



Yolo County Public Agency Risk Management Insurance Authority

MINUTES

June 23, 2016

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority was called to order by President John Perry at 8:55 a.m. at YCPARMIA located at 77 West Lincoln Avenue, Woodland, CA.

ROLL CALL

BOARD MEMBERS PRESENT: Jackie Jaskowiak (*City of Davis*), John Perry (*City of West Sacramento*), Gina Rowland (*County of Yolo*), Debbie Howard (*Esparto USD*), Nanci Mills (*City of Winters*), Kryss Rankin (*City of West Sacramento*)

ABSENT: Sheila McShane (*City of Woodland*)

OTHERS: Jeff Tonks (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Marinda Griese (*YCPARMIA, Accountant*)

APPROVAL OF AGENDA

It was moved by Jackie Jaskowiak, seconded by Nanci Mills, that the agenda be approved as submitted. Said motion was unanimously carried.

THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY MATTER, WHETHER OR NOT IT IS ON THE AGENDA, BUT STATE LAW PROHIBITS ACTION BY THE BOARD ON NONAGENDA ITEMS.

COMMUNICATIONS

Board Members. Jackie Jaskowiak reported that the City of Davis is doing negotiations.

Gina Rowland reported that the County is doing negotiations.

Debbie Howard reported that regular school is done and summer school starts June 27th.

Nanci Mills reported that the City of Winters has construction being done and that the City's bargaining units are done.

John Perry reported that the West Sacramento has their summer intern program and that they are in process of negotiations.

CEO/Risk Manager. The CEO/Risk Manager reminded the Board that CAJPA is scheduled for September 13th – 16th in South Lake Tahoe and rooms have been reserved. PARMA is scheduled for February will be at the Disneyland Hotel.

The CEO/Risk Manager reported that West Plainfield Fire District membership was approved at the last meeting and they have confirmed that they will be participating in the Fidelity, Property, Workers’ Compensation, and Liability programs.

The CEO/Risk Manager reported that the Willow Oak Fire District will be postponing their participation in the Workers’ Compensation program until October due to notice requirements for withdrawal from their current carrier.

The CEO/Risk Manager reported that we will be conducting a Tree Seminar in the near future.

The CEO/Risk Manager reported that we have installed the Mosquito units on our building.

Next Meeting. August 25, 2016

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of May 26, 2016. It was moved by Jackie Jaskowiak and seconded by John Perry that the minutes of the previous Board meeting be approved. Said motion was unanimously carried.

ACTION ITEMS

Year-End Program Projections. The CEO/Risk Manager reviewed with the Board the year-end program projections as an information item (Exhibit “A”).

GASB 45 Actuarial Study. The CEO/Risk Manager reviewed with the Board the GASB 45 Actuarial Study prepared by James Marta & Company (Exhibit “B”). After discussion, it was moved by Nanci Mills, seconded by Debbie Howard, that the Board approve the GASB 45 Actuarial Study as submitted. Said motion was unanimously carried.

Cash Payment for the General/Auto Liability Program for FY 16/17. The CEO/Risk Manager reviewed with the Board the cash payment of the General/Auto Liability program (Exhibit “C”) as follows:

<u>ENTITY</u>	<u>CASH</u> <u>PAYMENT</u>
City of Davis	\$639,628.04
Esparto USD	110,798.52
West Sacramento	739,758.35
Winters	51,213.69
Woodland	280,206.44
Yolo	1,343,428.01
YECA	21,556.70
Yolo Solano	18,435.18
Capay	5,000.00

IHSS/Public Authority	5,000.00
Davis Cemetery	5,000.00
Law Library	500.00
Yolo Co. Habitat	500.00
Madison Fire	5,000.00
Winters Cemetery	5,000.00
Springlake FPD	500.00
East Davis FPD	500.00
No Man's FPD	500.00
Dunnigan FPD	5,000.00
LAFCO	500.00
Cottonwood Cemetery	500.00
Clarksburg FPD	5,000.00
Winters FPD	500.00
PORT	8,500.00
Madison Service Dist.	5,000.00
Woodland-Davis Clean Water	1,311.31
Willow Oak FPD	5,000.00
West Plainfield FPD	5,000.00
TOTAL	\$3,268,836.24

After discussion, it was moved by Jackie Jaskowiak, seconded by Nanci Mills, that the Board approve the cash payment of \$3,268,836 for FY16/17 and direct the CEO/Risk Manager to bill these cash payments after July 1, 2016. Said motion was unanimously carried.

Cash Payment for the Workers' Compensation program for FY 16/17. The CEO/Risk Manager discussed with the Board cash payment for the Workers' Compensation program (Exhibit "D") as follows:

<u>Entity</u>	<u>Premium</u>	<u>Rebate</u>	<u>Premium Less Rebate</u>
City of Davis	1,334,354.22	61,677.29	1,272,676.93
Esparto USD	74,763.92	8,639.78	66,124.14
City of W Sacramento	1,134,650.14	61,915.48	1,072,734.66
City of Winters	105,533.95	5,220.54	100,313.41
City of Woodland	936,127.22	46,135.91	889,991.31
County of Yolo	2,052,044.84	110,240.99	1,941,803.85
YECA	52,848.42	1,596.18	50,888.24
Yolo-Solano AQMD	16,081.34	938.32	15,143.02
Capay Valley FPD	5,000.00	307.78	4,692.22
IHSS	5,000.00	307.78	4,692.22
Davis Cemetery	5,000.00	307.78	4,692.22
Madison FPD	5,000.00	307.78	4,692.22
Winters Cemetery	5,000.00	307.78	4,692.22
Cottonwood Cemetery	500.00	30.78	469.22
Clarksburg FPD	5,000.00	307.78	4,692.22
Dunnigan FPD	9,277.53	957.82	8,319.71
Yolo Co Habitat JPA	2,500.00	153.89	2,346.11

Madison CSD	5,000.00	307.78	4,692.22
LAFCO	500.00	30.78	469.22
Port	5,000.00	307.78	4,692.22
West Plainfield FPD	5,000.00	0.00	5,000.00
TOTAL	5,763,817.58	300,000.00	5,463,817.58

After discussion, it was moved by Nanci Mills, seconded by Gina Rowland that the Board approve the Workers' Compensation Cash Payment for FY 16/17 of \$5,763,817, approve a rebate credit of \$300,000 and direct the CEO/Risk Manager to bill these cash payments after July 1, 2016. Said motion was unanimously carried.

Fidelity Cash Payment. The CEO/Risk Manager discussed with the Board cash payment for the Fidelity program (Exhibit "E") as follows:

<u>ENTITY</u>	<u>PREMIUM</u>	<u>REBATE</u>	<u>Premium Less Rebate</u>
CITY OF DAVIS	\$4,481.29	1,759.01	2,722.28
ESPARTO SCHOOL DIST	\$1,027.67	373.25	654.42
CITY OF W SACRAMENTO	4,599.22	1,583.51	3,015.71
CITY OF WINTERS	522.26	193.62	328.64
CITY OF WOODLAND	3,285.16	1,122.68	2,162.48
COUNTY OF YOLO	13,056.40	4,424.75	8,631.65
YECA	320.09	115.87	204.22
YOLO-SOLANO AQMD	185.32	66.69	118.63
IHSS	42.12	12.31	29.81
YOLO COURTS	859.20	320.62	538.58
CLARKSBURG FPD	25.27	7.16	18.11
DUNNIGAN FPD	75.81	13.32	62.49
MADISON SERVICE	25.27	7.21	18.06
Willow Oak FPD	33.69	0.00	33.69
West Plainfield FPD	84.23	0.00	84.23
TOTAL	\$28,632.00	\$10,000.00	\$18,632.00

After discussion, it was moved by John Perry, seconded by Jackie Jaskowiak that the Board approve the Fidelity Cash Payment for FY 16/17 of \$28,632 and the rebate/credit of \$10,000 and direct the CEO/Risk Manager to bill these cash payments after July 1, 2016. Said motion was unanimously carried.

Cash Payment for the Property/Boiler Machinery Program for FY 16/17. The CEO/Risk Manager discussed with the Board cash payment for the Property/Boiler Machinery program (Exhibit "F") as follows:

<u>ENTITY</u>	<u>PREMIUM</u>	<u>REBATE</u>	<u>PREMIUM Less Rebate</u>
CITY OF DAVIS	83,385.46	3,568.17	79,817.29
ESPARTO SCHOOL DIST	16,761.74	669.65	16,092.09

CITY OF W SACRAMENTO	108,031.84	4,684.95	103,346.89
CITY OF WINTERS	13,398.06	657.88	12,740.18
CITY OF WOODLAND	79,768.52	3,500.04	76,268.48
COUNTY OF YOLO	178,856.25	7,639.55	171,216.70
YECA	4,189.99	173.65	4,016.34
YOLO-SOLANO AQMD	431.03	18.94	412.09
CAPAY VALLEY FPD	2,112.62	63.48	2,049.14
IHSS	49.52	3.01	46.51
DAVIS CEMETERY DIST	1,020.07	44.00	976.07
LAW LIBRARY	1,414.21	52.57	1,361.64
YOLO COURTS	3,849.14	147.55	3,701.59
CLARKSBURG FPD	975.24	41.88	933.36
MADISON FIRE DIST	1,157.11	50.28	1,106.83
WINTERS CEMETERY DIST	359.63	15.91	343.72
COTTONWOOD CEMETERY	28.48	1.20	27.28
DUNNIGAN FPD	921.80	40.43	881.37
PORT	67,058.75	3,624.17	63,434.58
MADISON SERVICE	56.85	2.55	54.30
Yolo County HCP/NCCP JPA	10.93	0.14	10.79
Willow Oak FPD	2,516.69	0.00	2,516.69
West Plainfield FPD	883.40	0.00	883.40
TOTAL	567,237.33	25,000.00	542,237.33

After discussion, it was moved by Nanci Mills, seconded by Debbie Howard that the Board approve the Property/Boiler Machinery Cash Payment for FY 16/17 of \$567,237.33 and the rebate credit of \$25,000.00 and direct the CEO/Risk Manager to bill these cash payments after July 1, 2016. Said motion was unanimously carried.

Reinsurance of the Esparto School Bus Fleet. The CEO/Risk Manager reviewed with the Board the renewal of the Reinsurance of the Esparto School Bus Fleet (Exhibit "G"). After discussion, it was moved by John Perry, seconded by Gina Rowland, that the Board authorize the CEO/Risk Manager to bind coverage with an annual premium of \$28,710. Said motion was unanimously carried.

Election of Officers. The Board discussed the election of officers for the next fiscal year. After discussion, it was moved by Gina Rowland, seconded by Nanci Mills that the Board re-elect John Perry as President and Sheila McShane as Vice President. Said motion was unanimously carried.

Cordico (Arden Psyche) The CEO/Risk Manager reviewed with the Board the modifications to the existing Cordico contract (Exhibit "H"). After discussion, it was moved by Nanci Mills and seconded by Gina Rowland that the Board approved the modifications to the existing Cordico contract. Said motion was unanimously carried.

Occu-Med. The CEO/Risk Manager discussed with the Board the proposal from Occu-Med for collective Job Analysis (Exhibit "I"). After discussion, it was moved by Jackie Jaskowiak and seconded by Nanci Mills that the Board approve the proposal for collective Job Analysis and direct the CEO/Risk Manager to proceed with the contract for a onetime cost of \$15,000. Said motion was unanimously carried.

INFORMATION ITEMS

YCPARMIA Financial Report. The YCPARMIA Financial reports through May 31, 2016 (Exhibit "J") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report and Chandler Asset Management through April 30, 2016 (Exhibit "K") was reviewed by the Board.

Notification of New Claims Received Since the Previous Board Meeting. The CEO/Risk Manager reviewed with the Board the list of Liability claims since the last Board meeting (Exhibit "L").

Closed Liability Files. The CEO/Risk Manager reviewed with the Board the list of Closed Liability claims since the last Board meeting (Exhibit "M").

Workers' Compensation Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of May 31, 2016. (Exhibit "N")

Certificates Issued. The CEO/Risk Manager reviewed the list of certificates that were issued since the previous Board meeting (Exhibit "O").

Redevelopment Boards. The CEO/Risk Manager reviewed the termination of Redevelopment Oversight Boards.

Strategic Planning. The CEO/Risk Manager allowed the Board to discuss any trends, actions, or future risk management plans.

At 10:17 a.m. it was moved by Nanci Mills, seconded by John Perry, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,

Jeffrey M. Tonks
CEO/Risk Manager