

**Town of Wethersfield  
Insurance Committee Meeting  
January 19, 2006**

The meeting was called to order at 5:36 PM by Chairperson Polly Moon.

Committee members present were Polly Moon, Chris Lyons, Paul Meade, Mike Fortunato. Also present were Chris Monroe from Savino, Sturrock & Sullivan; Greg Bedula from TD BankNorth Insurance Agency; Gary Miller, Interim Business Manager - BOE; Karen Clancy, Accounting Manager - BOE; Jeff Grundt from CIRMA - Loss Control for Workers Compensation; and Lisa Hancock, Finance Director - Town of Wethersfield.

Jeff Kotkin, Town Council Liaison, arrived at 5:50 PM

Members Absent: Sey Adil and Chris Bazinet. No excused absence noted.

Public comments: no one was present from the public to speak.

The committee agreed to have the CIRMA representative make his presentation before the approval of the minutes.

**CIRMA Loss Control Presentation - Town of Wethersfield**

Greg Bedula introduced Jeff Grundt from CIRMA. Mr. Grundt reviewed the annual loss report which is based on a five year history. The Town's loss ratio has been above the CIRMA pool's average loss ratio in some of the past years but is now coming down below that average. Recently the Town Department Heads and Supervisors were trained on incident reporting, and that is beginning to improve on the lag time for reporting.

The Town is below the CIRMA pool average for loss time incurred cost.

Claims have fallen into the High frequency/Low severity range of the loss chart. Having the low severity is a preferable, but there has been a high frequency of incidents reported. This is not necessarily a cause for alarm, since the severity is low and we were only off 2 from the peer group.

Mr. Grundt discussed the recommended action plans:

1. Cost Containment - Supervisors should be making reports of incidents as soon as they occur. Some groups now have a 24-hour hotline to leave a recorded message after hours so that the incident may be reported as quickly as possible.
2. Safety Committee
  - a. Selfinspections of sidewalks, parking lots etc.: 20% of the workers compensation claims were due to slips and falls.
  - b. Members on the committee should be reappointed each year or so in order to keep a fresh perspective on the focus on safety.
  - c. 58% of the claims were for strains or sprains due to lifting. CIRMA is willing to offer training classes on heavy lifting.
3. Job Descriptions - All job descriptions should include the physical and mental requirements in order for the physician to determine in a physical whether the employee may resume the normal activities of their position.
4. Post job offer physicals may show potential issues where employees cannot meet the physical or mental requirements of the job or may have an existing condition that could be aggravated by the job.
5. Management should make a commitment to refresher training to help address the handling of procedural changes

in order to reduce claims and make tasks safer.

Mike Fortunato suggested that the Town have a back injury training annually. Paul Meade mentioned that there should also be safe driver training. Mr. Grundt stated that CIRMA offers a regional National Safety Council Defensive Driver training course or they can come into our facility and do direct training.

Greg Bedula remarked that the slips and falls need addressing. He suggested that all the claim detail be reviewed to determine the actual causes so a plan can be set going forward to help reduce these claims.

### **Approval of Minutes:**

Chairperson Moon asked for the approval of the minutes. The [minutes from September 22, 2005](#), were reviewed. Chris Lyons stated that he did not offer to provide guidance for loss control but that the committee could possibly offer guidance. The corrections will be noted in the minutes. A motion was made by Chris Lyons to approve the minutes as revised and was seconded by Paul Meade. All unanimously voted in favor. The [minutes from the October 20, 2005](#), meeting was reviewed. Chris Lyons moved to approve the minutes. Seconded by Paul Meade. All unanimously voted in favor. The [discussion notes from November 17, 2005](#), were unofficial as there was not a quorum that evening. The notes were reviewed. No vote to be taken.

### **CIRMA Loss Control Presentation - Board of Education**

Mr. Grundt continued with his presentation on the Board of Education review. There were 3 claims from unrelated incidents that had spiked the claims history. Chairperson Moon questioned if CIRMA would subrogate **certain** incidents. Mr. Grundt indicated that he would check into the process. Mr. Grundt explained that in FY 04-05 there was a claim for \$94,000 which spiked the history for one injury. So far this year the BOE has recorded 21 incidents costing around \$20,485 from July through December 2005.

Mike Fortunato wanted to know whether CIRMA inspects town buildings each year. Mr. Grundt said that there is a self inspection form that CIRMA staff will review with town staff for the first time. In subsequent years the Town staff will handle.

Paul Meade left the meeting at 6:35 PM.

### **Report from Chris Monroe, SS&S:**

Mr. Monroe noted that he would be marketing the entire account next month to see if there are any advantages with other companies. He will make sure that any benefits offered by a competing carrier are compatible with the current plan. Then he will review the network piece. He has requested a disruption report from Anthem which will report every provider and specialty doctor that plan members have seen and the amount of times that these providers were visited. The report includes detailed doctor names and addresses. The data from this report would be used to compare it to the competitor network physicians.

Mr. Monroe expressed that we are in very good shape in claims as compared to the expected liability.

Ms. Hancock questioned if the stop loss should be raised. Mr. Monroe stated that the \$100,000 current limit has been advantageous to date. A higher stop loss limit might save the Town premium; however, the Town may end up giving up refunds that exceed the savings. Mr. Monroe will continue to review the status to determine if it continues to be in the town's best interest to remain at the \$100,000 level.

Claims for the Town are 24%, and the BOE are 76%. The network access fee was capped at \$182,883, and that number was met in November 2005.

Administrative fees are based on a percentage of paid claims. Mr. Monroe is going to try to get Anthem to cap them this year as they had in the past.

Mr. Monroe briefly explained the new GASB 45 accounting standard that requires the Town to disclose financial information regarding post retirement benefits. The Town will have to disclose the actuarial valuation information for post retirement benefits for all current employees and retirees. An actuary will be required to calculate the amount that should be set aside each year. If funding is not reserved for this purpose, there is a chance that it will reflect poorly on the town by rating agencies.

### **New Business**

Ms. Hancock mentioned that the Town Manager has requested that the committee review the idea of HSA's (Health Savings Accounts). Mr. Monroe stated that he would gather some information to present at a future meeting. He commented that HSA's could potentially generate premium savings of 15-30% by shifting the liability to the employee by having a minimum deductible to be no less than \$1,000. We will review this topic on the next agenda. .

### **Adjournment**

Mike Fortunato moved for adjournment at 7:26 PM. Seconded by Chris Lyons all voted in favor.

Respectfully submitted,

Lisa A. Hancock  
Director of Finance