



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES December 9, 2021

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on December 9, 2021, via teleconference in accordance with Government Code Section 54953(e).

BOARD MEMBERS PRESENT: Kathleen Trepa (*President, City of Winters*), Amanda Berlin (*Vice President, City of West Sacramento*), Christopher Bensch (*City of Davis*), Kimberly McKinney (*City of Woodland*), Jill Cook (*County of Yolo*), Rebecca Spiva (*Esparto USD*)

BOARD MEMBERS ABSENT: None.

OTHERS PRESENT: Carol Richardson (*YCPARMIA Interim Executive Director*), Lily Viek (*YCPARMIA Program and Services Administrator*), David Due (*YCPARMIA Claims Administrator, left after item 5*), Tom McGuire (*YCPARMIA Loss Prevention Analyst*), Thomas Palmieri (*YCPARMIA Finance Officer*), Janet Emmett (*City of Davis*), Alison Bigham (*City of Winters*), Cha Yang (*County of Yolo, arrived during item 8A*), Marilyn Kelley (*Consultant*), Jason Sherman (*Johnson, Schachter & Lewis, left after item 5*), Carolee Kilduff (*Angelo, Kilday & Kilduff, left after item 5*)

1. **CALL TO ORDER**

President Kathleen Trepa called the meeting to order at 9:01 a.m.

2. **APPROVAL OF AGENDA**

Kimberly McKinney moved to approve the agenda as posted; seconded by Jill Cook. A roll call vote was taken. Motion passed unanimously.

3. **CONSIDERATION OF RESOLUTION NO. 2021-04 AUTHORIZING AND MAKING INITIAL FINDINGS UNDER AB 361 FOR VIRTUAL MEETINGS**

Jill Cook moved to adopt Resolution No. 2021-04; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

4. **PUBLIC COMMENTS**

None.

5. **CLOSED SESSION**

The Board adjourned to closed session from 9:04 a.m. to 9:20 a.m. to discuss the following item:

A. **Discussion of Open Litigated Claims Under Government Code Section 54956.95**

- Nyland v. County of Yolo - 2020114A
Report Out: Unanimous vote to settle
- Kessler v. City of Davis - 2021047A
Report Out: No reportable action

6. COMMUNICATIONS

A. Introductions of Board Members and New Finance Officer

Interim Executive Director Carol Richardson introduced YCPARMIA's new Finance Officer, Thomas Palmieri, and expressed her gratitude for Holly Lyon (West Sacramento), Holly Alves (County of Yolo), and Lily Viek (YCPARMIA) who all helped complete the responsibilities of this role while we recruited for a permanent hire.

B. Board Members

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

Chris Bensch, City of Davis, reported the City has been working on a few executive recruitments and have been working with Tom McGuire (YCPARMIA) on updating their safety policies.

Vice President Amanda Berlin, City of West Sacramento, reported that the City has been developing a policy regarding vaccines and testing in the workplace and are closely monitoring OSHA and State guidelines. The City currently has a testing clinic at City Hall and is looking to continue this through June.

Kim McKinney, City of Woodland, reported that the City has been working on recruitments due to staffing shortages. The City is currently holding off on vaccine policies until guidance/requirements from OSHA.

Rebecca Spiva, Esparto Unified School District, reported that school is still in session.

Jill Cook, County of Yolo, reported the County has reopened the recruitment for County Administrative Officer. In the meantime, County staff have been working to fill various roles in the Administrator's office.

President Kathleen Tropa, City of Winters, introduced Alison Bigham who is the City's new HR Manager and will assume the City's Alternate Board Member position. Alison is working on updating the City's safety plans. The City is also looking for an Administrative Services Director as Shelly Gunby is retiring.

C. Executive Director

Interim Executive Director Carol Richardson provided a written report to the Board and provided time for questions and discussion.

7. CONSENT AGENDA

A. 2022 Calendar of Meetings

B. Approval of Minutes

C. YCPARMIA Financials

Jill Cook moved to approve the 2022 Calendar of Meetings, Minutes of the August 26, 2021 Board Meeting, and the preliminary YCPARMIA Financials; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

8. ACTION ITEMS

A. Update on Discussion with County of Yolo Regarding Continued Membership in YCPARMIA and Authorizing Interim Executive Director to Continue to Pursue Discussions

Interim Executive Director Carol Richardson advised the Board YCPARMIA had been working with the County of Yolo after they provided a rescindable notice to withdraw to allow them to review and compare alternatives to YCPARMIA.

YCPARMIA Staff have been analyzing data received from excess carriers and actuaries and have been working with County Staff continuously to discuss the information. A summary of the information gathered was provided as a Staff Report to the Board.

Christopher Bensch moved to authorize Interim Executive Director Carol Richardson to continue discussions with the County of Yolo on a funding strategy subject to approval by the YCPARMIA Board and the County Board of Supervisors; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

B. Consideration of Rescindable Notice to Withdraw from YCPARMIA from Cottonwood Cemetery District

Interim Executive Director Carol Richardson advised the Board that the Cottonwood Cemetery District recently provided a rescindable notice to withdraw so they could review alternatives to YCPARMIA due to recent premium increases.

This item was included for informational purposes only. No action required.

C. Consideration of a Three Year Agreement with Bickmore Actuarial for Actuarial Services

Every year YCPARMIA has an actuarial study done that analyzes loss data and costs for the workers compensation and liability programs. These analyses estimate each program's outstanding losses and loss adjustment expenses for the preceding year. This information is then used to determine rates. AON has provided quality services to YCPARMIA for many years; however, we felt it was time to review our options. As such, a quote for services was solicited from AON and Bickmore Actuarial, the two firms most known for completion of public agency actuarial studies.

AON's quote for services is less than Bickmore's but given the relative instability of AON and the quality and depth of Bickmore, staff recommended that YCPARMIA engage the services of Bickmore.

Jill Cook moved to approve a three-year agreement with Bickmore Actuarial for Actuarial Services; seconded by Kimberly McKinney. A roll call vote was taken. Motion passed unanimously.

D. Consideration of Purchase of a Claims Management Software Program

To improve our claims processing system and provide more efficient and transparent information to our members, staff have been researching claims software programs similar to those of other JPAs and TPAs. Program and Services Administrator Lily Viek coordinated meetings with vendors and summarized the information gathered on three systems- Ventiv, Origami, and Spear. The summary of these options was provided in a Staff Report to the Board.

Kimberly McKinney moved to approve entering into a three-year agreement with Spear for a claims management system; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

E. Approval of Revised Classification Description for Administrative and Claims Analyst

YCPARMIA Administrative and Claims Analyst Elizabeth Griswold recently reduced her hours from full time to part time to provide support while we recruit for her replacement. After reviewing the job description and discussing the essential functions of the Administrative and Claims Analyst position with staff, we are suggesting the following changes to the classification description prior to beginning our recruitment process:

- Clarify that the position reports to the Program and Services Administrator but will receive claims-related direction from the Claims Administrator
- Emphasize the administrative functions of the role by moving these tasks to the beginning of the Examples of Essential Functions section
- Removed claims, investigator, and adjuster licenses from License or Certification section

This role is an experienced administrative support position with an entry-level claims function, so we believe it will be beneficial to emphasize the administrative and customer service aspect of the role as training in claims investigations can be provided if the candidate does not have prior experience

Christopher Bensch moved to approved the revised Classification Description for the Administrative and Claims Analyst with the inclusion of noting an Associates in Claims (AIC) is desired but not required; seconded by Kimberly McKinney. A roll call vote was taken. Motion passed unanimously.

9. INFORMATION ITEMS

A. Department of Industrial Relations Office of Self-Insurance Plans Filing

A copy of YCPARMIA's filing was provided to the Board.

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.

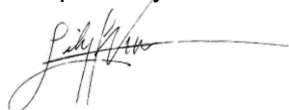
C. Closed Liability Files

The Board was provided a list of liability files closed since the previous Board meeting.

10. ADJOURNMENT

The December 9, 2021 YCPARMIA Board Meeting adjourned at 10:17 a.m. by general consent.

Respectfully submitted,



Lily Vieck

Program and Services Administrator, YCPARMIA