



Yolo County Public Agency Risk Management Insurance Authority

SPECIAL BOARD MEETING MINUTES **June 28, 2021**

The Special meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on June 28, 2021, via teleconference in accordance with Executive Order N-08-21.

BOARD MEMBERS PRESENT: Jill Cook (*President, County of Yolo*), Janet Emmett (*City of Davis*), Amanda Berlin (*City of West Sacramento*), Kathleen Trepka (*City of Winters*), Sheila McShane (*City of Woodland*), Rebecca Spiva (*Esparto USD*)

BOARD MEMBERS ABSENT: None.

OTHERS PRESENT: Carol Richardson (*YCPARMIA Interim Executive Director*), Lily Viek (*YCPARMIA Administrative Assistant*), David Due (*YCPARMIA Staff Investigator II*), Cha Yang (*County of Yolo*), Christopher Bensch (*City of Davis*), Marilyn Kelley (*Consultant*), Kellie Murphy (*Legal Counsel*)

1. CALL TO ORDER

President Jill Cook called the meeting to order at 12:02 p.m.

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

None.

4. ACTION ITEMS

A. Consideration of Cost of Living Increase for YCPARMIA Staff and Salary Range Adjustment for the Program and Services Administrator

Interim Executive Director Carol Richardson reported the last cost of living increase YCPARMIA employees received was a 2% increase in July 2019. Consideration of a cost of living increase was brought to the Board in May of 2020; however, the Board deferred action and asked to revisit the matter in February, but this did not occur. In January, the prior Interim Director proposed some extensive reclassifications, title changes, and salary range adjustments. At that time, the Executive Director and Finance Officer titles were changed from the previous CEO and Financial Analyst classifications. No changes in salaries were approved for any of the positions.

As most of the member agencies have received a cost-of-living increase since 2019, this report recommends a 2.5% cost-of-living increase for the positions of Administrative and

Claims Analyst, Claims Administrator (previously titled Staff Investigator II) and Loss Prevention Analyst, and a separate salary range adjustment for the position of Program and Services Administrator. At a subsequent regular Board meeting, staff will be returning with a similar recommendation for the Executive Director position.

The position of Program and Services Administrator performs vital tasks for YCPARMIA and has equal and commensurate authority and responsibility with some of the other positions in the agency. However, the compensation does not reflect this situation. It is recommended that the position of Program and Services Administrator be compensated at the previous Finance Officer range. This is an approximate 30% increase at the top step. This increase would not be fully effective this year as the percentage represents the top step and the incumbent would not be placed at this level immediately.

Jill Cook moved to: (1) approve a 2.5% cost-of-living increases for the Administrative and Claims Analyst, Claims Administrator, and Loss Prevention Analyst effective the pay period inclusive of July 1, 2021, (2) approve a salary range of \$69,654.28 to \$84,665.21 annually for the Program and Services Administrator, and (3) adopt the updated Salary Schedule incorporating these changes; seconded by Kathleen Trepa. A roll call vote was taken. Motion passed with Emmett, Lee, Trepa, Spiva, and Cook voting in favor; McShane voting against.

B. Consideration of Excess Liability Options

Carol Richardson brought the Members up to date with the results of the CARMA meeting. CARMA elected their Option A retaining the CARMA SIR at \$9 million. This was their most expensive option and as a result Carol recommended consideration of the option to remain with CJPRMA.

Rebecca Spiva moved to rescind Resolution 2021-01 and 2021-02 to join CARMA and ERMA respectively, and to rescind Resolution 2020-05 YCPARMIA Notice of Withdrawal from CJPRMA in order to rejoin CJPRMA at a \$1,000,000 SIR unless CJPRMA does not accept YCPARMIA as a member; in which case, all would be reinstated; seconded by Kathleen Trepa. A roll call vote was taken. Motion passed unanimously.

5. ADJOURNMENT

The June 28, 2021 YCPARMIA Special Board Meeting adjourned at 12:22 p.m. by general consent.

Respectfully submitted,



Lily Vieck
Program and Services Administrator,
YCPARMIA