

**COUNTY ROAD ASSOCIATION SELF-INSURANCE FUND  
BOARD OF TRUSTEES MEETING  
WEDNESDAY, SEPTEMBER 9, 2009**

**ORGANIZATIONAL MEETING**

Following the 31<sup>st</sup> annual meeting, an organizational meeting of the Board of Trustees of the County Road Association Self-Insurance Fund was held on Wednesday, September 9, 2009, at approximately 3:15 p.m. at the Boyne Mountain Resort, Boyne Falls, Michigan.

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

Staff present: D. Mack Rabourn, Administrator, Dale Ruttan, Finance & Services Officer, Treasurer & Robert Greenwood, Upper Peninsula/Northern Lower Peninsula liaison/consultant.

**Canvassing Committee Report**

As presented during the annual meeting, the Canvassing Committee Report disclosed the following Board of Trustees' election results : Incumbents Steve Stocking of Clare County and Dale Linton of Montcalm County were elected for the three year "at large" seats and Mary Herman of Marquette County was elected for the three year U.P. seat. Bob Ottenhoff of Luce County was elected for a two year term to fill the seat that had been held by Don Holt of Chippewa County.

**Temporary Chair Appointed for Reorganization Election**

In order to conduct the annual election of officers for the CRASIF Board of Trustees, Chair Hunt appointed Administrator Mack Rabourn to temporarily act as chair to conduct the reorganization election. Chair Pro Tem Rabourn called the meeting to order at approximately 3:15 p.m. A roll call of the trustees was taken and a quorum was present.

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**DON SPRAY ELECTED CHAIR FOR 2009-2010**

Chair Pro Tem Rabourn called for nominations from the floor for chair of the CRASIF Board of Trustees for the upcoming 2009-2010 year.

**#09-033      Trustee Ottenhoff nominated Don Spray to serve as chair for the 2009-2010 year. Trustee Strauss seconded the motion.**

**Chair Pro Tem Rabourn called twice for any other nominations.**

**Hearing none, Trustee Hunt moved that the nominations be closed and a unanimous ballot be cast for Don Spray. Motion carried unanimously.**

Chair Pro Tem Rabourn turned the meeting over to Chair Spray to continue with the election of officers.

**JOYCE KUIPERS ELECTED AS VICE-CHAIR FOR 2009-2010**

Chair Spray called for nominations for vice-chair for 2009-2010.

**#09-034      Trustee Ottenhoff nominated Joyce Kuipers for the position of vice-chair for 2009-2010. Trustee Hunt seconded the nomination.**

**Chair Spray called twice for any other nominations from the floor.**

**Hearing none, Trustee Strauss moved that the nominations be closed and a unanimous ballot be cast for Joyce Kuipers. Motion carried unanimously.**

**Agenda Approved**

Chair Spray asked if there were any additions or deletions to the agenda. Secretary Aemisegger noted that minutes of the July 14, 2009, meeting should be added for board approval. Hearing no other additions or deletions, the chairman declared the agenda to stand approved with one addition.

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**MINUTES APPROVED - JULY 14, 2009, BOARD MEETING**

**#09-035** Trustee Hunt moved, Trustee Herman seconded, that the minutes of the July 17, 2009, board meeting be approved as presented and placed on file. Motion carried unanimously.

**Finance-Investment Committee Report**

Finance & Investment Committee Chair Janet Aemisegger advised that, yesterday, Fifth Third Bank presented the trustees with copies of the most recent suggested revisions to the draft of the CRASIF Investment Policy Statement (IPS). She said the committee would like some time to review the latest changes and would recommend that the board consider the IPS for adoption at the December board meeting. Administrator Rabourn concurred with the committee's recommendation. He said Mr. Ruttan called the Workers' Comp Bureau for their input with regard to the IPS draft and he is still talking with Plante & Moran to see what their fee structure might be to review the final revised IPS.

**ADOPTION OF REVISED CRASIF INVESTMENT POLICY STATEMENT  
POSTPONED TO DECEMBER BOARD MEETING**

**#09-036** Trustee Strauss moved, Trustee Linton seconded, that consideration for the adoption of the revised CRASIF Investment Policy Statement be postponed until the December board meeting. Motion carried unanimously.

Trustee Linton commented that the board requested Fifth Third Bank to consider free checking for CRASIF six months ago and they still haven't agreed to do it. Treasurer Ruttan said the staff was scheduled to meet with the bank September 3rd to discuss the request, but the meeting had to be rescheduled for October because Mr. Rabourn could not attend the meeting on the September date as planned. Trustee Linton said, "Good enough!"

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**Administrator's Report**

**AGRIP, PRIMA, MICHIGAN PRIMA & MCSIGA ASSOCIATION  
MEMBERSHIP RENEWALS APPROVED & TRUSTEES/STAFF PARTICIPATION  
AUTHORIZED WHEN APPROPRIATE**

**#09-037** Trustee Hunt moved, Trustee Kuipers seconded, that the annual memberships in AGRIP, PRIMA, Michigan PRIMA, MCSiga & the Michigan Self-Insurance Association be renewed and the dues paid and that the staff and trustees be authorized to attend the functions of these organizations when appropriate. Motion carried unanimously.

**Meeting Scheduled to Consider Administrator Succession Plan**

Administrator Rabourn reported that he has scheduled a meeting with Chair Spray and Trustee Stocking regarding a succession plan for the position of administrator upon his retirement. They hope to have a plan for the board's consideration in December or March.

**Administrator Vacation Plans**

Administrator Rabourn told the board that he will be gone on vacation for the next couple weeks so Treasurer Ruttan will fill in for him while he's gone. He gave the trustees Mr. Ruttan's cell phone number in case they need anything. Trustee Stocking will assist him in the claims area if any questions should arise.

**Miscellaneous Comments Regarding Annual Meeting**

Chair Spray said he was disappointed with the attendance at the annual meeting. Trustee Linton commented that he thought the attendance was good. Mr. Ruttan said CRAM continues to have a lot of meetings that conflict with our annual meeting time. Trustee Hunt asked how to correct that? It was the general consensus of the more senior board members that the board has tried to get CRAM to better coordinate their meetings with our meeting and they just don't listen.

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**Chair's Report**

Chair Spray indicated that he will probably leave the committee assignments pretty much as is for now, but will probably assign Trustee Hunt to the committees that he was on before he was elected as chair this date. He will have a new committee list prepared as soon as possible.

**Unfinished Business**

Trustee Hunt thanked the CRASIF board for allowing him to be chair. He said he certainly didn't expect the turn-over on the board during his tenure. Trustee Hunt said he tried to appoint people to fill each of the vacancies from the same council as the trustee being replaced. Larry Adams from Eaton CRC asked him about his method and this is what he told him also. He said he knows Shirley Rogers from Ingham CRC was upset that she wasn't selected, but she was not from the same council as Trustee Miller. Trustee Hunt said he gave each appointment great thought and tried to do what was best for CRASIF.

**New Business**

Treasurer Ruttan noted that as previously mentioned, the meeting with Fifth Third has been re-scheduled for October regarding our free checking proposal.

Trustee Strauss reported for the record that Derek Rummel and Kathy Warren from Fifth Third Bank has invited him to have lunch with them. He said he's not sure of their agenda.

Trustee Hunt asked the chair if a report could be requested from our joint services—Ed Kaleefey, Mike Schultz and Mike Phillips--to find out how their joint services went. Administrator Rabourn said Ed Kaleefey presented him with a written report regarding the same and he wasn't impressed with the joint venture as he feels it's taking time away from their inspection time. A copy of the report went to the Education Committee as it was an email he said. Trustee Hunt said he knows there's going to be some opposition, but he feels that we are moving in the right direction by doing this. He doesn't want to see this shelved, and he hopes that by next year, the joint loss control services will go "full bore". Administrator Rabourn said in talking with Tara LaRose, ASU, he doesn't think ASU would mind relinquishing the loss control services in the

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next contract as they aren't making any money on providing the services. Trustee Hunt asked what ASU's fee is for the loss control services and Mr. Rabourn replied \$300,000. He's not sure what MCRCSIP pays for their loss control services. Trustee Herman said she feels it's important to listen to the members' comments regarding the shared loss control services also. She's heard a lot of positive comments in the U.P. regarding the joint services.

**Next Board Meeting Scheduled**

The chair reminded everyone that the next board meeting is scheduled for Sunday, December 6, 2009, at 1:00 p.m. at the Bavarian Inn in Frankenmuth. Committee meetings will be scheduled for Sunday morning, unless the committees meet sometime before then.

**Meeting Adjourned – 3:45 p.m.**

As there was no further business, the chairman adjourned the meeting at 3:45 p.m.

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Don Spray, Chair

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Janet Aemisegger, Secretary