



# Yolo County Public Agency Risk Management Insurance Authority

## MINUTES

**June 27, 2019**

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on June 27, 2019, at the YCPARMIA office located at 77 West Lincoln Avenue, Woodland, CA.

**BOARD MEMBERS PRESENT:** Sheila McShane (*President, City of Woodland*), Janet Emmett (*Vice President, City of Davis*), Kryss Rankin (*City of West Sacramento*), Jill Cook (*County of Yolo*), Rebecca Spiva (*Esparto USD, left during Agenda Item 7C*), Crystal Zaragoza (*City of Winters*)

**BOARD MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Armond Sarkis (*YCPARMIA CEO/Risk Manager*), Lily Viek (*YCPARMIA Administrative Assistant*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Financial Analyst*), Alberto Lara (*County of Yolo*)

1. **CALL TO ORDER**

President Sheila McShane called the meeting to order at 8:35 a.m.

2. **APPROVAL OF AGENDA**

Jill Cook moved to approve the agenda as posted; seconded by Janet Emmett. Motion passed unanimously.

3. **PUBLIC COMMENTS**

*This time is reserved for members of the public to address the Board on any matter, whether or not on the agenda. State law prohibits action by the Board on non-agenda items.*

4. **CLOSED SESSION**

The Board adjourned to closed session at 8:45 a.m.

- A. Section 54956.9 – Liability Claims
- B. COLA Adjustment for YCPARMIA Employees
- C. Public Employee Performance Evaluation (CG54957)

The Board reconvened to open session at 10:05 a.m. The Board reported the CEO/Risk Manager has been authorized to settle the liability claim 2017053. The Board approved a 2% COLA adjustment for all YCPARMIA employees.

5. **COMMUNICATIONS**

A. Board Members

Jill Cook, County of Yolo, introduced Alberto Lara, the County's new HR Director, and informed he will become the County's Alternate Board member in July.

Kryss Rankin, City of West Sacramento, reported the City is focusing on safety trainings.

Janet Emmett, City of Davis, reported the City has a new City Attorney. Additionally, the City is recruiting for Fire Chief.

Crystal Zaragoza, City of Winters, reported labor negotiations are in progress.

Sheila McShane, City of Woodland, reported labor negotiations are underway.

B. CEO/Risk Manager

CEO/Risk Manager Armond Sarkis reminded the Board of the CAJPA Conference in September and the PARMA Conference in February. Sarkis informed the Board he has implemented biweekly one-on-one meetings with staff in addition to weekly group staff meetings. Sarkis discussed YCPARMIA's use of Google Drive to provide litigated claim information to members in real-time. Sarkis and the Board expressed interest in hiring for General Counsel.

C. Next Meeting

The upcoming YCPARMIA Board meetings are as follows:

- August 22, 2019, 8:30 A.M.
- October 24, 2019, 8:30 A.M.
- December 12, 2019, 8:30 A.M.

The Board expressed interest in having a Calendar of Meetings for the 2019-2020 Program year approved during the December meeting

**6. CONSENT CALENDAR**

A. Approval of Minutes

Kryss Rankin moved to approve the Minutes of the Regular Board Meeting of April 2, 2019; seconded by Janet Emmett. Motion passed unanimously.

**7. ACTION ITEMS**

A. Year-End Program Projections

The CEO/Risk Manager reviewed the year-end program projections. The Board unanimously decided an enhanced worksheet with additional financial information will be prepared and presented by YCPARMIA going forward.

B. Cash Payment for the General/Auto Liability Program for FY 19/20

The CEO/Risk Manager informed the cash payments of the General/Auto Liability program are as follows:

City of Davis	\$743,498.53
Esparto USD	\$80,120.26
City of West Sacramento	\$1,105,584.66
City of Winters	\$48,401.78
City of Woodland	\$524,285.77
Yolo County	\$2,031,425.03
YECA	\$34,334.04
Yolo-Solano AQMD	\$48,012.14
Capay Valley FPD	\$5,000.00
IHSS	\$5,000.00
Davis Cemetery District	\$5,000.00
Madison Fire District	\$5,000.00
Winters Cemetery District	\$5,000.00
Cottonwood Cemetery District	\$500.00
Clarksburg FPD	\$5,000.00
Winters FPD	\$500.00
Dunnigan FPD	\$5,000.00
Yolo Habitat JPA	\$2,500.00
Madison Service District	\$5,000.00
Law Library	\$533.83
LAFCO	\$500.00
No Man's Land FPD	\$500.00
East Davis FPD	\$500.00
Springlake FPD	\$500.00
Port District	\$8,500.00
Woodland-Davis CWA	\$500.00
Willow Oak FPD	\$5,000.00
West Plainfield FPD	\$5,000.00
Valley Clean Energy	\$2,500.00

Esparto FPD	\$5,000.00
	<hr/> \$4,688,196.03

Janet Emmett moved to approve the cash payment for FY19/20 and direct the CEO/Risk Manager to bill these cash payments after July 1, 2019; seconded by Crystal Zaragoza. Motion passed unanimously.

C. Cash Payment for the Workers' Compensation program for FY 19/20

The CEO/Risk Manager advised cash payment for the Workers' Compensation program is as follows:

City of Davis	\$1,040,142.01
Esparto USD	\$221,681.06
City of West Sacramento	\$1,062,008.53
City of Winters	\$104,848.74
City of Woodland	\$732,659.14
Yolo County	\$2,810,420.00
YECA	\$49,639.76
Yolo-Solano AQMD	\$18,539.93
Capay Valley FPD	\$5,000.00
IHSS	\$7,407.36
Davis Cemetery District	\$5,000.00
Madison Fire District	\$5,000.00
Winters Cemetery District	\$5,000.00
Cottonwood Cemetery District	\$500.00
Clarksburg FPD	\$5,000.00
Dunnigan FPD	\$5,000.00
Yolo Habitat JPA	\$2,500.00
Madison Service District	\$5,000.00
Port District	\$5,000.00
LAFCO	\$500.00
West Plainfield FPD	\$11,250.00
Willow Oak FPD	\$5,000.00
Esparto FPD	\$5,000.00
Valley Clean Energy	\$2,500.00
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Crystal Zaragoza moved to approve the Workers' Compensation Cash Payment for FY 19/20 and to direct the CEO/Risk Manager to bill these cash payments after July 1, 2019; seconded by Jill Cook. Motion passed with 5 votes in favor. Rebecca Spiva was absent.

D. Fidelity Cash Payment

The CEO/Risk Manager informed the cash payment for the Fidelity program is as follows:

City of Davis	\$4,426.19
Esparto USD	\$1,106.55
City of West Sacramento	\$4,551.94
City of Winters	\$561.66
City of Woodland	\$3,520.83
Yolo County	\$13,982.74
YECA	\$360.47
Yolo-Solano AQMD	\$184.42
IHSS	\$33.53
Yolo Courts	\$838.29
Clarksburg FPD	\$16.77
Dunnigan FPD	\$58.68
Madison Service District	\$8.38
Willow Oak FPD	\$41.91
West Plainfield FPD	\$58.68
Esparto FPD	\$16.77
Yolo Habitat JPA	\$8.38
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	\$29,776.20

Jill Cook moved to approve the Fidelity Cash Payment for FY 19/20 and to direct the CEO/Risk Manager to bill these cash payments after July 1, 2019; seconded by Kryss Rankin. Motion passed with 5 votes in favor. Rebecca Spiva was absent.

E. Cash Payment for the Property/Boiler & Machinery Program for FY 19/20

The CEO/Risk Manager discussed the cash payment for the Property/Boiler & Machinery program as follows:

City of Davis	\$93,349.09
Esparto USD	\$16,270.86
City of West Sacramento	\$107,905.77
City of Winters	\$13,126.69
City of Woodland	\$76,757.86
Yolo County	\$163,672.09
YECA	\$2,288.34
Yolo-Solano AQMD	\$404.31
Capay Valley FPD	\$1,365.60
IHSS	\$44.62
Davis Cemetery District	\$983.90
Yolo Law Library	\$107.42
Yolo Courts	\$3,471.27
Clarksburg FPD	\$1,295.62
Madison Fire District	\$963.14
Winters Cemetery District	\$357.82

Cottonwood Cemetery District	\$25.85
Dunnigan FPD	\$810.24
Port District	\$61,595.20
Madison Service District	\$51.63
Yolo Habitat JPA	\$10.36
Willow Oak FPD	\$2,309.97
West Plainfield FPD	\$870.51
Woodland-Davis CWA	\$99,104.13
Esparto FPD	\$3,040.93
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	\$650,183.19

Jill Cook moved to approve the Property/Boiler & Machinery Cash Payment for FY 19/20 and to direct the CEO/Risk Manager to bill these cash payments after July 1, 2019; seconded by Kryss Rankin. Motion passed with 5 votes in favor. Rebecca Spiva was absent.

F. Reinsurance of the Esparto School Bus Fleet

The CEO/Risk Manager reviewed with the Board the renewal of the Reinsurance of the Esparto School Bus Fleet. Janet Emmett moved to authorize the CEO/Risk Manager to bind coverage with an annual premium of \$29,104; seconded by Crystal Zaragoza. Motion passed with 5 votes in favor. Rebecca Spiva was absent.

G. Election of Officers

The Board discussed the election of officers for the next fiscal year. Rebecca Spiva nominated Jill Cook as President; seconded by Kryss Rankin. Motion passed with 4 votes in favor. Sheila McShane voted no; Janet Emmett abstained. Jill Cook nominated Crystal Zaragoza as Vice President; seconded by Kryss Rankin. Motion passed unanimously.

H. Resolution of Appreciation

The CEO/Risk Manager reviewed the Resolution of Appreciation for Charlotte Garber. Crystal Zaragoza moved to adopt the Resolution of Appreciation; seconded by Kryss Rankin. Motion passed with 5 votes in favor. Rebecca Spiva was absent.

I. Budget Adjustments

The Board reviewed the proposed budget for the 2019-2020 fiscal year. Janet Emmett moved to accept the changes to the budget for FY 2019/2020; seconded by Kryss Rankin. Motion passed with 5 votes in favor. Rebecca Spiva was absent.

J. Investment Policy Changes

The Board reviewed the updated investment policy. Jill Cook moved to approve the amended YCPARMIA Investment Policy; seconded by Janet Emmett. Motion passed with 5 votes in favor. Rebecca Spiva was absent.

- K. Wireless Communication Device Stipend  
The Board reviewed the proposed YCPARMIA Wireless Communication Stipend Policy. It was suggested that the policy be amended to include language regarding participants' phones being fully disclosable should a case arise and that no YCPARMIA business is to be conducted from a personal account. Kryss Rankin moved to adopt the YCPARMIA Wireless Communication Stipend Policy with proposed amendments; seconded by Jill Cook. Motion passed with 5 votes in favor. Rebecca Spiva was absent.
- L. Revision of the Endorsement #2 of YCPARMIA General Liability and Auto Liability Coverage  
The CEO/Risk Manager informed the Board of a correction made to Endorsement #2 of the YCPARMIA General Liability and Auto Liability Coverage. Janet Emmett moved to authorize the CEO/Risk Manager to amend Endorsement #2; seconded by Crystal Zaragoza. Motion passed with 4 votes in favor. Rebecca Spiva and Jill Cook were absent.
- M. Cordico Pre-Employment Evaluations and Wellness Services, Rate Increase and App Introduction  
The CEO/Risk Manager discussed the Cordico Wellness App, which provides wellness and therapy sessions too member employees, with the Board. Jill Cook moved to acknowledge and approve the 15% rate increase; seconded by Kryss Rankin. Motion passed with 5 votes in favor. Rebecca Spiva was absent.

## 8. INFORMATION ITEMS

- A. YCPARMIA Financial Report.  
The YCPARMIA Financial reports through May 31, 2019 were reviewed by the Board.
- B. YCPARMIA Investment Statement  
The YCPARMIA Investment Statement through May 31, 2019 was reviewed by the Board.
- C. Notification of New Claims Received Since the Previous Board Meeting.  
The Board reviewed the list of Liability claims since the last Board meeting.
- D. Closed Liability Files  
The Board reviewed a list of Closed Liability claims since the last Board meeting.
- E. Workers' Compensation Loss Run Summary.  
The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of May 31, 2019.
- F. Certificates Issued  
A list of certificates issued since the last Board meeting was provided to the Board for review.

G. Strategic Planning

The CEO/Risk Manager allowed time for the Board to discuss any trends, actions, or future risk management plans. It was suggested that having LWP visit the entities could be beneficial to YCPARMIA.

The June 27, 2019, YCPARMIA Board meeting adjourned at 12:11 p.m. by general consent.

Respectfully submitted,

Armond Sarkis  
CEO/Risk Manager