

LOCAL GOVERNMENT LIABILITY POOL
Minutes of the Quarterly Meeting of the Board
Cheyenne, Wyoming
Thursday, October 29, 2020

Board Members in Attendance (This meeting was conducted via Zoom.):

Brad Basse, Chairman, At-Large Member (via telephone)
Kelly Krakow, Treasurer, Mayor of Town of Albin
Linda Smith, Secretary, City of Rawlins (joined the meeting at approximately 8:40 A.M.)
Robert "Bob" King, Lincoln County Commissioner
Don Richards, Shoshone Municipal Pipeline (via telephone)
Jessica Weaver, Tongue River Community Center

Board Members Absent:

Rick Grant, Converse County Commissioner

Staff and Guests in Attendance:

Mark Pring, Consulting Executive Director
Mike Todd, Acting Deputy Director
Bill Miller, Loss Control Manager
Judi Just, Loss Control Representative
Shuler Boone, Claims Representative
Dee Applegate, Executive Assistant
Brittany Wilson, C.P.A., Senior Manager, McGee, Hearne & Paiz

I. CALL THE MEETING TO ORDER

Chairman Brad Basse called the meeting to order at 8:04 A.M.

II. WELCOME AND INTRODUCTIONS

There were no introductions to be made at the time.

III. APPROVAL OF THE JULY 30, 2020 BOARD MEETING AND EXECUTIVE SESSION MINUTES

Kelly Krakow made a motion that the board approve both the general session and executive session minutes from the July 30, 2020, board meeting. Jessica Weaver seconded the motion. There was no discussion, and the motion passed unanimously.

IV. FINANCIAL AUDIT PRESENTATION – McGEE, HEARNE & PAIZ

Chairman Brad Basse introduced Brittany Wilson from McGee, Hearne & Paiz. Mrs. Wilson summarized the financial audit findings. The balance sheet showed a very healthy cash and investment balance. The incurred but not reported expenses (IBNR) number from the Pool's actuary was relatively consistent with last year. The income statement showed that member contributions had increased by three percent. Settlement expenses had decreased from the last fiscal year, as well as legal fees. All deposits that had been made in the past fiscal year had been insured and collateralized. Investments were liquid; in keeping with the Pool's investment policy, with the majority in the Pool's WYOSTAR One account. The employees of the Pool were enrolled in the Wyoming Retirement System, which was funded 76.83 percent, which was better than most states.

The audit did report that there were two deficiencies in internal control over financial reporting; segregation of duties and preparation of financial reports. These deficiencies were due to the small staff of the Pool. The audit committee letter stated that there had been no unusual transactions during the past fiscal year and no disagreements with management. There had been audit adjustments made to accounts, notably to account for pension liability.

Chairman Brad Basse asked for a motion to approve the financial audit. Don Richards made a motion that the financial audit for the past fiscal year be approved. Kelly Krakow seconded the motion. There was no discussion, and the vote was unanimous. Mark Pring and Mike Todd thanked Delene Applegate for her work in supplying the information needed for the financial audit. Linda Smith joined the meeting at this point.

V. AON ACTUARY REVIEW UPDATE

Mike Todd reported that a draft of the actuarial report had been received, and a overall decrease in base contributions of eight percent had been recommended for the next fiscal year.

VI. BOARD MEMBER'S TERMS EXPIRING

Mike Todd reported that no nominations had been received, which was highly unusual. He stated that the board would need to nominate Jessica Weaver and Bob King. Don Richards made a motion that Jessica Weaver be nominated for the special district position and Bob King for the county commissioner position on the board. Linda Smith seconded the motion. There was no discussion, and the motion passed unanimously.

VII. EXECUTIVE DIRECTOR'S REPORT

A. New Members/Cancellations

Mike Todd announced that four new members had joined the Pool last quarter, the Big Horn County Family Treatment Court, Brunsen Improvement & Service District, Kara Circle & Windy Way Improvement & Service District, and Sheridan County Travel and Tourism.

B. Budget Report

Mike Todd summarized the budget report for the past quarter. He reported that a new vehicle had not been purchased as yet and that the BLR training had been progressing well. The projected financial position for the Pool had increased by almost \$2 million from last year.

C. Personnel Policies

Mike Todd stated that pandemic and telecommuting policies had been drafted due to the current COVID-19 pandemic and concerns about employees working from home. He asked the Board if the Board would like to have input. Apparently, some of the Board members had not received or reviewed the policies in advance. Don Richards said in the past the Board did review policies and since they did not review in advance, he felt that the policies should be reviewed at the next board meeting.

During the discussion, Chairman Basse inquired generally about productivity with telecommuting and asked for comments from staff. The pros and cons of telecommuting were discussed by all staff members. Some felt productivity was better, and others felt it was more difficult to have work conducted remotely. Accessing the physical network is not possible working remotely, but an alternative cloud network could be utilized. With the new phone system all staff were now able to answer phone calls to the office remotely, versus only staff physically at the office. Fortunately, the new claims software is on 'the cloud', and claims can be worked remotely by staff to ensure they are taken care of just like working in the office.

Loss prevention training is a concern because the pandemic has made travel difficult, but most members are excited about online training. Loss prevention is utilizing Zoom more for training, and contact from members has increased some. Concerns about travel are ongoing about because of lackluster response by members of the public to the pandemic.

Don wanted clarification regarding the need for a telecommuting policy if there was a pandemic policy to take care of that, and if working remotely would be a permanent situation. Mike explained that the policies were separate to consider other issues related to telecommuting such as weather closures, family sicknesses, workers compensation, productivity and authorization to do telecommuting. Telecommuting would not be a permanent situation. The Board discussed reviewing the policy in more detail and reassessing at the next meeting, as there were no known issues occurring, and that management and staff had been able to fulfill their obligations to this point.

Mike apologized for the board not receiving the policies, but felt LGLP could continue to function as we have been doing. Chairman Brad Basse said he thought that the office would be in current mode of operation for quite some time and the Board tabled action until the next meeting. Mark Pring thanked the board for the tools that had enabled telecommuting, and he thanked Mike Todd for setting up the technology.

D. Pending Legislation

Mike Todd stated that the only pending legislation he was aware of was the possibility of a bill that would be related to the public records act.

LOSS PREVENTION REPORT

Bill Miller stated that there had been very little traveling due to the COVID-19 pandemic and the resulting shutdowns. He and Judi had contacted 14 different members the past quarter, with 9 training sessions on-site. More Zoom trainings were in the process of being planned. Three members were in the process of completing training through the BLR system. The Loss Control department is trying to keep the Pool's website updated with the latest information on the COVID-19 pandemic.

VIII. EXPENDITURES FOR SEPTEMBER, OCTOBER AND DECEMBER

Mike Todd referred the board to their packets and reviewed the check detail and credit card statements for the last quarter. After discussion, Linda Smith made a motion that the expenditures for the past quarter and budget report be approved and placed on file. Bob King seconded the motion, and it passed unanimously. The board meeting recessed at 9:16 A.M. and reconvened at 9:26 A.M.

IX. EXECUTIVE SESSION

Linda Smith made a motion to enter Executive Session to discuss personnel issues, open claims and current litigation. Don Richards seconded the motion and it passed unanimously. The executive session began at 9:26 A.M. Linda Smith made a motion that the executive session conclude at 10:26 A.M. Jessica Weaver seconded the motion, and it passed unanimously. Linda Smith made a motion that management make an offer for the position of staff attorney as discussed in executive session. Don Richards seconded the motion and it passed unanimously.

X. OLD AND NEW BUSINESS**A. Building Maintenance HVAC, Gutters, Parking Lot Signage**

Mike Todd stated that he had a few companies check out the HVAC system for the building. A couple of the companies suggested that the system was beyond life expectancy and needed to be replaced. Mr. B's Heating and Cooling has been contracted to perform the system maintenance. The Mr. B's rep roughly estimated that a new HVAC system would cost approximately \$25,000 to \$30,000, so it could be a consideration for the next budget.

Almost all the corners of the hail damaged building gutters were leaking onto sidewalks and creating a freezing hazard. Contact had been made with the installation contractor that would perform the repairs for \$600 to \$700 in November.

Parking lot signage has been installed in the parking lot warning those not authorized to park in the area that their vehicle would be towed.

B. Signatories

Mike said he had also been investigating electronic signatures. The QuickBooks software could utilize electronic signatures as well. Vouchers and checks could be sent to those board members who had agreed to be signatories.

C. Phones

The new phone system was VOIP (voice over internet protocol) and was dependent on the internet. The Internet provider is Charter Spectrum, and there have been some outages which knock out the phones at the office. Those working remotely could still answer calls to the office. Mike had looked into other providers, but it seemed that Spectrum was the best alternative. The current router is malfunctioning also, and needs to be replaced. The router replacement should put an end to some of the connectivity issues.

D. Mark's Pending Retirement

Mike Todd stated that this was Mark Pring's last board meeting as he was entering retirement. He thanked Mark for all the work he had done, as he had brought the Pool to another level. He was grateful to have worked with Mark and had enjoyed it immensely. Mark thanked the board for the opportunity to work for the Pool. When he had come to work for the Pool, in 2009, the financial assets were a little over \$2 million, and now they were over \$35 million. He said that everyone on the staff and board should be extremely proud. Mark stated that former executive director, Monty Lauer needed credit also. Chairman Brad Basse stated that after COVID-19 was no longer a threat that a proper retirement celebration should be had for Mark.


XI. NEXT BOARD MEETING

Chairman Brad Basse suggested that the next board meeting be held at 8:00 A.M., on Thursday, January 28, 2020, at a location to be determined. Mike thanked everyone for their time and participation via Zoom.

XII. ADJOURNMENT

Don Richards made a motion that the meeting adjourn. Linda Smith seconded the motion, and the vote was unanimous. The board meeting adjourned at 10:53 A.M.

Approved:



Brad Basse (Jan 29, 2021 13:27 MST)
Brad Basse, Board Chairman

Jan 29, 2021
Date