



# Yolo County Public Agency Risk Management Insurance Authority

## MINUTES

May 24, 2018

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

### **ROLL CALL**

**BOARD MEMBERS PRESENT:** Janet Emmett (*City of Davis*), Jill Cook (*County of Yolo*), Debbie Howard (*Esparto USD*), Liane Lee (*City of West Sacramento*), Sheila McShane (*City of Woodland*), Nanci Mills (*City of Winters*)

**ABSENT:** None

**OTHERS:** Dennis Monahan (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Carlos Oblies (*Chandler; arrived 9:30am, left at 10:35am*)

### **APPROVAL OF AGENDA**

It was moved by Nanci Mills, seconded by Janet Emmet, that the agenda be approved as submitted with the change of moving the Discussion with Chandler Asset Management after the Board Communications. Said motion was unanimously carried.

### **COMMUNICATIONS**

**Board Members.** Janet Emmett reported that the City of Davis is doing recruitments, having City picnic and getting things ready for the elections.

Debbie Howard reported that the Esparto Unified School District is getting close to school being out, dealing with various RFPs for projects.

Liane Lee reported that the City of West Sacramento will have a new City Manager in July.

Nanci Mills reported that the City of Winters is dealing with mediations, elections and interviews for the HR position.

Jill Cook reported that the County of Yolo is dealing with negotiations, re-shifting positions and that she is now the new Board member and Gary Engel is the alternate board member.

Sheila McShane reported that the City of Woodland is dealing with their budget, will be having Sophomores and Juniors from the High School working at City Hall for the summer, workplace violence training and recruitments.

### **INFORMATION ITEM**

**Chandler Asset Management Report.** Carlos Oblites from Chandler gave a report on the investment portfolio (Exhibit "A").

CEO/Risk Manager.

The CEO/Risk Manager reported that YCPARMIA has updated hardware/computers and will be purchasing/installing laptops and VPN systems over the next six weeks to allow staff to access the server from the field and respond to member questions in a timely manner.

The CEO/Risk Manager reported that YCPARMIA is in the process of updating the phone system to allow direct dialing to staff members.

The CEO/Risk reported that YCPARMIA will be re-carpeting in July.

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.

Next Meeting. June 28, 2018

**CONSENT CALENDAR**

The Consent Calendar consisted of the minutes of the regular Board Meeting of March 22, 2018. It was moved by Nanci Mills and seconded by Debbie Howard that the minutes of the previous Board meeting be approved. Said motion was unanimously carried.

**ACTION ITEMS**

Update Preliminary Budget. The CEO/Risk Manager reviewed with the Board the changes to the preliminary budget of adding \$800 to Professional Organizations fees and \$2,500 to Travel and Conference Expenses (Exhibit "B"). After discussion, it was moved by Nanci Mills, seconded by Debbie Howard, that the Board accept the increases in the budget. Said motion was unanimously carried.

CJPRMA Director. The CEO/Risk Manager discussed with the Board the YCPARMIA director for the CJPRMA Board. After discussion, it was moved by Jill Cook, seconded by Nanci Mills that the Board appoint Dennis Monahan as YCPARMIA's Director position on the CJPRMA Board and Marinda Griese as the Alternate, effective July 1, 2018. Said motion was unanimously carried.

**INFORMATION ITEMS**

YCPARMIA Financial Report. The YCPARMIA Financial reports through April 30, 2018 (Exhibit "C") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report through April 30, 2018 (Exhibit "D") 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 "E").

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

Workers' Compensation Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of April 30, 2018 and the monthly benefit payments. (Exhibit "G")

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

Strategic Planning. The CEO/Risk Manager gave opportunity to the Board to discuss trends, actions, and future risk management plans.

At 11:10 a.m. being no further business, it was moved by Nanci Mills, seconded by Liane Lee, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Dennis Monahan', with a stylized flourish extending to the right.

Dennis Monahan  
CEO/Risk Manager