

**Pima County Self-Insured Trust Fund**  
**Minutes**  
**October 25, 2019**

Board members in attendance:

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:

Andy Welch	Manager, Pima County Financial Control and Reporting (presenter)
Maria Luna	Risk Manager, Pima County (presenter)
Barbara Sanders	Manager, Pima County Occupational Medical (observer)
Jason Parrish	Division Manager, Pima County Human Resources (observer)

The meeting was held on October 25, 2019 at the Pima County Administrative Building, 130 W. Congress St. Tucson, AZ on the 6<sup>th</sup> floor training room at 1:00 p.m.

1. A quorum was present and Chairman Holland called the meeting to order at 1:06 p.m. Introductions followed with members, presenters and observers providing a brief professional background.
2. A motion was made to approve the October 26, 2018 Board minutes, followed by a second from Mark VanErt and favorable approval by all Board members.
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 \$83,540,938 million in total assets, \$36,015,175 total liabilities and total nets position of \$47,520,622. Questions and discussion followed relative to annual actuarial report assumptions and allocation systems for departmental lines of coverage.
4. Maria Luna, Pima County Risk Manager, explained the reorganization of the Risk Management functions, reviewed fiscal year 2019 activity and provided an outlook for fiscal year 2020.
  - The intent of the reorganization was to move duties to more appropriate departmental functions. There is no change in communication or information exchange. Oversight and administration of the trust has not changed and still remains with Finance and Risk Management.

- Total reserve liability decreased by roughly \$1.3 million or 3.5%.
  - Workers' Compensation claims continued a downward trend resulting in the lowest number of claims since fiscal year 2004 at 352.
  - No OSHA violations were cited this fiscal year.
  - In addition to continuing to provide the same services, fiscal year 2020 looks to build upon a new Certificates of Insurance database, improve universal contract insurance language for the County and increase use of the Origami System.
5. Trustees were asked to consider other content they would like included in future Board meetings. Additionally, Trustees were reminded that their terms expire December 31, 2020 and asked to consider a re-appointment.
  6. Trustees and County staff agreed that the third or fourth Friday in October is appropriate for next year's meeting and the date will be solidified July 2020.
  7. Meeting adjourned at 2:00 p.m., following Chair Holland's motion with a second by Jeff Gould.

**APPROVED**

  
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Committee Chair

  
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Date