

**MINUTES
 LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
 BOARD OF TRUSTEES' RISK MANAGEMENT COMMITTEE MEETING
 LAS VEGAS, NEVADA
 March 14, 2019
 (approved April 11, 2019)**

The Board of Trustees' Risk Management Committee of the Las Vegas-Clark County Library District met in regular session in the Sahara West Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, March 14, 2019.

Present: Committee: J. Meléndrez, Chair E. Foyt
 M. Francis Drake F. Ortiz
 S. Moulton, ex-officio

Board: S. Ramaker

Counsel: G. Welt

Absent: K. Benavidez

Staff: Dr. Ronald R. Heezen, Executive Director
 Steve Rice, General Services Director
 Numerous Staff

Guests:

J. Meléndrez, Chair, called the meeting to order at 5:05 p.m.

Roll Call (Item I.) All members listed above represent a quorum. Trustee Ortiz arrived at 5:09 p.m. Trustee Benavidez had an excused absence.

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Moulton moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Discussion and possible Committee action regarding the appointment of a Broker of Record for the District's property and casualty insurance coverage. (Item IV.)

General Services Director Steve Rice explained that the current appointment for the District's Broker of Record for property and casualty insurance expires on July 14, 2019. A Request for Qualifications for Broker of Record was advertised on January 20, 2019. A total of three submittals were received.

An evaluation committee comprised of representatives from General Services and Library Operations performed the evaluation process. The evaluation process included a scoring and ranking of each responsive submittal based on established criteria and assigned weighted values to identify the preferred Broker to be recommended for appointment.

Submittal Ranking (Maximum Weighted Score = 1,000):

| | <u>Weighted Score</u> |
|-----------------------------|-----------------------|
| 1) USI Insurance Services | 901 |
| 2) Leavitt Insurance Agency | 761 |
| 3) Orgill Singer Insurance | 730 |

USI Insurance Services ranked highest overall and has been selected for recommendation for appointment.

The appointment will be for the policy year commencing on July 15, 2019. The initial appointment will be for one year with four optional one-year extensions.

USI Insurance Services Profile

USI (formally Wells Fargo Insurance Services) is the District's current Broker of Record.

USI is one of the largest insurance brokers in the world. USI connects over 6,000 industry-leading professionals across more than 150 offices. USI is one of the largest brokers serving public entity clients at all levels, including state, municipal, and specialized governmental agencies such as libraries and school districts. USI has 90 current clients that are libraries.

USI maintains two local offices in Nevada, Las Vegas and Reno. The Nevada team has over twenty (20) years of experience working with Nevada public entity/local government clients. In addition to their local team, USI has an extensive depth of resources within their organization nationally to find the right solutions for the District.

USI offers numerous risk management/loss control services as part of the compensation they receive as well as more specialized risk control services in property, fleet, liability, and security that the District can take advantage of for a fee.

Compensation:

The Broker of Record receives no direct remuneration from the District. Remuneration is received from the insurance company in the form of a commission. This will continue to be the case. However, for the policy year and insurance placements commencing July 15, 2019, USI has agreed to limit compensation to \$31,000 at the time of placement (for the current policy year USI's commission was approximately \$29,572). This compensation limit will contain cost to the District by limiting broker fee increases related to potential premium cost escalations.

Trustee Moulton asked about the high rating USI was given. Mr. Rice said that all three companies could work for the District; in fact, Leavitt Insurance Agency handles the District's workers compensation insurance and Orgill Singer Insurance handles the Henderson District Libraries. Rice emphasized that USI's rating is high due to the fact that the company works with a large number of other libraries so they know the library business very well as well as the services they provide. In response to a question from Trustee Foyt about references, Rice explained that every reference USI provided was from a large government municipal client.

Trustee Moulton moved to recommend to the Board of Trustees' that USI Insurance Services be appointed as Broker of Record for property and casualty insurance for the policy year commencing on July 15, 2019. There was no opposition and the motion carried.

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Public Comment None.
(Item V.)

Adjournment Chair Meléndrez adjourned the meeting at 5:18 p.m.
(Item VI.)

Respectfully submitted,

Jose Meléndrez, Chair