



# Yolo County Public Agency Risk Management Insurance Authority

## MINUTES

**August 24, 2017**

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

### **ROLL CALL**

**BOARD MEMBERS PRESENT:** Sheila McShane (*City of Woodland*), Gina Rowland (*County of Yolo*), Debbie Howard (*Esparto USD*), John Perry (*City of West Sacramento*), Janet Emmett (*City of Davis*). Nanci Mills (*City of Winters*)

**ABSENT:** None

**OTHERS:** Jeff Tonks (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Accountant*)

### **APPROVAL OF AGENDA**

It was moved by John Perry, seconded by Debbie Howard, that the agenda be approved. 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.** John Perry reported that the City of West Sacramento is working on negotiations, rewriting job descriptions and working on their intern program.

Debbie Howard reported the school is in session.

Sheila McShane reported that the City of Woodland is working on negotiations, their bilingual program to include ASL, doing a compensation study and will be having a joint health fair with the County.

Gina Rowland reported that the County is working on negotiations and they received a class action complaint.

Janet Emmett reported that the City of Davis is doing recruitments and working on negotiations.

#### CEO/Risk Manager.

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

The CEO/Risk Manager reported that PARMA is being held at in Monterey in February 2018.

The CEO/Risk Manager reported that YCPARMIA will be hosting a tort claims procedure round table.

The CEO/Risk Manager reported that the financial auditors from Crowe Horwath did the financial audit.

The CEO/Risk Manager reported that we are still concerned about the excess liability trends and might want to consider exploring other options.

The CEO/Risk Manager reported that YCPARMIA is currently preparing an orientation/training program for our associate members.

Next Meeting. October 26, 2017

#### CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of June 22, 2017. It was moved by John Perry and seconded by Nanci Mills that the minutes of the previous Board meetings be approved. Said motion was unanimously carried.

#### ACTION ITEMS

Cordico Six Month Update Report. The CEO/Risk Manager reviewed the Cordico Six Month Update Report (Exhibit "A"). After discussion, it was moved by Nanci Mills, seconded by Janet Emmett that the Board accept the Cordico report. Said motion was unanimously carried.

#### INFORMATION ITEMS

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

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

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

Workers' Compensation Severity Report. The CEO/Risk Manager reviewed with the Board the Workers' Compensation program severity (Exhibit "H").

End of the Year Budget Variance. The CEO/Risk Manager reviewed with the Board the end of the year Budget variances (Exhibit "I").

Quarterly Statement of Revenues, Expenses and Retained Earnings. The CEO/Risk Manager reviewed with the Board the June 2017 Quarterly Statement of Revenues, Expenses and Retained Earnings (Exhibit "J").

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

At 10:15 am it was moved by John Perry, seconded by Nanci Mills that the board meeting go to Closed Session. Said motion was unanimously carried.

At 11:00 am the Board came back to Open Session. There were no decisions made in the Closed Session.

At 11:02 a.m. being no further business, it was moved by John Perry, seconded by Janet Emmett, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,



Jeffrey M. Tonks  
CEO/Risk Manager