

**STATE INSURANCE & RISK MANAGEMENT BOARD**  
**Minutes of Meeting No. 324**  
**February 20, 2019**  
**9:30 A.M.**

The Three Hundred Twenty-Fourth meeting of the State Insurance and Risk Management Board was held on Wednesday, February 20, 2019.

Chairperson Donatelli presided.

The following members were in attendance:

State Insurance & Risk Management Board

Ms. Susan M. Donatelli, Chairperson  
Mr. Richard Boccaccio  
Mr. George A. Dagon, via phone  
Mr. Stephen Fontana, via phone  
Mr. Wallace J. Irish  
Mr. Patrick Mahon, via phone  
Mr. Michael T. McCormack  
Ms. Martha Carlson, Deputy Comptroller

Mr. Seth T. Mahler, Vice Chairperson, was unable to attend.  
Mr. Daniel J. Friedman was unable to attend.  
Mr. Scott Kuhnly was unable to attend.  
Ms. Marjorie F.B. Lemmon was unable to attend.  
Mr. Chris T. Poulos was unable to attend.

Department of Administrative Services/Insurance and Risk Management Board

Ms. Daria J. Cirish, Risk Manager  
Ms. Eileen G. McNeil

Office of the Agent of Record

Mr. Fred Tanguay, Senior Vice President  
Ms. Doreen Lessard  
Ms. Christine Campbell

*Susan M. Donatelli 9-24-19*

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1. Constitution State Services Stewardship Report

Art Spada, Susan Ryan and Craig Tedeschi from Constitution State Services (CSS) presented their Stewardship Report to the Board. Mr. Spada expressed his pleasure with CSS's relationship with the Board since March 1, 2012. The team provided an overview of CSS's services and reviewed exhibits of auto and highway liability claims trends during the past four years. The Board asked if CSS could extract the UM claims from the comparison since it skews the comparison. CSS will prepare a report without the UM claims and also prepare a report with just the UM claims. Mr. Irish also asked that the report of average claims incurred by driver age be broken down by agency and generally a report for the top five agencies based on claim count. He asked that this report be distributed to the Risk Management Committee. Mr. Irish also suggested inviting DOT's Fleet Safety Coordinator to a future Risk Management Committee meeting.

Mr. Irish asked CSS if they would be able to request data from Safety National Insurance Company for its accounts with other states. Safety National provides the first layer of coverage for the casualty policies. Mr. Tedeschi noted that there would mostly likely be costs involved, but the Board could request this information.

After the presentation by CSS, the Board had a discussion on State-owned CT Transit buses. CT Department of Transportation has a contract with HNS Management Company who is the management company for CT Transit. CT Transit/HNS has its own Claims Department that administers and settles claims. The Agent of Record and CSS attend monthly meetings with CT Transit/HNS to review all claims.

The Board requested obtaining copies of the contracts for CT Transit and Leased Buses that are owned by the State and leased to various transit districts.

A motion was made by Mr. Irish, seconded by Ms. Carlson and unanimously

VOTED: To obtain a copy of the contract between DOT and HNS Management Company, as well as copies of the contracts for the Leased Buses. Once these contracts are received, they will be emailed to the Board members for review.

2. Approval of Minutes of Meeting No. 323 held on December 11, 2018 (Exhibit 2)

Mr. McCormack requested that Item #2 of the minutes be revised to include his question on a discrepancy between the Net Payment Analysis and the Budget vs. Actual Spreadsheet and that he asked that these spreadsheets be revised for future meetings.

A motion was made by Mr. McCormack, seconded by Mr. Irish and

VOTED: To approve the minutes as amended of Meeting No. 322 held on September 26, 2018.

Mr. Boccaccio and Ms. Carlson abstained from voting.

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3. Reconciliation of and Review of Premium Payments, Informal Bids Processed by the Board since the Last Approval (Exhibit 3)

Ms. Cirish and Mr. Tanguay reviewed the payments reminding the Board of the General Fund deficiency. Mr. Tanguay distributed a spreadsheet showing how the projected deficiency was arrived at. The D.A.S. Business Office has been working with O.P.M. to submit this deficiency request.

Mr. McCormack also asked for a breakdown of the Special Transportation Fund premiums on the Net Payment Analysis.

After a review of the payments, a motion was made by Mr. McCormack, seconded by Mr. Irish and unanimously

VOTED: To approve the premium, deductible payments and informal bids processed by the Board since the last Board meeting totaling \$4,429,897.99.

4. Committee Reports

A) Claims Committee (Exhibit 4A)

Mr. Mahon noted that the Claims Committee met in Executive Session on January 23, 2019 to review several claims. Ms. Carlson suggested that the Board go into Executive Session twice a year so that the Claims Committee can discuss the claims that were reviewed at the Claims Committee meetings.

A motion was made by Mr. McCormack, seconded by Mr. Irish and unanimously

VOTED: To go into Executive Session. The Board went into Executive Session at 11:09 A.M.

A motion was made by Mr. McCormack, seconded by Ms. Carlson and unanimously

VOTED: Executive Session be adjourned. Executive Session adjourned at 11:14 A.M.

At the next Board meeting, the Board will go into Executive Session so that the Claims Committee can give a summary of claims discussed at the Claims Committee meeting.

5. Status of UConn/SIRMB Actuarial Study

Mr. Tanguay has been in contact with the Math/Actuarial Department at UConn. Their students are busy working on paid projects right now, but they are still interested in the SIRMB project and hope to start working on it in March.

6. Any Other Matters to Property Come Before the Board

Mr. Irish asked for the status of the cyber liability request to the Treasurer's Office. Ms. Cirish contacted the Treasurer's Office who said they are considering it, but were waiting for the new

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6. Any Other Matters to Properly Come Before the Board (Cont.)

administration to get settled in. She stated that Charter Oak State College, Western Connecticut State University, UConn and UConn Health Center currently have cyber liability policies in place.

Mr. Cirish also noted that she and Mr. Tanguay recently met with Southern and Central Connecticut State Universities to make a presentation on cyber liability coverage. She was just contacted by Department of Revenue Services who expressed an interest in purchasing this coverage.

Mr. Irish requested that the Board get a copy of all cyber liability proposals.

Ms. Donatelli requested that Mr. Tanguay, Ms. Lessard and Ms. Campbell be excused from the room to discuss the Agent of Record RFP.

Ms. Donatelli reminded the Board that the Agent of Record contract ends on July 31, 2019. She and Ms. Cirish met with D.A.S. Procurement three days ago to review the RFP documents. She noted that D.A.S. would be administering the RFP which will go out at the end of March or beginning of April 2019. A copy of the RFP documents will go out to the Agent of Record Committee members for their input.

Once the RFP is posted, a copy will be sent to all Board members.

Ms. Donatelli noted that if the Agent of Record bid process is complete prior to the June 11, 2019 Board meeting, there will be a Special Meeting of the Board to vote on the contract for Agent of Record Services before June 11<sup>th</sup>.

Ms. Cirish mentioned that the September 24, 2019 Board meeting needs to be changed since she and Mr. Tanguay will be attending STRIMA that week. An email will go out the members requesting alternative dates.

7. Motion to Adjourn

It was moved by Mr. McCormack, seconded by Mr. Irish and unanimously

VOTED:       The meeting be adjourned. The meeting adjourned at 11:51 A.M.