

MINUTES

SELECT COMMITTEE ON INSURANCE AGENT RELATIONS – PROPERTY AND CASUALTY

THE MEETING WAS HELD IN ROOM #308 OF CITY HALL, AND WAS ALSO MADE AVAILABLE TO
THE PUBLIC VIA ZOOM PER THE AGENDA.

6:00 P. M., SEPTEMBER 27, 2021

Joseph Jenkins, Vice Chairperson, called the meeting of the Select Committee on Insurance Agent Relations – Property and Casualty to order at 6:00p.m., September 27, 2021.

Committee Members Present:

Joseph Jenkins, Chair
Bobby Reishman
Becky Ceperley
Mary Beth Hoover
Adam Knauff
Jennifer Pharr
Shannon Snodgrass (over Zoom)

Members Absent:

None

A roll call was taken, and it was determined that a quorum was present.

1. Approval of the Previous minutes for July 15, September 13, September 14 and September 22, 2021.

Councilmember Reishman motioned to approve the previous minutes. With the members being present having voted in the unanimously as affirmative, the Chair declared the previous minutes as approved.

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2. Scoring

Councilmember Jenkins stated that the Committee will be discussing the applicable scoring criteria. The Members have scoring sheets in order to help them score each of the four firms. Councilmember Jenkins added that it would be appropriate to enter into Executive Session since they will be discussing commercial competition, whose presentations were presented during Executive Session.

Councilmember Reishman motioned to move into Executive Committee. With the members being present having voted in the unanimously as affirmative, the Chair declared the Committee to be in Executive Session.

Councilmember Reishman motioned to end the Executive Session. With the members being present having voted unanimously in the affirmative, the Committee moved into Regular Session.

Councilmember Jenkins stated that each Member individually tabulated a score sheet for each firm based on the considerations that were within the Expressions of Interest. Each score will be averaged for "Implementation Services," "Experience & Qualifications" and a total average score from the seven Committee Members.

Councilmember Reishman motioned to recess for ten minutes to allow the Chair to calculate the results. There were no objections. Councilmember Reishman motioned to resume the meeting. There were no objections.

Councilmember Jenkins stated that the scores in order were:

1. USI – $49.4/42 = 91.4$
2. WVCoRP – $48.3/40.1 = 88.4$
3. RCM&D – $43.1/39.3 = 82.5$
4. AssuredPartners – $41.6/35.6 = 77.2$

Councilmember Jenkins added that the top three firms will go on to the next level to work with the City Manager's Office to return with insurance proposals. The Committee will need to decide the new scoring criteria will be developed.

City Manager, Jonathan Storage, suggested that he and his team draft scoring criteria for the Committee to then approve or change. His Office will notify the firms of the Committee's decision, adding that cost will be one of the predominant factors.

Councilmember Reishman motioned to approve the three firms of USI, WVCoRP and RCM&D as moving forward as stated in the Expression of Interest. With the members being present having voted unanimously in the affirmative, the Chair declared the three firms as approved.

Councilmember Snodgrass asked if the presentations would be in person. Councilmember Jenkins replied that there would not be a presentation, rather a submitted proposal, which will be scored by the Committee. Councilmember Snodgrass added that it would be nice to be able to ask questions. Councilmember Jenkins added that it was open for discussion, but he had pictured the Committee asking questions as needed, not necessarily having the firms there in person. Councilmember Reishman added that he would like to have the proposals first.

Councilmember Reishman motioned to adjourn the meeting.
Meeting adjourned.

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