



Yolo County Public Agency Risk Management Insurance Authority

MINUTES

October 25, 2018

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority was called to order by President Sheila McShane at 8:40 a.m. at YCPARMIA located at 77 West Lincoln Avenue, Woodland, CA.

ROLL CALL

BOARD MEMBERS PRESENT: Sheila McShane (*City of Woodland*), Jill Cook (*County of Yolo*), Rebecca Spiva (*Esparto USD*), Liane Lee (*City of West Sacramento*), Janet Emmett (*City of Davis*), Crystal Zargoza (*City of Winters*)

ABSENT: None

OTHERS: Dennis Monahan (*YCPARMIA CEO/Risk Manager*), Charlotte Garber (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Accountant*), Amber Davis (*LWP, left 9:00a.m.*), Arthur Ngo (*Crowe-Horwath, left at 9:40am*)

APPROVAL OF AGENDA

It was moved by Janet Emmet, seconded by Sheila McShane, that the agenda be approved with moving the Closed Session be moved before the Communications. Said motion was unanimously carried.

At 8:45 a.m. it was moved by Janet Emmett, seconded by Rebecca Spiva that the board meeting go to Closed Session. Said motion was unanimously carried.

At 9:00 a.m., the Board reconvened to open session. The Board decided in Closed Session to authorize authority for the claim of Camarena to C&R for \$68,000 or if needed a Stipulation award of \$48,010. (Amber Davis, left 9:00 a.m.)

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.

Rebecca Spiva reported that Esparto is busy with school in session.

Jill Cook reported that the County has is busy with recruiting various positions.

Crystal Zaragoza reported that the City of Winters has a new hotel that is being built and working on negotiations.

Janet Emmett reported that the City of Davis is working on negotiations.

Liane Lee reported that the City of West Sacramento had a PERS conference that went very well.

Sheila McShane reported that the City of Woodland has some upcoming multi-agency training, new hotel coming in across from courthouse and three finance people are retiring.

CEO/Risk Manager.

The CEO/Risk Manager reminded that PARMA will be held at Anaheim in February 2019.

The CEO/Risk Manager reported that David Due is the new Staff Investigator for YCPARMIA.

The CEO/Risk Manager reported that there will be a Sexual Harassment legal roundtable on Dec. 12 at 10:00 at our office.

The CEO/Risk Manager reminded the Board that there is Drone coverage available.

Next Meeting. December 13, 2018

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the regular Board Meeting of August 23, 2018. It was moved by Janet Emmett and seconded by Liane Lee that the minutes of the previous Board meetings be approved. Said motion was carried, with Jill Cook abstaining.

ACTION ITEMS

Management's Discussion and Analysis – Financial Audit. The CEO/Risk Manager reviewed the Management's Discussion and Analysis for the Financial Audit (Exhibit "A"). After discussion, it was moved by Janet Emmett and seconded by Crystal Zaragoza that the Board approve the Management's Discussion and Analysis for the Financial Audit. Said motion was unanimously carried.

Annual Financial Audit. The CEO/Risk Manager turned the Board meeting over to Arthur Ngo of Crowe-Horwath to discuss the Annual Financial Audit (Exhibit "B"). After a review of the financial audit, it was moved by Rebecca Spiva, seconded by Liane Lee that the Board accept the annual financial audit as final. Said motion was unanimously carried.

Telecommute/Remote Work Policy for YCPARMIA Staff. The CEO/Risk Manager reviewed with the Board the information regarding the policy for Telecommute/Remote Work for the YCPARMIA Staff (Exhibit "C"). After discussion, it was deferred to the next meeting.

INFORMATION ITEMS

YCPARMIA Financial Report. The YCPARMIA Financial reports through September 30, 2018 (Exhibit "D") were reviewed by the Board.

YCPARMIA Investment Statement. The YCPARMIA Investment Statement and Yolo County Treasurer's Investment Report through September 30, 2018 (Exhibit "E") were 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 "F").

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

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

Workers' Compensation Loss Run Summary. The CEO/Risk Manager reviewed with the Board the Workers' Compensation Loss Run Summary as of September 30, 2018 (Exhibit "I").

Quarterly Statement of Revenues, Expenses and Retained Earnings. The CEO/Risk Manager reviewed with the Board the September 2018 Quarterly Statement of Revenues, Expenses and Retained Earnings (Exhibit "J").

Reporting on Workers' Compensation Liability as Required by Section 30702.6 of the California Labor Code. The CEO/Risk Manager reviewed with the Board the annual reporting of the Workers' Compensation Liability. (Exhibit "K")

Strategic Planning. The CEO/Risk Manager discussed changing staff job titles and responsibilities and then opened the floor for any future planning issues.

At 10:50 a.m. it was moved by Janet Emmett, seconded by Rebecca Spiva that the board meeting go to Closed Session. Said motion was unanimously carried.

At 10:55 a.m., the Board reconvened to open session. No action taken during closed session.

At 10:56a.m. being no further business, it was moved by Janet Emmett, seconded by Crystal Zaragoza, that the meeting be adjourned. Said motion was unanimously carried.

Respectfully submitted,



Dennis Monahan
CEO/Risk Manager