

CORAL GABLES INSURANCE ADVISORY COMMITTEE

Minutes of October 27, 2008

2801 Salzedo Street – Human Resources Conference Room

MEMBERS	J	F	M	A	M	J	J	A	S	O	N	D	APPOINTED BY
Roger Serola	-	P	P	P	-	-	-	P	-	P			Mayor Donald D. Slesnick II
Ivan Brannon	-	P	P	E	-	-	-	P	-	P			Vice-Mayor William H. Kerdyk, Jr. Rafael “Ralph” Cabrera, Jr.
Ignacio Borbolla	-	P	E	P	-	-	-	P	-	P			Maria Anderson
Ruben Acosta	-	P	P	P	-	-	-	P	-	P			Wayne “Chip” Withers

A = Absent
E = Excused Absence
P = Present
- = No meeting

STAFF:

Marjorie H. Adler, Human Resources Director
Michael Sparber, Risk Management Administrator

RECORDING SECRETARY:

Meralva Piñero

The meeting was called to order at 8:07 a.m. A quorum was reached.

I. INTRODUCTIONS:

None

II. APPROVAL OF THE MINUTES OF THE AUGUST 21, 2008 INSURANCE ADVISORY COMMITTEE MEETING:

A motion was made by Mr. Acosta and seconded by Mr. Borbolla to approve the minutes of August 21, 2008. The motion passed by voice vote.

III. BOARD ITEMS/CITY COMMISSION UPDATES/CITY PROJECT UPDATES:

No Items Presented. Ms. Adler informed the committee of the next Commission Meeting.

IV. PROCUREMENT ACTIVITY REQUIRED IN FISCAL YEAR 2008-2009:

Ms. Adler indicated the RFP for Property and Casualty/Excess Workers Compensation Brokerage is ready to be released.

The RFP will allow for a division of the brokerage for Property and Casualty/Excess Workers Compensation. Mr. Sparber reviewed the scope and requirements in detail.

The committee decided to be the selection committee for the Property Brokerage and Casualty/Excess Workers Compensation Brokerage RFP.

Ms. Adler discussed the status of the bid waiver for Health Insurance Consultant with the committee. Ms. Adler informed Mr. Serola that she would like him to attend the Commission Meeting when this is discussed.

V. OTHER PROCUREMENT ACTIVITY:

Ms. Adler gave a recap of the need to bid the Cafeteria Plan. The committee received a draft copy of the letter that will be sent out and concurred in the recommendation.

Ms. Adler provided an update to the committee regarding the status of the Certificates of Insurance outsourcing. The Committee was informed that piggy-back process is temporarily on hold due to the fact that the City is in the process of implementing an electronic contract management process that will facilitate verification of certificates of insurance.

VI. OLD BUSINESS:

No items presented.

VII. NEW BUSINESS:

No items presented.

VIII. NEXT MEETING DATE:

The next meeting of the Committee is tentatively scheduled for December 2008 in support of the procurement process.

IX. ADJOURNMENT:

There being no further business to come before the Committee, the Committee voted to adjourn at 8:42 a.m. by voice vote.

Respectfully submitted,

Roger Serola
Chair

Marjorie H. Adler
Human Resources Director