

CORAL GABLES INSURANCE ADVISORY COMMITTEE

Minutes of August 21, 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					Mayor Donald D. Slesnick II
Ivan Brannon	-	P	P	E	-	-	-	P					Vice-Mayor William H. Kerdyk, Jr. Rafael “Ralph” Cabrera, Jr. Maria Anderson Wayne “Chip” Withers
Ignacio Borbolla	-	P	E	P	-	-	-	P					
Ruben Acosta	-	P	P	P	-	-	-	P					

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

STAFF:

Marjorie H. Adler, Human Resources Director
Winsome Gardner, Insurance Specialist
Maria Milian, Benefits Specialist
Michael Sparber, Risk Management Administrator

GUESTS:

RECORDING SECRETARY:

Meralva Piñero

The meeting was called to order at 9:36 a.m. A quorum was reached.

I. INTRODUCTIONS:

Ms. Adler informed the committee members that Mr. Serola would be attending the meeting by phone, but would not participate in any voting.

II. APPROVAL OF THE MINUTES OF THE APRIL 16, 2008 INSURANCE ADVISORY COMMITTEE MEETING:

A motion was made by Mr. Acosta and seconded by Mr. Brannon to approve the minutes of April 16, 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. The City’s budget situation looks good this year.

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

Ms. Adler explained to the committee the need for a proper RFP because of the expiration of the existing agreement. Ms. Adler suggested that the contract for Property Brokerage and Casualty/Excess Workers Compensation Brokerage should be for three years with three one year renewals, as in the past.

A motion was made by Mr. Borbolla and seconded by Mr. Acosta to recommend issuing an RFP for Property Brokerage and Casualty/Excess Workers Compensation Brokerage. The motion passed by voice vote.

The committee discussed the need for a bid for Health Insurance Consultant.

A motion was made by Mr. Borbolla and seconded by Mr. Acosta to request a waiver for completing a new RFP for the insurance consultant services performed by Robert J. Shafer and Associates. The motion passed by voice vote.

V. PROCUREMENT ACTIVITY POTENTIAL IN FISCAL YEAR 2008-2009:

Ms. Adler explained the Cafeteria Plan and the company the City has used since 1990, with no rebidding.

A motion was made by Mr. Borbolla and seconded by Mr. Acosta that the City issue an RFP for the Cafeteria Plan. All members unanimously agreed.

Ms. Adler informed the committee of an outside firm to process the thousands of Certificates of Insurance that come to Risk Management. The price for the service is \$20,000 - \$35,000 a year, on a piggyback off of the City of Tampa with Periculum Services Group.

A motion was made by Mr. Borbolla and seconded by Mr. Acosta to proceed with the piggyback off the City of Tampa contract. All members unanimously agreed.

Ms. Adler advised the committee as to Health Insurance and it was decided that it was premature to make a decision for RFP.

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 early Fall 2008.

IX. ADJOURNMENT:

There being no further business to come before the Committee, the Committee voted to adjourn at 10:01 a.m. by voice vote.

Respectfully submitted,

Roger Serola
Chair

Marjorie H. Adler
Human Resources Director