

STATE INSURANCE & RISK MANAGEMENT BOARD

Minutes of Meeting No. 325

June 11, 2019

9:30 A.M.

Susan M. Donatelli
2-19-20

The Three Hundred Twenty-Fifth meeting of the State of Insurance and Risk Management Board was held on Tuesday, June 11, 2019.

Chairperson Donatelli presided.

The following members were in attendance:

State Insurance & Risk Management Board

Ms. Susan M. Donatelli, Chairperson
Mr. Richard Boccacio
Mr. Stephen Fontana
Mr. Daniel Friedman, via phone
Mr. Scott Kuhnly
Ms. Marjorie Lemmon
Mr. Seth Mahler
Mr. Patrick Mahon
Mr. Michael T. McCormack
Mr. Chris Poulos
Ms. Martha Carlson

Mr. George Dagon, was unable to attend
Mr. Daniel J. Friedman, was unable to attend
Mr. Wallace J. Irish, was unable to attend

Department of Administrative Services

Ms. Carol Wilson
Mr. Jerry Lynn
Ms. Madelyne Colon
Mr. Michael Baczewski

Department of Freedom of Information

Mr. John Langmaid
Mr. Thomas A. Hennick

Office of the Agent of Record

Mr. Fred Tanguay
Ms. Doreen Lessard
Ms. Christine Campbell

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4. Votes

A) DESPP- Aircraft/Helicopter Hull & P&I

Mr. Boccaccio requested pilot records forms, but the Board members questioned the personal identifiable information which may be on the forms and the need to share this information. Ms. Donatelli advised she will communicate with DAS to confirm if this information may be shared. Ms. Carlson suggested sending a report for each agency's to show what is insured and what the cost is.

A motion was made by Mr. Kuhnly, seconded by Mr. Fontana and unanimously

VOTED: To place coverage as outlined in Exhibit 4A for a total premium of \$71,288

Mr. Poulos, Mr. McCormick, and Mr. Boccaccio opposed the motion.

A motion was made by Mr. Mahon, seconded by Mr. Fontana and unanimously

VOTED: To go into Executive Session. The Board went into Executive Session at 11:15 a.m.

5. Committee Reports

A) Claims Committee

Mr. Mahon noted that the Claims Committee met on May 21, 2019 at 9:30 A.M. at the offices of People's United Insurance Agency to review several claims. Ms. Carlson requested a report on settled claims. Ms. Lemmon proposed a claims report that is broken down by Date, Category, and Amount. Ms. Donatelli will reach out to DAS and FOI to research what information to share.

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

VOTED: To come out of Executive Session. Executive Session adjourned at 11:24 A.M.

Mr. Poulos suggested sending a copy of the Board meeting minutes to the DAS Commissioner.

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B) Risk Management Committee

Mr. Poulos noted on the Risk Management Committee minutes that the word "Committee" be replaced with "Board" on section IV. Mr. McCormick expressed his concerns on the language in the State Bus contracts. Ms. Lemmon discussed the importance of review of the contract language. Ms. Donatelli advised that she, Ms. Cirish and Mr. Tanguay met with representatives of the Attorney General's office, Mr. Joe Chambers and Ms. Eileen Meskill and CTDOT Attorney Brian Dudack to discuss the First Transit Agreement. In the meeting, Ms. Meskill recalled that in the 70's, SIRMB and CTDOT made a decision to transfer ownership of the CT Transit vehicles to the State of Connecticut including the responsibility for auto liability under the terms of the State's insurance program. The parties agreed to review the current contract language to ensure its consistent with the intent of this action. Ms. Donatelli advised that Mr. Dudack is reviewing and will report back to Ms. Donatelli who will share that information with the Board.

Mr. McCormick requested that Mr. Dudak of the Department of Transportation come to the next Board Meeting to discuss the issues.

6. AOR RFP Status- Executive Session

Mr. Tanguay, Ms. Lessard, and Ms. Campbell were dismissed. Michael Baczweski Contract Specialist introduces himself to the Board.

A motion was made by Mr. Mahon, seconded by Ms. Lemmon and unanimously

VOTED: To go into Executive Session. The Board went into Executive Session at 12:09 P.M.

A motion was made by Mr. Boccacio, seconded by Poulos and unanimously

VOTED: To come out of Executive Session. Executive Session adjourned at 12:16P.M.

7. FOIA Training- Thomas Hennick, FOIC, Public Education Officer

Mr. Hennick provided a brief overview on the history of how the Freedom of Information Act came about.

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There are two basic parts to FOIA request, which entails access to public meetings and access to public records. All committees are covered under the statute, if there is no quorum, meetings are still subject to FOIA. All committee meetings need agendas posted publicly at least 24 hours in advance and minutes be published within seven (7) days. Ct.gov emails can be forwarded to personal email accounts, and only those ct.gov emails can be FOI'd. All SIRMB FOI requests are sent to DAS Communications then to DAS Procurement. Meetings can be recorded without notice and public speaking is not covered under FOIA. Any changes to meeting minutes must be made publicly at next board meeting.

There are three types of meetings:

- Regular (scheduled, new agenda items can be added by 2/3 vote of members)
- Special (not schedule, nothing can be added to the agenda/agenda items need to be specified on the agenda)
- Emergency meeting (un-noticed, meeting minutes must be posted publicly within 72hrs.

Executive session is a portion of a meeting and can only be conducted for the purpose of the following five reason(s): personnel matters, pending claims and pending litigation, security matters, property transaction(s), and discussing the contents of documents that are exempt from disclosure. Board member votes and minutes cannot be taken in executive session, and votes must be made out of executive session. Ms. Donatelli requested DAS research the possibility of SIRMB members being set up with ct.gov email addresses in order to conduct business.

8. Confirm September meeting date

Ms. Donatelli mentioned two dates had been proposed for the September Board Meeting, September 16 and September 24, 2019. It was the consensus of the Board to schedule the meeting for September 24, 2019.

9. Any Other Matters to Property Come Before the Board

Mr. Poulos requested creating a new role as a Legislative Liaison to represent the Board at the Deficiency Hearing Meetings. After some discussion the consensus of the Board is that, the SIRMB Chair and/or SIRMB Vice Chair should be the Legislative Liaison's.

Mr. Poulos suggested sending a copy of the Board meetings to the DAS Commissioner.

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10. Motion to Adjourn

It was moved by Ms. Donatelli, seconded by Mr. McCormick and unanimously

VOTED: The meeting be adjourned. The meeting adjourned at 12:32 P.M.