

**Minutes of the Risk Management Committee Regular Meeting
January 15, 2015**

1. CALL TO ORDER

D. Girard, Deputy Chief Administrative Officer, called the regular meeting of the Risk Management Committee to order and opened the General Session at 10:40 a.m. The meeting was held in the Senate Conference Room on the 7th Floor of City Hall.

Permanent Members Present:

Ray Elwell, Deputy Chief Financial Officer
Deborah Girard, Deputy Chief Administrative Officer, designee for Byron Brooks, Chief Administrative Officer
Alana Brenner, City Clerk, designee for Frank Billingsley, Chief of Staff
Jody Litchford, Deputy City Attorney II, designee for Mayanne Downs, City Attorney

Staff Present:

Ray Scullian, Risk Management Division Manager
Martha L. Lombardy, Assistant City Attorney II
Karen Zito, Claims Supervisor
Mike Lynch, Intern, Barry University
Terri Falbo, SEIU Representative
Elly Grasle, Recording Secretary

Staff Absent:

Rebecca Sutton, Chief Financial Officer

2. APPROVAL OF MINUTES OF OCTOBER 28, 2014

J. Litchford made a MOTION TO APPROVE the October 28, 2014 minutes, seconded by A. Brenner. R. Scullian advised that there was Committee approval in October, 2014 that allowed him to procure property insurance for the new Downtown Performing Arts Center building and contents, not to exceed \$400,000. R. Scullian reported that the final premium was \$121,000. Additionally, the Bob Carr Auditorium was removed from the City's schedule and added to the

same policy for a premium of \$21,000. The premiums for both assets are being funded by DPAC. The Committee commended Risk Management for obtaining this insurance program. THE MOTION WAS UNANIMOUSLY CARRIED.

3. TULIP POLICIES RENEWAL

R. Scullian explained the Tenant User Liability Insurance Program (TULIP) for tenants/users of City property that are rented by citizens for venues such as Leu Gardens, various Community Centers and the City Hall Atrium. The Committee is being asked to ratify the 01/01/15 renewals of the policies for alcohol and non-alcohol related events. Premiums are paid by the Tenants as part of their rental agreement.

A. Brenner made a MOTION TO APPROVE the ratification of the two TULIP policies, seconded by J. Litchford. THE MOTION WAS UNANIMOUSLY CARRIED.

4. ORLANDO COMMUNITY & YOUTH TRUST DIRECTORS & OFFICERS POLICY

R. Scullian advised that the Orlando Community & Youth Trust policy covers \$1,000,000 per claim for the official actions of the board members for a premium of \$595.00. The Committee is being asked to ratify the 12/01/14 renewal of the policy for the Orlando Community & Youth Trust Directors & Officers policy.

A. Brenner made a MOTION TO APPROVE the ratification of the Orlando Community & Youth Trust Directors & Officers policy for a premium of \$595.00, seconded by J. Litchford. THE MOTION WAS UNANIMOUSLY CARRIED.

5. RISK MANAGEMENT DIVISION RECOVERIES FOR 2014

R. Scullian advised that during the calendar year 01/01 – 12/31/2014, Risk Management employees recovered \$1,388,000. Recoveries include claims for damage to City assets, workers' compensation liens, our own commercial insurance and Second Injury Fund claims. D. Girard commended the Risk Management staff on behalf of the Risk Management Committee for their collection efforts.

6. ADJOURNMENT

There being no further business to come before the Committee, Chairman D. Girard adjourned the meeting at 10:45 a.m.

Elly Grasse
Recording Secretary

