

**STATE INSURANCE & RISK MANAGEMENT BOARD**  
**Minutes of Meeting No. 341**  
**February 7, 2023**  
**9:30 A.M.**

The Three Hundred Forty-First meeting of the State Insurance and Risk Management Board was held on Tuesday, February 7, 2023. The meeting was a Microsoft Teams meeting.

Chairperson Donatelli presided.

The following members were in attendance:

State Insurance & Risk Management Board

Ms. Susan M. Donatelli, Chairperson  
Mr. Matthew S. Necci, Vice Chairperson  
Ms. Susan C. Alker  
Mr. George A. Dagon  
Mr. Brian M. Farrell  
Mr. Stephen Fontana  
Mr. Seth T. Mahler  
Mr. Patrick Mahon  
Ms. Yamuna Menon, Assistant Comptroller

Mr. Scott Kuhnly was unable to attend.

Department of Administrative Services/Insurance and Risk Management Board

Mr. Gene Burk  
Ms. Melissa M. Frank  
Ms. Eileen G. McNeil  
Mr. Jay Yasensky

Office of the Agent of Record

Mr. Brian Tamms, Senior Vice President  
Ms. Doreen Lessard

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1. Call to Order

The meeting was called to order at 9:32 A.M.

2. Approval of Minutes

a) Meeting No. 340 held on December 13, 2022 (Exhibit 2)

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

VOTED: To approve the minutes of Meeting No. 340 held on December 13, 2022.

Ms. Menon and Ms. Alker abstained.

3. Introduction of New Board Member Susan C. Alker

Newly appointed Board member, Ms. Alker was introduced and welcomed to the Board.

The Board also welcomed Ms. Yamuna Menon, Assistant Comptroller, who replaces Ms. Carlson as the Comptroller's designee.

4. SIRMB Budget (Review and Discussion)

a) FY2022-2023 Budget Update as of January 2023 (Exhibit 4a)

Ms. McNeil reviewed the January budget spreadsheet noting that all major policies have been renewed this fiscal year, except for the CTrail Liability policy. She stated that there will be a deficiency in both the General and Special Transportation Funds due to several claims that will settle this fiscal year. Ms. McNeil also noted that there have been several meetings with the DAS/Business Office and OPM to discuss the Board's deficiency.

Mr. Tamms reviewed budget projection spreadsheets he prepared for the General Fund and Special Transportation Fund. These spreadsheets outline the expenditures paid to date and the projected premium and claim expenses to the end of the fiscal year. Mr. Tamms noted that premiums have mostly renewed at or under budget, however, claims are catching up due to the courts opening up after COVID. These claim settlements are resulting in the Board's deficiency.

4. b) Claim Overview (Exhibit 4b)

Mr. Tamms prepared spreadsheets outlining claim trends for auto and highway claims during the past ten years.

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4. b) FY2022-2023 Expenditures for December 2022 - January 2023 (Exhibit 4b)

After a review of the expenditures, a motion was made by Mr. Fontana, seconded by Mr. Mahler and unanimously

VOTED: To approve the expenditures from December 2022.

After a review of the expenditures, a motion was made by Mr. Mahon seconded by Mr. Fontana and unanimously

VOTED: To approve the expenditures from January 2023.

5. Renewed Insurance Policies (Informational)

Ms. Frank noted that at the last meeting, the Board voted to give her the authority to renew policies with premiums up to \$100,000 without a Board vote. She reviewed the list of the policies with premiums under \$100,000 that renewed since the last Board meeting.

6. Committee Reports (Informational)

a) Claims Committee Report

Mr. Mahon advised that the Claims Committee met with Constitution State Services on January 18, 2023 to review 15 claims. The committee increased settlement authority on nine claims and decreased settlement authority on one claim.

7. Director's Report

a) Updated Procedures (Exhibit 7a)

Ms. Frank provided an update regarding her efforts since the last Board meeting. Some of the highlights of her report were: Continued progress from CSCU to complete outstanding recommendations. CSCU has completed approximately 20% of the recommendations; Working on an RFP with DAS/Procurement for property appraisal services; Working with FM Global to look into a leased captive alternative as opposed to purchasing a traditional property policy; Working with DAS to explore insurance coverage on equipment at data center locations; Met with DESPP to obtain their agreement to complete and send Fleet Accident forms for all accidents to DAS Fleet Operations.

Mr. Mahler asked if the FM resiliency credit was being used to help pay for some of CSCU's property risk improvements. Ms. Frank stated that Board is using some of these funds to pay for a portion of these improvements.

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8.     Other Matters to Come Before the Board

There were none.

9.     Motion to Adjourn

It was moved by Mr. Mahon, seconded by Mr. Farrell and unanimously

VOTED:     The meeting be adjourned. The meeting adjourned at 10:07 A.M.