



# Yolo County Public Agency Risk Management Insurance Authority

## MINUTES

December 4, 2018

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority was called to order by President Sheila McShane at 9:05 a.m. at City of Woodland Council Chambers located at 300 First Street, Woodland, CA.

### **ROLL CALL**

**BOARD MEMBERS PRESENT:** Sheila McShane (*City of Woodland*), Jill Cook (*County of Yolo*), Rebecca Spiva (*Esparto USD*), Kryss Rankin (*City of West Sacramento*), Janet Emmett (*City of Davis, left at 10:15am*), Crystal Zargoza (*City of Winters*)

**ABSENT:** None

**OTHERS:** Jeffrey Tonks (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Accountant*), Pam Derby (*CPR HR, left 10:15.m.*), Carlos Oblies (*Chandler, left at 11:00am*)

### **APPROVAL OF AGENDA**

It was moved by Janet Emmet, seconded by Sheila McShane, that the agenda be approved with moving the Presentations after 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.

### **COMMUNICATIONS**

Board Members. Board Members communicated with other members various things happening at their entity.

CEO/Risk Manager. CEO/Risk Manager communicated various things happening at YCPARMIA.

Next Meeting. Discussed the next meeting date.

### **Presentations:**

Pam Derby from CPR-HR regarding recruitment for new CEO/Risk Manager (Exhibit "A") (left at 10:15am).

Carlos Oblies from Chandler regarding the Investments through Chandler (left at 11:00am).

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of October 25, 2018. It was moved by Jill Cook and seconded by Rebecca Spiva that the minutes of the previous Board meetings be approved. Said motion was carried.

**ACTION ITEMS**

Retention of Recruiting for CEO/Risk Manager Position. A presentation was earlier in the Board meeting done by Pam Dooley. This Action Item will be discussed further in Closed Session.

AGRIP Accreditation. The CEO/Risk Manager discussed the application for the AGRIP Accreditation (Exhibit "B"). After a review of the application, it was moved by Jill Cook, seconded by Crystal Zaragoza that the Board direct the President to sign the application for submission. Said motion was unanimously carried.

**INFORMATION ITEMS**

YCPARMIA Financial Report. The YCPARMIA Financial reports through October 31, 2018 (Exhibit "C") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report through October 31, 2018 (Exhibit "D") 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 "E").

Closed Liability Files. The CEO/Risk Manager reviewed with the Board the list of Closed Liability claims since the last Board meeting (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 Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of October 31, 2018 (Exhibit "H").

Strategic Planning. The CEO/Risk Manager discussed member's services.


At 11:30 a.m. it was moved by Kryss Rankin, seconded by Rebecca Spiva that the board meeting go to Closed Session. Said motion was unanimously carried.

At 12:00 p.m., the Board reconvened to open session. In Closed Session it was moved by Jill Cook, seconded by Kryss Rankin that the contract for full recruitment services be awarded to CPS-HR.

It was also moved by Rebecca Spiva, seconded by Kryss Rankin that the Board give settlement authority on Shernock vs. Yolo County.

At 12:05p.m. being no further business, it was moved by Rebecca Spiva, seconded by Crystal Zaragoza, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,

  
Jeffrey M. Tonks  
CEO/Risk Manager