

**TEXAS MUNICIPAL LEAGUE  
INTERGOVERNMENTAL RISK POOL  
Underwriting & Claims Committee Meeting**

**Hotel Emma  
Elephant Cellar Meeting Room  
136 E. Grayson Street  
San Antonio, Texas 78215**

**July 22, 2021 (2:00 P.M.)**

**Committee Members Present**

David Harris, Chair  
Opal Mauldin-Jones  
Leo Montalvo  
Brad Stafford  
Michael Smith

**Other Board Members Present**

Randy Criswell  
Rickey Childers

**Staff Present**

Jeff Thompson  
David Reagan  
Susie Green  
Mike Rains  
Mike Bratcher  
David Nix  
Paula Marr-Ludwig  
Lindsey Fields  
Timothy Salzman

**Staff Present** (cont.)

Mike Raigosa  
Bo Joseph  
Kim Williams  
Julie Nguyen  
Patti Ledesma  
Debbie Sherwood

Chair David Harris called the meeting of the Underwriting and Claims Committee of the Texas Municipal League Intergovernmental Risk Pool to order at 2:07 P.M. on Thursday, July 22, 2021.

**Consideration of Minutes of the April 23, 2021, committee meeting (Tab 13)<sup>1</sup>**

MOTION by Leo Montalvo, seconded by Opal Mauldin-Jones, to approve the Underwriting and Claims Committee minutes of April 23, 2021, as written under Tab 13. Motion carried with unanimous approval.

**Consideration of exercising the option to extend the Payroll Audit Services with R. Dylong & Associates, Inc. for two additional years. (Tab 14)**

Lindsey Fields presented the recommendation to exercise the option to extend the Payroll Audit Services agreement with R. Dylong & Associates, Inc. for two additional years as set forth under Tab 14.

MOTION by Opal Mauldin-Jones, seconded by Brad Stafford, to recommend to the Board to allow the agreement with R. Dylong & Associates, Inc. to automatically renew for one additional year as set forth in the agreement with fees of \$101.50 per hour for onsite audits and \$35.00 per telephone audit, and authorize the staff to allow the agreement to renew the second year at the same rates, provided the service quality remains at or above current levels. Motion carried with unanimous approval.

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<sup>1</sup> All references to ‘Tabs’ are references to the Tabs in the Board of Trustees’ packet.

#### Report regarding Final Property Reinsurance Placement Effective May 1, 2021 (Tab 15)

Lindsey Fields presented the Report regarding Final Property Reinsurance Placement Effective May 1, 2021, set forth under Tab 15.

#### Consideration of an Inception Phase for Policy Center/Billing Center Release 3 (Tab 10)

For the benefit of the new Board Members, Lindsey Fields provided a brief history of the initiation and inception phases of Policy Center/Billing Center. She continued by presenting staff's recommendation for a supplemental release in Policy Center and Billing Center, which is required in order to build the necessary framework to connect to the member portal.

MOTION by Leo Montalvo, seconded by Opal Mauldin-Jones, to recommend to the Board to approve the following:

- Authorize staff to proceed through the Begin and Proceed gates of the Pool's Project Execution Framework to move into an *Inception* Phase for Policy Center/Billing Center Release 3 and develop the project success criteria including scope, quality cost and schedule for consideration at a future meeting;
- Authorize Executive Director to spend, if necessary, up to \$60,000 in external resources to complete the *Inception* phase; and
- Amend capital outlay budget by \$60,000, if necessary, to support the *Inception* phase of Policy Center/Billing Center Release 3.

Motion carried with unanimous approval.

#### Consideration of Independent Claims Adjusting, Appraisal and Damage/Remediation Consulting Firms Handling TMLIRP Claims, and update on historical costs, including Enhanced Recovery costs (Tab 16)

David Nix presented the recommendation to approve the independent adjusting contractors and appraisers, as well as the damage and remediation consultants, that staff may use on member claims.

MOTION by Brad Stafford, seconded by Leo Montalvo, to recommend to the Board to approve the independent adjusting contractors and appraisers, as well as the damage and remediation consultants, as set forth in Exhibit A under Tab 16, for the staff to utilize in handling member claims. Motion carried with unanimous approval.

#### Significant Cases and Legal Developments Impacting the Pool (Tab17)

Bo Joseph presented the report on Significant Cases and Legal Development impacting the Pool under Tab 17.

#### Liability and Property Claims Report: 2021 Winter Storm Update (Tab 18)

David Nix presented the Liability and Property Claims Report: 2021 Winter Storm Update, under Tab 18.

Workers' Compensation Claims Report on trends concerning Workers' Compensation Claims (Tab 19)

Mike Bratcher presented the Workers' Compensation Claims Report on trends concerning Workers' Compensation Claims under Tab 19.

Report from Office of Project Management and Analytics, including report on Progress for Business Application & IT Road Map (Tab 11)

Tim Salzman presented the Office of Project Management and Analytics Report set forth under Tab 11.

Member Services Report including Membership Activity (Tab 20)

Mike Rains presented the Member Services Report set forth under Tab 20

Underwriting Report on underwriting results, loss ratios, including the Quarterly Report by Victor O. Schinnerer & Company, Inc. regarding revenues received and contract activities (Tab 21)

Paula Marr-Ludwig presented the Underwriting Report on underwriting results and loss ratios, including the Quarterly Report by Victor Insurance Manager, Inc. regarding revenues received and contract activities under Tab 21.

Loss Prevention Report on member surveys, training, and property valuations conducted (Tab 22)

Mike Rains presented the Loss Prevention Report on member surveys, training, and property valuations under Tab 22.

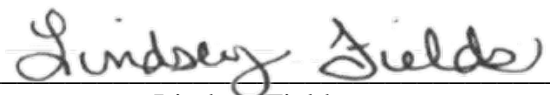
Subrogation Report (Tab 23)

Bo Joseph presented the Subrogation Report under Tab 23.

Adjournment

David Harris adjourned the meeting at 3:25 P.M.

Approved by the  
Underwriting & Claims Committee  
on October 21, 2021



Lindsey Fields  
Assistant Director