

**Districts Mutual Insurance – Risk Managers Meeting**  
**January 20, 2017 - 9:00 am**



Present: Ranea Ranguette (BTC); Barb Keifer (FVTC); Willie Henning (CVTC); Cindy Dross (LTC); Joshua Cotillier (Madison); Dick Bartosh, Patrice Taschner (MSTC); Virginia Hartt, Kristen DeCato (MATC); Carrie Kasubaski (MPTC); John VandeLoo, Matthew Schur, Judy Heikkinen (NATC); Roxanne Lutgen (NTC); Jill Champeau, Valarie Wunderlich, Randy Schultz, Chet Lamers (NWTC); Caleb White (SWTC); Bruce Neumann (WCTC); Jill Grennan (WTC); Cher Vink, Lisa Robinson (WITC); Joe DesPlaines, Tim McNulty, Steven Stoeger-Moore (DMI)

Guests: Robert Schneider (United Heartland); Linda Joski, Kay Hannah (Arthur J Gallagher)

Recording Secretary: Suzette Harrell (DMI Administrative Assistant)

1. **Welcome/Introductions** – Meeting started at 9:01 am. Steven welcomed everyone and advised this is DMI’s first webinar based formatted Risk Managers meeting.
2. **Underwriting for 7/1/17 Renewal** – Steven provided everyone with an overview of events to occur during the meeting, the resources (Risk Partner/DMI Website) available for use, and the importance of the information gathered and provided for the renewal process.
  - a. **Renewal Instructions** - Kay Hannah talked through each of the Sections of the 17/18 Renewal Instructions. Renewal applications, information, and updates to the Risk Partner platform are required to be completed and turned in no later than February 10, 2016. Since inception, the Colleges have been doing a good job of maintaining/updating records in Risk Partner. Having done so, the Colleges are going to find this year’s renewal process much easier because of previously captured data. It was noted that the Colleges can save information as they go along in Risk Partner. The Crime, Cyber and Foreign Travel Applications are available on the DMI website (thru Right Signature). Kay discussed projecting payrolls and advised college specific payroll worksheets were on the DMI’s website, in the My College Page/UW Resources – Policy Year 2017-18 Folder. Kay advised applications completed last year are available in RiskPartner for review and could be found in the Downloads folder.
  - b. **Supplemental Information**
    - i. **Mod Factors** – A mod factor history was provided for the Colleges use in benchmarking their mod factors.
      1. Steve touched on monopolistic states and the importance of the College to report out of state employees. He advised Wisconsin’s All States Endorsement is not valid for monopolistic states, such as OH, WY, WA, and ND. Once noted, DMI will help the Colleges place their out of state employees in the proper Worker Comp exposure program.
    - ii. **WCRB Rates** – Steve discussed with the group.
    - iii. **Estimating Premiums for Budgeting Purposes** – Steve discussed with group. An overview of workers compensation, property, equipment breakdown, casualty and campus violence markets was provided. All markets are stable at this time. DMI will be setting rates for 7-1 policies at the April 2017 Board meeting. Steve commented, Beasley (Cyber Policy) will be providing options for additional coverage limits of \$3M or \$5M. The associated expense for the higher limits will be provided once known. Steve recommended for budgeting purposes, the Colleges increase their coverage estimates by 10% due to the fact that Cyber Liability is the most volatile line of coverage that DMI works with.
    - iv. **FTE for Budgeting Purposes** - Steve discussed with the group.

3. **Risk Management Project Awards Quarterly Update / Joe DesPlaines** – Quarterly project updates are in the sent e-packet; and as of this meeting, Joe received updates from the 16 Technical Colleges. Joe briefly talked about expectations for future quarterly reporting.
4. **Risk Impact Award - Joe DesPlaines** - He encouraged members to nominate persons meeting the criteria of the RIA program. DMI has 1 nomination already, and looking forward to good representation from all of the colleges again. Deadline for nomination is March 1. Awards to be announced during the quarterly April meeting. Applications are on DMI's website. DMI asks that there be only one nomination per college.
5. **Board of Directors Update** - Risk Managers were advised the Board reviewed DMI's financials, investment report, investment policy, long range planning, and future awards/foundation donations support. Members were told, DMI is in good financial shape and investments have been made wisely. The online Board meeting format was greatly appreciated for its effectiveness in reducing costs and travel time of the members. The Board encouraged the Risk Managers to submit nominations for the Risk Impact Award. Further to the Board's report, Steve asked everyone to hold the date for the April Quarterly Meeting to be held at the Osthoff Resort. More information to follow.
6. **Adjourn** - Meeting adjourned at 10:37 am.

Respectfully submitted,

Suzette Harrell  
DMI Administrative Assistant