

STATE RISK MANAGEMENT COMMITTEE
MINUTES OF THE DECEMBER 3, 2003 MEETING
State Capital Room 172
9:00am – 12:00pm

Brett welcomed everyone to the meeting and asked the new members and substitutes for members to introduce themselves. Mary LaFond (Sec. Of State), Wendy Forgey (DEQ), Barbara Martin and Matt Chambers (Transportation), Dennis Drake (Historical Society).

The minutes of the May 20, 2003 meeting were read and approved as written.



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Lou Antonick, General Services, Homeland Security discussed his two main focuses.

1. To work with emergency response agencies for the Capital campus.
2. Develop a continuity of government plan for the state.

A big part of his job involves safety teams. The safety coordinators and fire wardens of each department could be two different positions; together they make up one safety team. Safety teams are based on ALL risks, not just terrorist. He envisions the concept of the safety team functions will be:

1. Be able to evacuate employees and visitors.
2. Have accountability of the people in the buildings.
3. Be a single point of notification for general services based on the incident that is happening.

Accountability is crucial to emergency response. We need to develop some way to communicate that a building is truly evacuated.

Homeland Security is in the planning stage. How will they handle different situations, what will be the initial response by the safety teams, etc. is still being determined. The function of the safety teams will NOT be rescue or heroic actions.

The continuity of government plan is not available at this time; it is still in the format stage.

Any further questions or ideas can be directed to Lou Antonick at work 444-1462, cell 431-9146 or General Services 444-3060.

Brett introduced visitors, Lane Kertamus, Joan DePasquale, and Mike Glass from State Fund. Joan presented a draft for a Worker's Compensation Service Agreement. She asked that the team members discuss this with their directors and provide feedback to Brett by Jan 12, 2004. Brett added that costs are up 34% for worker's comp. State Fund has had a service agreement for the last 3-4 year. This is a draft for a new version that includes a signature line for each department administrator and a signature line for Brett. One goal of a new service agreement is to LOWER the worker's compensation losses.

Joan will send an electronic agreement to Brett's office to be distributed by email. One goal for the service agreement is to reduce the frequencies and incurred losses by 10% and reduce the number of open claims by 10% by 2005. The result of these reductions will be a reduction in premiums. Brett has requested that State Fund come up with a plan to lower costs and find alternative to their current retention plan.

There was a discussion on the response and required data needs not being met. Lane gave assurances the expectation is they provide all services, data, etc. needed. He stated that State Fund is very accountable and will respond to all requests.

Mike Glass discussed loss runs. He advised there are meetings being planned for each department with their service team, called Stewardship Meetings. He encouraged everyone to visit with their underwriter on how to get loss runs in different formats to tailor the reports to their needs. State Fund is looking at new technology. They are looking to have a web application to access by the departments. The target for this project completion is Spring 2004.



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director_signatures.doc

Brett announced we are going to have a Safety Day again. The last one that was scheduled was 2001, but was canceled. He advised he would discuss with our Advisory Council on Friday.

Aric discussed the employee safety program model that is on our website. In the packets is a print of the model. Please read and provide updates as appropriate. Section 14 contains a list of agencies and the programs they have available. Please review what your agency can provide to others and send changes to Judi Barnes.

Marjie and Jennie discussed our claim and what is new on the web. Jennie advised there is a new report on claims turnaround times. State wide in 1999 it was an average 50 days to resolve claims. In FY04, (current) it takes an average of 20 days. Jennie referred to

the data that was handed out to each department at the start of the meeting. (If you would like a copy of your departments data please contact Judi Barnes.)

It was noted that there is an improvement of departments reporting their claims. Marjie discussed reporting loss and what those numbers mean and why the numbers may be large. There was a question of what is the target to report claims? Marjie advised for auto it is one (1) day. For property it is one (1) week. Brett talked about the improvement in claims reporting and completion. He stated there is an improvement in all areas of claims.

Brett informed the committee about the Advisory council. It was established with guidance from Scott Darkenwald. The Council was formed in May 2003, with the first meeting in July. The next meeting will be Friday, December 5, 2003. In the packet handed out there is a synopsis of the members. You may also find the members and meeting notes on our website.

There was a question of the mission and agenda for the Council and if the meeting was open to the public. Brett advised the meeting was open to the public. He discussed the agenda for the meeting on Friday. One of the most important items will be our insurance options and establishing a captive with possible financing through Bonds. A captive would take the place of us purchasing primary insurance coverage. We would still purchase excess insurance coverage.



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Brett presented a report on our web-based claims reporting system. The reports are available on the web for everyone. Based on feedback we revised the options available for the departments. There are 3 options available. 1. Ad hoc reports. 2. Standardized reports. 3. Customized reports. He shared the various screens from log on to each report.

Aric presented a demonstration on how to use the new web site for Consulting & Training Systems, (CTIS). There were changes made to the website per feedback. One of the new items is a Training and Events Calendar. He also advised of the video library the State now has access to through RMTD. Please contact Aric or Judi Barnes for more information or to place an order.



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Or visit our website at:

<http://www.discoveringmontana.com/doa/rmtd/css/09publications/safetyprogrammodel.asp>

Kristie advised that it is that time of year again when each agency needs to submit risk data. She will be sending out more information in January. She also advised everyone to check the primary contact list enclosed in the handouts.



Shortcut to 2004 PCIIS changes.Ink



Shortcut to PCIIS users.Ink

Meeting was adjourned at 12:00 pm.