



Yolo County Public Agency Risk Management Insurance Authority

MINUTES

December 12, 2019

The regular meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on December 12, 2019, at the YCPARMIA office located at 77 West Lincoln Avenue, Woodland, CA.

BOARD MEMBERS PRESENT: Jill Cook (*President, County of Yolo*), Crystal Zaragoza (*Vice President, City of Winters*), Janet Emmett (*City of Davis*), Sheila McShane (*City of Woodland*), Liane Lee (*City of West Sacramento*), Leah Smith (*Esparto USD*)

BOARD MEMBERS ABSENT: None.

OTHERS PRESENT: Armond Sarkis (*YCPARMIA CEO/Risk Manager*), Lily Viek (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Financial Analyst*)

1. **CALL TO ORDER**

President Jill Cook called the meeting to order at 8:35 a.m.

2. **APPROVAL OF AGENDA**

Janet Emmett moved to approve the agenda as posted; seconded by Crystal Zaragoza. Motion passed unanimously.

3. **PUBLIC COMMENTS**

None.

4. **COMMUNICATIONS**

A. **Board Members**

President Jill Cook, County of Yolo, informed a recent CSAC meeting reported there has been an increase in claims from county jails. Cook informed she would share available information on how to prevent future claims.

Vice President Crystal Zaragoza, City of Winters, reported the city is working on a revised Injury and Illness Prevention Program (IIPP) and updating their personnel manual.

Janet Emmett, City of Davis, informed the city recently participated in a bloodborne pathogen training and are encouraging Hepatitis A vaccinations for employees whose jobs may cause them to come in contact with fecal matter.

Liane Lee, City of West Sacramento, reported on the retirement of the city's Fire Chief and Chief of Police.

Sheila McShane, City of Woodland, informed the city is working on revitalizing the Safety Committee.

B. CEO/Risk Manager

The CEO/Risk Manager Armond Sarkis reminded the Board of the 2020 PARMA Conference in Monterey from February 25-28, 2020.

Sarkis discussed and provided two new manuals to the Board: Special Events Insurance Requirements Manual and Contract Insurance Requirements Manual. Both manuals are available on the YCPARMIA website. YCPARMIA will also hold workshops on contracts and insurance requirements in January and/or February 2020.

Sarkis informed the Board of an increase in YCPARMIA's excess liability self-insured retention (SIR) with California Joint Powers Risk Management Authority (CJPRMA) from \$500,000 to \$750,000, effective July 1, 2020. The additional \$250,000 risk exposure requires YCPARMIA to update the target level of Catastrophic Funds and the formula used for calculating aspects such as cash payments/premiums. Staff is working with actuaries to gain further knowledge of how this change affects YCPARMIA so recommendations can be made on how to proceed. This topic will be discussed further at a later meeting.

Sarkis advised the Board on California SB 542 and California AB 218, both of which take effect January 1, 2020. California SB 542 expands the Workers' Compensation coverage by broadening the definition of "injury" to include post-traumatic stress for firefighting personnel and peace officers. California AB 218 extends the statute of limitations to bring a civil action against an employer (school districts, public agencies, and others) where there has been a claim against an employee of that organization for alleged child sexual abuse. The statute of limitations in AB 218 is 22 years after the plaintiff attains majority (i.e., 40 years old) or anytime thereafter within five years of discovering related psychological injury.

C. Next Meeting

There are no remaining Board meetings scheduled for 2019.

During Agenda Item 6A, YCPARMIA Board approved the 2020 Calendar of Meetings. The next meeting of the YCPARMIA Board of Directors will be held on January 23, 2020.

5. **CONSENT CALENDAR**

A. Approval of Minutes

Janet Emmett moved to approve the minutes of the regular Board Meeting of October 24, 2019; seconded by Liane Lee. Motion passed unanimously.

6. **ACTION ITEMS**

A. Approval of Calendar of Meetings

YCPARMIA staff proposed the following meeting dates for the year 2020:

- Thursday, January 23, 2020
- Thursday, March 26, 2020
- Thursday, May 28, 2020
- Thursday, June 25, 2020
- Thursday, August 27, 2020
- Thursday, October 22, 2020
- Thursday, December 10, 2020

Leah Smith moved to approve the proposed 2020 Calendar of Meetings; seconded by Janet Emmett. Motion passed unanimously.

7. **INFORMATION ITEMS**

A. YCPARMIA Financial Report

The Board reviewed the YCPARMIA Financial Report through October 31, 2019.

B. YCPARMIA Investment Statement

The Board reviewed the YCPARMIA Investment Statement as of October 31, 2019.

C. Workers' Comp Monthly Summary

CEO/Risk Manager reviewed the Workers' Comp Monthly Summary with the Board and informed this quarter is trending closely with recent reports. As of November 30, 2019, there were 286 open claims which meets YCPARMIA's goal of remaining under 300 open claims.

D. Notification of New Claims Received Since the Previous Board Meeting

The Board reviewed the list of new liability claims since the last Board meeting.

E. Closed Liability Files

The Board reviewed a list of closed liability claims since the last Board meeting.

F. Certificates Issued

A list of certificates issued since the last Board meeting was provided to the Board for review.

G. Strategic Planning

The CEO/Risk Manager Armond Sarkis was invited to the January City Managers'


Meeting.

The Board expressed interest in developing standardized return-to-work policies and procedures. Sarkis advised staff will work with entities to develop such policies.

Sarkis advised a special Strategic Planning Meeting may be necessary to review current Bylaws, Memorandums of Coverages (MOC), and other information in preparation of the upcoming changes to the Liability Program.

The December 12, 2019, YCPARMIA Board meeting adjourned at 10:23 a.m. by general consent.

Respectfully submitted,

A handwritten signature in black ink that reads "Armond Sarkis". The signature is written in a cursive style with a large initial "A".

Armond Sarkis
CEO/Risk Manager