



DISTRICTS MUTUAL INSURANCE & RISK MANAGEMENT SERVICES
BOARD OF DIRECTORS MEETING
WEB BASED MEETING
August 21, 2020 – 1:00 pm

Present: David Brown, Renea Ranguette, Roxanne Lutgen, John Will, Steven Stoeger-Moore

Guests: Don Miller (Madison Scottsdale), Erin Dawson (Strohm Ballweg)

Recording Secretary: Suzette Harrell (DMI Administrative Assistant)

1. **Call to Order** – R. Lutgen, DMI Board Treasurer called the meeting to order at 1:03 pm.
2. **Statement of Public Notice** – R. Lutgen read the Statement of Public Notice into record.
3. **Roll Call and / or Declaration of Quorum** – Roll call was taken. D. Brown was not present during roll call but joined the meeting 3 minutes later. All Board members were in attendance.
4. **Election of Officers** – Election was held during this meeting. R. Lutgen asked for nominations of the various Board positions. R. Ranguette nominated R. Lutgen as Board Chair. R. Lutgen accepted the nomination. Roll call vote was taken. All voted “yes”. R. Ranguette nominated D. Brown to continue to serve as Board Secretary. D. Brown accepted the nomination. Roll call vote was taken. All voted “yes”. R. Lutgen nominated R. Ranguette as Board Treasurer. R. Ranguette accepted the nomination. Roll call vote was taken. All voted “yes”. S. Harrell was asked to schedule meetings with S. Stoeger-Moore for R. Ranguette and R. Lutgen to discuss their new Board roles. Congratulations to new officers were extended.
5. **Approval of Board of Directors Meeting Minutes** - April 23, 2020 meeting minutes – No changes or comments given. J. Will motioned to accept the minutes as presented. D. Brown seconded the motion. All were in favor. May 7, 2020 meeting minutes - No changes or comments given. R. Ranguette motioned to accept the minutes as presented. J. Will seconded the motion. All were in favor.
6. **Financial Report** – Strohm Ballweg - E. Dawson reviewed worksheets included in the e-packet. She reviewed check registers and quarterly financial statements with Board members. Larger payments, expenses, and loss claim payments were discussed. She reviewed in more detail checks written over \$5,000 for CCMSI and United Heartland Worker Comp claim payments. Questions were asked and answers provided. A motion was made by D. Brown to accept the financial reports as presented by E. Dawson. R. Ranguette seconded. All were in favor.
7. **Investment Report** – Don Miller, Madison Scottsdale – D. Miller first talked about current market conditions, citing the 10-Year Treasury hit its all-time low in yields, making it impossible to produce any return. It is anticipated interest rates will remain low. The S&P 500 is at all-time highs based on strong housing data and technology stock growth. US government stimulus funds helped as well. He advised on Fed bond purchases, favored sectors, money fund rates, and the Treasury yield curve. He reviewed DMI’s equity summary, quarterly sales and purchases and advised reinvestment activities for DMI’s portfolio. He expounded on DMI’s portfolio asset allocations and provided a summary review of each. DMI’s portfolio is doing really well (no credit issues) and exactly what would be expected during the current volatile market. R. Ranguette asked if D. Miller would add a blended equity performance benchmark to the report for understanding of how DMI’s portfolio compares to industry benchmarks. D. Miller will ask Alyssa Johnson to do so. A motion was made by R. Ranguette to accept the Investment Report. J. Will seconded. All were in favor.
8. **Temporary Leader Assurance Plan** – Based on conversation at the April 2020 board meeting, S. Stoeger-Moore advised background on the plan. The plan was written for short term absences by S. Stoeger-Moore. The plan outlines DMI’s senior consultant as the “fill in” during S. Stoeger-Moore’s absence. Compensation

for the interim consultant to step into the President’s position was discussed. It was suggested language in the document be updated to reflect comments made regarding striking the current compensation language for assuming the role and annotating expectations for working hours (full-time if filling in). Adopting the plan will be deferred until the next BOD meeting to allow changes to be made. No action taken.

9. **Employment Agreement for DMI President Position *** - A motion was made by D. Brown to move into executive session at 2:59 pm. R. Ranguette seconded. All approved. S. Harrell called for roll: John Will – Yes; D. Brown – Yes; R. Ranguette – Yes; R. Lutgen-Yes. Board moved to executive session at 3:00 pm and reconvened at 3:30 pm. J. Will made the motion to move to open session. D. Brown seconded. Vote was cast and all were in favor of reconvening to open session.
10. **URMIA Virtual Conference Registration Fee** - Because of finalized changes to URMIA’s Annual Conference platform (now virtual delivery) and subsequent changes in registration fees, S. Stoeger-Moore asked the Board to approve funding the \$99/person registration fee for each of the 16 Technical College Risk Manager representatives. J. Will motioned to approve S. Stoeger-Moore’s proposal. R. Ranguette seconded the motion. Vote: All in favor. Motion carried.
11. **Board Vacancy** – S. Stoeger-Moore reviewed DMI’s By-Laws stating, the Board has the latitude to make an appointment to the vacancy. The vacancy would need to be filled by a CFO, senior leadership team member with CFO responsibilities, a Chief HR Officer, or the Vice President of Human Resources on campus. The appointment will be for the current term through the April 2021 Annual meeting. Questions and discussions ensued. Steven was asked to see if two qualifying college members (from the same college) could serve on the DMI Board at the same time. It was noted the Board would prefer to have different members serve and not two or more from the same college. R. Lutgen will vet a few qualified candidates to verify their interest in filling the role. Once a candidate is identified, a special BOD meeting will be called to discuss filling the position/appointment approval amongst the members. No action taken at this time.
12. **DMI Policy Year 2020-21 Coverage Summary** – S. Stoeger-Moore offered the Board members information and comparison of DMI’s individual coverage renewal rates to those of found in comparable (commercial marketplace) higher education organizations. The figures indicated the Wisconsin Technical Colleges have benefited significantly because of their ongoing support and collaboration with DMI. He talked about the catastrophic losses seen last year by some of the Colleges. He reviewed, by line of coverage, DMI’s Insurance Coverage Summary which took effect 07/01/2020. The Board was advised next year’s renewal will be even more challenging, due to commercial marketplace conditions.
13. **DMI Presidents Goals** - S. Stoeger-Moore presented the Board with new Presidential goals for 2020/21. Board members questioned if the previous year’s goals were met or carried forward into the 2020/21 goal list. One member suggested goal #2 (Customer Service) from last year, should flow through to the goals for 2020/21. S. Stoeger-Moore will weave some of the previous year’s ongoing, systematic customer service items for continuation and identification in the 2020/21 goals proposal. Revised goals will be reviewed by the Board during their next meeting.
14. **Board Member Terms of Office** – Terms of Office were reviewed briefly and given for information purposes only.
15. **DMI Value Added Services** – Since inception, DMI has provided the Colleges with \$5.8M in support through funding, training, and services to the Colleges for their local risk management initiatives. The most recent addition to the list (\$800,000) was for Covid-19 recovery and response funding. S. Stoeger-Moore appraised the Board on the recent week long Clery/Title IX training that took place in early July. DMI funded two members from each College to go to the training. Forty-one WI Technical College members attended the

program. As realized by the attendee numbers, some of the Colleges chose to send more than the allotted two-paid-for members to the program. S. Stoeger-Moore thanked the Board for funding the Stafford training and stressed the value the Colleges are reaping from programs like this one.

16. **Bonus Awards for DMI Consultant Staff** - Discussed in Executive Session. See Item 9.
17. **President Report** - S. Stoeger-Moore reviewed several revised DMI documents, including the DMI Service Provider Agreement and Organizational Chart. Both were updated with Paychex (DMI's Professional Employment Organization) information. He reported on fewer College property damage and worker comp. claims in 2020 due to COVID.
18. **DMI Consultant Quarterly Reports** – Are to be read at Board member's leisure.
19. **Code of Ethics / Conflict of Interest** – S. Stoeger-Moore asked the Board members to sign the Code of Ethics and Conflict of Interest Policies contained in the e-packet and send back to S. Harrell. He said the Office of the Commissioner of Insurance reviews them during annual audits of DMI.
20. **Adjourn** - A motion was made by R. Ranguette to adjourn the meeting. J. Will seconded. All voted in favor. Meeting adjourned at 3:34 pm

Respectfully Submitted

David Brown
DMI Board Secretary