

ILLINOIS EDUCATORS RISK MANAGEMENT  
PROGRAM ASSOCIATION

FREEDOM OF INFORMATION  
ACT COMPLIANCE DOCUMENT

Effective June 1, 2015  
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## GENERAL PURPOSE

The Illinois Educators Risk Management Program Association (“Association”) is an association of Illinois governmental units. The Association is a joint insurance and self-insurance pool created by an intergovernmental cooperation agreement pursuant to the authority granted by Article VII, Section 10 of the Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS §220/1 et seq. The intergovernmental cooperation agreement and agreements establishing the Association in its present form are the Illinois Educators Risk Management Program Intergovernmental Cooperation Agreement, the Illinois Educators Risk Management Program Trust (“Trust”) and the Illinois Educators Risk Management Program Group Health Plan (“Plan”). The Association operates as an intergovernmental risk management association and a jointly administered health and accident cooperative and pool as described in 5 ILCS §140/7(s). The purpose of the Association is to provide health and miscellaneous other benefits to employees, former employees, and certain of their dependents of its member governmental units. The Association’s funds are held in the Trust. The benefits provided by the Association are those described in the Plan and any insurance policies purchased with Trust funds.

## ASSOCIATION BOARD OF DIRECTORS

The Association is controlled by the Board of Directors. The Board of Directors consists of the following individuals (or their authorized substitutes):

Rod Grimsley Gifford Community School District #188 PO Box 70 Gifford, IL 61847	Thomas M. Davis Heritage Community Unit School Dist #8 512 W 1 <sup>st</sup> St. Homer, IL 61849
Victor Zimmerman Monticello CUSD 25 2 Sage Drive Monticello, IL 61856	Cliff McClure Paxton-Buckley Loda CUSD #10 PO Box 50 Paxton, IL 60957
Jennifer Armstrong Rural Champaign County Special Education Co-Op 201 S. Sheldon ST Rantoul, IL 61866	Todd Pence St. Joseph CCSD 169 PO Box 409 St. Joseph, IL 61873
Brian Brooks St. Joseph-Ogden CHSD #305 PO Box 890 St. Joseph, IL 61873	Vince Gallo Shiloh CUSD 1 21751 N 575 <sup>th</sup> St Hume, IL 61932
Andrew Larson Community Unit School District #7 PO Box 720 Tolono, IL 61880	Barbara Thompson Fisher CUSD 1 PO Box 700 Fisher, IL 61843
Michele Ramage Rantoul City Schools #137 400 E Wabash Ave Rantoul, IL 61866	Bonnie McArthur Thomasboro Community Consolidated School District #130 201 North Phillips Street Thomasboro, IL 61878

Tom Mulligan Arcola School District #306 201 North Phillips Street Arcola, IL 61910	Steven Poznic Edgar County CUSD #6 23231 Highway 1 Chrisman, IL 61924
Dan Hylbert Cissna Park Community Unit School District 6 511 North 2nd Street Cissna Park, IL 60924	Michele Lindenmeyer Stewardson-Strasburg 5A 2806 E 600 North Rd Strasburg, IL 62565
Susan Wilson Blue Ridge Community Unit School District #18 411 N. John Street Farmer City, IL 61842	Jean Neal Georgetown-Ridge Farm Community 400 W. West Street Georgetown, IL 61846
Scott Watson Bismark-Henning CUSD #1 PO Box 350 Bismark, IL 61814	Jeremy Darnell GCMS Community Unit School District #5 307 N. Sangamon Avenue Gibson City, IL 60936
Suzi Hesser Hoopeston Area CUSD #11 615 E Orange St Hoopeston, IL 60942	Phil Cox Salt Fork CUSD #512 701 1/2 W Vermilion St Catlin, IL 61817
Guy Gradert Iroquois County CUSD #9 1411 West Lafayette St Watseka, IL 60970	Vic White Prairieview Ogden CUSD #197 106 N. Vine Street Royal, IL 61871

#### ASSOCIATION EXECUTIVE BOARD

An Executive Board is assigned certain responsibilities for management of the Association, Trust, and Plan. All members of the Executive Board are members of the Board of Directors. The Executive Board consists of the following individuals:

Victor Zimmerman, Chairman  
Cliff McClure, Vice Chairman  
Brian Brooks, Secretary  
Thomas Davis, Treasurer  
Rod Grimsley  
Brian Brooks  
Andrew Larson  
Jeremy Darnell

#### TRUSTEE

The trustee of the Trust is:

Midland States Bank, an Illinois State Chartered Bank of Effingham, IL

1617 W. Springfield Ave  
Champaign, IL 61820

#### PLAN ADMINISTRATOR

The plan administrator of the Association is:

Loman-Ray Insurance Group, Inc.  
108 S. Lincoln Street  
Broadlands, IL 61816

#### THIRD PARTY ADMINISTRATOR

The third party administrator of the Plan is:

Health Alliance  
301 W. Vine Street  
Urbana, IL 61801

#### OPERATING BUDGET

The Association, Trust, and Plan has an operating budget of \$7,500,000 for fiscal year August 1, 2015 – July 31, 2016.

#### OFFICES

The principal office of the Association is:

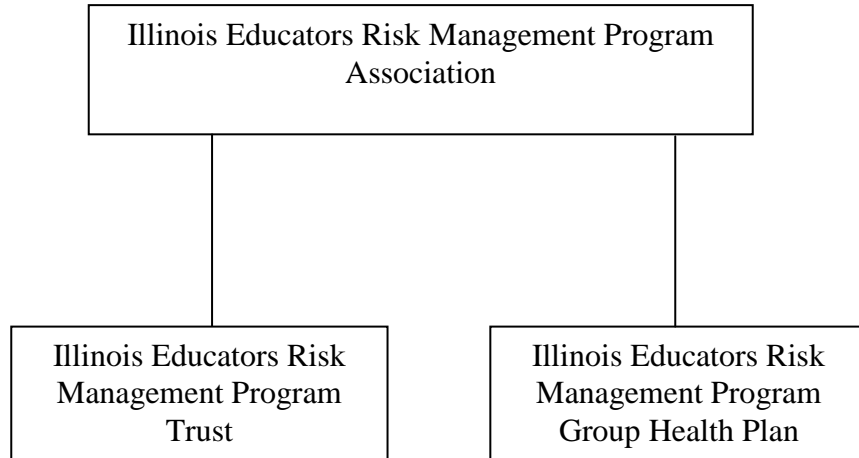
108 S. Lincoln Street  
Broadlands, IL 61816

This is the only office of the Association, Trust, and Plan. However, the trustee, plan administrator and third party administrator, as independent third parties, provide services to the Association, Trust, and Plan at their various private business locations.

#### EMPLOYEES

The Association, Trust, and Plan do not employ any employees. The trustee, plan administrator and third party administrator, as independent third parties, have employees who perform services for the Association, Trust, and Plan.

#### ORGANIZATIONAL CHART



### FREEDOM OF INFORMATION OFFICER

The Freedom of Information Officer for the Association is:

Thomas M. Davis  
Freedom of Information Officer  
Illinois Educators Risk Management  
Program Association  
108 S. Lincoln Street  
Broadlands, IL 61816  
Fax: (217) 834-3300

### RECORDS INSPECTION PROCEDURE

A person requesting records that are on the list of documents that will be immediately disclosed must direct such request to the Freedom of Information Officer. The request must be in writing. Upon receipt of a request, the Freedom of Information Officer shall allow the release of the requested documents as soon as administratively feasible in the ordinary course of business.

A person requesting records that are not on the list of documents that will be immediately disclosed must direct such request to the Freedom of Information Officer. The request must be in writing.

To aid in processing a request, the request should specify in particular the records requested to be disclosed and copied.

### SCHEDULE OF FEES

Fees.

Fees are limited. For traditional black and white, letter or legal sized copies (8½ x 11 or 11 x 14), the first 50 pages are free. Additional pages shall be charged at \$0.15 per page. For color copies or abnormal size copies, charges shall be the actual cost of copying.

Copies.

15 cents per page.

Tape Recordings and Other Audio Records.

Cassette Tape – Actual Cost

CD - Actual Cost

Form of Payment.

Payment shall be made by cash, check, or money order payable to the Illinois Educators Risk Management Program Trust.

#### LIST OF DOCUMENTS THAT WILL BE IMMEDIATELY DISCLOSED

Illinois Educators Risk Management Program Association Intergovernmental  
Cooperation Agreement

Illinois Educators Risk Management Program Trust

Illinois Educators Risk Management Program Group Health Plan

Illinois Educators Risk Management Program Group Health Plan Summary Plan Description

Third Party Administration Agreement

Most recently available Board of Directors and Executive Board meeting minutes (except for closed meeting minutes)

Most recently available financial audit report

#### CATEGORIES OF DOCUMENTS UNDER ASSOCIATION CONTROL

General Association

Board of Directors and Executive Board Minutes and Handouts

Board of Directors and Executive Board Vote Tally Sheets

Board of Directors and Executive Board Attendance Records

Association General Correspondence

Stop Loss Policy and Correspondence

Financial Records

Independent Auditors Reports, Plan Administrator Agreement and Correspondence

Third Party Administrative Services Agreement and Correspondence

General Claims and Risk Management Correspondence

Actuary Reports and Correspondence

Legal Correspondence and Advice

PPO Contracts, Correspondence, and Billing

Vendor Contracts and Billing

Trust

Trust Governing Documents  
Trust Financial Statements  
Trust Correspondence

Plan

Plan Governing Documents  
Plan Summary Plan Description  
Plan Claims and Eligibility Data  
Plan Correspondence  
Plan Appeals and Disputes  
Plan Litigation  
Requests for Proposal

QUESTIONS

Questions regarding this compliance document or the Association's policies and procedures related thereto shall be directed to the Freedom of Information Officer or the following individual:

Brian Loman  
Loman-Ray Insurance Group, Inc.  
108 S. Lincoln Street  
Broadlands, IL 61816  
(217) 834-3309 (phone)  
(217) 834-3300 (fax)