

**COUNTY ROAD ASSOCIATION SELF-INSURANCE FUND  
BOARD OF TRUSTEES MEETING  
Monday, June 14, 2010  
“Condensed Minutes”**

The Board of Trustees of the County Road Association Self-Insurance Fund (CRASIF) met in a regular session on Monday, June 14, 2010, at the Keweenaw Mountain Lodge, Copper Harbor, Michigan.

Trustees present: Chair Don Spray, Vice-Chair Joyce Kuipers, Secretary-Trustee Janet Aemisegger & Trustees Mary Herman, John Hunt, Dale Linton, Bob Ottenhoff, Steve Stocking & John Strauss.

Staff present: D. Mack Rabourn, Administrator, Dale Ruttan, Finance & Services Officer & Treasurer, & Robert Greenwood, CRASIF Consultant.

Chair Spray called the meeting to order at 1:15 p.m. The chair lead those present in reciting the pledge of allegiance to the flag. A roll call of the trustees was taken and a quorum was present.

**MINUTES OF MARCH 8, 2010 APPROVED WITH REVISIONS**

Minutes of the regular board meeting held on March 8, 2010, were presented for board approval. Trustee Herman noted that the following revisions should be made:

On page 15, under “Other Comments”:

1<sup>st</sup> sentence: Reads.....clarification on how he can request an increase in his *salary*. Should read.....clarification on how he can request an increase in his *contractor administrative service fees*.

4<sup>th</sup> sentence: Reads.....once a year *salaries* will be reviewed.... Should read: once a year *contractor administrative service fees* will be reviewed.....

**#10-011** Trustee Strauss moved, Trustee Herman seconded, that the minutes of the March 8, 2010, board meeting be approved with the above revisions and placed on file. Motion carried unanimously.

**PERIOD 32 - THIRD QUARTER (01/01-03/31/2010) FINANCIAL STATEMENTS & GENERAL FUND CHECK REGISTER APPROVED, SUBJECT TO AUDIT, & ADMINISTRATIVE EXPENSE BUDGET REPORT ACCEPTED**

**#10-012** Trustee Hunt moved to accept the CRASIF Financial Statements for Period 32 - 3<sup>rd</sup> Quarter (01/01-03/31/2010), subject to audit, and to accept the administrative expense budget report for the same time period with corrections noted. He further moved to accept the Period 32 -Third Quarter

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**General Fund Check Register for the period 01/01-03/31/2010 covering checks #6747-#6802 totaling \$236,218.55 with corrections noted, subject to audit. Trustee Stocking seconded. Motion carried unanimously.**

**ADMINISTRATIVE EXPENSE BUDGET FOR  
PERIOD 33 (7/01/10-6/30/11) APPROVED WITH ADJUSTMENTS**

**#10-013 Trustee Strauss moved, Trustee Herman seconded, that the administrative expense budget for Period 33 (7/01/10-6/30/11) be approved with the adjustments as directed by the board. Motion carried unanimously.**

**AUTHORIZATION FOR CLAIMS RESERVE SUFFICIENCY AUDIT  
AS OF JUNE 30, 2010 - RICHARD MEYERS**

**#10-014 Trustee Hunt moved, Trustee Linton seconded, that Richard Meyers, an Insurance Claims Specialist, be hired to perform an evaluation and the reserve sufficiency audit on CRASIF’s claim files as of 6/30/10 at a cost not to exceed \$1,000. Motion carried unanimously.**

**AUTHORIZATION FOR SOLICITATION OF RFP’S FOR THIRD PARTY  
ADMINISTRATIVE SERVICES &/OR LOSS CONTROL SERVICES**

**#10-015 Trustee Hunt moved, Vice-Chair Kuipers seconded, that the administrator be authorized to prepare as soon as possible, a request for proposal for third party administrative services to handle CRASIF’s claims administration. Motion carried unanimously.**

Meeting Adjourned - 5:00 p.m.