



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES **June 24, 2021**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on June 24, 2021, via teleconference in accordance with Executive Order N-08-21.

BOARD MEMBERS PRESENT: Jill Cook (*President, County of Yolo*), Janet Emmett (*City of Davis*), Amanda Berlin (*City of West Sacramento*), Kathleen Trepas (*City of Winters*), Sheila McShane (*City of Woodland*), Leah Smith (*Esparto USD*)

BOARD MEMBERS ABSENT: None.

OTHERS PRESENT: Carol Richardson (*YCPARMIA Interim Executive Director*), Lily Viek (*YCPARMIA Administrative Assistant*), David Due (*YCPARMIA Staff Investigator II*), Cha Yang (*County of Yolo*), Christopher Bensch (*City of Davis*), Marilyn Kelley (*Consultant*), Kellie Murphy (*Legal Counsel*)

1. CALL TO ORDER

President Jill Cook called the meeting to order at 9:50 a.m.

2. APPROVAL OF AGENDA

Janet Emmett moved to approve the agenda as posted; seconded by Kathleen Trepas. A roll call vote was taken. Motion passed unanimously.

3. PUBLIC COMMENTS

None.

4. DESIGNATION OF REPRESENTATIVE FOR NEGOTIATIONS WITH UNREPRESENTED EMPLOYEES

Kathleen Trepas moved to designate Interim Executive Director Carol Richardson as the representative for negotiations with unrepresented employees; seconded by Janet Emmett. Motion passed unanimously.

5. CLOSED SESSION

The Board adjourned to closed session from 9:54 a.m. to 10:49 a.m. to discuss the following items:

- A. Discussion of Open Litigated Claims
- B. Conference with Labor Negotiator

No reportable action taken.

6. COMMUNICATIONS

A. Board Members

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

Kathleen Tropa, City of Winters, informed that the City has hired a new HR Director starting July 19.

Janet Emmett, City of Davis, reported the City has been focusing on a couple claims and an OSHA audit.

Leah Smith, Esparto Unified School District, reported that the District just received approval for a new preschool room and is waiting on approval for culinary, digital arts, and welding rooms.

Amanda Berlin, City of West Sacramento, reported that the City has been working on their reopening plan.

President Jill Cook, County of Yolo, reported the County is recruiting for a Public Information Officer and are working on their return to office plan.

Sheila McShane, City of Woodland, reported that the City is working on a Return-to-Work policy and a Telecommute policy.

B. Executive Director

Interim Executive Director Carol Richardson provided a written report to the Board and provided time for questions and discussion. There were no questions.

C. Next Meeting

The next regularly scheduled meeting of the YCPARMIA Board of Directors will be on Thursday, August 26, 2021.

7. CONSENT AGENDA

A. Approval of Minutes

Kathleen Tropa moved to approve the minutes of the Board Meeting of April 29, 2021 with an amendment to Action Item 8A, and the minutes of the Special Board Meeting of May 26, 2021; seconded by Janet Emmett. A roll call vote was taken. Motion passed unanimously.

8. ACTION ITEMS

A. Consideration of Classifications Descriptions for Claims Administrator, Program and Services Administrator, and Administrative and Claims Analyst and Retitling of Incumbents

The prior Interim Director did an extensive review of the duties and responsibilities of each of the positions in the organization. The attached classification descriptions are an accurate representation of the duties and responsibilities that are performed by the incumbents in the positions. The descriptions were brought to the Board along with other recommendations, but no action was taken.

Title changes are recommended for incumbents in the current Staff Investigator II and Administrative Assistant classifications to Claims Administrator and Program and Services Administrator, respectively.

No title change is recommended for the Administrative and Claims Analyst position.

Kathleen Trepa moved to approve the classification descriptions for the positions of Program and Services Administrator, Claims Administrator, and Administrative and Claims Analyst; and to retitle the incumbents in the Staff Investigator II and Administrative Assistant positions to Claims Administrator and Program and Services Administrator, respectively; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

B. Consideration of Salary Range Adjustment for Finance Officer position

The YCPARMIA Finance Officer (previously titled Financial Analyst) position has been vacant for several months. The classification description was recently revised to reflect the current duties and responsibilities for the position. It was at that time that the title was changed to Finance Officer. A recommendation was made to increase the salary for the position but the Board deferred action on the matter.

The Finance Officer position is crucial to the organization. Since the position has been vacant the County of Yolo has lent YCPARMIA an Accountant for a few hours a week. However, this is not sustainable on a long term basis. With year end closing approaching and the audit looming in August, more help is needed. The City of West Sacramento has agreed to have Holly Lyon, YCPARMIA's former Financial Analyst, assist with these tasks. Again, this piecemeal approach is not sound or sustainable.

The salary for the YCPARMIA Finance Officer position was compared with similar positions in the Member agencies and is approximately 22% below the average of these similar positions. As such, we are recommending an increase in salary range for the Finance Officer position which will help recruit and retain a qualified individual.

Kathleen Trepa moved to approve a salary range of \$84,396 to \$102,584 for the Finance Officer; seconded by Jill Cook. A roll call vote was taken. Motion passed unanimously.

C. Consideration of Fiscal Year 2021-2022 Liability Premium Funding Option

As new premium estimates have been coming in much higher than initially anticipated, Interim Executive Director Carol Richardson proposed an option to utilize YCPARMIA resources to fund a portion of the increase. This would soften the increase to the members without significantly harming the overall financial position of YCPARMIA. This would be a one time only transfer. It would assist Members in the adjustment to the unexpectedly high increase in excess liability costs.

Jill Cook moved to offset 50% of the Excess Liability Increased Costs, from the May estimate, from YCPARMIA assets; seconded by Janet Emmett. A roll call vote was taken. Motion passed unanimously.

D. Consideration of Modification of Administrative Policy and Procedure # A-9 Regarding Installment Payments for Premiums for Fiscal Year 2021-2022

Due to significant increases in premiums and thus member contributions, the Board was asked to consider adopting the following language into P&P A-19:

For Fiscal Year 2021-2022 only, Member agencies with cash payments that exceed \$25,000 may exercise an installment payment plan allowing for payment of ½ of the billed amount by September 1, 2021 with no interest accruing. The other ½ of the billed amount must be paid by February 15, 2022 with accrued interest from September 1, 2021 to February 1, 2022, at the LAIF rate in effect on September 1, 2021.

Kathleen Trepa moved to approve the modified Policy and Procedure #A-9 regarding Installment Payments for Premiums for Fiscal Year 2021-2022; seconded by Jill Cook. A roll call vote was taken. Motion passed unanimously.

E. Consideration of Final Budget for Fiscal Year 2021-2022

Since adoption of the preliminary budget, the primary change has been in the Excess Insurance coverage for the Liability program. While the final number has not yet been received, staff has been told that the most current estimate will likely not be exceeded. As noted in a previous report, this increase from the preliminary budget estimate is \$1,345,299.

Additional changes are minor in comparison but are as follows;

- Account # 6010 - Increased **part time wages** from \$5000 to \$15,600. The original plan was to request a regular part-time position. However, this has been reconsidered. The requested funds will be used to continue with already started records management initiatives and other projects as needed.
- Account # 6240 - Increased **legal services** from \$8000 to \$15,000. This increase is based on usage year to date.
- Account # 6255- Increased **grounds maintenance** from \$3840 to \$5000. This is to fund some extra pruning and debris removal.

Janet Emmett moved to approve the Final Budget for Fiscal Year 2021/2022; seconded by Leah Smith. A roll call vote was taken. Motion passed unanimously.

F. Consideration of Bylaw Changes

Previously, the premium formula for all of YCPARMIA's programs was set forth in the Bylaws. Changes to the Bylaws are somewhat cumbersome, requiring a 30 day notice to the members of proposed changes, receiving comments and responding accordingly. When the new premium formula was adopted, the Board agreed to remove the formula from the Bylaws and have a separate policy and procedure for the underwriting guidelines for calculation of rates. The updated Underwriting Policy will be provided to the Board for approval at the next regular Board Meeting.

The red-lined version of the Bylaw changes was previously brought to the Board and was circulated to all of the member agencies, notifying them of the Bylaw changes and asking for comments. No comments were received.

Kathleen Trepa moved to approve the Bylaws as presented; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

G. Election of Officers for FY 2021/2022

The YCPARMIA Bylaws require the YCPARMIA Board of Directors to elect officers prior to the end of each fiscal year. The Bylaws state the position of Board Secretary will be held by the Executive Director (formerly titled CEO/Risk Manager), and the Treasurer is to be

appointed by the Board. The Board did not choose to appoint a new Treasurer, so Chad Rinde, Chief Financial Officer for the County will remain in this position.

Jill Cook nominated Kathleen Trepa as president; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously. Kathleen Trepa nominated Jill Cook as Vice President; however, Jill Cook respectfully declined. Janet Emmett moved to nominate Amanda Berlin as Vice President; seconded by Jill Cook. A roll call vote was taken. Motion passed unanimously.

9. INFORMATION ITEMS

A. Fiscal Year 2021-2022 Premiums

The Board reviewed the FY 2021-2022 premiums for Liability, Workers' Compensation, Property, and Fidelity programs.

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.

10. ADJOURNMENT

The June 24, 2021 YCPARMIA Board Meeting adjourned at 11:56 p.m. by general consent.

Respectfully submitted,



Lily Viek
Program and Services Administrator, YCPARMIA