

Risk Quick Tips

Risk Management Division OMB




Contacting Risk Management

The Risk Management Division is small and all staff endeavor to assist agencies with a multitude of risk management related questions. Knowing who the primary point of contact is for an issue or question can assist in obtaining a timely response.

- Questions that may require legal analysis or review, including indemnification and insurance requirements in State contracts, leases, facility use agreements, and coverage issues will ordinarily involve the **Director, Tag Anderson**, who will work with agency legal counsel, as needed, to address the issue or question. He can be contacted directly at 328-7580 or tcanderson@nd.gov.
- Questions related to workers compensation coverage for state employees including premiums, discounts, and other programs should be directed to the **Manager of the RMWCP, Diane Waliser**. She can be contacted at 328-7583 or drwaliser@nd.gov.
- Requests for loss control audits/reviews and other assistance in identifying areas of risk together with the implementation of proactive loss control practices should be addressed to **Dawn Moen, Loss Control Analyst**. Contingency planning issues, including NotiFind and LDRPS, should also be directed to Dawn as the administrator of these systems. She can be reached at 328-7582 or dmmoen@nd.gov.
- Claims related questions should be directed to the **Claims Manager, Vicki Ableidinger** at 328-7581 or vableidinger@nd.gov. Given the number of incidents and claims received by the Division, other staff routinely assist Vicki in addressing specific claims and incidents requiring follow-up, and agency personnel should continue to work with that individual or individuals on a particular claim or incident. Questions related to other insurance facilitated by the Division can also be directed to her.
- General questions can be directed to the Division's **Administrative Assistant, Sheila Hibl**, including assistance in submitting an incident report, or providing attachments or follow up documents to an incident report. Financial questions, including premium and contribution billings should be directed to Sheila as well. She can be contacted at 328-7584 and shhibl@nd.gov.

Staff

- Tag Anderson: Director
701.328.7580
- Vicki Ableidinger: Claims Manager
701.328.7581
- Diane Waliser: Manager, RMWCP
701.328.7583
- Dawn Moen: Loss Control Analyst
701.328.7582
- Sheila Hibl: Admin Assistant
701.328.7584



2013 Risk Management Seminar

The Risk Management Seminar will be held this year in November.

SEMINAR LOCATION, DATES, PRESENTATIONS SCHEDULE AND REGISTRATION INFORMATION WILL BE AVAILABLE THE FIRST PART OF OCTOBER.

RISK MANAGEMENT ~ 2013 LEGISLATIVE SESSION

The 2013 Legislative Session was fairly quiet for the Risk Management Fund and bills directly impacting its operations.

- One bill of interest was **HB 1069 – regarding limitation of liability provisions in state contracts**. This bill was introduced at the request of the Office of Management and Budget to streamline the process for agencies to obtain authorization to limit the liability of certain contracting parties with the state. The bill eliminates the formality of a state form and the requirement of written approval from the Attorney General and the Director of the Office of Management and Budget but retains the analysis that is undertaken before agreeing to the limitations.
 - ◆ *SFN 54345, Application for Approval to Limit the Liability of a Vendor*, has been eliminated and agencies should no longer submit requests on this form. Instead, a limitation of liability documentation template has been developed and is available on the State Procurement Office website: www.nd.gov/spo/agency/templates/ and a link is also provided at www.nd.gov/risk/publications/forms/risk-management-fund-forms.
 - ◆ The *Risk Management Manual* and the *Guidelines to Managing Contractual Risk* have been revised to reflect these changes, so you'll want to ensure you are using the most recent versions of the resources, found at: www.nd.gov/risk/publications/manuals-guides.

Sections Affected: [N.D.C.C. § 32-12.2-15](#)

- Although not directly impacting the Risk Management Fund, another bill of interest was **HB 1263 – regarding driving without liability insurance**. This bill provides that upon being stopped by a law enforcement officer, the driver of a vehicle shall immediately provide evidence of liability insurance. If the driver cannot provide such evidence, he/she may be charged with a violation for failure to have proof of valid liability insurance.
 - ◆ In response to this legislative change, Risk Management has revised the cards that explain liability coverage applicable to the State of North Dakota's owned and/or leased vehicles. The current cards are **orange** and are still correct/effective. The new cards are **yellow** and are intended to assist employees and law enforcement that may be unfamiliar with the State's status as a self-insurer. (*See images below.*) The cards have been delivered to DOT for them to distribute to the districts. This office has also mailed the updated cards directly to a few sites. You will find these cards in the State Fleet packet in each vehicle.

Sections Affected: [N.D.C.C. § 39-08-20](#)

North Dakota State Fleet Vehicle Liability Identification Card	State Employee Accident Reporting Instructions
<p>ND Risk Management (State Owned Vehicles) self-retention fund No policy number - coverage is pursuant to N.D.C.C. ch 32-12.2 Effective 07/01/97; No Expiration Risk Management Division: 1-866-534-2834; 701-328-7584</p> <p>Report all serious accidents immediately to: 911 and State Radio 1-800-472-2121</p> <p>State Employee accident reporting instructions on reverse side</p>	<ol style="list-style-type: none">1. Obtain name(s) and address(es) of:<ol style="list-style-type: none">a. driver(s) and occupant(s) of other car(s), andb. injured.2. Obtain insurance information of other driver(s) involved.3. Obtain name(s) and address(es) of all witnesses.4. Make no comment or statement regarding the accident except to police or a representative of the State.5. Within 24 hours, report the accident on-line to Risk Management and State Fleet at www.nd.gov/risk.6. Contact for Questions: Risk Management 701-328-7584, 1-866-534-2834 and State Fleet 701-328-1472. <p>Revised 08/13</p>