



## **Administrative Sub-Committee**

# AGENDA

**March 12, 2021**  
**2:00 – 3:00 PM**

[Join Zoom Meeting](#)

Meeting ID: 856 6213 2611  
Passcode: 360374

### **Committee Members**

Audrey Kilpatrick (Chair)  
Brad Tooker  
Scott Lay  
Joe Landon  
Raenel Toste

### **SIG Staff**

Cindy Wilkerson

### **Consultants**

**Public Comments:** This time is scheduled for comments from members of the public concerning subjects that do not specifically appear as items elsewhere on the Agenda.

1. Approve agenda for March 12, 2021 meeting
2. Approve minutes from February 26, 2021 meeting
3. Vendor contract discussion: Adhoc Evaluation Committee recommendation
4. Outsourced services/Internal staff modeling
  - a. Proposed new staff job description: Risk/Safety Coordinator
  - b. Proposed revised staff job description: Administrative/Office Asst
5. Action: Develop recommendations to the Executive Committee

Next meeting: TBD



## Minutes

Administrative Sub-Committee

**February 26, 2021**

**1:00 – 3:00 PM**

Via zoom meeting

### **Committee Members**

Audrey Kilpatrick (Chair)  
Brad Tooker (arrived 1:10)  
Scott Lay (absent)  
Joe Landon  
Raenel Toste

### **SIG Staff**

Cindy Wilkerson

### **Consultants**

The meeting was convened by the Chair, Audrey Kilpatrick, at 1:07 p.m. with a quorum of four. Additional participants joined during the meeting

**Public Comments:** None.

#### **1. Approve agenda for February 26, 2021 meeting**

Motion by Scott/Second by Raenel, unanimous approval

#### **2. Approve minutes from January 6, 2021 meeting**

Motion by Scott/Second by Raenel, unanimous approval

#### **3. Vendor contract discussion**

b) An update regarding the status of the Woodruff Sawyer contract was provided

a) Current RFP results and evaluations were reviewed

#### **4. Outsourced services/Internal staff modeling**

Various scenarios were reviewed using estimated figures from the RFP results to determine future staffing needs to replace the three support positions provided through Woodruff Sawyer's contract

#### **5. Action:** No recommendation at this time

Adjourned 2:50 pm

Next meeting: March 12, 2021

BROKER/RISK MANAGEMENT SERVICES	ABD	Alliant	Aon	Gallagher
Evaluator #1	86	78	65	65
Evaluator #2	88	81	76	80
Evaluator #3	98	94	80	80
Evaluator #4	98	80	78	74
Evaluator #5	80	68	61	63
Evaluator #6	89	81	67	57
Evaluator #7	94	80	82	69
Evaluator #8	93	87	82	58
Evaluator #9	83	80	73	74
Evaluator #10				
Evaluator #11				
Evaluator #12				
Average of scores	89	81	74	69

PROP-AUTO-LIAB CLAIMS ADMIN	AIMS	George Hills
Evaluator #1	81	83
Evaluator #2	90	98
Evaluator #3	46	66
Evaluator #4	75	89
Evaluator #5	68	91
Evaluator #6	78	86
Evaluator #7	85	81
Evaluator #8	78	87
Evaluator #9		
Evaluator #10		
Evaluator #11		
Evaluator #12		
Average of scores	75	85