

**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.
Ignacio Borbolla	-	P	E	P	-	-	-	P					Rafael "Ralph" Cabrera, Jr.
Ruben Acosta	-	P	P	P	-	-	-	P					Maria Anderson
													Wayne "Chip" Withers

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

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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,

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Roger Serola  
Chair

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Marjorie H. Adler  
Human Resources Director

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