

**MINUTES OF THE December 10, 2021 at 2:00PM  
ADMINISTRATIVE BOARD MEETING  
OF THE UTAH LOCAL GOVERNMENTS TRUST**

**Board Members Present:**

- |                         |                              |                            |
|-------------------------|------------------------------|----------------------------|
| 1. Bradley M. Powell    | 3. Mayor Stephanie L. Miller | 6. Christopher F. Robinson |
| 2. Mayor Robert M. Hale | 4. Shawn B. Milne            | 7. G. Thomas Tripp         |
|                         | 5. David N. Zook             |                            |

**Board Members Joined via Zoom:**

1. Pamela A. Roberts
2. Todd S. Beutler

**Board Members Excused:**

Mayor Kenneth F. Neilson

**Staff Present:**

Steven A. Hansen  
Mike Stagg

**General Counsel:**

A. Craig Hale, Attorney at Law, Hale & Wood, LLP

1. ORDER

Board Chair, Christopher Robinson called the meeting to order at 2:12pm on Friday, December 10, 2021.

2. MINUTES APPROVAL

Motion to approve the minutes of the meeting of the Administrative Board of the Utah Local Governments Trust held October 22, 2021 was made by Shawn Milne and seconded by Mayor Robert Hale. Motion passed unanimously.

3. CLOSED SESSION: DISCUSS PENDING OR THREATENED LITIGATION

Motion to enter closed session was made by Bradley Powell and seconded by David Zook. Motion passed unanimously

4. CLOSED SESSION: DISCUSS THE CHARACTER, PROFESSIONAL COMPETENCE OF EXECUTIVE STAFF, AS PROVIDED BY UTAH CODE ANNOTATED §52-4-205

Motion to enter closed session was made by G. Thomas Tripp and seconded by Shawn Milne. Motion passed unanimously.

5. RECOMMENDATION TO APPOINT KENNETH NEILSON AND ROBERT HALE TO TRUST BOARD

Motion to appoint Kenneth Neilson and Robert Hale to the Administrative Board of Utah Local Governments Trust for one year was made by Mayor Stephanie Miller and seconded by Bradley Powell. Motion passed unanimously.

6. PERFORMANCE AND DISCUSSION

Steven Hansen reviewed details of each performance metric:

- a. Exhibit 1: Financial Snapshot
- b. Exhibit 2: Member Composition
- c. Exhibit 3: Market Penetration
- d. Exhibit 4: Membership Growth
- e. Exhibit 5: Claim Frequency
- f. Exhibit 6: Claim Count
- g. Exhibit 7: Claim Severity
- h. Exhibit 8: Online Training
- i. Exhibit 9: Loss Prevention
- j. Exhibit 10: Investments
- k. Exhibit 11: Financials
- l. Exhibit 12: Claims Performance Overview
- m. Exhibit 13: Pharmacy Report
- n. Exhibit 14: Medical Bill Management

Motion to approve the Trust investments for the period ending October 31, 2021 was made by Shawn Milne and seconded by Bradley Powell. Motion passed unanimously.

Motion to approve the Trust financials for the period ending October 31, 2021 was made by G. Thomas Tripp and seconded by Mayor Robert Hale. Motion passed unanimously.

7. DISBURSEMENTS

Motion to approve the Trust disbursements for the period ending October 31, 2021 was made by Bradley Powell and seconded by David Zook. Motion passed unanimously.

8. APPROVAL OF 2021 BUDGET

Steven Hansen reviewed the final 2021 budget. No changes from approved preliminary budget. Board Chair, Christopher Robinson opened the floor to public comments regarding the 2021 budget, seeing no public comments, Board Chair, Christopher Robinson closed the public hearing. Motion to approve the 2021 budget was made by Bradley Powell and seconded by Pamela Roberts. Motion passed unanimously.

9. APPROVAL of REINSURANCE, INSURANCE, CLAIMS HANDLING CONTRACTS

Steven Hansen reviewed the Claims Handling, Workers Compensation, Primary Claims Made Trustees Exclusions and Omissions, and Liability Contracts. A motion to authorize and approve binding and signing of all insurance and claims handling contracts as presented was made by David Zook and seconded by Mayor Robert Hale. Motion passed unanimously.

10. STATE OF THE MARKET

Steven Hansen reviewed the current state of the market.

11. RATIFICATION OF THE APPOINTMENT OF OUTSIDE AUDITOR

Motion was made to ratify the appointment of Squire and Company to serve as the outside auditor for the 2021 financial audit was made by Pamela Roberts and seconded by Shawn Milne. Motion passed unanimously.

12. ETHICS POLICY

Steven Hansen encouraged the members of the Board to review the current ethics policy.

13. CONFLICT OF INTEREST POLICY

Mike Stagg will send out the conflict of interest policy to the Board for signature.

14. CEO Compensation

Motion was made by Bradley Powell to provide Steven Hansen a 5% base salary increase in 2022 over his 2021 base salary, and to provide a performance incentive of 5% of his 2021 base salary. Mayor Robert Hale seconded the motion and amended the motion as follows: the Board would also like Steven Hansen to present yearly goals to the Executive Board at the next Board meeting. The Trust Executive Committee will review goals and performance at the October Board Meeting and then review with full Board. Motion passed unanimously.

15. OTHER BUSINESS

At 3:48pm, a motion to adjourn the meeting was made by Pamela Roberts and seconded by Bradley Powell. Motion passed unanimously.

2022 TENTATIVE DATES AND TIMES

- Sunday, March 6, 2022 – Wednesday, March 9, 2022 – AGRiP Governance Conference 2022, New Orleans, LA
- Friday, March 25, 2022 – Board Meeting, 11:30am
- Thursday, May 12, 2022 – Annual Meeting, 10:00am
- Thursday, May 12, 2022 – Board Meeting, 12:30pm
- Friday, August 19, 2022 – Board Meeting, 11:30am

- Friday, October 21, 2022 – Board Meeting, 11:30am
- Friday, December 16, 2022 – Board Meeting 2:00pm, Dinner 5:00pm

Sincerely,

A handwritten signature in black ink, appearing to read "Steve", written in a cursive style.

Steven A. Hansen, CEO