

**UTAH COUNTIES INDEMNITY POOL
AUTHORITY DELEGATED TO THE CHIEF EXECUTIVE OFFICER POLICY**

SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW

1. The effective date of this policy is August 17, 2023.
2. This policy should be reviewed annually, but not less than every three years by the Board of Directors.
3. This policy should also be reviewed at any time that changes to laws or rules governing the duties and authority of a CEO of an interlocal entity are amended or recommendations are made by the UCIP CEO, which would require review and update to this policy.
4. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
5. This policy is considered to be amended at the time any new federal or state law becomes effective, which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

SECTION B PURPOSE

1. The purpose of this policy is to establish the authority delegated to the CEO by the Board in accordance with the UCIP Interlocal Agreement.

SECTION C AUTHORITY

1. The Board has authority to adopt this policy under the UCIP Interlocal Agreement and Bylaws.

SECTION D APPLICABILITY AND SCOPE

1. This policy is applicable to CEO of UCIP.

SECTION E DEFINITIONS

1. Board: the Board of Directors of the Utah Counties Indemnity Pool.
2. CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.
3. Pool: the Utah Counties Indemnity Pool.

4. UCIP: the Utah Counties Indemnity Pool.

SECTION F POLICY STATEMENTS

1. It is the policy of the Board to delegate authority for specific functions to the CEO but only to the extent permitted by the laws of the State of Utah.
2. Authority delegated to the CEO will be adopted by resolution at a meeting of the Board and specifically defined in the written minutes of the Board's meetings.
3. Authority delegated to the CEO will be in accordance with the UCIP Interlocal Agreement and Bylaws.
4. Authority for specific functions will be ratified by the Board at the next scheduled Board meeting.

SECTION G PROCEDURES AND RESPONSIBILITIES

1. **Specific Functions Delegated to the CEO**
 - a. Calculate Member contributions, including premiums and service fees, to fund the Pool.
 - b. Administer the monies of the Pool; payments to the Pool and for expenses of the Pool.
 - c. Establish standards for accountability of all receipts and disbursements of the Pool.
 - d. Establish procedures for investing monies of the Pool.
 - e. Manage self-insured retention.
 - f. Negotiate reinsurance or excess insurance, specific or aggregate with carriers or providers.
 - g. Manage the funding of coverages provided by or through the Pool, as deemed appropriate by the Board.
 - h. Manage reinsurance or excess policies or plans.
 - i. Amend the Coverage Addendum Parts that affect the coverage and retroactive dates for new members approved by the Board.
 - j. Manage the methods of claim administration and payment.

- k. Establish claims procedures and conditions to be met prior to the payment or defense of a claim including authority to settle liability claims in accordance with the Coverage Addendum up to \$350,000.
- l. Provide claim experience for the Members collectively or separately.
- m. Draft policies of the Board.
- n. Enter into contracts as necessary or appropriate to accomplish the purposes of the Pool.
- o. Provide for an independent audit of the financial statements of the Pool.
- p. Provide for an independent actuarial reserve and rate analysis of the Pool.
- q. Establish risk management policies, procedures and requirements for Members.
- r. Provide risk management education and training services to the Members and Board.
- s. Manage a list of attorneys or law firms authorized by the Board to represent Members in claims covered by or through the Pool.
- t. Obtain the services of agents, attorneys, brokers, consultants, employees and service providers as necessary or appropriate for the operations of the Pool.
- u. Represent the Members and Board when legislation may adversely affect the shared goals of the Pool and jeopardize the Pool's shared assets or obligations.

SECTION H REVISION HISTORY

- 1. Adopted: August 17, 2023
- 2. Revised: June 20, 2024

SECTION I APPENDICES

- 1. Authority Delegated To The CEO Resolution