



Yolo County Public Agency Risk Management Insurance Authority

MINUTES

August 25, 2016

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

ROLL CALL

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

ABSENT: Nanci Mills (*City of Winters*)

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

APPROVAL OF AGENDA

It was moved by Gary Engel, seconded by Sheila McShane, 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. Debbie Howard reported the High School gym floor has to be repaired due to water damage from vandals.

Sheila McShane reported that the City of Woodland is working on negotiations, recruitments, water surface project, Dan Belini retiring and having a health fair that everyone is invited.

Gary Engel reported that the County is working on negotiations and the airport runway is being fixed.

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

John Perry reported that the City of West Sacramento is working on negotiations and they are having a health fair.

CEO/Risk Manager.

The CEO/Risk Manager reported that PARMA is being held at the Disneyland Hotel in February 2017.

The CEO/Risk Manager reported that CAJPA will be held in South Lake Tahoe between September 13th and 16th.

The CEO/Risk Manager reported that the semi-annual claims audit of the YCPARMIA files handled by LWP is being done by our excess group.

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

The CEO/Risk Manager reported that the Mosquito system is up and running and haven't noticed issues since installation.

The CEO/Risk Manager reported that YCPARMIA will pay for the Target Solutions Fire special section.

The CEO/Risk Manager reported that YCPARMIA is working with Occu-Med for job analysis scheduling.

Next Meeting. October 27, 2016

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of June 23, 2016. It was moved by Debbie Howard and seconded by John Perry that the minutes of the previous Board meetings be approved. Said motion was unanimously carried.

ACTION ITEMS

Redevelopment Boards. The CEO/Risk Manager reviewed with the Board that the Redevelopment Boards coverage. After discussion, it was moved by John Perry and seconded by Sheila McShane that the wording be changed from "until 2016" to "until dissolved" Said motion was unanimously carried.

Policy for Financial Policy. The CEO/Risk Manager reviewed with the Board YCPARMIA's accounting practices to bring us in line with the practices of similar JPA's. After discussion, it was moved by Gary Engel, seconded by Janet Emmett that the Board adopt the recommended changes of rounding up dollar numbers to the next highest dollar on premium calculations; deductible calculations; budget items; quarterly statement of revenues, expenses and retained earnings; profit and loss budget vs. actual report and salaries. Said motion was unanimously carried.

Liability Claims Audit. The CEO/Risk Manager reviewed with the Board the Liability Claims Audit (Exhibit "A"). After discussion, it was moved by Debbie Howard, seconded by Gary Engel that the Board accept the Liability Audit. Said motion was unanimously carried.

Cordico Six Month Update Report. The CEO/Risk Manager reviewed the Cordico Six Month Update Report (Exhibit "B"). After discussion, it was moved by John Perry, seconded by Sheila McShane that the Board accept the Cordico report. Said motion was unanimously carried.

Biennial Review of the YCPARMIA Conflict of Interest Code. The CEO/Risk Manager reviewed with the YCPARMIA Conflict of Interest Code (Exhibit "C"). After discussion, it was moved by Debbie Howard, seconded by Janet Emmett that the Board approve modification to the YCPARMIA Code by adding the YCPARMIA Investigator to the Designated Position required to report. Said motion was unanimously carried.

INFORMATION ITEMS

YCPARMIA Financial Report. The YCPARMIA Financial reports through June 30, 2016 (Exhibit "D") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report through April 30, 2016 (Exhibit "E") 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 "F").

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

Workers' Compensation Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of June 30, 2016 (Exhibit "H").

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

Employment Practices Liability. The CEO/Risk Manager reviewed with the Board Employment Practices liability supplied by CJPRMA.

End of the Year Budget Variance. The CEO/Risk Manager reviewed with the Board the un-audited end-of-the-year Profit and Loss Budget vs. Actual Budget report (Exhibit "J").

Quarterly Statement of Revenues, Expenses and Retained Earnings. The CEO/Risk Manager reviewed with the Board the June 2016 Quarterly Statement of Revenues, Expenses and Retained Earnings (Exhibit "K").

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

At 10:10 a.m. being no further business, it was moved by Debbie Howard, seconded by Sheila McShane, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,

Jeffrey M. Tonks
CEO/Risk Manager