



Yolo County Public Agency Risk Management Insurance Authority

SPECIAL BOARD MEETING MINUTES

March 24, 2020

The special meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on March 24, 2020, via teleconference in accordance with Executive Order N-29-20.

BOARD MEMBERS PRESENT: Jill Cook (*President, County of Yolo*), Janet Emmett (*City of Davis*), John Donlevy (*City of Winters*), Sheila McShane (*City of Woodland*), Liane Lee (*City of West Sacramento*), Leah Smith (*Esparto USD*)

BOARD MEMBERS ABSENT: None.

OTHERS PRESENT: Armond Sarkis (*YCPARMIA CEO/Risk Manager*), Lily Viek (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Financial Analyst*), Tom McGuire (*Loss Prevention Analyst*), Kellie Murphy (*YCPARMIA General Counsel*)

1. CALL TO ORDER

President Jill Cook called the meeting to order at 2:04 p.m.

2. APPROVAL OF AGENDA

Janet Emmett moved to approve the agenda as posted; seconded by John Donlevy. A roll call vote was taken. Motion passed unanimously.

3. PUBLIC COMMENTS

None.

4. COMMUNICATIONS

A. Board Members

Time was provided to allow Board members to discuss any risk management communications. All Board members stated they had nothing to report.

B. CEO/Risk Manager

The CEO/Risk Manager Armond Sarkis discussed scheduling a Special Board Meeting for April 23, 2020, or sooner. He informed the Board an email will be sent to Board members to schedule this meeting.

Sarkis reminded the Board of the COVID-19 Resource Memo shared with members and posted to the YCPARMIA website. He encouraged members to utilize these resources and informed the memo is being continuously updated with new resources as they become available. A link to OSHA's "Guidance on Preparing Workplaces for COVID-19" has been recently added, Sarkis encouraged members to review this 35-page document as soon as possible as the document guides organizations through how to classify employees into high, medium and low risk categories.

C. Next Meeting

The next scheduled meeting of the YCPARMIA Board of Directors will be held on May 28, 2020.

5. ACTION ITEM

A. Resolution Regarding Authorization to Take Certain Necessary Actions in Light of Conditions Caused by the Unprecedented Situation Related to Coronavirus (COVID-19), Including Emergency Declarations and Orders Covering the Jurisdiction of YCPARMIA and its Members

CEO/Risk Manager Armond Sarkis discussed the importance of purchasing a new PortaCount machine which has the ability to fit test N95 masks. He informed the Board that YCPARMIA's current machine does not have the necessary companion to fit test N95 masks, and, as the current device is older, the manufacturer will no longer service/calibrate this model should it stop working.

John Donlevy moved to adopt the Resolution Regarding Authorization to Take Certain Necessary Actions in Light of Conditions Caused by the Unprecedented Situation Related to Coronavirus (COVID-19), Including Emergency Declarations and Orders Covering the Jurisdiction of YCPARMIA and its Members; seconded by Jill Cook. A roll call vote was taken. Motion passed with Emmett, Smith, Lee, Donlevy, and Cook voting in favor, and McShane voting against.

6. ADJOURNMENT

The March 24, 2020, YCPARMIA Special Board meeting adjourned at 2:20 p.m. by general consent.

Respectfully submitted,

A handwritten signature in black ink that reads "Armond Sarkis". The signature is written in a cursive style with some capital letters.

Armond Sarkis
CEO/Risk Manager