

**STATE OF LOUISIANA
OFFICE OF RISK MANAGEMENT
2012 REGIONAL CONFERENCES**

CONFERENCE AGENDA & SESSION DESCRIPTIONS

8:30 AM	-	9:00 AM	Registration and Continental Breakfast
9:00 AM	-	9:20 AM	Welcome / Roles & Responsibilities
9:20 AM	-	9:50 AM	Loss Prevention: Targeted Risk Improvement Program
9:50 AM	-	10:20 AM	Underwriting: Exposure Reporting Changes
10:20 AM	-	10:35 AM	BREAK
10:35 AM	-	10:55 AM	FARA Claims: Reporting of New Claims (WC, GL, and Property)
10:55 AM	-	11:20 AM	FARA: Data Reports
11:20 AM	-	12:05 PM	LUNCH (catered)
12:05 PM	-	1:05 PM	Media Relations
1:05 PM	-	1:20 PM	BREAK
1:20 PM	-	2:05 PM	Facility Planning & Control: Roofing Program & Capital Outlay Projects
2:05 PM	-	2:20 PM	BREAK
2:20 PM	-	3:20 PM	Underwriting: Insurance Requirements in Contracts Manual

ORM

Roles and Responsibilities

This session will differentiate the roles and responsibilities of ORM and FARA.

Loss Prevention/FARA:

Targeted Risk Improvement Program

In a collaborate effort with the Office of Risk Management, FARA will target/benchmark state agencies by use of Cost Per Man-hour (CPH) methodology, refocus and enhance the agencies' current efforts from a Loss Prevention standpoint, and reduce claims cost through a consultative approach to Loss Prevention.

Underwriting:

Exposure Reporting Changes

Due to the implementation of the new LaGov ERP system, there have been several changes to the Property Exposure Report. We will briefly discuss these changes as well as changes to ORM's building appraisal process. We will also address new exposures collected, definition changes, and common problems in completing the Online Quarterly Exposure Report.

FARA Claims

Reporting of New Claims

This session will illustrate how new Workers' Compensation and General Liability claims are reported in iCOW as well as how new Property claims are to be reported.

FARA Claims

Data Reports

FARA will discuss the reports agencies receive and what they mean.

Guest Speaker

Media Relations

This presentation will focus on the steps you can take to improve and maximize your relations with the media. Topics include:

- Policy considerations
- Ten steps to being proactive
- Staging
- Top 25 rules of engagement
- Scenario training and response

Facility Planning & Control:

Roofing Program & Capital Outlay Projects

The resources available to Facility Planning & Control's statewide roofing program cannot support the current level of service and a major restructuring is under way. This presentation will also clarify and coordinate the definition of a capital outlay project stated in statute and rule.

Underwriting:

Insurance Requirements in Contracts

This session explains how to establish insurance requirements for contracts with contractors, tenants and vendors and how to monitor their compliance with those requirements. It will discuss types of insurance coverages, minimum limits, and hold harmless language that should be required in every contract. This session will be most useful for purchasing personnel and those who prepare and/or review bid documents and contracts.