



Yolo County Public Agency Risk Management Insurance Authority

MINUTES

March 31, 2016

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority was called to order by President John Perry at 8:40 a.m. at YCPARMIA located at 77 West Lincoln Avenue, Woodland, CA.

ROLL CALL

BOARD MEMBERS PRESENT: Jackie Jaskowiak (*City of Davis*), Sheila McShane (*City of Woodland*), Mindi Nunes (*County of Yolo*) and Debbie Howard (*Esparto USD*), John Perry (*City of West Sacramento*)

ABSENT: Nanci Mills (*City of Winters*)

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

APPROVAL OF AGENDA

It was moved by Debbie Howard, seconded by Mindi Nunes, 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 with Woodland City Employees Association and Fire Department and that the City is reorganizing Public Works.

Mindi Nunes reported that the County of Yolo is working on their budget and now have a new financial system.

Debbie Howard reported that the Esparto Unified School District is at an impasse with the teachers union.

Jackie Jaskowiak reported that the City of Davis has hired a new HR Manager to begin in June and that the City has restarted negotiations with Fire.

John Perry reported that the City of West Sacramento is making mid-year budget adjustments, has finished negotiations, and has two open Lieutenant positions.

CEO/Risk Manager. The CEO/Risk Manager reported that PARMA will be held in Disneyland Hotel complex in February 2017.

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

The CEO/Risk Manager reported that we have now received financial reports through December from the County on our LAIF accounts and premium payments. All have been paid and there seems to be a general consensus that the reports are difficult to use.

The CEO/Risk Manager reported that our Board Members are now current on their Board orientations, but we are a Board member short for Davis.

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

The CEO/Risk Manager reported that YCPARMIA continues to suffer damage from nocturnal visits by the homeless. John Perry recommended a high frequency device that has worked for the City of West Sacramento.

The CEO/Risk Manager reported that YCPARMIA has completed the County audit.

The CEO/Risk Manager recommended no April Board Meeting which was unanimously approved.

Next Meeting. May 26, 2016

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of January 28, 2016. It was moved by Sheila McShane and seconded by Jackie Jaskowiak that the minutes of the previous Board meeting be approved. Said motion was unanimously carried.

ACTION ITEMS

Workers' Compensation TPA Contract. The CEO/Risk Manager reviewed with the Board the Workers' Compensation TPA Contract. After discussion, it was moved by Sheila McShane, seconded by John Perry, that the Board authorize the CEO/Risk Manager to negotiate/agree on a three year extension of the existing claims administration contract with LWP. Said motion was unanimously carried.

Preliminary Budget for Fiscal Year 2016-2017. The CEO/Risk Manager discussed with the Board the preliminary budget for FY 2016-2017 (Exhibit "A"). After discussion, it was moved by Jackie Jaskowiak, seconded by Sheila McShane that the Board adopt the YCPARMIA Budget for FY 16/17. Said motion was unanimously carried.

Discussion and Acceptance of the 2016 Actuarial Study. The CEO/Risk Manager discussed with the Board the 2016 Actuarial Study (Exhibit "B"). After discussion, it was moved by John Perry, seconded by Debbie Howard that the Board accepts the 2016 Actuarial Study to establish Program Reserves and Cash Payments (premiums) for the Liability and Workers' Compensation programs. Said motion was unanimously carried.

Willow Oak Fire Protection District. The CEO/Risk Manager discussed with the Board the application for membership from the Willow Oak Fire Protection District. (Exhibit "C"). After discussion, it was moved by Mindi Nunes, seconded by John Perry that the Board approve the application for membership by the Willow Oak Fire Protection District effective 7/1/16. Said motion was unanimously carried.

Financial Internal Control Policy. The CEO/Risk Manager discussed with the Board the Financial Internal Control Policy. (Exhibit "D"). After discussion, it was moved by John Perry, seconded by Sheila McShane that the Board adopt the new "Payroll" section for its Financial Internal Control Policy. 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 Sheila McShane, seconded by John Perry that the Board accept the report from Cordico. Said motion was unanimously carried.

INFORMATION ITEMS

YCPARMIA Financial Report. The YCPARMIA Financial reports through February 28, 2016 (Exhibit "F") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report through February 28, 2016 (Exhibit "G") 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 "H").

Closed Liability Files. The CEO/Risk Manager reviewed with the Board the list of Closed Liability claims since the last 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 February 28, 2016 and the monthly benefit payments. (Exhibit "J")

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

FY2016-2017 Premiums. The CEO/Risk Manager reviewed with the Board the Preliminary 2016-2017 premiums (Exhibit "L").

Strategic Planning. The CEO/Risk Manager gave opportunity to the Board to discuss trends and the self-assessment audit spear-headed by the County (Exhibit "M").

At 10:22 a.m. it was moved by John Perry, seconded by Mindi Nunes that the board meeting go to Closed Session. Said motion was unanimously carried.

At 11:41 a.m., the Board reconvened to open session. The Board decided in Closed Session that all employees will receive a 1.5% COLA and also gave a 3.5% adjustment to the Loss Prevention Analyst all effective 7/1/2016 and again on 7/1/2017 (a total of 5% a year).

At 11:45 a.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