



Yolo County Public Agency Risk Management Insurance Authority

MINUTES

May 25, 2017

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

ROLL CALL

BOARD MEMBERS PRESENT: Janet Emmett (*City of Davis*), Gary Engel (*County of Yolo*), Debbie Howard (*Esparto USD*), Kryss Rankin (*City of West Sacramento*), Sheila McShane (*City of Woodland*)

ABSENT: Nanci Mills (*City of Winters*)

OTHERS: Jeff Tonks (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Accountant*), Charleton Pearse (*Lenahan, Lee, Slater and Pearse*; arrived 8:55am, left at 9:35am)

APPROVAL OF AGENDA

It was moved by Gary Engel, seconded by Janet Emmet, that the agenda be approved as submitted with the change of moving the Closed Session when Charleton Pearse arrives. 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. Janet Emmett reported that the City of Davis is doing recruitment, dealing with personnel issues, CalPERS audit and budget.

Debbie Howard reported that the Esparto Unified School District is getting close to school being out, dealing with budget and attendance down due to Norovirus.

At 9:00 a.m. the Board went to Closed Session discussing Liability claims with Charleton Pearse. At 9:35 a.m. the Board reconvened to open session. No decisions were made in Closed Session.

COMMUNICATIONS

Board Members.

Gary Engel reported that the County of Yolo is dealing with negotiations, re-shifting positions and security issues.

Kryss Rankin reported that the City of West Sacramento firefighters are doing Target Solutions program and that Human Resources is dealing with new software program.

Sheila McShane reported that the City of Woodland is dealing with negotiations, the new police chief starts in June, dealing with a Fit for Duty for a firefighter and dealing with their budget.

CEO/Risk Manager.

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

The CEO/Risk Manager reported that the PARMA is scheduled for February 2018 in Monterey.

The CEO/Risk Manager reported that Holly Lyon will be on pregnancy leave in June and July.

The CEO/Risk Manager reported that YCPARMIA plans to re-carpet in July.

The CEO/Risk Manager reminded the Board of the succession planning for upcoming retirements of Board members and the CEO/Risk Manager.

Next Meeting. June 22, 2017

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of March 23, 2017. It was moved by Gary Engel and seconded by Debbie Howard that the minutes of the previous Board meeting be approved. Said motion was unanimously carried.

ACTION ITEMS

Membership Application of the Valley Clean Energy Alliance JPA. The CEO/Risk Manager reviewed with the Board the application of the Valley Clean Energy Alliance JPA (Exhibit "A"). After discussion, it was moved by Gary Engel, seconded by Kryss Rankin, that the Board accept the membership application of VCEA effective 7/1/2017. Said motion was unanimously carried.

California SR 1 Accident Reporting. The CEO/Risk Manager discussed with the Board the reporting element for employee Auto accidents. After discussion, it was decided to DEFER this to the August 2017 meeting.

CJPRMA Director. The CEO/Risk Manager discussed with the Board the YCPARMIA director for the CJPRMA Board. After discussion, it was moved by Janet Emmett, seconded by Kryss Rankin that the Board appoint Marinda Griese as YCPARMIA's Director position on the CJPRMA Board and Jeff Tonks as the Alternate. Said motion was unanimously carried.

INFORMATION ITEMS

YCPARMIA Financial Report. The YCPARMIA Financial reports through April 30, 2017 (Exhibit "B") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report through April 30, 2017 (Exhibit "C") 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 "D").

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

Workers' Compensation Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of April 30, 2017 and the monthly benefit payments. (Exhibit "F")

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

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

At 10:50 a.m. being no further business, it was moved by Gary Engel, seconded by Janet Emmett, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,



Jeffrey M. Tonks
CEO/Risk Manager