

**COUNTY ROAD ASSOCIATION SELF-INSURANCE FUND  
BOARD OF TRUSTEES MEETING  
Sunday, December 6, 2009  
“Condensed Minutes”**

A regular meeting of the Board of Trustees of the County Road Association Self-Insurance Fund (CRASIF) was held on Sunday, December 6, 2009, at the Bavarian Inn Lodge & Conference Center, Frankenmuth, Michigan.

Trustees present: Chair Don Spray, Vice-Chair Joyce Kuipers & Trustees Janet Aemisegger, Mary Herman, John Hunt, Dale Linton, Bob Ottenhoff, Steve Stocking & John Strauss.

Staff present: D. Mack Rabourn, Administrator, Dale Ruttan, Finance & Services Officer & Treasurer, & Robert Greenwood, CRASIF Consultant.

Chair Spray called the meeting to order at 1:00 p.m. and lead those present in reciting the pledge of allegiance to the flag. A roll call of the trustees was taken and a quorum was present.

**ORGANIZATIONAL MEETING MINUTES APPROVED - SEPTEMBER 9, 2009**

**#09-040** Trustee Hunt moved, Trustee Herman seconded, that the September 9, 2009 minutes of the organizational meeting, held after the annual meeting, be approved as presented and placed on file. Motion carried unanimously.

**SPECIAL MEETING MINUTES APPROVED - NOVEMBER 4, 2009**

**#09-041** Trustee Herman moved, Trustee Kuipers seconded, that the minutes of the special board meeting held on November 4, 2009, at the Clare County Road Commission be approved as presented and placed on file. Motion carried unanimously.

**PERIOD 32 - FIRST QUARTER (7/01-09/30/2009) FINANCIAL STATEMENTS APPROVED, SUBJECT TO AUDIT, & ADMINISTRATIVE EXPENSE BUDGET REPORT ACCEPTED**

**#09-042** Trustee Hunt moved, Trustee Herman seconded, to accept the CRASIF Financial Statements for Period 32 - 1<sup>st</sup> Quarter (7/01-09/30/2009), subject to audit, and to accept the administrative expense budget report for the same time period. Motion carried unanimously.

**PERIOD 32 - FIRST QUARTER (7/01-09/30/2009) GENERAL FUND CHECK REGISTER APPROVED**

**#09-043** Trustee Strauss moved, Trustee Kuipers seconded, to accept the Period 32 - First Quarter General Fund Check Register for the period 7/01-09/30/2009

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covering checks #6490-#6624 totaling \$1,142,082.92, subject to audit.  
Motion carried unanimously.

**AUTHORIZATION FOR INCREASE IN COMPENSABLE ANNUAL WORK HOURS  
FOR ADMINISTRATOR EFFECTIVE THIS DATE**

**#09-044** Trustee Stocking moved, Trustee Kuipers seconded, to authorize an increase in the administrator’s annual compensable work hours by 8 hours per month (96 hours per calendar year) with the stipulation that the administrator make more county road commission visitations and report back to the board on the visits. Yeas, Spray, Kuipers, Aemisegger, Linton, Ottenhoff, Stocking, Nays, Hunt, Strauss & Herman. Motion carried.

**2010 BOARD MEETING SCHEDULE APPROVED AS REVISED**

**#09-045** Trustee Kuipers moved, Trustee Strauss seconded, that the 2010 CRASIF Board of Trustees Meeting Schedule be approved with the revised July date. Motion carried unanimously. Copy attached.

**DISCONTINUANCE OF “PAPER” LOSS REPORTS IN LIEU  
OF “ELECTRONIC” LOSS REPORTS EFFECTIVE APRIL 1, 2010**

**#09-046** Trustee Hunt moved that, as of April 1, 2010, the mailing of “paper” loss reports will be discontinued in lieu of “electronic” loss reports, which will be available by the 6<sup>th</sup> of every month for member retrieval via the ASU portal on the CRASIF website.

**Discussion:** Administrator Rabourn expressed his concern that members won’t review and audit the check register for workers’ comp payments made for their employees that’s attached to the loss runs. He said that’s the only way he has of verifying payments on behalf of the member’s employees.

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Trustee Hunt amended his motion to further include that Administrator Rabourn and Brad Rutgers compose a letter to the member county managers announcing the change in how the member loss reports will be distributed to the counties and instructing them to audit the check register attached showing what payments have been made on behalf of their employees and notify the administrator immediately of any errors. Trustee Linton seconded the motion as revised.

Motion carried unanimously.

**RESOLUTION ADOPTED SUPPORTING COMBINATION OF CERTAIN SAFETY & LOSS CONTROL FUNCTIONS WITH MCRCSIP**

#09-047 Trustee Kuipers moved, Trustee Herman seconded, that CRASIF resolution #09-001 as revised be adopted to confirm the CRASIF Board’s support of combining certain safety and loss control services with MCRCSIP beginning January 1, 2010. Motion carried unanimously.

**PERIOD 33 (7/01/2010-6/30/2011) ACTUARIAL REPORT & RECOMMENDED RATES FOR 2010-2011 ACCEPTED, SUBJECT TO RE-INSURANCE QUOTE, & AUTHORIZATION FOR 22.5% UPFRONT PREMIUM DISCOUNT FOR 2010-2011**

#09-048 As recommended by the actuary and staff, Trustee Hunt moved, Trustee Strauss seconded, that the actuarial report as of 6/30/2009 and the actuary’s recommended rate of \$3.83 per \$100 of payroll for the fiscal year 7/01/2010-6/30/2011 be accepted, subject to the re-insurance quote, and that an upfront premium discount of 22.5% also be authorized for the 7/01/2010-6/30/2011 fund year. Motion carried unanimously.

**Meeting Adjourned - 4:45 p.m.**

There being no further business, Chair Spray adjourned the meeting at 4:45 p.m.