

**Minutes of the Risk
Management Committee Regular Meeting
November 04, 2015**

1. CALL TO ORDER

C. McCullion, Deputy Chief Financial Officer, called the regular meeting of the Risk Management Committee to order and opened the General Session at 1:08 p.m. The meeting was held in the Senate Conference Room on the 7th Floor of City Hall.

Permanent Members Present:

Chris McCullion, Deputy Chief Financial Officer, designee for Rebecca Sutton, Chief Financial Officer
Brian Battles, Deputy Chief Financial Officer
Jody Litchford, Deputy City Attorney, designee for Mayanne Downs, City Attorney

Staff Present:

Ray Scullian, Risk Management Division Manager
Martha Lombardy, Assistant City Attorney II
Elly Grasle, Recording Secretary

Staff Absent:

Deborah Girard, Deputy Chief Administrative Officer, designee for Byron Brooks, Chief Administrative Officer
Heather Fagan, Deputy Chief of Staff, designee for Frank Billingsley, Chief of Staff

2. APPROVAL OF MINUTES OF SEPTEMBER 23, 2015

J. Litchford made a MOTION TO APPROVE the September 23, 2015 minutes, seconded by B. Battles. THE MOTION WAS UNANIMOUSLY CARRIED.

3. POLICE HEADQUARTERS LIABILITY POLICY

R. Scullian advised that this policy is required by the City's contractual relationship with the Orlando Magic as owners and the City as tenants of the Police Headquarters building at 100 S.

Hughey. The Orlando Magic has asked the City to protect them from claims made by the public until the City vacates the building. R. Scullian further advised that the City purchased a one year policy and we are awaiting the renewal of the policy for the second year. Last year's premium was \$11,728 and R. Scullian anticipates that this year's policy will be a flat renewal, and is requesting up to \$12,000 to renew the policy.

B. Battles made a MOTION TO APPROVE the renewal of the Police Headquarters Liability Policy for no more than \$12,000, seconded by J. Litchford. THE MOTION WAS UNANIMOUSLY CARRIED.

4. OTHER BUSINESS

R. Scullian advised that in the past, the Orlando Community and Youth Trust carried their interns as employees of the City. Last year they switched the interns to the Trust and began using an employment leasing firm, ADP to facilitate the employment process. The State noticed the change and advised the Trust that they needed to get workers' compensation coverage.

J. Litchford asked questions about workers' compensation coverage for other non-employees and the Trust's relationship to the City and advised that it should be looked into further. R. Scullian explained that premiums will be paid by the Trust, and that he is simply facilitating and lending his expertise to the Trust in finding the required workers' compensation coverage.

There being no further business to come before the Committee, Chairman C. McCullion adjourned the meeting at 1:18 p.m.

*Elly Grasle,
Recording Secretary*