



# Yolo County Public Agency Risk Management Insurance Authority

## MINUTES

March 23, 2017

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority was called to order by President John Perry at 1:35 p.m. at YCPARMIA located at 77 West Lincoln Avenue, Woodland, CA.

### **ROLL CALL**

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

**ABSENT:** None

**OTHERS:** Jeff Tonks (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Accountant*), Kryss Rankin (*City of West Sacramento*)

### **APPROVAL OF AGENDA**

It was moved by Gary Engel, seconded by Debbie Howard, that the agenda be approved as submitted. 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.** Sheila McShane reported that the City of Woodland is in negotiations and that the City is recruiting a new Police Chief.

Debbie Howard reported that the Esparto Unified School District has finished negotiations and that the high school did the 'Every 15 Minutes' program.

Janet Emmett reported that the City of Davis had a PERS audit and they are in negotiations.

Gary Engel reported that the County of Yolo is working on their budget and working on the CAL OES program.

John Perry and Kryss Rankin reported that the City of West Sacramento is revising their accident form, working on a comprehensive risk management policy, working on their budget, negotiations, interviews for Deputy Chief and their Fire Chief left to go to Woodland.

CEO/Risk Manager.

The CEO/Risk Manager reported that CAJPA will be held in South Lake Tahoe between September 12<sup>th</sup> and 15<sup>th</sup>.

The CEO/Risk Manager reported that Lisa Carpenter has left her employment as Financial Analyst to take position at Yolo/Solano AQMD.

The CEO/Risk Manager reported that YCPARMIA has hired Holly Lyon as our new Financial Analyst.

The CEO/Risk Manager reported that volunteers for playgrounds are covered if they are volunteers for the city, but not if they are volunteers of the contractor.

The CEO/Risk Manager had Marinda Griese report on the Police training done by CJPRMA.

The CEO/Risk Manager reported that the Burton case has been settled.

Next Meeting.      May 25, 2017

**CONSENT CALENDAR**

The Consent Calendar consisted of the minutes of the regular Board Meeting of January 26, 2017. It was moved by Gary Engel and seconded by Nanci Mills that the minutes of the previous Board meeting be approved. Said motion was unanimously carried.

**ACTION ITEMS**

Discussion and Acceptance of the 2017 Actuarial Study. The CEO/Risk Manager discussed with the Board the 2017 Actuarial Study (Exhibit "A"). After discussion, it was moved by Gary Engel, seconded by Nanci Mills that the Board accepts the 2017 Actuarial Study to establish Program Reserves and Cash Payments (premiums) for the Liability and Workers' Compensation programs. Said motion was unanimously carried.

By-law Corrections. The CEO/Risk Manager reviewed with the Board the YCPARMIA By-Laws for the forms to be used for premium formulas (Exhibit "B"). After discussion, it was moved by John Perry, seconded by Janet Emmett, that the Board approve the modifications to the premium formulas in our By-Laws to change DE"3" to DE"9". Said motion was unanimously carried.

Preliminary Budget for Fiscal Year 2017-2018. The CEO/Risk Manager discussed with the Board the preliminary budget for FY 2017-2018 (Exhibit "C"). After discussion, it was moved by Sheila McShane, seconded by Janet Emmett that the Board adopt the YCPARMIA Budget for FY 17/18. Said motion was unanimously carried.

Esparto Fire Protection District. The CEO/Risk Manager discussed with the Board the application for membership from the Esparto Fire Protection District. (Exhibit "D"). After discussion, it was moved by Gary Engel, seconded by Debbie Howard that the Board approve the application for membership by the Esparto Fire Protection District effective 7/1/17, with the proviso that their participation in our Liability Program be postponed until they are allowed to withdraw from their present program effective 7/1/18.. Said motion was unanimously carried.

Cordico (Arden Psyche) Six-Month Update Report. The CEO/Risk Manager discussed with the Board the Cordico (formerly Arden Psyche) Semi-Annual report that provides wellness services to public safety employees. (Exhibit "E"). After discussion, it was moved by John Perry, seconded by Nanci Mills that the Board accept the report from Cordico. Said motion was unanimously carried.

YONET Risk Sharing Policy. The CEO/Risk Manager discussed with the Board the YONET Risk Sharing policy (Exhibit "F"). After discussion, it was moved by Gary Engel and seconded by John Perry that the Board approve proposed language, "In those situations where multiple YONET agencies, or a non-YCPARMIA member, are involved in the incident giving rise to the claim . . ." at the start of the current policy. Also after the apportionment in the policy add "In those situations where only one YONET agency is involved in the incident giving rise to the claim, all costs associated with the claim will be charged against the employing YCPARMIA member." Said motion was unanimously carried.

## **INFORMATION ITEMS**

YCPARMIA Financial Report. The YCPARMIA Financial reports through February 28, 2017 (Exhibit "G") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report through February 28, 2017 (Exhibit "H") 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 "I").

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

Workers' Compensation Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of February 28, 2017 and the monthly benefit payments. (Exhibit "K")

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

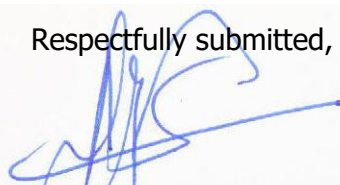
Risk Management – Workers' Compensation Premiums. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Program premiums.

FY2017-2018 Premiums. The CEO/Risk Manager reviewed with the Board the Preliminary 2017-2018 premiums (Exhibit "M").

Strategic Planning. The CEO/Risk Manager gave opportunity to the Board to discuss trends and the succession planning.

At 3:45 p.m. being no further business, it was moved by Sheila McShane, seconded by Debbie Howard, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,



Jeffrey M. Tonks  
CEO/Risk Manager