



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES October 22, 2020

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on October 22, 2020, via teleconference in accordance with Executive Order N-29-20.

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: James Marta (*YCPARMIA Interim CEO/Risk Manager*), Marilyn Kelley (*YCPARMIA Interim CEO/Risk Manager*), Lily Viek (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Financial Analyst*), David Due (*YCPARMIA Staff Investigator II*), Christopher Bensch (*City of Davis*), Carlos Oblites (*Chandler Asset Management*), Joseph Kowalczyk (*Crowe*), Ryan Deming (*Crowe*)

1. CALL TO ORDER

President Jill Cook called the meeting to order at 9:05 a.m.

2. APPROVAL OF AGENDA

Janet Emmett moved to approve the agenda with the removal of Item 4: Closed Session; seconded by Crystal Zaragoza. A roll call vote was taken. Motion passed unanimously.

3. PUBLIC COMMENTS

None.

4. CLOSED SESSION

Removed from the agenda.

5. COMMUNICATIONS

A. Board Members

Time was provided to allow Board members to discuss any risk management communications.

Vice President Crystal Zaragoza, City of Winters, informed that the City of Winters has a new City Manager as of November 9 who will become the new Alternate Board Member for the City of Winters.

Janet Emmett, City of Davis, updated the Board on steps the City has been taking in response to COVID-19.

Liane Lee, City of West Sacramento, reported that the City is working on re-opening the Recreational Center.

Sheila McShane, City of Woodland, reported that Woodland City Hall is open as well as some other City facilities. The City also has several upcoming recruitments. McShane also reminded the Board of new Workers' Compensation forms required for COVID 19 related incidents.

Rebecca Spiva, Esparto Unified School District, reported the School District has received a couple of grants and are working to get school back in session.

President Jill Cook, County of Yolo, updated the Board on the County's current recruitments, one of which is the recruitment of a new Risk Manager who is expected to become the County's new Board representative in July 2021. The County continues to combat COVID-19 and ask individuals to continue adhering to mask requirements and social distance guidelines. Board President Cook encourages the Board to continue enforcing social distancing and safety guidelines in the workplace.

B. CEO/Risk Manager

Interim CEO/Risk Managers James Marta and Marylin Kelley provided the Board with updates on administration, claims administration, loss prevention, the Property and Liability programs, the Workers' Compensation program, finance, and risk management. He informed the Board he attended the Workers' Compensation Claims Review for Yolo County and Yolo County Sheriff. He also attended the Winters Safety Committee Meeting.

A new Ergonomic Evaluation Form has been created and uploaded to the Training/Classes page of the YCPARMIA website for members to complete when requesting an evaluation. Staff has also developed a new 30-day update report for liability claims to increase information provided to members on ongoing investigations. Additionally, new COVID 19 resources have been added to the Member Manual (located on the Member Portal). Members have been advised to follow LWP guidelines for COVID reporting.

Interim CEO/Risk Manager Marylin Kelley attending the PRISM Annual Board Meeting and provided a summary to the Board. Along with David Due and Lily Viek, Marylin Kelley also attended the Pooling Today virtual conference. Attachments regarding this conference were provided to the Board with the Information Items.

Additionally, the Board was advised of the webinar Conor Boughey, Alliant Insurance Services, Inc., presented on October 28, 2020, which provided YCPARMIA with updates on the new materials and forms in the Insurance Requirements in Contracts (IRIC) Manual.

C. Next Meeting

The next regularly scheduled meeting of the YCPARMIA Board of Directors will be held on December 10, 2020.

6. CONSENT CALENDAR

A. Approval of Minutes

Rebecca Spiva moved to approve the minutes of the Board Meeting of September 17, 2020; seconded by Janet Emmett. A roll call vote was taken. Motion passed unanimously.

7. ACTION ITEMS

A. Annual Financial Audit (p. 18)

Representatives from Crowe attended the meeting to discuss the Annual Financial Audit. In summary, for Fiscal Year 2019-2020, YCPARMIA came in over budget in both Revenues and Expenses resulting in an operating loss of \$1,790,083 but ended the year with fully funded program reserves and confidence margins. YCPARMIA also has fully funded catastrophic funds in all programs except for Liability and Workers' Compensation. The goal for the coming year is to maintain the funding levels in the fully funded programs, return the Liability and Workers' Compensation Program to a fully funded position, stabilize premiums at their current levels, and continue to build an excess surplus that can be used to reduce our members' financial contributions to YCPARMIA.

Crystal Zaragoza moved to approve the Annual Financial Audit; seconded by Liane Lee. A roll call vote was taken. Motion passed unanimously.

B. Nurse Triage and Telephonic Managed Care Nurse (p. 72)

Interim CEO/Risk Manager Marilyn Kelley presented quotations from Company Nurse for Nurse Triage services, who have been vetted by PRISM, and from Excel Managed Care to provide Telephonic Nurse Case Management Services, at the recommendation of LWP. Kelley advised that the cost of services would be billed to specific Workers' Compensation claims or to the Workers' Compensation budget as necessary. The nurse triage service would help match employees with appropriate care and the telephonic nurse case management service would manage follow up care and communicate with employers.

Rebecca Spiva moved to approve the proposals from Company Nurse and Excel Managed Care Services; seconded by Janet Emmett. A roll call vote was taken. Motion passed unanimously.

C. Survey Report (p. 90)

YCPARMIA conducted a member survey to better understand member needs and utilization of program services. In this survey, YCPARMIA Board was seeking to better understand its members' needs and opinions regarding pool structure, programs, service, and administration. The survey requested input in six areas: Overall Satisfaction, Loss Control Services, Risk Management, Program Coverage, Claims Services, and Administration. The survey measured awareness, usage, satisfaction, and other opinions. It also sought input on opportunities to improve. The survey was distributed to all members and associate members. There were 15 responses including all six voting members and nine associate members out of 31 sent (see attached survey report).

What we found is: The membership is satisfied with the mission and the services. However, the survey showed that communication should be a point of emphasis throughout the

organization. Better communicate the services and resources available. While YCPARMIA contains a diverse membership there will be members that only use some of our services and other services may not be applicable to their entity. We will develop methods to better inform and engage with the membership. The Survey Report was provided to the Board to review, discuss, and approve.

Rebecca Spiva moved to approve the Survey Report; seconded by Liane Lee. A roll call vote was taken. Motion passed unanimously.

D. Policies and Procedures Review (p. 125)

Interim CEO/Risk Manager Marylin Kelley presented updated Policies and Procedures to the Board and advised the primary reason for change is to update the format and numbering of the policies. Some policies have been updated to reflect changes in Limits or Coverage. The following policies have additional changes:

- C-10 Punitive Damage Coverage - Has been amended to state the CJPRMA policy exclusion language.
- C-14 Tree Claim Policy - Has been amended to state the CJPRMA policy exclusion language.
- RM-2 Insurance Requirements were amended to delete obsolete terms and match the Alliant Insurance Requirements in Contracts manual.
- RM-3 Consultant Insurance Requirements were amended to delete obsolete terms and match more closely to the Alliant Insurance Requirements in Contracts.

Janet Emmett moved to approve the updated Policies and Procedures; seconded by Crystal Zaragoza. A roll call vote was taken. Motion passed unanimously.

E. Additional Staff - Temporary Part Time Clerical (p. 183)

Interim CEO/Risk Manager Marylin Kelley informed the Board that YCPARMIA is interested in hiring a Part-Time Clerical Employee. Historically, YCPARMIA has hired temporary part time employees to assist with basic clerical duties and to assist with the scanning, logging, and organizing of historical documents. As we currently have several projects where the assistance of a part time clerical employee would be of benefit to YCPARMIA, we propose opening a temporary part time position that may transition to a permanent full time position. This individual would work up to 16 hours per week and directly report to Lily Viek and Elizabeth Griswold; however, the position will be ultimately managed by the CEO/Risk Manager (Marylin Kelley).

Rebecca Spiva moved to approve the Temporary Part Time Clerical Position for a 10-week period; seconded by Janet Emmett. A roll call vote was taken. Motion passed unanimously.

8. INFORMATION ITEMS

A. YCPARMIA Monthly Investment Statement

Carlos Oblites was in attendance to present the YCPARMIA Investment Statement as of September 30, 2020.

B. CAJPA Tort Liability Data Analysis Project

The CAJPA Tort Liability Data Analysis Project was provided to the Board for review.

C. CAJPA/AGRiP Pooling Today

The Board was informed of the sessions provided and resources available from the Pooling Today virtual conference.

D. Reporting on Workers' Compensation Liability as Required by Section 30702.6 of the California Labor Code - OSIP Report

The Board was provided a copy of YCPARMIA's annual OSIP report for review.

E. TargetSolutions Utilization Report

The monthly Target Solutions Utilization Report was provided to the Board for review.

F. Award for Outstanding Achievement in Popular Annual Financial Reporting

YCPARMIA has been awarded the Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for the fiscal year ended June 30, 2019

G. YCPARMIA Combining Statement of Net Position by Program as of 6/30/20

The YCPARMIA Combining Statement of Net Position by Program as of June 30, 2020 was provided to the Board for review.

H. YCPARMIA Quarterly Financials and Budget Update as of 9/30/20

The YCPARMIA Quarterly Financials through September 30, 2020 were provided to the Board for review.

I. Notification of New Claims Received Since the Previous Board Meeting

The Board was provided a list of new claims received since the previous Board meeting.

J. Closed Liability Files

The Board was provided a list of liability files closed since the previous Board meeting.

9. ADJOURNMENT

The October 22, 2020 YCPARMIA Board Meeting adjourned at 11:10 a.m. by general consent.

Respectfully submitted,



Lily Viek
Administrative Assistant, YCPARMIA

Reviewed by,



Marilyn Kelley
Interim CEO/Risk Manager, YCPARMIA