

Category: 200

Number: 252

Subject: **COUNTY INSURANCE FUND RISK MANAGEMENT CLAIMS POLICY**

Purpose: The purpose of this policy is to:

1. Provide the County with the parameters for use of the self-insurance fund for Risk Management claims.
2. Assure that the County complies with the laws of the State of Michigan regarding the use of the self-insurance fund by a government entity.
3. Communicate to County Elected Officials, Department Heads, County Employees, and the Public the formal Insurance Fund Policy of the Board of Commissioners.

Authority: County of St. Clair Board of Commissioners

Application: This policy applies to all County Departments under the legal authority held by the Board of Commissioners as related to the Self-Insurance fund.

Responsibility: The Administrator/Controller shall have the responsibility to implement and administer this policy.

Definitions: **Claim form-Incident report** – A form used to communicate that an incident has taken place and that there may be a claim for funds in a future period.

Police report – A report filed by a law enforcement entity for an incident or accident that has taken place.

Self-Insurance fund – An internal service fund used to account for the payment of related insurance claims and expenses.

Quote – A written quote from a vendor showing the cost for repairs to the damaged asset.

Invoice – A document sent from the vendor to show the demand for payment after the services have been performed.

MMRMA – Michigan Municipal Risk Management Authority is the County's Risk Management Company for processing insurance claims.

Risk Manager – County personnel who is involved in the day to day process of the insurance fund claims.

Policy: **Claim form** - When a department has an incident, such as an accident, property damage, or if a citizen is injured on County property, the department must prepare the claim form-incident report that is located on the County's intranet. The claim form is then filled out and sent to the Risk Manager. In order for it to be considered a timely submittal, the Risk Manager must receive the claim form-incident report within **7 days** of the incident date. In the absence of a claim form a department may submit a police report instead. If the claim form is not received within 7 days of the incident, the claim will not be paid out of the self-insurance fund.

Quotes – If there is damage to property or a County asset such as a vehicle, the department involved in the incident/accident needs to obtain three (3) written quotes from vendors and forward those quotes to the Risk Manager for review and approval. Once the Risk Manager approves the documents, the department will be notified that the work can be completed. All invoices for the completed work need to be forwarded to the Risk Manager to be paid out of the insurance fund.

Administrative

Procedures: Upon Risk Management receiving the incident claim form/police report **within the 7 days** of the date of the incident and the three vendor quotes were sent to Risk Management **before the work was completed**. Risk Management will then approve the vendor to be used and the work can be completed. At that time the claim can be paid out of the self- insurance fund for Risk Management claims.

The County's Risk Management Coordinator must be notified of any investigations, proposed law-suits, or filed law suits against any County department or employee as there could be a potential financial impact to the County. These communications, either by phone call, email or mail can be forwarded to the County's Risk Management Coordinator as soon as the department has been made aware of the investigation or proposed law-suit or filed lawsuit.

If any of the above policies or procedures are not adhered to, the department will be responsible for paying the expense from the respective departmental budget.

Periodic

Review: The Administrator/Controller or County Board of Commissioners shall review this policy as needed.

Effective Date: July 19, 2018