

Kansas Chapter Public Risk Management Association  
Quarterly Membership Meeting  
November 16, 2007  
Emporia, Kansas

Officers in attendance were: President Don L. Anderson, Past President Liz Maisberger-Clark, Vice President Eric Smith, Treasurer Karen Hartenbower, Secretary Alan Weldon, and Director Melissa Fairbanks.

Members who signed in were:

Phil Rippee	Ed Reasoner
Tom Mollenkamp	Dennis Quiring
Bill Curtis	Diana Mansouri
Mick McBride	Nancy Schuessler
Terry Sinclair	David Coleman, Jr.
Linda Minson	Lanny Linebarger
Ryan Carpenter	Kelly Perkins
Susan Nelson Paris	Kim Salanski
Donna Dolinger-Capria	Verl Niedens
Sid Cumberland	Frank Stavniak
Monte Giddings	Regina Fischer
Marcia Payne	

Guests: Dr. Dale Garrett and his nurse Carolyn  
Mrs. Verl Niedens

Vice President Eric Smith called the meeting to order at 10:05 A.M. and introduced the first speaker, Dr. Dale Garrett from Stormont Vail Hospital in Topeka, Kansas. Dr. Garrett's topic was hiring the right employee for the job, or the appropriate use of post-offer/pre-employment physical examinations (POET's). His talk included the who, what, when, where, and why of conducting post-offer employment testing. The "who," in the doctor's opinion, was who should do the testing, and his recommendation was a physician who specializes in occupational medicine should do it. For the "what," he went through the steps he follows in his examination, both the procedures and questions he asks. The "when" is after the initial offer is made and before the applicant actually starts to work. For the "where," Dr. Garrett said he prefers the examination be conducted off the employer's site and in the doctor's office. And the "why" is to minimize the employee's risk of being injured on the job, and saving the employer the cost of the claim and subsequent loss of productivity. During the question and answer period, Dr. Garrett mentioned that a good examination can save the cost of post-offer employment testing using a computerized machine. If the doctor has reservations about an employee's ability to safely perform the job, additional testing can be ordered. Also the doctor needs a job description with an analysis of the physical requirements of the job. Lastly, his report only includes his recommendation

that the applicant can do the job, or cannot do the job, or can only do the job with accommodation.

There was a short break at 10:55 A.M., after which President Don Anderson reconvened the meeting. He asked those in attendance to introduce themselves and the organization they represent.

President Anderson asked for an approval of the minutes from the August 17, 2007 meeting that were available at the sign-in table. The motion to approve was made by Karen Hartenbower and seconded by Ryan Carpenter. Motion passed.

Treasurer Karen Hartenbower gave the treasurer's report. She pointed out the chapter did receive \$5,575.40 from the Missouri chapter as our share of the proceeds from the 2007 joint Mo-Ks Conference in April. This money was put into a certificate of deposit. Phil Rippee questioned why the overall balance reported was only \$18,963.33 when last meeting's balance was \$20,266.72 and the chapter received the additional \$5,575.40 as our share of the conference proceeds. Karen refigured her amounts in the report and corrected the overall balance to \$25,263.33. She mentioned that Kansas had 46 attendees at the conference and Missouri had 54, plus there were others from surrounding states. There were 125 registrations at the conference. The motion to approve the revised report was made by Eric Smith and seconded by L. A. McBride. Motion passed.

President Anderson called for volunteers for the audit committee. By-laws state no officer can serve on the audit committee. After brief silence Kelly Perkins volunteered and Kim Salanski, who has served on past audit committees, said she would assist Kelly. Eric Smith moved that Kelly and Kim serve as the audit committee, and Phil Rippee seconded the motion. Motion passed. The audit committee will give its report at the February meeting.

President Anderson called on Melissa Fairbanks for the report from the nomination committee. The nominating committee recommended Don L. Anderson (Emporia) as Past President, Eric Smith (Topeka) as President, Alan Weldon (Wichita) as Vice President, Sid Cumberland (Overland Park) as Secretary, Melissa Fairbanks (Ottawa) as Treasurer, Donna Dolinger-Capria (Lenexa) as Two-Year Director, and Ryan Carpenter (Lenexa) for Melissa's unexpired term as Director. President Anderson called for nominations from the floor, and hearing none he closed nominations. It was moved by L. A. McBride to accept the committee's nominations by acclamation, and David Coleman, Jr seconded the motion. The motion passed, and the new officers will assume their new positions on January 1, 2008.

President Anderson called for a report on the 2008 Mo-Ks Conference. Alan Weldon said that Sarah Perry from the Missouri chapter conducted Donna

Dolinger-Capria, and she referred Sarah to him. The 2008 conference will be held April 23-25, 2008 at the Four Seasons Lodge at the Lake of the Ozarks, as in recent years. The call for suggested workshop topics was due November 2, 2007. There is a conference telephone call scheduled by Joanne Flowers for November 20<sup>th</sup> at 2 P.M. concerning sponsorships. Volunteers are needed to represent the chapter on this conference call. Eric Smith and L. A. McBride volunteered to participate on behalf of the chapter.

Alan then reported that a meeting is planned in Jefferson City on January 17<sup>th</sup> for the overall conference committee. Chapter representation is also requested for this meeting. Mick McBride raised the question about the chapter reimbursing the chapter representatives who attend this meeting. There was discussion about what form and what amount of expenses should be allowed. It was moved that the chapter reimburse mileage, up to \$35 meals per diem, and housing for those chapter representatives attending this meeting, if their physical presence is advised (as opposed to a conference call). The motion was made by Eric Smith and seconded by Phil Rippee. The chapter representatives will be Mick McBride, Eric Smith, Donna Dolinger-Capria, Alan Weldon, and Kim Salanski.

Kim Salanski suggested the chapter get an earlier start in designating chapter representatives for this conference in the future. It was mentioned that the Executive Committee will take this under advisement at its January meeting.

Dennis Quiring asked about the 2008 meeting dates he can post on the chapter's web site. Karen Hartenbower said the Girls Scouts have reserved the room on February 15, 2008, May 16, 2008, August 15, 2008, and November 21, 2008 (Thanksgiving is on November 27<sup>th</sup>). The Executive Committee planning session will be in Topeka in January at the KASB building, but Eric has yet to confirm the date with Liz Maisberger-Clark although the tentative date is January 14<sup>th</sup> at 10 A.M. As mentioned before, the Mo-Ks Conference is April 23-25, 2008.

Dennis also mentioned the meeting notices and agendas go out by e.mail. Members are urged to keep their e.mail addresses current, and let him know if anyone is not receiving their notice.

Mick McBride asked who is going to the national conference in Anaheim, California in June. It was thought the dates are June 1 through June 4, 2008. The Hilton Anaheim is now taking reservations. Dennis will post the Hilton information on the web site. Mick reminded us that there is one free reservation available to the chapter, as well as the scholarship for small governmental entities (PERI) available. Last year Eric Smith went to Boston in lieu of Don Anderson's passing on the opportunity. The chapter also contributed to help defray the meeting's expenses. Alan Weldon said he saw no reason to change the tradition of sending the chapter president. So Mick

McBride moved, and Melissa Fairbanks seconded, that the free registration and expense allowance go to the incoming president Eric Smith. Motion passed.

At 11: 45 A.M. there was a break for a Thanksgiving lunch of turkey and dressing, vegetables, and pumpkin pie.

At 12:40 P.M., the meeting was reconvened, and President Anderson introduced Monte Giddings from Gliem and Giddings in Kansas City. Monte is known by many members from his party at the Horny Toad during the April joint conference. Today, Monte's topic was Enterprise Risk Management for Public Entities. He covered the history and common fundamentals of enterprise risk management, saying the concept is still evolving. Whether an entity adopts this concept or not, its risk management staff ought to at least be familiar with the concept. While it uses the same five principles of traditional risk management, such as risk identification, risk analysis, approach for handling risk, implementation, and monitoring the plan, it spreads this process across the entity involving other departments of the public entity, such as financial, strategic planning, operations, and addressing and handling entity hazards (Risk Management). However, Monte pointed out that there are hurdles to overcome, for example, overcoming past practices in delegating risk management, working it into the entity's administration's vision for the future, and being governed by elected boards who don't understand the public entity's operations.

Monte finished his presentation at 1:20 P.M. President Anderson called for general issues and concerns. Hearing none, he adjourned the meeting.

Alan Weldon  
Secretary