



Yolo County Public Agency Risk Management Insurance Authority

MINUTES

October 24, 2019

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on October 24, 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*), Liane Lee (*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*), Jennifer Hall (*Crowe LLP, left at 9:43 a.m.*)

1. **CALL TO ORDER**
President Jill Cook called the meeting to order at 8:33 a.m.
2. **APPROVAL OF AGENDA**
Janet Emmett moved to approve the agenda as posted; seconded by Crystal Zaragoza. Motion passed unanimously.
3. **PUBLIC COMMENTS**
None.
4. **COMMUNICATIONS**
 - A. **Board Members**
Crystal Zaragoza, City of Winters, reported the city is interested in further understanding insurance requirements the city should have in place for events, contractors, facility rentals, etc.

Liane Lee, City of West Sacramento, reported on the upcoming retirement of the city's Fire Chief and Chief of Police.

Janet Emmett, City of Davis, discussed the city's increased interest in safety training for law enforcement.

Sheila McShane, City of Woodland, expressed an interest in encouraging participation in a safety committee.

B. CEO/Risk Manager

The CEO/Risk Manager Armond Sarkis reminded the Board of the 2020 PARMA Conference in Monterey from February 25-28, 2020.

Sarkis informed the Board of new hires Mark Baird (Workers' Compensation Wellness Nurse) and Elizabeth Griswold (Administrative and Claim Analyst).

Sarkis discussed how different types of events or situations may require different insurance requirements due to risk exposure. It was suggested that workshops for the entities be set up in 2020 to inform and advise on coverage requirements and limiting risk.

Sarkis also reported YCPARMIA is working on improving website transparency per LAFCo's scorecard. A "Transparency Documents" section was added to the website with quick links to important information.

C. Next Meeting

The upcoming YCPARMIA Board meetings are as follows:

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

5. **CONSENT CALENDAR**

A. Approval of Minutes

Rebecca Spiva moved to approve the minutes of the regular Board Meeting of August 22, 2019, and the minutes of the Special Board Meeting of August 22, 2019; seconded by Crystal Zaragoza. Motion passed unanimously.

6. **ACTION ITEMS**

A. Annual Financial Audit

Jennifer Hall from Crowe LLP presented this year's Annual Financial Audit to the Board. YCPARMIA's audit was found "clean" and satisfied the auditors standards and complied with generally accepted accounting principles. Rebecca Spiva moved to accept the Annual Financial Audit; seconded by Liane Lee. Motion passed unanimously.

B. Management's Discussion and Analysis – Financial Audit

CEO/Risk Manager Armond Sarkis discussed the Management's Discussion and Analysis with the Board prior to including it in the Annual Financial Audit. It was reported the Fidelity, Property, and Liability programs are fully funded. Rebecca

Spiva moved to approve the Management's Discussion and Analysis for the Annual Financial Audit; seconded by Liane Lee. Motion passed unanimously.

7. INFORMATION ITEMS

- A. YCPARMIA Financial Report
The Board reviewed the YCPARMIA Financial Report through September 2019.
- B. YCPARMIA Investment Statement
The Board reviewed the YCPARMIA Investment Statement as of September 30, 2019.
- C. End of Year Quarterly Statement of Revenues, Expenses, and Retained Earnings
End of Year Quarterly Statement of Revenues, Expenses, and Retained Earnings was reviewed by the Board. All programs, with the exception of Workers' Compensation, remain fully funded.
- D. Investment Policy Certificate of Excellence Award
CEO/Risk Manager informed the Board the Association of Public Treasurers of the United States and Canada has awarded YCPARMIA the Investment Policy Certificate of Excellence Award.
- E. Workers' Comp Monthly Summary
CEO/Risk Manager reviewed the Workers' Comp Monthly Summary with the Board and informed this quarter is trending closely with recent reports. Due to claim settlements and closures, reserves as of September 30, 2019, are lower than they were at the beginning of the fiscal year.
- F. Reporting on Workers' Compensation Liability as Required by Section 30702.6 of the California Labor Code
The CEO/Risk Manager reviewed YCPARMIA's submission of the Self-Insurer Annual Report with the Board.
- G. Notification of New Claims Received Since the Previous Board Meeting
The Board reviewed the list of new 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. The CEO/Risk Manager will attend City Managers meeting annually.

8. **CLOSED SESSION**

The Board adjourned to closed session at 10:02 a.m.

A. Discussion of Open Claims

No reportable action was taken by the Board.

The October 24, 2019, YCPARMIA Board meeting adjourned at 10:15 a.m. by general consent.

Respectfully submitted,

Handwritten signature of Armond Sarkis in black ink.

Armond Sarkis
CEO/Risk Manager