The LGIT News

Local Government Insurance Trust

LGIT

Celebrating 25 years of Trust

Addressing the Needs of LGIT Members   **Winter 2012**

Tim's Corner

The Annual Meeting celebrating LGIT's 25th Anniversary held on Thursday, December 6th at the Navy-Marine Stadium in Annapolis, was a big success. One hundred forty-nine (149) people attended, and the meeting included an inter-active workplace harassment presentation, a humorous presentation, a history of public entity pooling, an awards ceremony, a business meeting, and three Academy for Excellence in Local Governance classes.

The business meeting was highlighted by committee reports from the Underwriting Committee (presented by committee chair Sonny Bloxom), the Finance/Administration Committee (presented by committee chair Susanne Hayman), Risk Management Committee (presented by committee chair Stewart Cumbo) and Claims Committee (presented by committee chair David Carey).

Several of our members won awards this year. The Claims Award was presented to Mayor Kevin Utz of Westminster in recognition of the city's development of efficient protocols in reporting and investigating claims. Carroll County won the Training Award for consistently taking advantage of LGIT sponsored training classes and seminars. Carroll County Risk Manager Cecilia Devilbiss accepted this award on behalf of the county. Queen Anne's County won the Risk Management Award in recognition of its diligent followup to LGIT's survey recommendations. The county conducts daily safety checks in all buildings and routinely observes the habits of its drivers. County Human Resources Director Beverly Churchill accepted the award on behalf of the county.

As most of you know, the Annual Meeting was rescheduled due to Hurricane Sandy, and, even though we lost our featured speaker Anibahn Basu because of a scheduling conflict,

our speaker was well received. Michael Fann, the Director of Risk Management for the Tennessee Municipal League, did a wonderful job as a last minute replacement for Mr. Basu. Mr. Fann's presentation, entitled "Civility in the Workplace", used Southern/Appalachian Humor to make several good points on how to treat customers and fellow workers alike. He won the Public Risk Manager of the Year for this presentation, which tackles a very difficult subject in a funny, yet insightful way.

After lunch, we were treated to a history lesson given by National League of Cities' President Bill Heberton. Mr. Heberton reminded the audience of why LGIT and other public pools exist and why they have been so successful. Mr. Heberton did a great job of emphasizing LGIT's value to its members.

The meeting concluded with four door prizes being presented. Thank you to all of our sponsors (see insert.)

Tim Ailsworth
Executive Director, LGIT

LGIT Congratulates

Congratulations go to the following LGIT Members for their loss control and safety efforts:

City of Westminster – for having all City personnel attend "Harassment in the Workplace" Training.

Worcester County – for having more than 60 of their Public Works & Roads personnel attend certified flagger training.

Talbot County – for hosting two regional classes, "Harassment in the Workplace" and "Reasonable Suspicion" with nearly 50 local government personnel in attendance.

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Please direct questions, suggestions and comments regarding LGIT NEWS by email to editor@lgit.org or by mail to LGIT News, 7225 Parkway Drive, Hanover, MD 21076

From the Boardroom

The Board of Trustees was unable to meet due to Hurricane Sandy but took the following action via e-mail ballot:

The Board of Trustees approved the Local Government Insurance Trust's Combined Annual Financial Report (CAFR) for June 30, 2012 and 2011.

Crofoot Selected As New LGIT Board Member

Ernest "Ernie" Crofoot, the former Caroline County Attorney and current Kent County Administrator/ Attorney, has been selected by the LGIT Board of Trustees as its newest board member. Ernie, who is known statewide for his legal expertise, began his new position in Kent County on December 12th. He is a graduate of Johns Hopkins and received his law degree from the University of Baltimore. Prior to becoming Caroline County's first full-time attorney, Ernie was with Funk and Bolton and, before that, served as Harford County Attorney and general counsel to the Washington Suburban Sanitary Commission. For the last ten years, Ernie has served as an Academy Advisor and Ethics lecturer for the University of Maryland's Academy for Excellence in Local Governance.

Happy Holidays!
from our LGIT family
to yours

KEEP YOUR CYBER DEFENSES UP

In our online, mobile society, we are faced with an increasing barrage of cyber threats every day. Whether at work, home, school—virtually every part of our lives is now in some way or another connected to the Internet.

Local governments are not immune to cyber threats. A virus could shut down office computers. A disgruntled former employee could manipulate or destroy important organizational data. A malicious user could use your systems to attack other systems. Cyber security incidents can cripple computers and cause a loss of public confidence. Inadequate cyber security measures can lead to the compromise of sensitive information about organizational operations and its customers.

An organization has a responsibility to its customers and business partners, both public and private, to safeguard the information with which it is entrusted and to perform its business functions. Following is a list of the top ten cyber security action items recommended by the Multi-State Information Sharing and Analysis Center (MS-ISAC), designated by the U.S. Department of Homeland Security as the key resource for cyber threat prevention, protection, response and recovery for the nation's state, local, territorial and tribal governments.

1. Designate, in writing, a principal individual responsible for cyber security in order to ensure that proper policies and procedures are in place. Develop a cyber security plan and procedures for responding to cyber security incidents. Establish communication procedures so that everyone knows what, how and to whom to report a cyber security incident of problem.
2. Know how to recognize that you might have a problem such as a slow or non-responsive computer. Your organization may be experiencing a cyber security incident if it is finding email refused (bounced back) or getting complaints from the users that the network has slow response time.
3. Understand how to deal with problems. Take infected or compromised equipment out of service as soon as practical. Notify management and other users as appropriate based on your organization's policy. Contact local law enforcement if you suspect a crime has been committed. Review your security policy and practices to determine what lessons can be learned from the incident to help you strengthen your security practices.
4. Physically protect your equipment from security threat and environmental hazards. If traveling with a laptop, never check it in at the airport; keep it with you at all times or in a secure locations. Use a surge protector.
5. Protect essential hardware and software. Install, configure and use a firewall, and set your computer to automatically check for new updates. Set your computer to auto-update to ensure you have the latest security patches applied. Install spyware and virus protection software and regularly update. (A firewall does not substitute for anti-virus software.)
6. Control access. Each user must have a unique login (user ID) and password. Establish good passwords—at a minimum, a combination of eight alpha and numeric characters; avoid commonly used words, family names, or other words that can be readily associated with you. "Lock" computers when they are unattended so users are prompted to enter their user ID and password upon return. Don't allow a computer to remember any passwords. Implement an employee departure checklist to ensure account termination is performed.
7. Protect information. Information should be backed up regularly and stored offsite. Periodically test that the information can be reloaded from backups. Install operating system software patches regularly. Handle email and instant messaging with care. Use encryption for information stored on portable devices, such as flash drives. Be cautious of internet sites you visit.
8. Implement training and awareness programs. Everyone in the organization who uses a computer should be trained to practice safe computing and follow the organization's policy.
9. Develop an Internet and Acceptable Use Policy. When your employees connect to the internet or send e-mail using your organization's resources, it should be for the purposes authorized by the organization.
10. Take steps to securely dispose of storage media and equipment. Hard drives and other disposable computer equipment may contain saved information even if that information has been "deleted". Run utilities and/or physically destroy the hard drive to ensure it is clear.

Reprinted with permission from The Bridge, the quarterly newsletter of the Alaska Municipal League Joint Insurance Association, as taken from "Cyber Security: Getting Started," a guide produced by the Multi-State Information Sharing & Analysis Center.

LGIT Calendar

EVOC - Emergency Vehicle Operations Course
January 8, 7:30 AM - January 9, 4:00 PM @ DRIVER TRAINING FACILITY

Office Closed - "Happy New Year"
January 1, All Day

Claims Committee Meeting
January 9, 10:00 AM @ 7225 Parkway Drive

Underwriting Committee Meeting
January 9, 1:00 PM @ 7225 Parkway Drive

Regional DDC Caroline County
January - TBA

Flagger Training Colmar Manor
January - TBA

MISS Utility & Sewer Prevention Training
February - TBA

General Information — 800-673-8231 or 443-561-1700
Online Registration — http://www.lgit.org
FAX Registration — Attn: Michelle Yannone, 443-561-1701
For up-to-date calendar information, go to www.lgit.org and click on Upcoming Events

From the Employment Law Hotline (800.845.8055)

The Hotline is a component of the HR Compliance Portal and is a service available to Liability Program members. It provides up to 30 minutes of free legal advice per employment issue. This member service is provided by LGIT, with the professional assistance of Karpinski, Colaresi and Karp, P. A. We have selected for publication one inquiry of interest that was posed through the Hotline.

Question: An employee wants to work two (2) part-time jobs for a local government. The jobs pay different hourly wages. Can the local government pay the employee a different hourly wage depending on the number of hours he works in each position?

Answer: YES. The local government must and should do so under the Fair Labor Standards Act (FLSA).

Join the growing number of Maryland Local Governments that have discovered the best option for their health insurance needs.

Current Cooperative Members
- City of Aberdeen
- City of Brunswick
- Town of Chesapeake Beach
- City of College Park
- City of Gaithersburg
- Kent County
- Local Government Insurance Trust
- Maryland Municipal League
- Town of Middletown
- City of New Carrollton
- Town of Port Deposit
- City of Westminster

Key Program Advantages
- You can choose your own plan design.
- Your costs will be the same every month.
- Modified Self-funding without the risk = opportunity to receive money back

More Information
For more information or to get a quote, contact Michele Keplinger, Member Services Associate at **800-673-8231.**

LGIT's 25th Annual Meeting

December 6, 2012 ~ Annapolis, Maryland

Thank You Sponsors

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