VILLAGE OF HOMEWOOD

BOARD AGENDA MEMORANDUM **DATE OF MEETING: August 11, 2026**

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Terence Acquah, Assistant Village Manager

Topic: IRMA Delegate and Alternate Delegate

PURPOSE

The Intergovernmental Risk Management Agency (IRMA) Pool has provided risk management insurance lines of coverage (auto, liability, worker's compensation, buildings) to the Village of Homewood since the late 1990s. This pool has over 70 municipal members and has been the most economical, efficient way for the Village to handle risk management insurance coverage.

PROCESS

IRMA requires each member to name a Delegate and an Alternate Delegate. One of these two roles would represent the municipal member at meetings of the IRMA Board of Directors, which occur four times per calendar year. Assistant Village Manager Terence Acquah has served as Homewood's Delegate since May 2024.

With the recent hiring of Anne Mitchell, the Assistant to the Village Manager will now be fulfilling the role of Delegate. One of the main responsibilities of the Assistant to the Village Manager position is to oversee all Risk Management for the Village. Staff requests that the Board appoint Assistant to the Village Manager Anne Mitchell as the Delegate and Finance Director Amy Zukowski as the Alternate Delegate effective August 11, 2026. IRMA requires this action to be formalized through the passage of a resolution by the Board of Trustees.

OUTCOME

The primary Delegate will be housed in the Village Manager's Office and the Alternate Delegate will be housed in the Finance Department. This action will meet the bylaw requirements of the IRMA pool.

FINANCIAL IMPACT

- **Funding Source:** N/A
- **Budgeted Amount:** N/A
- **Cost:** N/A

VILLAGE OF HOMEWOOD

LEGAL REVIEW
Not Required

RECOMMENDED BOARD ACTION
Pass a resolution appointing Assistant to the Village Manager Anne Mitchell as Delegate and Finance Director Amy Zukowski as Alternate Delegate to the Intergovernmental Risk Management Agency pool effective August 11, 2026.

ATTACHMENT(S)
Resolution