



# Yolo County Public Agency Risk Management Insurance Authority

## MINUTES

April 2, 2019

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority was called to order by President Sheila McShane at 8:35 a.m. at YCPARMIA, 77 W. Lincoln Avenue, Woodland, CA.

### ROLL CALL

**BOARD MEMBERS PRESENT:** Sheila McShane (*City of Woodland*), Jill Cook (*County of Yolo*), Leah Smith (*Esparto USD*), Kryss Rankin (*City of West Sacramento*), Janet Emmett (*City of Davis*), Crystal Zaragoza (*City of Winters*)

**ABSENT:** None

**OTHERS:** Jeffrey Tonks (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Accountant*), Chris Bensch (*City of Davis*), Armond Sarkis

### APPROVAL OF AGENDA

It was moved by Jill Cook, seconded by Crystal Zaragoza, that the agenda be approved with moving the Closed Session before the Communications. 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.

8:37 – Went to Closed Session

9:15 – Reconvened to Regular Board Meeting

### COMMUNICATIONS

Board Members. Board Members communicated with other members various things happening at their entity.

CEO/Risk Manager. CEO/Risk Manager communicated various things happening at YCPARMIA.

Next Meeting. Discussed the next meeting date.

## CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of February 5, 2019. It was moved by Jill Cook and seconded by Kryss Rankin that the minutes of the previous Board meetings be approved. Said motion was unanimously carried.

## ACTION ITEMS

Discussion and Acceptance of the 2018 Actuarial Study. The Interim CEO/Risk Manager discussed with the Board the 2019 Actuarial Study (Exhibit "A"). After discussion, it was moved by Jill Cook, seconded by Janet Emmett that the Board accept the 2019 Actuarial Study to establish Program Reserves and Cash Payments (premiums) for the Liability and Workers' Compensation programs. Said motion was unanimously carried.

Board Representation for CJPRMA and CSAC-EIA. The Interim CEO/Risk Manager reviewed with the Board the Board representation for CJPRMA and CSAC-EIA. After discussion, it was moved by Janet Emmett, seconded by Leah Smith, that the Board appoint the new CEO/Risk Manager as its designated director to CJPRMA Board and its Staff Investigator, David Due, as Board Alternate. Additionally with Board of Supervisor's approval, appoint the new CEO/Risk Manager as the YCPARMIA Board member for CSAC-EIA. Said motion was unanimously carried.

Preliminary Budget for Fiscal Year 2019-2020. The Interim CEO/Risk Manager discussed with the Board the preliminary budget for FY 2019-2020 (Exhibit "B"). After discussion, it was moved by Kryss Rankin, seconded by Jill Cook that the Board adopt the YCPARMIA Budget for FY 19/20. Said motion was unanimously carried.

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

Extension of the LWP Claims Administration Contract. The Interim CEO/Risk Manager discussed with the Board the extension of the LWP Claims Administration Contract (Exhibit "D"). After discussion, it was moved by Leah Smith and seconded by Janet Emmett that the Board accept the negotiated three-year extension of the LWP claims administration contract. Said motion was unanimously carried.

Sheriff Leadership Training. The Interim CEO/Risk Manager discussed with the Board the Sheriff Leadership Training for a 96-hour POST certified course (Exhibit "E"). After discussion, it was moved by Kryss Rankin and seconded by Leah Smith that the Board approve paying up to \$10,000 for reimbursement on approved completion. Said motion was carried, with Jill Cook abstaining.

YCPARMIA General Counsel. The interim CEO/Risk Manager discussed with the Board the need for a YCPARMIA General Counsel. After discussion, it was moved by Janet Emmett, seconded by Jill Cook, that the Board direct the new CEO/Risk Manager to locate and review candidates to act as YCPARMIA's General Counsel, and return to the Board with a proposed contract consistent with the terms and limitations discussed. Said motion was unanimously carried.

ICMA Managed Account. The interim CEO/Risk Manager discussed with the Board amending the ICMA contract to allow employees and retirees to use ICMA's Financial Planning Services/Managed Account services (Exhibit "F"). After discussion, it was moved by Janet Emmett, seconded by Crystal Zaragoza, that the Board authorize the CEO/Risk Manager to amend YCPARMIA's contract with ICMA-RC to add Managed Accounts Services. Said motion was unanimously carried.

Financial Internal Controls Policy. The interim CEO/Risk Manager discussed with the Board the changes to the Financial Internal Controls Policy (Exhibit "G"). After discussion, it was moved by Jill Cook, seconded by Kryss Rankin, that the Board approve the proposed additions to its Financial Internal Controls Policy. Said motion was unanimously carried.

**INFORMATION ITEMS**

YCPARMIA Financial Report. The YCPARMIA Financial reports through February 28, 2019 (Exhibit "H") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report through February 28, 2019 (Exhibit "I") were reviewed by the Board.

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

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

Workers' Compensation Loss Run Summary. The interim CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of February 28, 2019 (Exhibit "L").

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

Excess Liability Premiums. The interim CEO/Risk Manager discussed with the Board the excess Liability premiums and the concern regarding the upward swing of the premiums.

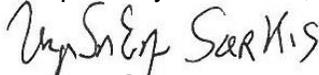
Vacant Entity Buildings. The interim CEO/Risk Manager discussed with the Board losses to vacant buildings owned by public entities and the CSAC-EIA policy (Exhibit "N").

Projected Year-End Program Results and FY2019-2020 Premiums. The CEO/Risk Manager reviewed with the Board the projected year-end program results and the Preliminary 2019-2020 premiums (Exhibit "O").

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

At 11:50a.m. being no further business, it was moved by Janet Emmett, seconded by Crystal Zaragoza, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,



Armond Sarkis  
CEO/Risk Manager