

**MINUTES OF THE VLCT PROPERTY AND CASUALTY INTERMUNICIPAL FUND,  
INC. BOARD OF DIRECTORS MEETING  
FRIDAY, DECEMBER 4, 2015  
VLCT OFFICES, MONTPELIER, VERMONT**

Directors Present: Pat Scheidel, Walker James, Joshua Powers, Mel Adams, Pete Johnson (by phone), John Lawe, Brendan Whittaker, Neal Fox, Aaron Frank and Jackie Higgins

Staff Present: Ken Canning, David Sichel, Mike Gilbar, Jeremiah Breer, Abby Friedman (arrived 10:30), Joe Damiata and Brian Story (UVM Intern)

Others Present: Carrie Rice (Johnson Lambert)

The meeting was called to order at 10:00 a.m.

**Upon motion (Powers/Frank) duly adopted by roll call, the Board voted unanimously to approve the agenda as presented.**

**Upon motion (James/Powers) duly adopted by roll call, the Board voted unanimously to approve the minutes from the November 6, 2015 as presented.**

Carolyn Rice of Johnson Lambert reviewed the 2015 audit plan with the board and staff.

Ken Canning provided an organizational update.

- Staffing updates;
  - Gwen Zakov has moved from MAC to work in the Advocacy Department
  - Carl Andeer has been promoted from MAC Research and Information Associate to Staff Attorney I in MAC
  - Heather Law has been hired as the MAC Research and Information Associate
  - Aggie Elwell recently had her 30th anniversary of VLCT employment
  - Mike Ortega, Claims Representative is on administrative leave.
- Mr Canning polled the board to see which members were interested in attending the VLCT Board meeting on December 14 to meet with Governor Shumlin.
- The New Hampshire Property and Liability Insurance Trust will discontinue offering coverage effective July 1, 2016.
- Dave Sichel and Ken Canning will be attending the NLC Mutual Insurance Company board meeting next week.
- Board member Reverend Brendan Whittaker has been honored in the U.S. Senate for his lifelong commitment to environmental and faith issues.

Joe Damiata provided a renewal update for the board:

- Invoices were sent out on November 20.
- We have received many calls about the renewal. Some large members received large increases.
- Four members are out to bid. None have made decisions yet.
- New member quotes are being provided to two towns and four fire districts.

- We are still getting questions about the workers' compensation independent contractor issue.
- Fred Satink has been helping the City of Rutland with developing a risk manager position. This has gotten national risk management press coverage.

The Board elected officers for 2016. All existing officers were nominated as follows:

President – Pat Scheidel

Vice President – Pete Johnson

Secretary/Treasurer – Joshua Powers

**Upon motion (James/Lawe) duly adopted by roll call, the Board voted unanimously to approve the slate of officers as nominated.**

**Upon motion (Fox/Whittaker) duly adopted by roll call, the Board voted unanimously to appoint Jacqueline Higgins as Alternate Director for 2016.**

President Scheidel announced that all other committee assignments will remain as they are currently.

Finance Committee: John Lawe, Pat Scheidel, Walker James, Pete Johnson, Carl Rogers, Mel Adams

Underwriting Committee: Aaron Frank, Pat Scheidel, Joshua Powers, Brendan Whittaker, Stuart Hurd, Neal Fox

Claims Review Committee: Pat Scheidel, Walker James, Brendan Whittaker, Neal Fox, Aaron Frank

Human Resources Committee- PACIF Representatives: Mel Adams, Pete Johnson

The Board elected executive and assistant board officers for 2016. All existing officers were nominated as follows:

Executive Secretary- Maura Carroll

Assistant Secretary- David Sichel

Assistant Treasurer- Ken Canning

**Upon motion (Powers/Lawe) duly adopted by roll call, the Board voted unanimously to approve the slate of officers as nominated.**

Ken Canning reviewed the VLCT Administrative Services Contract Addendum for 2016.

**Upon motion (Frank/Powers) duly adopted by roll call, the Board voted unanimously to authorize the President to sign the VLCT Administrative Services Contract and Addendum for 2016.**

Mike Gilbar reviewed the "Memorandum of Understanding Between PACIF and VERB With Respect to Human Resources Consulting Services".

**Upon motion (Adams/Powers) duly adopted by roll call, the Board voted unanimously to authorize the President to sign the Memorandum of Understanding Between PACIF and VERB With Respect to Human Resources Consulting Services.**

Abby Friedman, Director of the Municipal Assistance Center (MAC) reviewed services proposed for 2016. The total proposal is for \$55,000 worth of MAC services to PACIF, the same as 2015.

**Upon motion (Whittaker/Powers) duly adopted by roll call, the Board voted unanimously to approve the MAC services proposal as presented.**

Ken Canning reviewed the 2016 PACIF budget proposal. The proposed operating budget is 3.8 percent higher than the 2015 budget. Mr. Canning reviewed the highlights of the proposed budget.

**Upon motion (Fox/Adams) duly adopted by roll call, the Board voted unanimously to approve the 2016 budget as presented.**

David Sichel reviewed the proposed meeting schedule for 2016.

**Upon motion (Powers/Frank) duly adopted, the Board voted unanimously to approve the proposed 2016 meeting calendar.**

**Upon motion (Powers/Fox) duly adopted, the Board adjourned at 11:56AM.**

Respectfully submitted,

David Sichel  
Assistant Secretary