

RISK MANAGEMENT ADVISORY COMMITTEE (RMAC)

Meeting Minutes
February 12, 2025

A meeting of the State Risk Management Advisory Committee was held on this date in the West Conference Room of the JRW Building, Boise, ID

Members Present:

Steve Bailey, Director, Department of Administration and Committee Chair
Faith Knowlton, Administrator, Division of Insurance and Internal Support, Department of Administration
Representative John Gannon
Senator Carl Bjerke
Janelle White, Administrator, Division of Human Resources
Kat Kapuscinski, Systemwide Risk Manager, State Board of Education
Dave Tolman, Chief Administrative Officer, Idaho Transportation Department
Michael Pearson, Deputy Director, Operations, Idaho Department of Health and Welfare

Others Present:

Steve Walker, Deputy Director, Department of Administration
Glenda Smith, Chief Financial Officer, Department of Administration
Max Dunn, Property and Casualty Loss Control Manager Department of Administration
Kris Coffman, Risk Management Program Supervisor, Department of Administration
Jessica Carr, Risk Management Analyst, Department of Administration
Jenni Stoy, Risk Management Administrative Assistant, Department of Administration
Parley Bates, Risk Management Program Specialist, Department of Administration
Frances Lippitt, Budget and Policy Analyst, Legislative Services Office (LSO)

Welcome

Director Bailey

Approve the July 19, 2024 Meeting Minutes

MOTION: Administrator Knowlton moved, and it was seconded by Representative Gannon that the minutes of the July 19, 2024 Risk Management Advisory Committee meeting be approved as written. The motion passed unanimously with one abstaining (Michael Pearson).

Financial Review

Glenda Smith, CFO

- FY24– FY25 Cash Analysis Report, ending 12/31/2024: Ms. Smith provided a cash analysis report highlighting FY26 projections, FY25 actuals through 12/31/2024, and FY24 actuals through 6/30/2024.
 - FY24 Actuals: The FY24 ending balance through 6/30/2024 is \$14,176,161.
 - FY25 Actuals through 12/30/2024 ending balance is \$22,999,372. Agency receipts, interest, transfers, and miscellaneous receipts this year are at \$19,327,061. Expenses and claims paid out this year are (\$5,417,480) and insurance premiums paid out this year are (\$5,086,372).
 - FY26 Projections: An ending balance of \$24,268,485 is projected for FY26. Agency receipts, interest, transfers, and miscellaneous receipts this year are at \$17,278,657. Expenses and claims paid out this year are (\$10,407,392), and insurance premiums paid out this year are (\$5,602,152).

Ms. Smith also shared a FY25 Budget to Actual by Line of Coverage document and a FY25 Expense Variance Analysis sheet with the Committee.

Updates from Statewide Risk Manager

Faith Knowlton, Statewide Risk Manager

- FY26 Allocations: There has been an overall decrease in appropriations for FY26 due to lower premiums. For next fiscal year it is \$16M down from \$18M from FY25.
- 3- Year Loss History Update: Ms. Knowlton presented Statistical Information on Claims document for claims to date for Fiscal Years 2022, 2023, and 2024. This document is presented to the Committee to identify trends and what is being done to mitigate some of the trends identified. FY2022 had 902 claims, FY2023 had 1066 claims, and FY2024 had 986 claims to date. Discussion ensued.
- Building Appraisal Update: Ms. Knowlton shared the State of ID Appraisal Difference sheet with the Committee, broken down to what the building is valued at vs the appraised value and the total difference. Overall, buildings were valued by the agencies at \$7,541,112,456.83 but appraised at \$7,038,518,193.64 with a total difference of \$502,594,263.19.
- Recreational Vehicle Policy (ACTION ITEM): A Recreational Vehicle Policy, APD/ RV POLICY RM 2-2025, was presented for approval from the Committee. As Ms. Knowlton explained, the Risk Management Program will pay for physical damage losses as a result of covered cause of accidental loss to covered Automobiles and covered Recreational vehicles. This policy outlines coverage, exclusions, deductibles, limits of liability for loss, and conditions in Event of Loss.

MOTION: Mr. Pearson moved, and it was seconded by Mr. Tolman that RMAC accept Risk Management's recommendation to add recreational vehicle coverage and watercraft coverage to the current Auto Physical Damage coverage effective 7/1/2025. The motion passed unanimously.

Loss Control Update

Max Dunn, Property and Casualty Loss Control Manager

- Mr. Dunn shared a Loss Control 2024 Update presentation with the Committee highlighting engineering visits at State insured properties, the recommendations from those visits, and the loss expectancy associated. Discussion ensued.

Other Business: Next Meeting of the Committee: Wednesday, July 9, 2025 @ 2:00 PM

Adjournment

MOTION: Mr. Pearson moved, and it was seconded by Representative Gannon that the February 12, 2025 meeting of the Risk Management Advisory Committee be adjourned at 3:27 pm. The motion passed unanimously.