

LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC)
PO Box 1016, Orland Park, IL 60462 Phone: (815) 922-8745 or (708) 790-2807

BOARD OF DIRECTORS' MEETING
3 Plaza Dr., Woodridge, IL 60517 (630-487-2549)
Tuesday, July 10, 2012 Time 8:30 a.m.

Minutes

Call to Order, Roll Call

Kozak called the meeting to order at 8:40 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: Scott Remmenga, Executive Director and April Krzeczowski, Deputy 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.

Maryann Mileto and Alicia Mellish from Assurance Agency were recognized.

Consent Agenda

Parker moved, seconded by Fine that it be

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

- a. Approval of Agenda
- b. Acceptance of the June 19, 2012 LIMRiCC Board Meeting Minutes (Exhibits A.1-A.3)
- c. Acceptance of June 19, 2012 LIMRiCC Executive Session Minutes
- d. Acceptance of June 28, 2012 LIMRiCC Executive Session Minutes

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

Action #1

McNeil-Marshall moved, seconded by Parker to accept Scott Remmenga's resignation effective July 31, 2012. Kozak read letter of acceptance by the Board and asked a copy be included with the minutes.

Voice vote carried 5 yes, 0 no.

Action #2

Parker moved, seconded by Fine to the appointment of April Krzeczowski as Interim Executive Director effective August 1, 2012. Kozak read letter of appointment and asked a copy be included with the minutes.

Voice vote carried 5 yes, 0 no.

Discussion #1

FY2013 Service Agreement with Assurance Agency and Wellness Insurance Network (WIN) Administration

Remmenga explained the terms of the original Service Agreement starting July 1, 2012. There is a service agreement of \$25,000 for duties completed in regards to LIMRiCC PHIP and this will be paid regardless of option chosen regarding WIN. Due to the resignation of Remmenga, the Wellness Insurance Network has requested that Remmenga still be involved in the management of their entity. Assurance will be contracting with Remmenga for Board Administration for WIN. Maryann Mileto from Assurance Agency explained the proposed amendment

Mr. Scott Remmenga, Executive Director
LIMRiCC
Box 1016
Orland Park, Illinois 60462

July 10, 2012

Dear Scott,

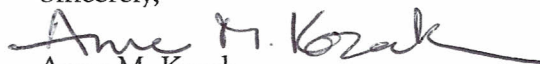
At a special meeting held on June 28, 2012 at the Skokie Public Library, the LIMRiCC Board of Directors accepted your resignation effective July 31, 2012. Action on this matter was taken at the July 10, 2012 Board meeting. As outlined in your email of June 25, 2012, during your remaining time as Executive Director you will complete the following:

- Audit Schedules
- Adjustments to FY2013 Budget as requested
- Transition list
- Training for April

On or before your final day of work please deliver all current and archival LIMRiCC records that are in your possession to April. You will also need to return all LIMRiCC-purchased items including, but not limited to, the laptop, printer, shredder, software, flashdrive(s), etc., leaving all data intact. Other items such as post office box keys should also be returned at that time.

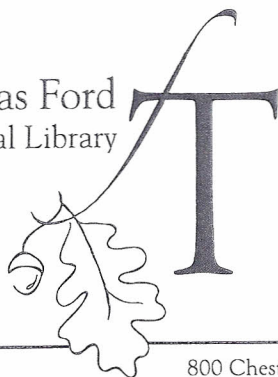
The Board appreciates the work that you performed on LIMRiCC's behalf and wishes you well on future endeavors.

Sincerely,



Anne M. Kozak

President, LIMRiCC Board of Directors



Ms. April Krzczkowski, Deputy Director
LIMRiCC
Box 1016
Orland Park, Illinois 60462

Dear April,

At a special meeting held on June 28, 2012 at the Skokie Public Library, the LIMRiCC Board of Directors recommended your appointment as Interim Director effective August 1, 2012. Action on this matter was taken at the July 10, 2012 Board meeting. The Interim Director position will be a temporary, full-time position (37.5 hours per week) at a rate of \$40.00 per hour until an Executive Director is appointed. You will continue to participate in IMRF as previously determined. It is our understanding that you do not need health insurance coverage at this time.

The Board truly appreciates your willingness to take on additional responsibilities and duties as we go through this transitional period. The Board has authorized the hiring, again on an interim basis, of support staff to aid you with continuing to provide timely, professional service to LIMRiCC members.

The Board wishes to emphasize that strong communication between you and the Board is especially important at this time so please do not hesitate to contact us as often as you feel is necessary.

Thank you for all the fine work you have done so far in creating an organization that serves its members well.

Sincerely,

Anne M. Kozak
President, LIMRiCC Board of Directors

options to the original service agreement with LIMRiCC. There are two options for the LIMRiCC Board to consider:

- Option 1 would be to continue partial administration of WIN for approximately \$50,000 with duties including enrollments, terminations, monthly billing, invoicing, attending board meetings, open enrollment, cobra, answer benefit questions and web maintenance.
- Option 2 would be to not do any administration with WIN. If this option is selected then the current service agreement amount of \$25,000 for PHIP would be the only amount paid by Assurance Agency to LIMRiCC.

After brief discussion it was decided the Board will consider both options and put as an action item on the July 17 Board Meeting. The handout from Assurance Agency explaining the proposed amendment options will be included as an Exhibit on the July 17 agenda.

Discussion #2 (Exhibit B.1-B.5) FY2013 Budget

Remmenga went over the proposed budget for JSIP, UCGA, PHIP, and Business Services. The Business Services budget will be adjusted for the 2 scenarios based on whether LIMRiCC chooses to administer part of WIN or not. Estimates will be included for salary and benefit line items.

Discussion #3 Salary and Benefits Study for LIMRiCC Positions

The Board is looking to review LIMRiCC positions and has contacted Management Association of Illinois and Gallagher. It was determined that a staff accountant position should also be included in the analysis for possible future use. There was consensus to add \$2,000 to the consulting line for the FY2013 Budget in Business Services for this analysis.

Discussion #4 Discuss LIMRiCC Continuing Education Workshops / Possible Presenters

Kozak discussed the possibility of having quarterly workshops with topics on health insurance legislation, preventative maintenance regarding employment law etc. Alicia Mellish from went over different offerings currently available through Assurance Agency. Effective communication to the membership was also discussed along with conducting a possible survey. It was suggested this type of information be sent separately and not a part of other enrollment information. Parker suggested having a Board Workshop to discuss possible options of continuing education to be offered in the future.

Discussion #5 Transition Process

Updating Bank Signature Cards: Remmenga will contact bank representative about getting new bank signature cards for the July 17 Board Meeting. It was determined the requirement of 2 signatures for checks over \$10,000 would remain.

IMRF Authorized Agent: IMRF Authorized Agent will be changed to April Krzeczkowski as of August 1.

Current and Past Year Files: There are about 14 boxes currently housed with Remmenga that will need to be brought to a storage unit. Krzeczkowski is looking at possible options for storage facilities.

Laptop and Printer and other equipment will be given to Krzeczkowski at the end of July by Remmenga.

Information Item #1 Executive Director's Report (Exhibit C.1)

Remmenga reviewed the Executive Director's report as listed in the packet.

New Business

McNeil-Marshall mentioned that Downer's Grove PL may be interested in UCGA.

Next Board Meeting and Location

The next LIMRiCC Board Meeting will be at Woodridge Public Library on July 17, 2012 at 8:30 a.m.

Adjournment

The meeting was adjourned by acclamation at 10:04 a.m.

Minutes prepared by Scott Remmenga

Beth Dostert, Board Secretary