



Yolo County Public Agency Risk Management Insurance Authority

MINUTES

October 26, 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*), Gary Engel (*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*), Kryss Rankin (*City of West Sacramento*), Matt Nethaway (*Crowe-Horwath, left at 9:05am*), Arthur Ngo (*Crowe-Horwath, left at 9:05am*), David Black (*Cordico, arrived 8:55, left 9:25am*)

APPROVAL OF AGENDA

It was moved by John Perry, seconded by Debbie Howard, that the agenda be approved with moving Action Item B – Annual Financial Audit and Information Item 7A – Cordico Presentation be moved before the Communications. Said motion was unanimously carried.

ACTION ITEM

Annual Financial Audit. The CEO/Risk Manager turned the Board meeting over to Matt Nethaway and Arthur Ngo of Crowe-Horwath to discuss the Annual Financial Audit (Exhibit "A"). After a review of the financial audit, it was moved by John Perry, seconded by Janet Emmett that the Board accept the annual financial audit as final. Said motion was unanimously carried.

INFORMATION ITEMS

Cordico Presentation. The CEO/Risk Manager turned the Board meeting over to David Black of Cordico to discuss their involvement with YCPARMIA members.

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 that Esparto is working on some new projects regarding the infrastructure.

Gary Engel reported that the County has appointed Gary as the Board member to YCPARMIA and Jackie Jaskowiak as the Alternate. Jackie will be working with the Workers' Compensation claims.

Nanci Mills reported that the City of Winters is working on how they are going to distribute the various duties that she does once she has retired.

Janet Emmett reported that the City Manager of the City of Davis is retiring and that they are looking for the replacement for Jackie's position.

John Perry reported that the City of West Sacramento is working on negotiations and that the City is looking for his replacement for when he retires.

Sheila McShane reported that the City of Woodland had a PERS audit, working on fire recruitment, homeless population, negotiations and new classifications.

CEO/Risk Manager.

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

The CEO/Risk Manager reported that Cordico is putting together a "Resiliency Training Group".

The CEO/Risk Manager reported that YCPARMIA will have a round table discussion on November 9th on government tort claims and small claim handling.

The CEO/Risk Manager reported that we remain concerned about the excess liability premium trends which have spiked unabated over the last few years.

The CEO/Risk Manager reported that YCPARMIA is getting updated quotes on new paint and carpet for work to be done before the end of the fiscal year.

Next Meeting. December 14, 2017

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of August 24, 2017. It was moved by John Perry and seconded by Janet Emmett that the minutes of the previous Board meetings be approved. Said motion was unanimously carried.

ACTION ITEMS

Management's Discussion and Analysis – Financial Audit. The CEO/Risk Manager reviewed the Management's Discussion and Analysis for the Financial Audit (Exhibit "B"). After discussion, it was moved by John Perry and seconded by Janet Emmett that the Board approve the Management's Discussion and Analysis for the Financial Audit. Said motion was unanimously carried.

Tax Deferred CalPERS Contributions. The CEO/Risk Manager reviewed with the Board a resolution for CalPERS to make the employee's contributions tax deferred for the payment of the employee's portion of their retirement contribution are being paid by the Authority from funds "which
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are deducted from the salary of the employees, and are credited to individual employee's accounts (Exhibit "C"). After discussion, it was moved by John Perry and seconded by Gary Engel that the Board approve the proposed resolution to CalPERS to tax defer member paid contributions. Said motion was unanimously carried.

INFORMATION ITEMS

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

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

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

Workers' Compensation Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of September 30, 2017 (Exhibit "I").

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

Reporting on Workers' Compensation Liability as Required by Section 30702.6 of the California Labor Code. The CEO/Risk Manager reviewed with the Board the annual reporting of the Workers' Compensation Liability. (Exhibit "K")

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

At 10:45 a.m. being no further business, it was moved by John Perry, seconded by Nanci Mills, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,



Jeffrey M. Tonks
CEO/Risk Manager