



# Yolo County Public Agency Risk Management Insurance Authority

## MINUTES

January 28, 2016

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority was called to order by President John Perry at 8:45 a.m. at YCPARMIA located at 77 West Lincoln Avenue, Woodland, CA.

### **ROLL CALL**

**BOARD MEMBERS PRESENT:** Sheila McShane (*City of Woodland*), Gary Engel (*County of Yolo*), Debbie Howard (*Esparto USD*), and John Perry (*City of West Sacramento*), Jackie Jaskowiak (*City of Davis*), Nanci Mills (*City of Winters*)

**ABSENT:** None

**OTHERS:** Jeff Tonks (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Lisa Carpenter (*YCPARMIA Accountant*)

### **APPROVAL OF AGENDA**

It was moved by Nanci Mills, seconded by Sheila McShane, that the agenda be approved. Said motion was unanimously carried.

THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY MATTER, WHETHER OR NOT IT IS ON THE AGENDA, BUT STATE LAW PROHIBITS ACTION BY THE BOARD ON NONAGENDA ITEMS.

### **COMMUNICATIONS**

Board Members. Debbie Howard reported the School District is working on negotiations.

Sheila McShane reported that the City of Woodland is working on updating their budget and Dr. Marble will no longer be on the City Council.

Gary Engel reported that the County has completed setting goals

Nanci Mills reported that the City of Winters has an intern Police Chief and that a new hotel is being built.

Jackie Jaskowiak reported that Melissa Chaney resigned from the City of Davis and that the City will have an intern to take her place. Also the City has gone back to 8 to 5, Monday through Friday.

John Perry reported that the City of West Sacramento is working on negotiations and they have a new Parks and Recreation Director.

CEO/Risk Manager.

The CEO/Risk Manager reported that PARMA is being held at the Renaissance Indian Wells Resort and Spa between February 23<sup>rd</sup> and 26<sup>th</sup>.

The CEO/Risk Manager reported that CAJPA will be held in South Lake Tahoe between September 13<sup>th</sup> and 16<sup>th</sup>.

The CEO/Risk Manager reported that our books show a number of past due premium invoices for the County and some of our smaller members. The County's new accounting system is apparently not yet up to full speed and some of our needed reports have not yet been provided.

The CEO/Risk Manager reported that Board orientation is required by Board Policy for directors and alternates and staff has tentatively scheduled availability for mornings during the second and third weeks in February.

The CEO/Risk Manager reported that Board expressed interest in short training programs; we have tentatively blocked time for a one hour session at the April Board meeting.

Next Meeting.      March 24, 2016

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of November 12, 2015. It was moved by Sheila McShane and seconded by Debbie Howard that the minutes of the previous Board meetings be approved. Said motion was unanimously carried.

**ACTION ITEMS**

DOT Changes. The CEO/Risk Manager reviewed with the Board that the Federal Motor Carrier Safety Administration (FMCSA) issued a ruling on the minimum annual percentage rate for random controlled substance testing from 50% to 25% and that we can either change to the new ruling or keep our testing at 50%. After discussion, it was moved by Gary Engel, seconded by Sheila McShane that the Board not change the current drug testing program and keep the testing at 50%. Said motion was unanimously carried.

Financial Internal Control Policy. The CEO/Risk Manager reviewed with the Board YCPARMIA's Financial Internal Control Policy (Exhibit "A") changes pertaining to the Board review section. After discussion, it was moved by Gary Engel, seconded by Nanci Mills that the Board adopt the recommended changes. Said motion was unanimously carried.

Tree Claim Policy. The CEO/Risk Manager reviewed with the Board the new Tree Claim Policy (Exhibit "B"). After discussion, it was moved by Sheila McShane, seconded by Jackie Jaskowiak that the Board adopt the new Tree Claim Policy. Said motion was unanimously carried.

Comprehensive Annual Financial Report (CAFR). The CEO/Risk Manager reviewed the 2015 CAFR report (Exhibit "C"). After discussion, it was moved by John Perry, seconded by Nanci Mills that the Board approve the 2015 CAFR as submitted. Said motion was unanimously carried.

CAJPA Accreditation. The CEO/Risk Manager reviewed with the Board the CAJPA Accreditation Audit (Exhibit "D"). After discussion, it was moved by Sheila McShane, seconded by Nanci Mills that the Board approved the CAJPA audit resulting in a renewal of our Accreditation with Excellence. Said motion was unanimously carried.

## **INFORMATION ITEMS**

YCPARMIA Financial Report. The YCPARMIA Financial reports through December 31, 2015 (Exhibit "E") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report through December 31, 2015 (Exhibit "F") were reviewed by the Board.

Notification of New Claims Received Since the Previous Board Meeting. The CEO/Risk Manager reviewed with the Board the list of Liability claims since the last Board meeting (Exhibit "G").

Closed Liability Files. The CEO/Risk Manager reviewed with the Board the list of Closed Liability claims since the last Board meeting (Exhibit "H").

Certificates Issued. The CEO/Risk Manager reviewed the list of certificates that were issued since the previous Board meeting (Exhibit "I").

Workers' Compensation Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of December 2015 (Exhibit "J")

Yolo County Risk Assessment. The CEO/Risk Manager reviewed with the Board the Yolo County Risk Assessment process facilitated by the County's internal audit division looking at financial internal controls.

Quarterly Statement of Revenues, Expenses and Retained Earnings. The CEO/Risk Manager reviewed with the Board the December 31, 2015 Statement of Revenues, Expenses and Retained Earnings (Exhibit "K").

Strategic Planning. The CEO/Risk Manager opened the floor for any future planning issues.

At 9:55 a.m. being no further business, it was moved by Debbie Howard, seconded by Sheila McShane, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,

Jeffrey M. Tonks  
CEO/Risk Manager