

**MINUTES OF THE October 22, 2021 at 11:30PM  
ADMINISTRATIVE BOARD MEETING  
OF THE UTAH LOCAL GOVERNMENTS TRUST**

**Board Members Present:**

- |                                 |                                |                               |
|---------------------------------|--------------------------------|-------------------------------|
| 1. Todd S. Beutler              | 4. Shawn B. Milne              | 7. Christopher F.<br>Robinson |
| 2. Mayor Robert M.<br>Hale      | 5. Mayor Kenneth F.<br>Neilson |                               |
| 3. Mayor Stephanie<br>L. Miller | 6. David N. Zook               |                               |

**Board Members Excused:**

1. Pamela A. Roberts (joined via phone)
2. Commissioner G. Thomas Tripp
3. Bradley M. Powell

**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 11:43am on Friday, October 22, 2021.
2. MINUTES APPROVAL  
Motion to approve the minutes of the meeting of the Administrative Board of the Utah Local Governments Trust held August 26, 2021, was made by Mayor Kenneth Neilson and seconded by Todd Beutler. Motion passed unanimously.
3. CLOSED SESSION: DISCUSS PENDING OR THREATENED LITIGATION  
Closed session not required.
4. BOARD COMPENSATION, EXECUTIVE COMMITTEE COMPENSATION, PER DIEM  
Steven Hansen reviewed the details of the board compensation, executive committee compensation, insurance benefits, and per diem as contained in board packets. Board members were asked to obtain signed resolution from respective agencies approving compensation. Mike Stagg will send out electronic copies of the compensation resolution to each of the board members.

5. INTERLOCAL COOPERATION ACT

Steven Hansen mentioned that this agenda item will be tabled until 2022. A. Craig Hale is in the process of revising and updating the bylaws of the Utah Local Governments Trust and those updated documents will be presented to the board for approval in 2022.

6. CAPITAL ADEQUACY

Steven Hansen reviewed the findings from the capital adequacy report by AON.

7. WORKERS COMPENSATION RATE STUDY

Steven Hansen reviewed the latest workers compensation rate study prepared by Taylor Walker Consulting Actuaries.

8. PROFITABILITY

Steven Hansen reviewed the profitability analysis prepared by Taylor Walker Consulting Actuaries. Review included performance of each year of losses and general profitability across lines of insurance programs.

9. 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 September 30, 2021 was made by Shawn Milne and seconded by Todd Beutler. Motion passed unanimously.

Motion to approve the Trust financials for the period ending September 30, 2021 was made by Mayor Kenneth Neilson and seconded by Mayor Robert Hale. Motion passed unanimously.

10. DISBURSEMENTS

Motion to approve the Trust disbursements for the period ending September 30, 2021 was made by Shawn Milne and seconded by Todd Beutler. Motion passed unanimously.

11. FRAUD RISK ASSESSMENT

Steven Hansen reviewed the Trust's annual fraud risk assessment and invited the Board Members to complete one on behalf of their respective organizations as well. Mike Stagg will send out the link to the State Auditor's website for the Board to complete the fraud risk assessment.

12. TRUST INTERNAL ACCOUNTING CONTROLS

Steven Hansen recommended that the Trust adopt the guidelines of the fraud risk assessment as the Trust Internal Accounting Controls. Pamela Roberts asked for clarification on the checks and balances that the Trust has in place as it relates to accounting controls. To answer the question, Steven Hansen reviewed the fraud risk assessment questions and answers provided.

13. APPROVAL OF 2022 PRELIMINARY BUDGET

Steven Hansen reviewed the 2022 Preliminary Budget. A motion to approve the 2022 Preliminary Budget was made by Mayor Robert Hale and seconded by Mayor Kenneth Neilson. Motion passed unanimously.

14. PUBLIC COMMENT SESSION

No members of the public are present, and no comments have previously been submitted.

15. OTHER BUSINESS

At 1:21pm, a motion to adjourn the meeting was made by Shawn Milne and seconded by Mayor Kenneth Neilson. Motion passed unanimously.

2021 TENTATIVE DATES AND TIMES

- Friday, December 10, 2021 – Board Meeting 2:00pm, Dinner 5:00pm

Sincerely,



Steven A. Hansen, CEO