

“CONDENSED”
MINUTES

**Board Of Trustees – Regular Meeting
County Road Association Self-Insurance Fund**

Monday, March 7, 2011

1:00 p.m., Causeway Bay Hotel & Convention Center, Lansing Michigan

Board Members Present:	Chair Don Spray, Vice-Chair Joyce Kuipers, Fred Chapman, Mary Herman, John Hunt, Dale Linton, John Strauss, Trustee Appointee Douglas Robidoux
Board Members Absent:	Bob Ottenhoff
Staff:	Jim deSpelder, Dale Ruttan, Janet Aemisegger
Guests:	Derek Rummel, Fifth Third Bank Kathy Warren, Fifth Third Bank Chad Johnson, The ASU Group Fred Holland, Alternative Risk Services, Ltd

Call to Order

Chair Spray called the meeting to order at 1:00 p.m. and led those present in reciting the pledge of allegiance to the flag.

Roll Call

A roll call of the trustees was taken and a quorum was present.

Consent Agenda

#11-001 *Trustee Herman moved, Trustee Hunt seconded, that the minutes of the December 5, 2010, regular meeting be approved as presented and placed on file. Motion carried unanimously.*

#11-002 *Trustee Strauss moved, Trustee Hunt seconded, to accept the CRASIF Financial Statements for Period 33 -2nd Quarter (10/01-12/31/2010), subject to audit, and to accept the administrative expense budget report for the same period, with one correction:*

Items 1. & 1A., the descriptions read “Staff Salaries” and “Staff Expense”. Correct Item 1. to read “Contracted Administrative Salaries” and Item 1A. to read “Contracted Administrative Services Expense”. Motion carried unanimously.

#11-003 *Trustee Strauss moved, Trustee Chapman seconded, to approve the Period 33 – 2nd Quarter General Fund Check Register for the period 10/01-12/31/2010 covering checks #6935-#7040 totaling \$1,050,722.69, subject to audit. Motion carried unanimously.*

Contracted Administrative Services

- #11-004** *Trustee Kuipers moved, Trustee Herman seconded, that Treasurer Ruttan be given a one-time, lump sum \$3,000 compensation adjustment with the understanding that the Treasurer's current rate of compensation will be frozen at it's current level. Motion carried with eight board members supporting the motion, Trustee Strauss dissenting.*

Website Management Software Upgrade Approved

- #11-005** *Trustee Strauss moved, Trustee Hunt seconded, that the staff be authorized to have Samsa, CRASIF's website host, convert the current website management software to WordPress content management software as they recommended, with the cost of the conversion, training and support to be provided at \$50.00 per month with a two year commitment for a total cost of \$1,200.00. Motion carried unanimously.*

Old Business*Contract for Administrative and Claims Service for the 2011-12 Coverage Year*

- #11-006** *At the recommendation of the staff, Trustee Strauss moved, Trustee Hunt seconded, that the chairman and the administrator be authorized to execute a one year contract extension with The ASU Group for 7/01/11-6/30/12 based on the same terms and conditions of the current contract for their performance of CRASIF'S third party "administrative and claims services only" at a total cost of \$340,000, which will include their actual costs estimated to be about \$20,000 for the new required Medicare reporting. Motion carried unanimously.*

Loss Control/Prevention Services

- #11-007** *Upon the recommendation of staff, Trustee Herman moved, Trustee Strauss seconded, that the chairman and the administrator be authorized to execute a one year contract extension with The ASU Group for 7/01/11-6/30/12 based on the same rate, terms and conditions of the current contract for their performance of CRASIF'S "loss control services", with the administrator to give us his recommendation on the continuance of the loss control services next year. Motion carried unanimously.*

New Business*Revised Administrative Budget*

- #11-008** *As recommended by the staff, Trustee Herman moved, Trustee Kuipers seconded, that the administrative expense budget for Period 33 (7/01/10-6/30/11) be approved as presented. Motion carried unanimously.*

Combined Services Exploration Committee – Executive Committee Task

- #11-009** *Vice-Chair Kuipers moved, Trustee Strauss seconded, that a trustees' workshop be scheduled in April to address the Combined Services*

Exploration Committee's "action items" and to give the board's input on significant directional questions relating to the sharing of services with CRAM and MCRCSIP. Motion carried unanimously.

Approval of Jim deSpelder as the Fund Administrator

#11-010 ***At the request of the Worker's Compensation Agency, Trustee Hunt moved, Fred Chapman seconded, to officially confirm and approve Jim deSpelder's appointment as the new CRASIF Administrator effective January 1, 2011, for a total compensation package of \$140,000 as previously agreed. Motion carried unanimously.***

Approval of Dale Linton as Alternate Signee for Check Writing

#11-011 ***As recommended by staff, Trustee Hunt moved, Trustee Chapman seconded, to authorize Trustee Dale Linton to be designated as an alternate signator for the CRASIF checking account. Motion carried unanimously.***

Approval of John Strauss as Alternate Signee Also for Check Writing

#11-012 ***Vice-Chair Kuipers moved, Trustee Hunt seconded, that Trustee John Strauss also be designated as an alternate signator for the CRASIF checking account. Motion carried unanimously.***

Confirm Appointment Of Douglas Robidoux To Board Of Trustees To Fill Steve Stocking's Vacancy.

#11-013 ***Trustee Chapman moved, Trustee Kuipers seconded, to confirm the chair's appointment of Doug Robidoux (Mason County) as a trustee to fill the vacancy created by Trustee Steve Stocking's retirement as of December 31, 2010. Motion carried unanimously.***

Schedule Location And Time For June Board Of Trustees Meeting

#11-014 ***Trustee Herman moved, Vice-Chair Kuipers seconded, that the June 13, 2011, board meeting be changed to June 14, 2011, at 9:00 a.m. to be held in conjunction with the U. P. Road Builders Conference at the Island Resort & Casino in Harris, Michigan. Motion carried unanimously.***

MEETING RECESSED TO GO INTO CLOSED SESSION UPON THE REQUEST OF THE ADMINISTRATOR - 5:20 P.M.

#11-015 ***At 5:20 p.m., Trustee Herman moved, Vice-Chair Kuipers seconded, to recess the meeting and to go into closed session to discuss the administrator's evaluation criteria and salary review. Motion carried unanimously.***

MEETING RECONVENED – 5:45 P.M.

At 5:45 p.m., the chair returned the meeting to regular session.

Special Meeting Scheduled Re: Administrator Evaluation Criteria

- #11-016** ***Trustee Herman moved, Vice-Chair Kuipers seconded, that a special board meeting be scheduled for Sunday, April 17, 2011, at 9:00 a.m. at the Little River Casino & Resort in Manistee to discuss both performance evaluation criteria for the administrator and board, and, to complete the combined services action item. Motion carried unanimously.***

Adjournment

- #11-017** ***There being no further business, Trustee Hunt moved, Chair Spray seconded, that the meeting be adjourned. Motion carried unanimously.***

MEETING ADJOURNED – 5:55 P.M.

Approved