



**City of Coral Gables
CITY COMMISSION MEETING
February 11, 2020**

ITEM TITLE:

Insurance & Risk Management Advisory Board meeting minutes September 27, 2019

SUMMARY OF MEETING:

Board member Mr. Juan C. Diaz-Padron opened the meeting. Meeting was called to order at 8:01am. Quorum was reached.

NEW BUSINESS:

Review of 2019 Board Accomplishment Report (Exhibit 1)

Board reviewed accomplishment report and it was determined to include information regarding City's ability to have maintained current property limits. Motion was made to approve report provided amendments discussed would be implemented.

Motion: Mr. Jose Soto / 2nd: Mr. Gary Reshefsky / All unanimously approved

Claims Review – Mr. David Ruiz, Risk Manager (Exhibit 2)

Mr. Ruiz presented Board with information in the form of graph charts and excel sheets regarding the City's 5-year experience pertaining to Workers' Compensation, General Liability and Auto Liability claims. The information was separated by City department and included the number of claims and top causes of claims.

OLD BUSINESS:

RFP – Broker Services – Ms. Raquel Elejabarrieta (Exhibit 3)

Board conducted review of RFP draft provided and discussion took place regarding changes to the draft. Ms. Elejabarrieta advised that the City has no objection going out to RFP to be competitive. Ms. Elejabarrieta stated this RFP is very similar to the one which went out in 2015. Ms. Elejabarrieta advised that there is a cancel for convenience clause in current contract with Arthur J. Gallagher which can be put into practice if after RFP process is completed a new broker is chosen.

Ms. Elejabarrieta addressed Board's concern reference RFP Minimum Requirements (Page 17) being too high/restrictive. Ms. Elejabarrieta stated some of the questions which the Board understood as minimum requirements, are not minimum requirements, simply questions for the proposers to answer. Ms. Elejabarrieta also stated that there are many questions that deal with the experience and the wording has been updated to reflect public and private entities of similar size to city (as opposed to only public experience).

Mr. Diaz-Padron expressed concern regarding Scope of Services (Page 14) which he feels are a bit excessive such as "loss control" and who provides these services. Ms. Elejabarrieta stated that this is provided currently by Arthur J. Gallagher. Mr. Diaz-Padron stated again he has no issue with the service being provided by Arthur J. Gallagher, however, feels there should be more opportunities for other entities to compete. Discussion was conducted regarding other entities which may be able to provide this service.

Mr. Reshefsky asked reference how to define requirement which was stated in prior RFP regarding having five public entity clients. Ms. Elejabarrieta stated it is not a minimum requirement – it is a question that is asked in the RFP. Mr. Soto stated he feels this is a good question.

Mr. Diaz-Padron feels that for a more competitive process a review of the carrier, their rating and their policies should be conducted and prefers an RFQ. Mr. Reshefsky stated that he feels City should be focusing in reviewing selecting carriers and services which are needed, therefore he prefers going out to RFQ.

Mr. Soto stated he feels it would be best to focus on the RFP and address any changes necessary regarding scope to allow more companies to be allowed to bid.

The Board reviewed and discussed points under Scope of Services, Cost of Services Proposal, as well as various other points of RFP. Mr. Reshefsky stated if it would be possible to have local preference added. Ms. Elejabarrieta stated it will be reviewed with legal. Mr. Diaz-Padron stated he would remove from page 33 bullet point 4 “Preference will be given to experience with Florida public entities” from question. Mr. Reshefsky stated the he feels it limits the opportunity for some to qualify.

Mr. Diaz-Padron stated he would like to see the RFP streamlined and remove the “fluff” from the “Scope of Services” which can prevent smaller brokers from submitting a proposal. Mr. Diaz-Padron provided as an example, #14 on the Scope of Services as a service that he does not feel is necessary.

Discussion was conducted regarding reviewing and scoring process in the RFP.

It was determined it would be best for Ms. Elejabarrieta to revise the RFP addressing the Board’s comments and concerns and keeping in mind that the goal of the RFP should be to allow as many brokers to be able to submit a proposal. Ms. Elejabarrieta stated that she would revise the RFP and distribute it to the Board members.

Meeting Adjourned: 9:31am
Next meeting date to be determined

ATTACHMENT(S):
Minutes of the September 27, 2019