

Insurance Committee
August 15, 2008

A meeting of the Insurance Committee was held on August 15, 2008 at 8:00 am in the Purchasing Office's conference room. The following people were in attendance: City: John Smith, Roald Erling, Ron Messier, Glenn Klocko, Robin Manuele, Diane Ferguson, Roger Spear, Roger Rousseau and Tony Malavenda, Webster: Fred Moreno

The meeting was called to order at 8:07am and John asked Roger Rousseau to discuss his agenda item, item # 2, since Webster representatives were running late.

Agenda item # 2 - Roger briefly outlined the provisions of Public Act No. 05-38. Roger explained that the act was changed in 2005 and therefore, the City's Purchasing Manual needs to be updated as well to reflect this. It states that "each contract exceeding \$100,000 in amount for construction, alteration or repair of any public building or public work of the state shall furnish to the state or subdivision on or before award date, a bond in the amount of the contract..." A brief discussion ensued and Ron made a motion seconded by Roald, "In accordance with C.G.S. 49-41, to modify the Purchasing Manual, Section 3.F. Bonding and Insurance Requirements, as follows: Construction contracts where the cost exceeds \$100,000.00 shall require a labor and materials ("payment") bond and a performance bond guaranteed by a surety licensed to do business in the State of Connecticut and recommend to the Board of Finance for approval." The motion was approved unanimously.

Agenda item # 1 - Fred went over the Claim Comparison report as of 8/15/08. It appears from looking at the data that fiscal year 03-04, 05-06 and 07-08 are all tracking about the same dollar amount for incurred claims, roughly \$1.5 million. Fiscal year 05-06 has incurred claims of only \$1.0 million. John asked Fred to include in the charts, any outliers that may distort the annual incurred claims. Since the last meeting, Fred said there was a claim review and annual renewal meeting.

Fred said the City's program continues to work well. He presented the training matrix which shows the upcoming training schedule. Diane asked that OSHA training be first on the schedule since it is required annually. Roger mentioned that the Water Dept. has not been able to attend some training sessions due to staffing issues and the Committee felt that was not acceptable. Diane said she would look into this.

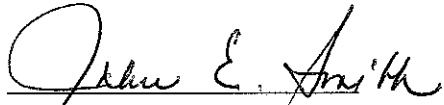
Fred also discussed the Risk Management Plan for fiscal year 08-09. He noted that over three years, the incurred losses as well as frequency for both slips and falls and material handling strains have been decreasing. Roger is going to order posters to increase employee awareness regarding slip, trips and falls.

Agenda item # 3 - Claims Audit - Robin said she had nothing more to add at this time other than the correspondence that was included with the agenda. She did ask John if he would like to have a special meeting for the claims audit presentation and he felt that was appropriate. The claims audit is expected to be complete by mid-September. Robin said she will coordinate and schedule the meeting. **Wellness Program** - Robin stated that there was a conference call June 4th to discuss the Wellness Program with AON. The main highlights were: first, identifying what the City has available through the community and the City's health plans. Then form a campaign around health and wellness by communicating to the employees that management is committed to getting them healthy. It was also suggested to create focus groups, have raffles or contests and some type of incentives to entice people to participate. We need

to define the goals and objectives of the plan. After the conference call, Robin stated that a fee schedule was received from AON to implement a wellness program. After a brief discussion, John asked Glenn to speak with Steve at AON and find out what he can offer at no cost or at a very low cost.

The meeting adjourned at 9:10 am.

Respectfully submitted,


John Smith, Chairman