

**Pima County Self-Insured Trust Fund
Minutes
October 30, 2020**

Board members in attendance:

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| Steve Holland | Board Chair and Director, University of Arizona Risk Management |
| Drew Palmer | Retired VP Financial Advisor/Money Manager, Northern Trust Bank |
| Jeff Gould | Attorney, Jeff GOULD Law |
| Charlotte Ackerman | Emergency Management and Safety Coordinator, Oro Valley Police Dept. |
| Mark Van Ert | Environmental and Occupational Health Specialist, PhD, CIH |
| Michelle Campagne | Director, Pima County Finance and Risk Management |

Additional attendees:

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| Maria Luna | Risk Manager, Pima County (facilitator and presenter) |
| Andy Welch | Deputy Director, Pima County Finance and Risk Management (presenter) |
| Tony Cisneros | Deputy Director, Pima County Facilities Management (presenter) |
| Barbara Sanders | Manager, Pima County Occupational Medical (presenter) |
| Tana Pulles | Finance Assistant, Pima County (recorder) |
| Meridith Litton | Deputy Director, Pima County Finance and Risk Management (observer) |
| Blanca Rossetti | Manager, Pima County Financial Control and Reporting (observer) |

The meeting was held on October 30, 2020 via Microsoft Teams at 1:00 p.m.

1. A quorum was present and the meeting commenced at 1:08 p.m. Board members Holland, Palmer, Gould, Ackerman and Campagne attended virtually, while VanErt attended telephonically. In addition to physically posting instructions for public attendance at the meeting, the Notice and Agenda, with a virtual link and teleconference call-in phone number, were made available on the Pima County Finance and Risk Management Self-Insurance Trust Fund Board Information Webpage.
2. In addition to Chair Holland's movement for discussion, motion and resulting Board approval of the October 25, 2019 Board meeting minutes, the meeting included a review of the Fund's Financial Statements and related FY2020 activity statistics; followed by a look ahead to FY2021.
3. Andy Welch provided a summary of the Self-Insurance Trust Internal Service Fund Financial Report for the fiscal year ended June 30, 2019. The Trust reflects \$87,999,561 in total assets, \$34,904,821 total liabilities and total net position of \$53,120,643. Chair Holland asked if COVID losses are reflected in the report and it was confirmed that the Trust is not affected by those losses. It was also noted that better investment earnings contribute to the increase in Non-operating Revenues.

4. Maria Luna, briefly revisited the Organizational Chart relative to the Self-Insurance Trust activity and its relationship to three County Departments; Finance and Risk Management, Facilities Management and Human Resources. She followed by inviting each to share their respective FY2020 activity.
 - Tony Cisneros presented a FY2020 review highlighting changes in staff levels applicable to Safety & Health Loss Control Officers as well as Safety Trainers. Additionally he covered challenges resulting from COVID-19 with respect to training and safety inspections.
 - Barbara Sanders reported on FY2020 Workers Compensation Claims. She highlighted the downward trend in the number of claims citing better coordination with loss prevention resulting in a conversion to more near misses. Although the number of claims are down, the reopening of older cases is resulting in greater financial impact.
 - Maria Luna provided an overview of the FY2020 Liability Claims, reflecting a drop in numbers of liability claims, yet an increase in cost per claim. It was asked if the Board could make recommendations to address these losses. Is it possible to put a mechanism in place to hold staff accountable if they are not following County policy and as a result put the Fund or County as Risk? The topic was left on the table for possible revisit in the future.
5. Looking to FY2021, Maria shared that Insurance Renewals were recently completed and that premiums for all lines of coverage saw a 23.5% increase. One contributing factor is due to the recently completed Statement of Values assessment. Risk Management, throughout 2020, reevaluated and completed a comprehensive inventory of all County properties and their insurance needs.
6. Board member terms expire December 31, 2020. A few members will not seek reappointment and it was determined to reach out to the reappointed members and new appointed members, after the new year to determine the 2021 meeting date.
7. Meeting adjourned at 1:56 p.m.

APPROVED

Committee Chair

Date