



Yolo County Public Agency Risk Management Insurance Authority

SPECIAL BOARD MEETING MINUTES **June 13, 2024**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on June 13, 2024, at the YCPARMIA office located at 77 West Lincoln Avenue, Woodland, CA.

BOARD MEMBERS PRESENT: Amanda Berlin (*President, City of West Sacramento*), Kimberly McKinney (*Vice President, City of Woodland*), Christopher Bensch (*City of Davis*), Cathy Mathews (*City of Winters, arrived at 9:02 am during Closed Session*), Philip Pogledich (*County of Yolo*), Rebecca Spiva (*Esparto Unified School District*)

BOARD MEMBERS ABSENT: none.

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Lily Viek (*YCPARMIA Program and Services Administrator*), Nicole Jackson (*YCPARMIA Administrative Assistant*), Kellie Murphy (Board Counsel), Shellie Anderson (Bryce Consulting), Ritesh Sharma (James Marta & Company, LLP)

1. CALL TO ORDER

President Amanda Berlin called the meeting to order at 8:36am.

2. APPROVAL OF AGENDA

Kim McKinney moved to approve the agenda; seconded by Phil Pogledich. Motion passed unanimously.

3. PUBLIC COMMENTS

None.

4. CLOSED SESSION

The Board adjourned to closed session from 8:39 a.m. to 10:36 a.m.

A. Conference with Labor Negotiator (Government Code § 54957.6)

B. Public Employment/Public Employee Performance Evaluation (Government Code § 54957(b)(1))

No reportable action taken.

5. PRESENTATION

A. Presentation on YCPARMIA December 31, 2023 Financials - Ritesh Sharma, James Marta & Company LLP.

Ritesh Sharma of James Marta & Company LLP presented the YCPARMIA December 31, 2023 Financials to the Board.

6. CONSENT CALENDAR

A. Approval of March 28, 2024 Minutes

- B. December 31, 2023 Financials
- C. Chandler Quarterly Investment Report as of 3/31/2024
- D. Treasurer's Reports as of 12/31/2023 and 3/31/2024

Philip Pogledich moved to approve the Minutes of the March 28, 2024 Board Meeting, December 31, 2023 Financials, Chandler Quarterly Investment Report and Treasurer's Reports; seconded by Rebecca Spiva. Motion passed unanimously.

7. **COMMUNICATIONS**

A. Board Members

The Board provided updates regarding new staff, staffing issues, and the status of the development of new programs and policies.

B. Executive Director

Executive Director Barbara Lubben provided a brief update to the Board on her priorities over the next six months, insurance updates, interest from potential new members, and other pool activities.

8. **ACTION ITEM**

A. Resolution 2024-01: Resolution of Appreciation for Becki Spiva

Becki Spiva has served on the YCPARMIA Board of Directors since January 2016 and is retiring from Esparto Unified School District at the end of the fiscal year. We appreciate her contributions to YCPARMIA's governance and wish her much joy in retirement!

Christopher Bensch moved to approve the Resolution of Appreciation for Becki Spiva; seconded by Philip Pogledich. Motion passed unanimously.

B. Receive Findings of Total Compensation Study

In October 2023, the YCPARMIA Board of Directors requested that a compensation study be completed for the organization. The study was presented to the Board. The Board requested that additional information be provided.

No action taken.

C. Approve Salary Schedule

Bryce Consultant performed a total compensation study for YCPARMIA which was presented earlier in today's meeting. A salary schedule based on the 40th percentile of the market was presented.

No action taken.

D. Approve revised P&P A-13: Mileage Benefit Policy

To promote internal parity and not jeopardize YCPARMIA's competitiveness in the job market for the two positions receiving the benefit, it was recommended that the \$500 monthly car allowance no longer be provided. Instead, all positions will be eligible to receive mileage reimbursement for work-related travel at the IRS mileage rate.

Christopher Bensch moved to adopt changes to the Mileage Benefit Policy effective July 1, 2024; seconded by Rebecca Spiva. Motion passed unanimously.

E. Approve revised P&P P-1: Benefits for Miscellaneous Employees Policy

Revisions to the YCPARMIA benefits policy were proposed to include the removal of the monthly mileage allowance effective July 1, 2024, and adding the Juneteenth National Independence Day Holiday on June 19th, effective immediately, was also proposed.

Phillip Pogeledich moved to approve the revised P&P P-1: Benefits for Miscellaneous Employees Policy; seconded by Christopher Bensch. Motion passed unanimously.

F. Approve Payment Plan for Final CJPRMA Assessment Allocation

YCPARMIA has obtained excess liability insurance through CJPRMA since 1986. CJPRMA declared an assessment at its December 13, 2023 Board meeting, for fiscal years FY 2013-17, based actuarial liabilities as of June 30, 2022. Additional adverse loss development was recorded between June 2022 and June 2023. At its May 22, 2024 Annual Meeting, the CJPRMA Board discussed increasing the current assessment to collect this additional funding shortfall, but elected to only collect the lower amount from the earlier estimate. Although YCPARMIA is withdrawing from CJPRMA effective June 30, 2024, YCPARMIA remains liable for any assessments attributable to its period of membership.

CJPRMA members have up to three years to pay the assessment, with the first installment due on July 1, 2024. Interest at the rate of 4.2% will be charged on any unpaid amount.

YCPARMIA provided a preliminary allocation of this assessment at its January 25, 2024 Board Meeting, showing the amounts due on both a three-year installment plan and a single payment basis. Approval of the assessment as provided on January 25, 2024, utilizing the three-year payment option was recommended.

Rebecca Spiva moved to approve the assessment allocation using the three-year installment plan; seconded by Christopher Bensch. Motion passed unanimously.

9. INFORMATION ITEMS

A. LAFCo Website Transparency Report

In the fall of 2017, Yolo Local Agency Formation Commission (LAFCo) was asked to review agency websites and prepare annual web transparency scorecards, in order to promote transparency for government agencies countywide.

YCPARMIA's first website transparency review was completed in 2018 and we were given a score of 26%.

When the new YCPARMIA Administrative Assistant (now Program and Services Administrator) joined YCPARMIA in 2019, she made significant modifications to the YCPARMIA website to increase transparency. These modifications included adding a Transparency Documents page and creating the YCPARMIA Member Portal, which provides members access to critical YCPARMIA documents. Due to these changes, during LAFCo's next website review in 2019, YCPARMIA received a Website Transparency Scorecard rating of 100%.

We have continued to maintain transparency on our website and are pleased to report that YCPARMIA has again received a Website Transparency Scorecard rating of 100% for 2023.

B. Next Meeting

The next YCPARMIA Board Meeting will be held in-person at the YCPARMIA Office on June 27, 2024 at 9 am.

10. ADJOURNMENT

The June 13, 2024 YCPARMIA Board Meeting adjourned at 12:08 pm by general consent.

Respectfully submitted,

A handwritten signature in black ink that reads "Nicole Jackson". The signature is written in a cursive, flowing style.

Nicole Jackson
Administrative Assistant, YCPARMIA