



# LOCAL GOVERNMENT LIABILITY POOL

## MEETING INFORMATION

November 3, 2022 | 8:00 a.m.

Quarterly meeting held in-person in Cheyenne and online.

## MEMBERS PRESENT

Brad Basse, Chairman, At-Large Member

Linda Ann Smith, Secretary, Council Member, City of Rawlins

Kelly Krakow, Treasurer, Mayor of Town of Albin

Bob King, Lincoln County Commissioner (*via zoom*)

Richard Grant, Jr., Converse County Commissioner

Jessica Weaver, Tongue River Community Center (*excused*)

Lindsey Woodward, Hot Springs County Weed & Pest Control District (*via zoom*)

## STAFF PRESENT

Mike Todd, Executive Director

Torey Racines, General Counsel

Andrea Hixon, Risk Management Consultant

MaryBeth Oatsvall, Paralegal/Claims Manager

Pennie McDaniel, Administrative/Fiscal Assistant

## EXECUTIVE SUMMARY

Board members and the Local Government Liability Pool (LGLP) met in-person in Cheyenne and online to discuss topics related to the fiscal year 2022 financial audit, WASCOP update and board elections. The Board also discussed school districts, risk & loss reports, and July, August, and September expenditures. A portion of the meeting was held in executive session.

## CALL TO ORDER

Chairman Basse called the meeting to order at 8:00 a.m.

## APPROVAL OF THE AUGUST 4, 2022 MINUTES

The Board considered the minutes from the August 4, 2022 meeting. Member Grant moved that the minutes be revised on Page 2, after “No” delete “on” and insert “one”. The Board approved the August minutes as revised by voice vote. The August minutes were updated accordingly.

**MHP AUDIT REPORT**

Brittany M. Wilson, CPA with McGee, Hearne & Paiz, LLP (MHP) was welcomed by the Board.

CPA Wilson summarized the MHP report related to its audit of the financial statements of LGLP for the fiscal year ending June 30, 2022. She briefly discussed MHP responsibilities, the overview of the planned scope and timing to the financial audit, accounting policies and practices, audit adjustments and management analysis and considerations.

CPA Wilson also touched on 2022 financial highlights as reflected in MHP's report, which is attached to these minutes. Her overall conclusion was that there is nothing that the Board needs to be aware of or concerned about. In response to questioning, CPA Wilson also discussed segregation of duties (one individual has the authority to open mail, post deposits, and reconcile accounts without an independent review) as a deficiency. She recommended internal control policies and procedures by scrutinized to ensure proper segregation is obtained when possible.

**Public Comment**

No one from the public commented on this topic.

**Board Action**

After Board discussion, Member Grant moved the Board accept the findings of the financial audit prepared by MHP. The motion passed by voice vote.

**WASCOP UPDATE**

Director Todd discussed the WASCOP proposal previously approved during the Board's August 4, 2022 meeting. He provided an update regarding SSIP and WARM contributions and discussed allocation of funds for the first year.

**Public Comment**

No one from the public commented on this topic.

**Board Action**

After Board discussion, no formal action was taken.

## **BOARD ELECTION**

Director Todd discussed the upcoming board member elections. He stated that ballots would be going out the following week. Chairman Basse noted he would seek re-election. Director Todd also discussed the need to set a deadline date for ballot submissions. After Board discussion, December 21 was set as the cutoff deadline for Board ballot submissions.

### **Public Comment**

No one from the public commented on this topic.

### **Board Action**

After Board discussion, no formal action was taken.

## **SCHOOLS**

Director Todd discussed school districts and charter school inquiries regarding joining the LGLP Pool. It was noted that school districts might require a different actuarial rate calculation. As part of the discussion General Counsel mentioned special liabilities under federal law and that there is at least one liability pool that specializes in school insurance. Currently, there are no active applications from schools.

Director Todd also mentioned issues with senior centers offering public transportation, eligibility under statute – senior centers are eligible when they are providing services to seniors and discussed liability caps.

### **Public Comment**

No one from the public commented on this topic.

### **Board Action**

After Board discussion, no Board action was taken.

## **RISK & LOSS PREVENTION REPORTS**

Andrea Hixon, Risk Management Consultant, provided an overview of risk and loss prevention reports. The overview included updating the Board on trainings delivered, policy reviews, member visits and trainings attended during the July, August, and October quarter. She noted completion of FY2023 renewal process with a total of 512

members. Ms. Hixon also discussed that she and Mary Augustin have some travel to the northwest region in the next quarter.

## **EXECUTIVE DIRECTOR'S REPORT**

### ***a. Entity additions/cancellations***

Director Todd noted one member left the pool due to nonpayment of its \$500.00 contribution.

### ***b. Budget review***

Director Todd discussed fiscal year month-by-month, revenues and expenditures. He updated the Board regarding archived claim files, RIMS cleanup, cyber coverage, 2-factor authentication. He noted claim expenses are down and the new bank account is opened and is active for the Automatic Clearing House (ACH) feature. Director Todd discussed further transferring funds into WYO-STAR II, allocated loss spread, IBNR loss adjustment being combined in the projected financial position. He also noted that Ziruo Wang, Senior Consultant and Actuary, AON, would be available during the Board's January meeting to discuss the actuarial study and rate setting.

## **EXPENDITURES FOR JULY, AUGUST & SEPTEMBER**

Director Todd provided an overview for the July, August & September expenditures.

### **Board Action**

After Board discussion regarding certain charges, Treasurer Krakow moved the Board approve the Budget Report. The motion passed by voice vote.

## **EXECUTIVE SESSION**

Member Grant moved the Board resolve itself into executive session at 9:28 a.m., to discuss current claims, litigation and personnel matters pursuant to W.S. 16-4-405. The executive session concluded at 12:17 p.m.

### **Board Action**

The Board took no action after executive session.

**OLD OR NEW BUSINESS**

Director Todd noted new blinds have been installed to help with heating costs in the LGLP building.

**NEXT BOARD MEETING ANNOUNCEMENT**

The next board meeting will be held in-person and virtually at 8:00 a.m., on Thursday, January 26, 2022.

**MEETING ADJOURNMENT**

There being no further business the meeting adjourned at 12:20 p.m.

Respectfully submitted,



Brad Basse, Chairman, At-Large Member

Dated: 2/2/23