



# Yolo County Public Agency Risk Management Insurance Authority

## MINUTES

**August 22, 2019**

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on August 22, 2019, at the YCPARMIA office located at 77 West Lincoln Avenue, Woodland, CA.

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

**BOARD MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Armond Sarkis (*YCPARMIA CEO/Risk Manager*), Lily Viek (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Financial Analyst*)

1. **CALL TO ORDER**  
President Jill Cook called the meeting to order at 8:34 a.m.
2. **APPROVAL OF AGENDA**  
Janet Emmett moved to approve the agenda as posted; seconded by Rebecca Spiva. 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. **COMMUNICATIONS**
  - A. **Board Members**  
Kryss Rankin, City of West Sacramento, reported the city is working on standardizing a vehicle accident reporting policy.

Janet Emmett, City of Davis, reported the city is reviewing the Blood Born Pathogen Control Plan and is working toward generalizing the policy across all departments.

Crystal Zaragoza, City of Winters, discussed plans for safety improvements at City Hall and the building's upcoming safety evaluation.

Sheila McShane, City of Woodland, reported on successful safety trainings provided to the city from YCPARMIA Loss Prevention Analyst, Tom McGuire. McShane also discussed the options of blood or spot testing for tuberculosis.

B. CEO/Risk Manager

The CEO/Risk Manager Armond Sarkis reminded the Board of the upcoming CAJPA Conference in South Lake Tahoe from September 10-13, 2019. He also reminded the Board of the 2020 PARMA Conference in Monterey from February 25-28, 2020. Sarkis informed the Board the auditors from Crowe, LLP are scheduled to visit the office the week of August 26, 2019, for the annual financial audit.

Sarkis reported YCPARMIA has been awarded the Certificate of Achievement for Excellence in Financial Reporting (CAFR) for the 12<sup>th</sup> consecutive year. YCPARMIA was also awarded the Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for the 2<sup>nd</sup> consecutive year.

Sarkis provided an update on YCPARMIA search for a Workers' Compensation Wellness Nurse and there was mention by the Board of a possible salary schedule review.

C. Next Meeting

The upcoming YCPARMIA Board meetings are as follows:

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

5. **CONSENT CALENDAR**

A. Approval of Minutes

Kryss Rankin moved to approve the Minutes of the Regular Board Meeting of June 27, 2019; seconded by Crystal Zaragoza. Motion passed unanimously.

6. **ACTION ITEMS**

A. Cordico Six-Month Update Report

The CEO/Risk Manager reviewed the semi-annual report from Cordico with the Board. Janet Emmett moved to accept the semi-annual report from Cordico; seconded by Sheila McShane. Motion passed unanimously.

B. Approval of revised YCPARMIA Travel Policy

The CEO/Risk Manager and Financial Analyst proposed a revision to the YCPARMIA Travel, Meeting, and Business Expense Reimbursement Policy. The following updates were made:

1. Added sections and language for clarification
  - a. Travel Coordinator – new section to provide clarification on authorized personnel.
  - b. Government and Group Rates – new section to provide guidelines on using the most cost-effective methods of travel available.
  - c. Lodging – new section to provide clarification on lodging reimbursement requirements and limits.
  - d. Exclusions – this information is presented in previous policy. Reorganized and put in its own category.
2. Meals: removed “plus 50%”. Guidelines are now the listed flat rate (or government approved per diem rate, when applicable).
3. Other travel: added rideshare services and provided clarification on when authorization is required.
4. Mileage: reimbursement capped at \$300

The Board discussed that receipts must be included to receive toll reimbursement and stated YCPARMIA will not reimburse for use of express lanes. Janet Emmett moved to approve the revised YCPARMIA Travel Policy; seconded by Kryss Rankin. Motion passed unanimously.

7. INFORMATION ITEMS

A. The Yolo Local Agency Formation Commission (LAFCo) Report

The Yolo Local Agency Formation Commission (LAFCo) Report was reviewed by the Board. The JPA Review checklist included 25 questions and evaluations organized into 6 categories. LAFCo’s review determined there was no significant risk for 20 of the items. Four of the items received a “maybe” response and one item, regarding the website, received a “yes” response. Staff will work on enhancing the website and, at the request of the Board, will provide an update on status and findings.

B. End of Year Quarterly Statement of Revenues, Expenses, and Retained Earnings

End of Year Quarterly Statement of Revenues, Expenses, and Retained Earnings were reviewed by the Board. YCPARMIA ended the fiscal year fully funded with the exception of the Workers’ Compensation program. The Workers’ Compensation program is expected to be fully funded in 1.5 to 2 years.

C. End of Year Budget Variance

The CEO/Risk Manager presented the End of Year Budget Variance which was reviewed by the Board. YCPARMIA actual net income came in at 113% of what was budgeted, but it is anticipated all four programs will be fully funded by the end of the 2019-2020 fiscal year.

D. YCPARMIA Investment Statement

The Board reviewed the YCPARMIA Investment Statement as of June 30, 2019.

- E. Workers' Comp Monthly Summary  
CEO/Risk Manager reviewed the Workers' Comp Monthly Summary with the Board and reported the current numbers coincide with historical data.
- F. Workers' Compensation Severity Report  
The CEO/Risk Manager discussed the Workers' Compensation Severity Report with the Board. It was reported that during the fiscal year, 109 claims were closed with no treatment and no cost, 161 closed with minimal treatment with total cost less than \$1,000, one large claim which was successfully closed, and 46 open and active claims.
- G. Notification of New Claims Received Since the Previous Board Meeting  
The Board reviewed the list of Liability claims since the last Board meeting.
- H. Closed Liability Files  
The Board reviewed a list of Closed Liability claims since the last Board meeting.
- I. Certificates Issued  
A list of certificates issued since the last Board meeting was provided to the Board for review.
- J. Strategic Planning  
The CEO/Risk Manager allowed time for the Board to discuss any trends, actions, or future risk management plans.

8. **CLOSED SESSION**

The Board adjourned to closed session at 10:45 a.m.

- A. YCPARMIA General Counsel
- B. CEO/Risk Manager Performance Goals

The August 22, 2019, YCPARMIA Board meeting adjourned at 11:00 a.m. by general consent.

Respectfully submitted,



Armond Sarkis  
CEO/Risk Manager