



# Yolo County Public Agency Risk Management Insurance Authority

## MINUTES

October 27, 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*), Kryss Rankin (*City of West Sacramento*), Matt Nethaway (*Crowe-Horwath*), Amber Davis (*LWP*) and Lorene Leathers (*YCPARMIA*)

### **APPROVAL OF AGENDA**

It was moved by Sheila McShane, seconded by Debbie Howard, that the agenda be approved with moving Action Item B – Annual Financial Audit before the Communications. 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.

### **ACTION ITEM**

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

## **COMMUNICATIONS**

### Board Members.

Debbie Howard reported the High School gym floor is almost completed.

Gary Engel reported that the County has a new payroll supervisor.

Sheila McShane reported that the City of Woodland is working on negotiations, new developments in the City, council elections coming up in November and that City Hall will be closed between Christmas and New Years.

Janet Emmett reported that the City of Davis is doing recruitments, doing salary surveys and the council has approved goals for the City.

John Perry reported that the City of West Sacramento discussed trees with the Parks department, working on maintenance throughout the City, recruiting for firefighters, working on a solar project and the new council begins in December.

### CEO/Risk Manager.

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

The CEO/Risk Manager reported that drones are excluded under both the property program and the liability programs as they fall under the definition of excluded aircraft.

The CEO/Risk Manager reported that Target Solutions is provided to YCPARMIA members for free and YCPARMIA has contracted with and will pay Target Solutions for any fire departments that do not receive the service through the Yolo fire consortium.

The CEO/Risk Manager reported that errors on the 5020 submissions are being classified as lost time cases by marking “yes” in box 11, “unable to work for at least one day after the date of injury.”

The CEO/Risk Manager reported YCPARMIA tracks driver’s license information for our members as part of the Board policy of increased deductible for suspended employee drivers.

The CEO/Risk Manager reported that YCPARMIA is in the process of preparing a self-assessment audit for our member’s loss prevention efforts, and will target future trainings towards recognized areas of need

The CEO/Risk Manager reported that YCPARMIA is preparing a monthly white paper for small members to meet their unique exposures with a training/assistance program to address areas of need.

Next Meeting.      December 8, 2016

## **CONSENT CALENDAR**

The Consent Calendar consisted of the minutes of the regular Board Meeting of August 25, 2016. It was moved by Debbie Howard and seconded by Sheila McShane 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 Debbie Howard, seconded by Sheila McShane that the Board approve the Management's Discussion and Analysis for the Financial Audit. Said motion was unanimously carried.

Excess Premium Calculations. The CEO/Risk Manager reviewed with the Board a policy for YCPARMIA's excess charges for premium adjustments from our excess carriers for Liability and Workers' Compensation (Exhibit "C"). After discussion, it was moved by Gary Engel, seconded by Sheila McShane that the Board approve the proposed policy to respond to retroactive premium adjustments from our excess carriers. Said motion was unanimously carried.

Workers' Compensation Claims Audit. The CEO/Risk Manager and Amber Davis from LWP reviewed with the Board the Workers' Compensation Claims Audit (Exhibit "D"). After discussion, it was moved by John Perry, seconded by Janet Emmett that the Board accept the Workers' Compensation Audit. Said motion was unanimously carried.

## **INFORMATION ITEMS**

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

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

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

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

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 "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").

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 "L")

Excess Liability Costs. The CEO/Risk Manager reviewed with the Board reviewing the cost of our excess Liability compared to their competition and found it comparable. (Exhibit "M")

Occu-Med. The CEO/Risk Manager reviewed with the Board the 7-day schedule for the job analysis. (Exhibit "N")

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

At 11:30 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