President Rogers called the meeting to order at 10:03 a.m.

Upon motion (Powers/Frank) duly adopted, the board voted unanimously to approve the agenda.

Upon motion (Storey/Hurd) duly adopted, the board voted unanimously to approve the minutes of the November 15, 2019 meeting.

Joe Damiata provided the following updates and staff reports:

- VLCT will be forming a building committee to plan for the lease expiration in 2026. One member from each Trust Board will be asked to volunteer to serve on this committee, and this will be determined in 2020.
- VLCT provided additional training with Michael Kilfoyle from HBHRIQ on presentation skills; another training may be held next year.
- Jeff Theis recently left VLCT and Larry Smith will be joining Loss Control in January to fill this position.
- Jill George was recently promoted to Senior Business Analyst.

Trevor Whipple informed the board of a recent First Responder Mental Wellness Conference which was largely coordinated through VLCT. Roughly 262 first responders attended and it was very well received.
Kelly Kindestin updated the board on open claims for the Town of Victory.

Peggy Tucker and Peggy Gates updated the board on the impact and challenges of PTSD presumption workers’ compensation claims. Since legislation was enacted regarding these types of claims, PTSD claims have increased by over 300%. Joe Damiata noted VLCT staff may look to other states to see what’s working and possibly recommend changes to our state legislators to further clarify the law.

Fred Satink provided an update on the PACIF 2020 renewal and new business. Of the ten members that went out to bid, eight are remaining with PACIF, with the last two members deciding next week. The towns of Kirby and Milton decided to join PACIF, with one additional new member deciding on Monday 12/16. The board commended staff on their efforts, and President Rogers thanked any of the board members that attended and participated in the renewal proposal meetings.

Joe Damiata presented the updated VLCT Administrative Services Contract Addendum detailing the administrative costs allocated to the PACIF Trust for 2020.

Upon motion (Storey/Urie), duly adopted, the board voted unanimously to accept the 2020 VLCT Administrative Services Agreement and Addendum and authorized the Board President to sign.

Abby Friedman presented the board with the 2019 Municipal Assistance Center (MAC) Report, the Proposed MAC 2020 Workplan and also the 2020 Memorandum of Understanding between MAC and PACIF. The bulk of MAC services consisted of workshops, webinars and training sessions with the remainder spent on special projects and financial training and assistance from staff. The proposed service schedule for 2020 estimates no cost increases for these continued services next year.

Upon motion (Urie/Whittaker), duly adopted, the board voted unanimously to approve the Proposed 2020 MAC Loss Control Work Plan and the 2020 VLCT MAC/PACIF Memorandum of Understanding and authorized the Board President to sign.

Fred Satink outlined staff’s proposed plan for a new PTSD Prevention Scholarship program which would be designed to support the mental health and wellness of first responders. Staff feels this program would provide valuable financial assistance to our members to support mental wellness initiatives such as regional peer support trainings, in-house counseling, and stress coping skill training. Staff requests $50,000 from net position to fund this proposed program for 2020.

Upon motion (Storey/Urie) duly adopted, the board voted unanimously to approve the implementation of the PTSD Prevention Pilot Program for 2020 and authorized the allocation of $50,000 from net position to fund the program.

Joe Damiata presented the 2020 Proposed PACIF budget. Overall the budget is 8.9% higher than the 2019 budget. Key cost drivers include reallocation of VERB staff to PACIF and the addition of a new worker’s compensation claim adjuster for next year in anticipation of a staff retirement. These changes resulted in an increase of about 5.6% in general and administrative costs. Additionally, reinsurance costs increased by about 13.2% for next year, and contribution revenues are down slightly due to lower rates. Overall, the budget anticipates an increase to net position by year-end 2020 of $184,220.

Upon motion (Powers/Hurd), duly adopted, the board voted unanimously to approve the 2020 Proposed PACIF Budget.
Mr. Damiata presented the 2020 Proposed Board Meeting Schedule.

Upon motion (Storey/Powers), duly adopted, the board voted unanimously to approve the 2020 Proposed Board Meeting Schedule.

Under board governance, with John Lawe’s retirement from the board, this leaves a vacancy. Staff recommend that the board fill this vacancy.

Upon motion (Powers/Storey), duly adopted, the board voted unanimously to appoint David Atherton as board Director to fill John Lawe’s board vacancy.

With the appointment of David Atherton, this leaves a Board Alternate position vacant. The board has already received several nominations. Director Powers moved to appoint Jared Cadwell from Fayston, and the motion was seconded by Dave Atherton. Patrick Moreland moved to appoint Brannon Godfrey from Hartford, and the motion was seconded by Jerry Storey. By a show of hands, the board voted in favor of appointing Jared Cadwell as Alternate, 6 – 2.

Upon motion (Powers/Atherton), duly adopted, the board voted to appoint Jared Cadwell of Fayston as a Board Alternate.

The board reviewed the current list of officers and moved to retain the current slate as is without any changes.

Upon motion (Hurd/Storey), duly adopted, the board voted unanimously to retain the current slate of officers for 2020.

Staff is recommending three new committees be formed for 2020: a Strategic Planning Committee, a Law Enforcement Risk Management Committee and a Cybersecurity and Emerging Technology Committee.

The Strategic Planning Committee would be comprised of three to five PACIF board members and key VLCT staff, devoted exclusively to PACIF Strategic Planning. The Law Enforcement Risk Management Committee would be headed by Trevor Whipple, would consist of two board members from PACIF, key VLCT staff and possibly four or five representatives from other PACIF members. The Cybersecurity and Emerging Technology Committee would be comprised of Abby Friedman and Joe Damiata from VLCT, possibly other key VLCT staff, two PACIF board members, and four or five representatives from other PACIF members. Each of these new committees would meet approximately two times per year. The board agreed to the formation of these new committees.

Upon motion (Urie/Powers), duly adopted, the board voted unanimously to formation of the PACIF Strategic Planning, Law Enforcement Risk Management and Cybersecurity and Emerging Technology Committees.

Staff also suggested the existing Underwriting and Claims Review committees may be disbanded as these committees no longer form a function and are no longer required.

Upon motion (Powers/Frank), duly adopted, the board voted unanimously to disband the PACIF Underwriting and Claims Review Committees.

President Rogers nominated board members to serve on each of the new committees as follows:
Upon motion (Powers/Storey), duly adopted, the board voted unanimously to approve the Board President’s new committee appointments as assigned.

Upon motion (Urie/Owers), duly adopted, the board voted unanimously to enter into Executive Session to discuss a personnel issue (11:55 a.m.).

The board returned to General Session at 12:02 p.m.

Upon motion (Storey/Hurd), duly adopted, the board voted unanimously to approve a new VLCT staff position of in-house legal counsel.

In other business, Fred Satink reviewed the new PACIF Records Retention Policy which is the last piece of information required for PACIF’s AGRiP Recognition application. This policy needs to be adopted by the board to fulfill AGRiP Recognition requirements. The policy details procedures and responsibility for document handling and the retention of records, including those subject to HIPAA or that contain PII.

Upon motion (Powers/Hurd), duly adopted, the board voted unanimously to approve the new PACIF Records Retention Policy.

Brendan Whittaker, Joshua Powers and David Sichel spoke of John Lawe’s long history over the course of his 30 years of service to the PACIF board and of all the positive changes that have taken place thanks in no small part to Director Law’s involvement. Staff and the board presented Director Lawe with a card signed by the staff and board, a Certificate of Appreciation and several gifts. Additionally, Director Powers announced that effective 2020, the PACIF Scholarship Program will be renamed to the John Lawe Scholarship Program in Director Lawe’s honor. Staff and board applauded Director Lawe for his many years of service and his dedication to VLCT PACIF.

Upon motion (Powers/Storey), duly adopted, the board voted unanimously to adjourn the meeting (12:20 p.m.).

Respectfully submitted,
Fred Satink
Assistant Secretary

Board or Committee: PACIF Board of Directors
Board Meeting Date: Thursday, December 12, 2019

Resource Category:
- Minutes