

Montana Municipal Interlocal Authority

Policy Manual

Document Name:	Training Endowment Assistance Policy		
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Policy Statement

The MMIA Board of Directors hereby adopts the following Financial Assistance policy for purposes of identifying events and training programs that qualify for MMIA financial assistance.

I. Purposes/Expected Outcomes

The MMIA operates four separate Risk Retention Pools for cities and towns in the State of Montana, which serve to pool financial resources from the members for the purpose of paying losses and providing risk management services to those members. The MMIA recognizes the significant responsibility placed on it by the member cities and towns to be judicious and prudent in the allocation and expenditure of these financial resources.

On occasion the MMIA receives requests for financial assistance from individual members, associations, private enterprises or other governmental entities. It is the purpose of this policy to provide guidance and parameters for responding to these requests.

II. Responsibilities

It shall be the policy of the MMIA to allocate and expend resources in a responsible, judicious and prudent manner to accomplish the following objectives:

1. Pay on behalf of member losses that are determined to be compensable and covered under the terms and conditions of each of the individual MMIA Program coverage documents.
2. Provide risk management services, education and training in an effort to reduce losses, which result in an overall benefit to the entire Program Membership.
3. Creating efficiencies and/or economies in the administration of MMIA operations which result in an overall benefit to the entire Program Membership.
4. Promoting MMIA's general interests which result in an overall benefit to the Program Membership.
5. Developing and implementing a Risk Management Training Endowment Program (RMTP).

III. Procedures for Risk Management Training Endowment Programs

In determining whether or not to allocate and expend financial resources based on a RMTP request from an individual member participating in one or more of MMIA's Workers' Compensation, Liability, Property or Employee Benefits coverage programs, MMIA will utilize

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the RMTP to build partnerships, empower cities and towns and address the risks faced in municipal services and operations.

The RMTP is available to MMIA member entities who wish to engage themselves in addressing risks faced by Montana's municipalities. The requirements of the endowment utilization include the following:

1. Funding requests must be made by a member of MMIA's Workers' Compensation, Liability, Property or Employee Benefits coverage programs;
2. Funding requests must identify a risk management initiative or program that includes registration of at least 10% of MMIA's member entities;
3. Requests must be made by formal application and will be accepted on a first come, first serve basis;
4. Endowments will be awarded in increments not to exceed \$2000;
5. MMIA will award only one endowment per member entity department; and no more than \$4000 total to a single member entity per fiscal year;
6. Total endowment funding will be set by the MMIA Board of Directors and run on a fiscal year basis of July 1st through June 30th.

The endowment applications will be evaluated on a first come, first serve basis. Endowment funds can be utilized for training, speakers, and other identified risk management initiatives. See Application Form in Appendix I.

IV. Procedures for Non-Risk Management Training Endowment Programs

In determining whether or not to allocate and expend financial resources based on a non-RMTP request from an individual member, association, private enterprise or other governmental entity, MMIA will:

1. Require the request to be made in writing to the MMIA CEO. This written request should include the following information:
 - A. Who is making the request.
 - B. A description of the purpose for the request:
 - i. What will the financial assistance be used for.
 - ii. What benefit will be derived and who will benefit.
 - iii. How the distribution of program funds will benefit the membership.
 - C. Amount of assistance requested.
 - D. Date that the assistance is needed.
 - E. Requests should be made allowing sufficient time for the MMIA to fully investigate and evaluate the proposal (90 days is recommended).
2. MMIA staff will review each request taking into consideration whether it accomplishes one of the objectives stated in this policy, the amount requested and the overall benefit to the MMIA membership in light of cost and funds available in the budget.
3. Based on this assessment, MMIA staff will present the request along with a recommendation to the MMIA Board of Directors who will then take the appropriate action on each request.
4. The MMIA CEO is authorized by the MMIA Board of Directors to utilize discretion in

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accepting or denying requests for financial assistance under the following conditions:

- A. The request is time sensitive and needs to be acted on prior to the next scheduled meeting of the MMIA Board of Directors.
- B. The request does not exceed \$1,000.
- C. There are funds available in the budget to grant the request.
- D. Requests that meet the above conditions and are acted upon by the MMIA CEO will be reported to the MMIA Board of Directors at the next scheduled meeting.

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MMIA Risk Management Training Endowment Application

Project Title/Name: Vicki/Prudence are still deciding how to attach the application
Should we just state this application is on our website??? Then create a form that can be filled out on line. Questions to ponder.

Municipal Sponsor: (city, town, department)

Primary Contact:

Name:

Phone:

email:

Abstract/Summary: (2-3 sentences that describe your project)

Participating Municipalities (Registration must include 10% of MMIA's Member Entities)

Budget:

Overall Project Budget: \$ _____

Total Request of the MMIA Endowment: (up to \$2000) \$ _____

Endowment Request as Percentage of Total Budget:
_____ %

Administrative Use:

___ Received ___ Copied and Filed ___ Approval Status