



## **City of Avondale**

Risk Management/Worker's Comp Trust Fund Board

 [\*\*Link to Summary of Actions\*\*](#)

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## RISK MANAGEMENT/WORKER'S COMP TRUST FUND BOARD MEETING

February 12, 2020 - 6:00 PM – 7:00 PM

Board members in attendance: Linda Warren & Maribel Guerrero

Board members voting via telephone/email: Thomas Albrigo

City Staff Members in attendance: Phillip Cundiff, Nikki Cross

### SUMMARY OF ACTIONS

#### Items:

1. Call to Order – Board member Linda Warren – 6:15 pm
2. Reviewed and approval of prior year's minutes
  - a. **APPROVED**
3. Cover Risk and Workers' Comp Data and reports
  - a. **DISCUSSED**
4. Discussion about the budget for the two (2) funds (Workers' Comp & Risk Management)
  - a. **DISCUSSED**
5. Recommendations
  - a. **Staff Member Phillip Cundiff asked the Board to consider and vote on the following recommendations:**
    - i. **Recommendation to Approve the proposed FY 21 budget.**
    - ii. **Recommendation to transfer \$30,000 from the Workers' Comp budget in the**



**Professional Services line to the Risk budget  
Professional budget line.**

**iii. Recommendation for a supplemental budget request  
for \$200,000 to offset the projected increase in  
insurance premiums for FY 21.**

**iv. Recommendation for a supplemental budget request  
for \$140,000 to purchase and maintain a Risk  
Management Information System.**

6. Board member Warren and Guerrero requested and vote on all  
four recommendations.

**a. ALL LISTED BOARD MEMBERS VOTED TO APPROVE ALL FOUR  
(4) RECOMMENDATIONS.**

7. Board Member Guerrero motioned to adjourn

**a. APPROVED**

8. Meeting adjourned 7:30 pm



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**Board members voting via telephone/email: Thomas Albrigo**

**City Staff Members in attendance: Phillip Cundiff, Nikki Cross**

### Minutes:

1. Call to Order – Board member Linda Warren – 6:15 pm
2. Reviewed and approval of prior year's minutes
  - a. Voted on by Board Members to accept
3. Cover Risk and Workers' Comp Data and reports
  - a. Staff Member Phillip Cundiff using a powerpoint presentation covered past Fund performances and FY 2021 proposed budget.
    - i. Presentation showed that the Fund has been performing under budget for the last two (2) years.
4. Discussion about the budget for the two (2) funds (Workers' Comp & Risk Management)
  - a. The proposed budget for FY 21 will remain the same as FY20 as directed by Finance.
  - b. Staff Member Phillip Cundiff informed the board that current insurance coverage was sufficient, and no changes were going to be made to FY 21's coverage.
  - c. Staff Member Phillip Cundiff discussed the increases in insurance premiums for FY 21 which are going to be approximately 37%. This is a global trend and had nothing to do with the City's claims performance.
5. Recommendations
  - a. Staff Member Phillip Cundiff asked the Board to consider and vote on the following recommendations:
    - i. Approve the proposed FY 21 budget.
    - ii. Approve the transfer of \$30,000 from the Workers' Comp budget in the Professional Services line to the Risk budget Professional budget line. Reason for



- transfer is there are more costs in Professional Services on the Risk side than the WC side.
- iii. Approve a supplemental budget request for \$200,000. These funds will offset the projected increase in insurance premiums for FY 21. The FY 21 budgeted amount had to stay the same as FY 20 and will not cover the increase in premiums projected for FY 21.
  - iv. Approved a supplemental budget request for \$140,000 to purchase and maintain a Risk Management Information System. Currently Risk Management is operating on Microsoft Access which is seriously outdated and time consuming to operate. The request will allow for IT to purchase an agreement with Origami to install, setup and transfer past data into the new program.
6. Board member Warren and Guerrero requested and vote on all four recommendations and voted to approve.
- a. Other Board Members will be provided the information covered during the meeting and can vote via email.
  - b. Board Members asked for some clarification on recommendation and after the clarifications were made Member Thomas Albrigo vote to approve all 4 recommendations.
7. Board Member Guerrero motioned to adjourn
- a. Attending members accepted the motion.
8. Next meeting will be set up closer to FY 22 budget preparations.
9. Meeting adjourned 7:30 pm

Linda Warren

Linda Warren (Apr 6, 2021 19:46 PDT)

Linda Warren – Acting Chairperson

Apr 6, 2021

Phillip L Cundiff

Phillip L Cundiff (Apr 7, 2021 08:33 PDT)

Phillip Cundiff – Staff

Apr 7, 2021

