E/S									\$35.80	\$41.35	\$44.25	\$48.25	\$33.17	\$33.17	\$33.17	\$33.17	\$33.17
DHMO E/C									\$39.50	\$45.60	\$48.80	\$53.20	\$38.12	\$38.12	\$38.12	\$38.12	\$38.12
DHMO Family	N/A	N/A	N/A	\$35.60	\$37.50	\$39.50	\$43.50	\$47.00	\$59.50	\$68.50	\$73.50	\$80.10	\$53.35	\$53.35	\$53.35	\$53.35	\$53.35
Change %	N/A	N/A	N/A	N/A	096	5.30%	10.20%	8%	1%	15.40%	7%	8.96%	-30%	086	0%	0%	0%
Vision		\$100 K 200 E 200 K	25.02.201.001.001	225		2000 NASO		0.00000000000		150507251627550	estimate the same of					25000000	
																67.44	47.00
Employee							<del> </del>					<del> </del>				\$7.41	\$7.26
E/C			-									-			-	\$11.86	\$11.62
ES																\$12.11	\$11.87
Spouse	-	-	-	-	-	-	-	-				-			-	\$19.52	\$19.13
Change %					100000000000000000000000000000000000000				SM SS CHES			-					-2%
Life	\$0.28	\$0.28	\$0.28	\$0.28	\$0.28	\$0.28	\$0.28	\$0.28	\$0.28	\$0.28	\$0.28	\$0.28	\$0.18	\$0.18	\$0.18	\$0.16	\$0.16
AD&D	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
Change %	-33,40%	9%	0%	0%	0%	50.02	0%	59%	0%	9%	3%	0%	-38%	086	0%	-18.40%	0.00%
Change 70	1 1/2/2017/2	476	070	1 676	0.79	8,212)	1 0/8	1 278	U279	1 40%	3570	1 6970	,30×3	1978	1 470	*20,~4370	21/23/01/2

## Key Findings:

- Of the last 5 years:
  - o Medical plan has had no increase in 3 of the 5 years
  - o Dental, vision and life have all had a decrease in cost

## History of Plan Changes:

The Renewal Meeting is held annually for purposes of reviewing the program and approving the July  $\mathbf{1}^{st}$  renewal.

Year	PPO	нмо	НДНР
2008	Rx \$10 / \$40 / \$60	Rx \$10 / \$40 / \$60	Rx \$10 / \$40 / \$60
2009	\$30 Specialist Copay	\$30 Specialist Copay	\$20 Office Visit Copay
	\$150 Hospital Admission	\$150 Hospital Admission	\$150 Hospital Admission
2010	Decrease to 80% / 60% Coinsurance	\$100 ER Copay	Decrease to 80% / 60% Coinsurance
	\$100 ER Copay		\$100 ER Copay
			OPX \$1000 / \$3000
	Health (	Care Reform Mandates for 2011	
2011 No Plan Changes		No Plan Changes	No Plan Changes
2012	No Plan Changes	No Plan Changes	No Plan Changes

## LIMRICC Services Provided to PHIP Members

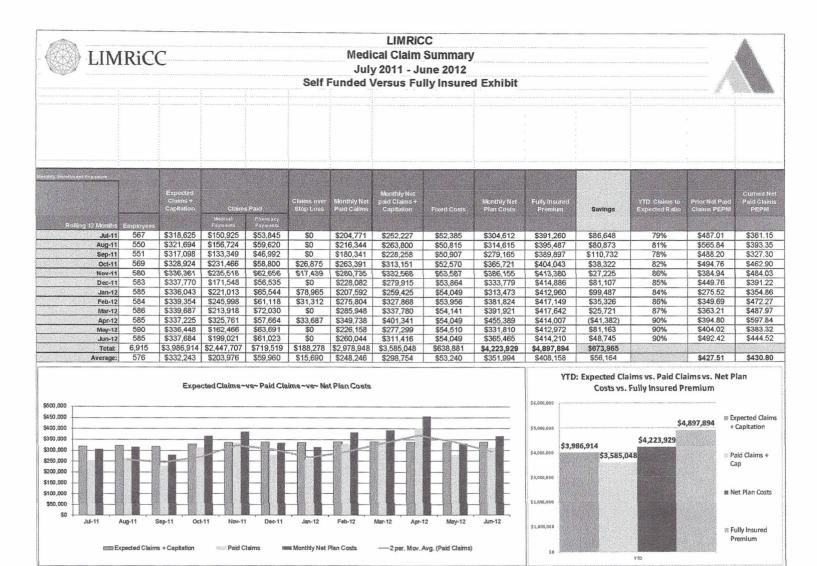
PHIP is similar to a large company with many divisions and LIMRiCC serves as the corporate office that ties everyone together and provides members with go to person. Currently LIMRiCC's PHIP pool has 57 members and approximately 734 employees enrolled.

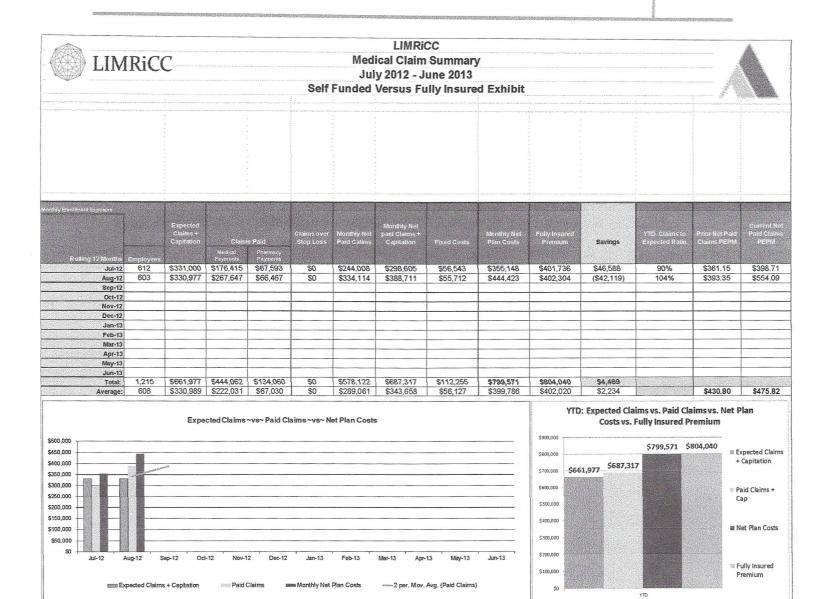
PHIP Services	Handled By	Reason
Health (not all members are eligible for this), Dental, Vision and Life Insurance (Group term life and voluntary life)	Broker / LIMRiCC	This is a group effort between LIMRiCC administration, the Broker and PHIP members. The Broker brings the group out to bid, reports results and provides recommendations on how to reduce premium cost.  LIMRiCC keeps the Broker informed of members' needs and concerns, works with Broker on providing options to the membership and provides a recommendation to members. Both Broker and LIMRiCC educate members on their options. Members make the final decision on all benefit changes at the annual renewal meeting.  LIMRiCC administration provides the necessary link between the Broker and members.
HR Support	LIMRICC	LIMRICC provides a consistent contact to members for all changes which makes the benefit process easier to administer.
COBRA (Both initial notification and at termination)	LIMRiCC / Broker	LIMRICC administration will enter all new enrollees into the COBRA system to ensure that they received the initial COBRA notification required by law. LIMRICC will also update the system once an employee is terminated so they receive the required COBRA notification. LIMRICC collects payments from COBRASource (third party COBRA administrator) and reconciles this monthly with the providers' invoices.  Broker provides the actual service at no cost to LIMRICC
Provides a consolidated monthly invoice to members	LIMRICC	LIMRiCC administration combines five monthly invoices along with the administration fee into one invoice for members to pay. This involves a detailed monthly reconciliation process to ensure that members are billed correctly. Several checks have been put in place due to the self-funded Dental PPO and that the Medical insurance is invoiced at a different rate then what BCBS bills (this was put in place in an effort to build a reserve for future self-funding). Both dollars and head counts need to be reconciled monthly.  This service is not available through the Broker.
Receives and enters all enrollments, terminations and changes for providers and COBRA. Also, reviews forms received from members for accuracy.	LIMRICC	LIMRICC has an established close relationship with members and can catch mistakes that a broker would not be familiar with (Such as enrolling a retiree into COBRA)  Since LIMRICC is self-billed for life insurance (LIMRICC maintains the enrollment list not the provider) members would have to send applications to two places, the Broker and LIMRICC, which will be confusing  LIMRICC would no longer be able to check

		providers' invoices to ensure that changes have been made correctly since LIMRiCC would no longer receive the changes  Invoices would still be issued by LIMRiCC however members would have to contact both LIMRiCC and the Broker for questions surrounding their invoice  Forms will have to be completed 100% accurately in order for the change to be entered ( Such as the actual group number for the correct plan will need to be entered on the form instead of just writing the name of the plan)  LIMRiCC would lose the \$25,000 administration revenue  Members would lose their go to person and in essence will experience a decrease in services and an increase in work/confusion
Educates members on benefits, eligibility, enrollment and termination process	LIMRICC	Over the years LIMRICC has worked with the members to ensure that these processes can go as smooth as possible. Check list have been created, information is listed on the website and administration is always available for questions.  LIMRICC best performs this function because of their in
		depth knowledge of members' needs.  LIMRiCC administration provides the necessary link
Works closely with Broker and providers	LIMRICC	between the Broker, providers and members.
Organizes annual renewal meeting	LIMRICC	Coordinates the annual renewal meeting for the members to review changes.
Answer benefit questions from employees/members. Communicates to members changes that will be offered at renewal meeting and provides a recommendation.	Broker / LIMRiCC	The Broker and LIMRiCC administration work together to provide members with the information they need to correctly administer benefits. The Broker is heavily involved at the renewal meeting providing the membership on all changes and answering questions.  LIMRiCC ensures that all members receive the information that was distributed at the renewal meeting not just the ones who attended. LIMRiCC also is the contact to bring new personal up to speed on LIMRiCC.  This is very important to members because many new directors enter into their position with no information on benefits. They rely heavily on LIMRiCC to educate them and their employees on the benefits available to them.
Sends out annual voting information on possible changes at renewal, tallies votes and announces results	LIMRICC	This service is not offered by the Broker
Provides census data to Broker used for bidding	LIMRICC	In order to bring the LIMRiCC pool out to bid to other providers a census needs to be completed. LIMRiCC currently completes this census from the information on file. If LIMRiCC did not complete this each individual member would have to complete a census causing additional work and confusion to LIMRiCC's members.
Sends out communications on health care changes that may impact members	Broker / LIMRiCC	The Broker sends out many emails concerning health care changes to all of their clients. LIMRICC administration reads through all the information that is sent out and highlights the information that is relevant to

		members. This saves the members quite a bit of time of reading through multiple emails and trying to figure out how it affects them.  It is important that the information that the members
Maintains LIMRiCC website and reviews information posted on Broker website	LIMRiCC/ Broker	rely on is accurate. Every renewal LIMRiCC works with the Broker on reviewing the information they are posting on the website to ensure that it is accurate and will make sense to members.
Maintains a PHIP contact list to ensure that communication is being sent to the correct person	LIMRICC	This service is not offered by the Broker
Collects payments, makes deposits and follows up on past due amounts	LIMRICC	This service is not offered by the Broker
Pays providers' monthly invoice	LIMRICC	This service is not offered by the Broker
Reviews all providers' invoices to ensure changes have been completed accurately	LIMRICC	This service is not offered by the Broker
Completes the generic CMS Creditable Coverage form, is the contact for questions surrounding the form and sends form out to members with instructions on how to distribute	Broker / LIMRiCC	The Broker provides a generic CMS Creditable Coverage form to LIMRiCC annually. LIMRiCC administration will customize this form and serve as a contact for all members. Member only have to distribute the form as instructed. If LIMRiCC was not involved members would have to customize the form with the correct information and also serve as the contact for all questions. This would be a decrease in services to our members.
Will organize and attend open enrollment meetings for members	Broker / LIMRiCC	All new members and some existing members request an open enrollment meeting to be held at their site.  LIMRiCC works with the Broker to organize this. The advantage of having LIMRiCC attend these meetings is that LIMRiCC can address many of the frequently asked questions at the meeting which helps prevent future problems.
Obtain new members that will not adversely affect the pool	LIMRICC	LIMRICC maintains a website stating the services offered and follows up on all inquiries from potential new members.
Monitor the self-funded dental PPO and report results to members	LIMRICC	LIMRICC reports at the annual renewal meeting how the self-funded dental PPO performed. The Broker does not have access to all the information required for this report.
Attends educational seminars offered by the Broker	LIMRICC	LIMRicC administration, in efforts to ease the workload of members, attend all relevant seminars offered by the Broker. A summary highlighting the applicable information is sent out to all members after ease seminar.
Organized a PHIP committee	LIMRICC	This year a PHIP committee is being organized in an effort to get members more involved in the renewal process. Due to all the healthcare changes the plans will need to be closely looked at and many changes may need to take place over the next few years to remain compliant. The committee gives members a chance to work on plan changes being offered at renewal instead of just voting on changes recommended by LIMRiCC and the Broker.  The Broker will work with the committee however, the organization of it is outside of the Broker's services.

Self-Funded versus Fully Insured





## WIN Administration and Integration

In considering the continued administration of WIN, the following items need to be evaluated:

- Advantages to LIMRiCC from a cost standpoint by combining the two pools
   Law of large numbers, however, will look at the options at renewal time
- Advantages to LIMRiCC for combining ancillary coverages Dental, Life, etc.
- Revenue stream to LIMRiCC
- Potential growth opportunities long term