

# LYNX Committee Agenda



Board Date: 2/3/2016  
Meeting Time:

Central Florida Regional Transportation Authority  
455 N. Garland Ave  
2nd Floor Board Room  
Orlando, FL 32801

As a courtesy to others, please silence all electronic devices during the meeting.

## 1. Call to Order

## 2. Committee Minutes

-  Risk Committee Minutes

Pg

## 4. Committee Information Items

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he will need a record of the proceedings, and that, for such purposes, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans With Disabilities Act of 1990, persons needing a special accommodation at this meeting because of a disability or physical impairment should contact Benjamin Gonzalez at 455 N. Garland Ave, Orlando, FL 32801 (407) 254-6038, not later than three business days prior to the meeting. If hearing impaired, contact LYNX at (407) 423-0787(TDD).

**LYNX**  
**Central Florida Regional Transportation Authority**  
**Monthly Risk Management Committee Meeting Minutes**

**PLACE:** LYNX Central Station  
455 N. Garland Avenue  
Room 215  
Orlando, FL 32801

**DATE:** December 16, 2015

**TIME:** 10:00 a.m.

---

---

**Members in Attendance:**

John Petrelli, Risk Manager, Orange County  
Ray Scullian, Risk Manager, City of Orlando  
Denise Lipscomb, Financial Services Manager, FDOT  
Reginald Davis, Senior Manager for Risk Management, Osceola County  
Bill Telkamp, Risk Management Manager, Seminole County

**Members not in Attendance:**

---

---

**1. Call to Order**

The Chairman, John Petrelli, called the meeting to order at 10:00 a.m.

**2. Approval of Minutes**

The Chairman asked the Committee if there were any additions or deletions to the October 7, 2015 minutes as presented. There were no additions or deletions, therefore, the Minutes were approved unanimously by the committee.

**3. Election of Risk Management Committee Chairman and Vice-Chairman**

The committee members voted to elect Reginald Davis as the new Chairman for the 2016 Risk Management Committee. John Petrelli was elected Vice-Chairman for the 2016 Risk Management Committee.

**4. Approval of 2016 Risk Management Committee Dates**

Possible meeting dates for the 2016 Risk Management Committee were presented and unanimously approved by the committee members.

The dates are as follows:

February 3, 2016

April 13, 2016

June 15, 2016

August 3, 2016

October 5, 2016

December 7, 2016

## 5. Agenda

Subrogation Update – David Dees provided an update on the success of Corvel, Inc. on collecting funds on general liability claims submitted to them. As of October 1, 2015, LYNX assigned 79 claims to Corvel, Inc. and to-date they have successfully subrogated 44 of these claims, closing out 26 of these claims, securing \$51,453.00 for LYNX.

Dashboard Reports – Handouts regarding LYNX Collision Reports and Passenger Accident Reports were distributed. Various metrics are collected regarding the types of passenger accidents and bus collisions. Over 50% of the claims have been passenger-related in the last year. The goal is by collecting these metrics, to aid in additional training of bus operators in aiding those passengers that need help to prevent injuries. The entire 2015 Fiscal Year Passenger Accident Reports and LYNX Collision Reports should be completed by the next Risk Management Committee Meeting in February.

LYNX Staff Emergency Notification System – Due to the suspicious package incident on September 30, 2015, a need for better communication to all LYNX personnel was noticed. Rodney Walls worked with the LYNX IT Department to create a “dial-in” system to broadcast emergency messages to various desk phones throughout the LYNX Operations Center (LOC) and LYNX Central Station (LCS). A couple different tests have been completed with overall exceptional feedback from staff. A few tweaks will need to be made to ensure the Customer Service Call Center and mechanics can hear the emergency message. LYNX is looking to develop a PA-system that will reach 100% of employees.

Central Florida Intelligence Exchange (CFIX) – Rodney Walls has been participating in the CFIX committee which has recently created a new transportation sub-committee with public and private transit components. One of the main concerns is the distribution of emergency notifications due to their primary mode of communication via email and the need for a more immediate form of communication. Emergency procedures are being reviewed to perfect responses during a variety of events. Although emergency procedures are not perfect, any procedures that the LYNX partners have that could be shared would be greatly appreciated.

Workers’ Compensation and General Liability Excess Coverage Presentation – Chris Connelly, Arthur J. Gallagher & Co – Historically LYNX has been very risk tolerant, which reduces insurance expenditures, however, LYNX retains additional risk should a severe workers compensation claim or auto accident occur. Mr. Connelly provided a chart of insurance coverages. He focused on Automobile Liability and Workers Compensation insurance options. There has only been one Workers Compensation loss in excess of \$100,000.00 in the last 15 years.



If LYNX wanted to purchase Workers Compensation excess coverage separately, there were two self-insured retentions presented to the committee as a starting point. The Auto Liability excess liability options were also presented by Mr. Connelly. With the self-insured status of LYNX and the LYNX claims history, only one claim to date (pedestrian injury) would have exceeded the Automobile Liability excess insurance policy. The general consensus is that the Workers Compensation excess insurance would not provide added-value based on LYNX claims history. After discussion, the committee determined it may make more sense to package the Automobile Liability with other insurances to increase the excess insurance limits, to limit the exposure of catastrophic loss. Options to be revisited during the next meeting.

LYNX does not have additional information regarding the driver's license verification. Ray Scullion mentioned, however, that the City of Orlando has purchased the verification service to check driver's licenses quarterly and will keep the committee informed on the quality of the service.

The Chairman thanked the staff and adjourned the meeting.

**Meeting adjourned at 11:28a.m.**

# LYNX Board Agenda

Committee Information Item BED77000-D25E-493B-A73D-023D32B7EF1C:

**To:** LYNX Board of Directors

**From:** David Dees  
DIRECTOR OF RISK MANAGEMENT  
Shannon White  
(Technical Contact)

**Phone:** 407.841.2279 ext: 6127

**Item Name:** Board of Director's Risk Management Committee Agenda for February 3, 2016

**Date:** 2/3/2016

---

*The LYNX Board of Director's Risk Management Committee will begin at 10:00AM*

## **Opening**

- Call to Order – Chairman Reginald Davis
- Old Business: Questions/Comments from December 16, 2015 Risk Management Committee meeting
- Approval of December 16, 2015 Minutes

## **Election of Risk Management Committee Chairman**

- Election of Risk Management Committee Chairman

## **Introduction of New Staff Members**

- Kent Smith, Safety and Security Officer

## **Staff Presentation on Responsibilities and Duties**

- Esther Mitchell, Claims Processing Administrator  
Staff Certified Legal Assistant

# LYNX Board Agenda

## Discussion

- Crash and Incident Dashboard – Initial Draft Review – Lorna Hall
  
- Priority Projects for 2016 – David Dees
  - Develop and Release RFP for Third-Party Administrator for General Liability, Auto Liability, Workers' Compensation and Subrogation Current Contract Expires July 31, 2016
  
  - Develop and Release RFP for Uniformed, Armed and Unarmed Security Services for All LYNX Properties – LYNX Central Station (LCS), LYNX Operations Center (LOC), LYNX Osceola Satellite Facility (OSF) and the Paratransit Operations Center on L.B. McLeod Road Current Contract Expires September 30, 2016
  
- Release of Security Video to Governmental Agencies – David Dees  
New Video Procedures to Ensure Compliance with (Pending) Legislative Changes on Release of Video to Governmental Agencies
  
- Replace Outdated Records Management System – David Dees  
Goal to Replace by September 30, 2016
  
- Driver's License Status and Monitoring Program – David Dees  
Goal to Have Initiated by February 29, 2016
  
- LYNX Board of Directors' Presentation on Suspicious Package Event –  
September 30, 2015 – David Dees

## Adjourn