



# Yolo County Public Agency Risk Management Insurance Authority

## **BOARD MEETING MINUTES** **August 26, 2021**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on August 26, 2021, via teleconference in accordance with Executive Order N-08-21.

**BOARD MEMBERS PRESENT:** Kathleen Trepá (*President, City of Winters*), Amanda Berlin (*Vice President, City of West Sacramento*), Christopher Bensch (*City of Davis*), Kimberly McKinney (*City of Woodland*), Jill Cook (*County of Yolo*), Rebecca Spiva (*Esparto USD*)

**BOARD MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Carol Richardson (*YCPARMIA Interim Executive Director*), Lily Viek (*YCPARMIA Program and Services Administrator*), David Due (*YCPARMIA Claims Administrator*), Tom McGuire (*YCPARMIA Loss Prevention Analyst*), Cha Yang (*County of Yolo*), Janet Emmett (*City of Davis*), Marylin Kelley (*Consultant*), Kellie Murphy (*Legal Counsel*)

### **1. CALL TO ORDER**

President Kathleen Trepá called the meeting to order at 9:02 a.m.

### **2. APPROVAL OF AGENDA**

Jill Cook moved to approve the agenda with moving Policy & Procedure A-19: Underwriting Policy (Item 6C) from the Consent Calendar to Section 7: Action Items; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

### **3. PUBLIC COMMENTS**

None.

### **4. CLOSED SESSION**

The Board adjourned to closed session from 9:05 a.m. to 9:14 a.m. to discuss the following item:

#### **A. Conference with Labor Negotiator**

Oral update during Agenda Item 7B

### **5. COMMUNICATIONS**

#### **A. Board Members**

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

Jill Cook, County of Yolo, reported the County has an Interim County Administrator and is working on recruiting permanently for this position. COVID cases have been increasing

throughout the County, vaccines are encouraged and employees are still working remotely with only essential workers in the office.

Vice President Amanda Berlin, City of West Sacramento, reported that the City has been developing a policy regarding vaccines and testing in the workplace.

Rebecca Spiva, Esparto Unified School District, reported that school is still in session; however, there have been challenges due to the pandemic.

Chris Bensch, City of Davis, reported the City has been reviewing safety topics such as evacuation plans and policies with YCPARMIA Loss Prevention Analyst, Tom McGuire.

Kim McKinney, City of Woodland, reported that most City employees have returned to the office and that the City has implemented voluntary vaccine attestations but are not mandating vaccines.

President Kathleen Tropa, City of Winters, informed that the City employees have been back in the office. The City has not been mandating vaccines, but masks are required per County guidelines.

**B. Executive Director**

Interim Executive Director Carol Richardson provided a written report to the Board and provided time for questions and discussion.

**C. Next Meeting**

The next regularly scheduled meeting of the YCPARMIA Board of Directors will be on Thursday, October 28, 2021.

**6. CONSENT AGENDA**

- A. Consideration of Cost of Living Increase for Executive Director
- B. Consideration of Revised Liability Memorandum of Coverage and Declarations
- C. MOVED - Consideration of Policy and Procedure A-19: Underwriting Policy
- D. Consideration of Award of Bid to S&G Carpet for new carpet in YCPARMIA Building
- E. Approval of Minutes
- F. YCPARMIA Financials

Jill Cook moved to approve the Cost of Living Increase of Executive Director, Revised Liability Memorandum of Coverage and Declarations, Bid to S&G Carpet for new carpet in YCPARMIA Building, Minutes of the Board Meeting of June 24, 2021, Minutes of the Special Board Meetings of June 24 and June 28, 2021, and the preliminary YCPARMIA Financials; seconded by Kim McKinney. A roll call vote was taken. Motion passed unanimously.

## 7. ACTION ITEMS

### Former Item 6C. Adoption of Revised Administrative Policy & Procedure A-19 Underwriting Policy

Marilyn Kelley summarized the proposed changes to the Underwriting Policy. After discussion, it was suggested the policy could use further revisions and clarifications.

Chris Bensch moved to table the Underwriting Policy to the next meeting; seconded by Kathleen Trepa. A roll call vote was taken. Motion passed unanimously.

#### A. Resolution of Appreciation - Jill Cook

Jill served as the YCPARMIA Board President from July 1, 2019 to June 30, 2021. During this time, she navigated YCPARMIA through the turbulence of a pandemic, the hard insurance market, and changes in management. Jill has gone above and beyond during her two years as President and YCPARMIA is extremely grateful for her commitment and dedication.

The Board expressed their appreciation for Past President Jill Cook. Jill expressed her gratitude for the support of the Board and for the YCPARMIA staff.

Kathleen Trepa moved to approve Resolution 2021-03; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

#### B. Consideration of Benefits for Finance Officer position

Interim Executive Director Carol Richardson advised YCPARMIA is ready to move forward with a candidate for the Finance Officer position and requested authorization to offer a severance package as part of the benefits package if needed.

Jill Cook moved to authorize the Interim Executive Director to offer a severance package as part of the benefits package for the Finance Officer; seconded by Chris Bensch. A roll call vote was taken. Motion passed unanimously.

#### C. Amended Final Budget for FY 2021/2022

The Board approved a final budget on June 24, 2021. Since then, several revisions were necessary as finalized premiums from excess carriers were received and as other information became available. Net income decreased from the original approved budget by \$(191,425).

Chris Bensch moved to approve the Amended Final Budget for FY 2021/2022; seconded by Jill Cook. A roll call vote was taken. Motion passed unanimously.

#### D. Fencing for Side and Back of YCPARMIA Building and Top for Trash Enclosure

The fencing and attached gates on the side and back of the YCPARMIA building are in disrepair and in need of replacing. There have been several instances of trespassing and at least one attempt to enter the building after hours. Staff is in the process of getting quotes for wrought iron fencing and a top for the trash enclosure, which will be more secure and attractive. Because of the shortage of materials and increasing costs for providers, quotes are only good for 7-10 days, in some instances.

Jill Cook moved to authorize Interim Executive Director to enter into an agreement with a fencing company at a cost not to exceed \$25,000 and approve a supplemental appropriation

for the same in the budget; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

E. Rescindable Notice of Intent to Withdraw - County of Yolo

YCPARMIA received a letter dated July 30, 2021 from Interim County Administrator, Daniel Kim, informing us of the County's intent to withdraw from membership in YCPARMIA effective June 30, 2022. The County noted that the purpose of the letter was "to perform due diligence on alternative options to meet its risk management and insurance needs." He further advised that the notice was necessary for the County to explore other options, as certain public agency pools will not provide information without a formal notice to withdraw. Finally, the letter stated that the notice was rescindable prior to January 1, 2021.

Staff have been working with YCPARMIA's Actuary to understand how the County's withdrawal would affect the agency as a whole. Staff have also been working with the County to provide information to help the County assess their options before the County makes a final decision.

Information only, no action required.

F. Consideration of Options and Analysis for Future of YCPARMIA

Interim Executive Director, Carol Richardson, provided a detailed report to the Board on the options and analysis for the future of YCPARMIA.

In conclusion, it is recommended that the YCPARMIA Board:

1. Confirm its commitment to the current JPA model.
2. Direct the Interim Executive Director to commence a recruitment for an Executive Director.
3. Provide direction as to whether the Executive Director recruitment should be done by the City of Davis or by an Executive Search firm.
4. Direct staff to prepare and issue a Request for Proposal for Executive Director services.
5. If the Board chooses to hire an Executive Search firm, set a special meeting to approve the agreement with said firm or provide authority to the Interim Executive Director and the President of the Board or designee to select and execute a contract.
6. Direct the Interim Executive Director to begin discussions with CJPIA about services that may be of interest to YCPARMIA

Jill Cook moved to approve the recommended actions with the addition of creating a subcommittee consisting of the City of Davis, City of Winters, and County of Yolo to work with the Executive Director on the recruitment plan; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

**8. INFORMATION ITEMS**

A. Historic Premium/Loss/Payroll Comparison

As part of the analysis being done by the County of Yolo, YCPARMIA offered to provide a 10 year historical analysis of the Liability and Workers' Compensation programs to assist in their review. As this information is beneficial to all members, two presentations that summarize the Liability and WC data were provided to the Board.

B. 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.

C. Closed Liability Files

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

9. **ADJOURNMENT**

The August 26, 2021 YCPARMIA Board Meeting adjourned at 10:48 a.m. by general consent.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lily Viek', with a long horizontal flourish extending to the right.

Lily Viek

Program and Services Administrator, YCPARMIA