

RI UST Review Board
December 1st, 2005

Quorum

The Board meeting, held at 235 Promenade Street; Suite 455; Providence, was called to order by Chairman Gray at 11:25 pm. Members present were Commissioners Conti, Boisselle, Unsworth, Allienello, Matheson, and Pallozzi. Staff present were Michaela K. Brockmann; Executive Director, Jim Robison; claims analyst, Thomas Lazieh, and Lori Cirella. Also present was Richard Kirby; Legal Counsel.

Approval of Previous Meeting Minutes

Commissioner Boisselle moved the October 20th, 2005 meeting minutes as written. The motion was seconded by Commissioner Pallozzi. A vote was taken, and all those present voted in the affirmative. Commissioner Allienello moved to accept the November 8th, 2005 Board meeting. There was some discussion and Commissioner Pallozzi moved to amend the amount under the section titled audit to reflect the exact amount. Commissioner Boisselle seconded the amendment. All those present voted to amend the meeting minutes. Commissioner Allienello then moved the November 8th, 2005 meeting minutes as amended. The motion was seconded by Commissioner Conti and all those present voted in the affirmative.

Chairman's Report

Chairman Gray stated that there were several issues that he had to discuss later in the Board meeting.

Executive Director's Report

Ms. Brockmann stated that there was a fund balance at the end of November of 1,844,317.27 and that the amount allowed for one hundred percent reimbursement of the claims submitted.

Reimbursement Recommendations

Commissioner Pallozzi made a motion to accept the recommendations for Group A of the reimbursements. Her motion was seconded by Commissioner Allienello. There was no discussion and all those present voted to approve Group A.

Commissioner Boisselle moved to accept Group B (DEM claims) for reimbursement. Commissioner Pallozzi seconded the motion. Commissioner Allienello asked for an update of the status of these claims. A vote was taken. Commissioner Gray recused himself and all others voted in the affirmative.

Chairman Gray explained that the claim in Group C (Bristol/Warren) was found to be no longer eligible to participate; therefore the recommendation for reimbursement was a zero amount. Commissioner Allienello moved to accept the recommendation and was seconded by Commissioner Matheson. A vote was taken, Commissioner Boisselle recused herself and all others voted that the zero amount be approved.

Strategic Planning

Chairman Gray went through the agenda items that included: purchasing policies, personnel policies, benefits (both retirement and the Borah report), the training program, old computers, and the database update. It was determined that the Executive Director, Ms. Brockmann would provide a draft purchasing policy to the Board members for the February Board meeting. In regards to personnel policy, a subcommittee was formed consisting of Commissioners' Boisselle and Unsworth to prepare a draft for the February Board meeting. It was also determined that Ms. Brockmann could dispose of the old computers at a proper disposal facility. Additionally, Chairman Gray stated he would review the retirement issue and make a recommendation to the Board for the February Board meeting. Also he and Commissioner Allienello would review the benefits and make a recommendation to the Board in February. Commissioner Gray charged Ms. Brockmann with creating a training program in order to comply with the statute for all new Board members. A draft was before the Board to act as an interim program. Commissioner Pallozzi moved that the draft outline be accepted, this motion was seconded by Commissioner Allienello and the draft training program was accepted. He asked that Commissioner Unsworth, after going through the training program, report back and make a recommendation to accept or amend the draft training program. Lastly, there was discussion regarding the upgrade of the database. The estimated cost for the updates was approximately \$5,000 (five thousand) dollars. Commissioner Pallozzi moved to update the database at a cost not to exceed the five thousand dollars. Commissioner Allienello seconded the motion and the motion passed.

Another aspect of strategic planning that Chairman Gray discussed was that of By-Laws. It was determined that a subcommittee consisting of Commissioner Boisselle, Allienello, and Chairman Gray review this issue.

Lastly, Chairman Gray brought up the issue of pending appeals. It was determined that staff would prepare a history and provide that history to the Board members for the February meeting. The appeals would then later be heard at the March disbursement meeting.

Old Business

Ms. Brockmann explained to the Board members that the \$34,000 that the state had transmitted in error to the Fund's bank account had been recalled by the state. She also added that a letter had been sent to Larry Franklin, Director of Accounts and Control for the state, in regards to the remaining \$18,000 dollars that the state was carrying on their books. Lastly, she stated that the approved audit was sent to the appropriate parties.

Commissioner Conti then asked what was going on with the state's plan to take 2 million dollars at the end of the fiscal year. Chairman Gray mentioned he was still waiting to hear from the state Budget Office. Commissioner Boisselle stated that the clients she represents were looking to put in legislation.

New Business

The new Board meeting dates and deadline dates were put before the Board for a vote. Commissioner Allienello moved to accept the dates and the motion was seconded by Commissioner Conti. All those present voted in the affirmative.

It was also determined that February 9th, 2006 would be the next Board meeting date.

Adjournment

Commissioner Boisselle moved to adjourn the meeting at 12:40 pm. Commissioner Allienello seconded the motion and all those present voted in the affirmative.

Respectfully Submitted By,

Michaela K. Brockmann
Executive Director