



# Yolo County Public Agency Risk Management Insurance Authority

## **BOARD MEETING MINUTES** **January 21, 2021**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on January 21, 2021, via teleconference in accordance with Executive Order N-29-20.

**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*), Rebecca Spiva (*Esparto USD*)

**BOARD MEMBERS ABSENT:** None.

**OTHERS PRESENT:** James Marta (*YCPARMIA Interim CEO/Risk Manager*), Marilyn Kelley (*YCPARMIA Interim CEO/Risk Manager*), Lily Viek (*YCPARMIA Administrative Assistant*), Holly Lyon (*YCPARMIA Financial Analyst*), David Due (*YCPARMIA Staff Investigator II*), Tom McGuire (*YCPARMIA Loss Prevention Analyst*), Cha Yang (*County of Yolo*), Christopher Bensch (*City of Davis*), Erik Peterson (*Norman Peterson & Associates*), Carolee Kilduff (*Angelo, Kilday & Kilduff*)

### **1. CALL TO ORDER**

President Jill Cook called the meeting to order at 9:01 a.m.

### **2. APPROVAL OF AGENDA**

Sheila McShane moved to approve the agenda with the removal of items 7C through 7F; seconded by Janet Emmett. A roll call vote was taken. Motion passed unanimously.

### **3. PUBLIC COMMENTS**

None.

### **4. CLOSED SESSION**

The Board adjourned to closed session from 9:06 a.m. to 9:56 a.m.

Kelie Murphy advised no reportable action taken.

### **5. COMMUNICATIONS**

#### **A. Board Members**

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

Janet Emmett, City of Davis, reported that the City is involved in their triennial commercial driver audit as well as an FTA audit on the drug and alcohol program for Davis Transit.

Vice President Crystal Zaragoza, City of Winters, informed that City Hall is still closed to the public and some employees are working remotely.

Liane Lee, City of West Sacramento, reported that the City is coordinating Fire Engineer testing with the Cities of Davis and Woodland, recruiting to fill vacancies including Police Chief, and working on POA negotiations.

Sheila McShane, City of Woodland, reported that the City is currently closed to the public and open by appointment only. They are taking the opportunity to redo the City Hall Lobby. The City has set up a day camp for kids to attend and complete their remote learning. There City issued a new COVID Prevention Plan and the COVID cases have been lessening.

Rebecca Spiva, Esparto Unified School District, reported the School District is working on their COVID Prevention Plan working with Valencia Lab to perform COVID testing. They are working to bring more students back to school in February.

President Jill Cook, County of Yolo, introduced the County's new Risk Manager, Cha Yang, who will eventually become the County's Board representative. President Cook also informed the County welcomed a new Board Chair for the Board of Supervisors, and a new Supervisor for District 5. The County is following State guidelines and focusing on providing vaccinations to residents over 65.

B. CEO/Risk Manager

Interim CEO/Risk Managers James Marta and Marilyn Kelley provided an update on administration, claims administration, loss prevention, the property and liability programs, workers' compensation, finance, and risk management.

The building required a few maintenance items that have been completed such as tree trimming and roof and gutter repair/replacement. The office also implemented a new virtual server to provide a more secure off-site backup. Staff continue to work both onsite and remotely and have welcomed the new temporary part-time clerical staff, Julie Osborn. Staff have also virtually met with the County's new Risk Manager, Cha Yang, to provide him with useful resources relating to YCPARMIA.

Interim CEO/Risk Manager Marta also advised that while YCPARMIA understands members have been struggling with COVID 19 limitations, loss prevention activities should continue. Members should be holding regular Safety Committee Meetings and conduct regular safety inspections which are required by Cal/OSHA. These inspections can be scheduled with YCPARMIA.

Regarding program premiums, PRISM provided early preliminary indications of the excess coverage increases for 2021-2022. These early indications usually change substantially before the actual renewal dates. Early indications are provided as % ranges of increase: Property preliminary indications for YCPARMIA is 16% to 30% and for the Port of Sacramento of 24% to 47% increase; Excess Workers' Compensation 20% to 34%; Airport and Aircraft 5% to 15% increase; Cyber Liability 30% to 50%; Med. Mal. 1% to 14%;

Pollution 20% to 30%. Due to the hardening insurance marketplace we anticipate receiving more reliable indications in March or April.

For the Workers' Compensation Program, we are working on implementing the Nurse Triage Program through Company Nurse and assessing our Medical Provider Network (MPN) options.

C. Next Meeting

The next regularly scheduled meeting of the YCPARMIA Board of Directors will be on Thursday, April 29, 2021.

**6. CONSENT AGENDA**

- A. Approval of Minutes
- B. YCPARMIA Financials and Budget Update as of 12/31/20
- C. YCPARMIA Quarterly Treasurer's Report
- D. YCPARMIA Monthly Investment Statement
- E. Chandler Asset Management Quarterly Investment Report as of 12/31/20

Janet Emmett moved to remove the YCPARMIA Quarterly Treasurer's Report from the Consent Agenda; approve the minutes of the Board Meeting of December 10, 2020 and the Special Board Meeting of October 22, 2020; approve the YCPARMIA Financials and Budget Update as of 12/31/20; approve the YCPARMIA Monthly Investment Statement; and approve the Chandler Asset Management Quarterly Investment Report as of 12/31/20; seconded by Crystal Zaragoza. A roll call vote was taken. Motion passed unanimously.

**7. ACTION ITEMS**

A. Return to Work Services (NPA)

After Erik Peterson from NPA presented to the Board, it was suggested this item be brought to a later meeting to allow for more time to review.

No action taken.

B. Approval of Updated Administrative Policies A-15 Record Retention Policy, A - 18 Target Equity Plan, A-19 Underwriting Policy, and A-20 Utilization of Excess Reserve Funds  
Interim CEO/Risk Manager Marilyn Kelley summarized the following changes to the Administrative Policies:

- A-15 Record Retention Policy - This has been updated to acknowledge that historical records over two years old are now stored electronically with offsite servers that are accessed over the internet. These records are backed up weekly.
- A-18 Target Equity Plan - This plan is a consolidation of the previous Target Equity Policy, Funding Policy, Confidence Margin Policy and the Catastrophe Fund Plan and has added additional funding benchmarks and new forever benchmarks. The purpose of forever benchmarks is to consider a conservative approach that will reduce the likelihood of any future program assessments and any future instability.
- A-19 Underwriting Policy - This policy has been rewritten to update the application process, the rate setting/funding requirements and the utilization of excess funds and

consideration of assessments in accordance with the funding formula that was approved at the last Board meeting and P&P A-20 below.

- A-20 Utilization of Excess Reserve Funds - is a rewrite of the prior policy named: "Granting of Credits of Excess Reserve Funds Against Annual Cash Payments". This policy maintains the structure that states that any funds declared to be excess reserve funds can only be returned to Members in the form of a credit to subsequent year program contribution costs. Allocation of any such declared funds for a program remain on a proportional basis with historical contributions to the program.

Crystal Zaragoza moved to approve the updated and consolidated administrative policies as presented; seconded by Liane Lee. A roll call vote was taken. Motion passed unanimously.

C. Staff Administration - Approval of New Job Descriptions and Titles

Removed from agenda

D. New Salary Schedule

Removed from agenda

E. Staff Title and Position Changes

Removed from agenda

F. RFP and Executive Director Search

Removed from agenda

**8. INFORMATION ITEMS**

A. Notice of Withdrawal from Property Program - West Sacramento Port

The Board was informed that the West Sacramento Port provided notice of intent to withdraw from the Property Program.

B. April 7, 2018-2021 CAJPA Accreditation

The Board was provided the 2018 CAJPA Accreditation Report for review. Lily Viek and Holly Lyon are currently working on completing the 2021 accreditation.

C. PRISM - Business Interruption Losses due to COVID 19

PRISM has brought to our attention that the current Property Program provides a limited amount of coverage for Communicable Disease Business Interruption. This potentially covers Business Interruption loss for revenues from operations like fairgrounds, libraries, museums or other revenue providing businesses that have been closed due to COVID 19 restrictions. A copy of the coverage endorsement was provided to the Board for review.

D. Annual Report 2020

The YCPARMIA 2020 Annual Report was provided for the Board to review

E. Notice of Pull Notice Program Change from SAMBA to A Check

The Board was informed of YCPARMIA's plan to designate A-Check as the new Employer Pull Notice Program agent.

F. YCPARMIA Service Calendar

The YCPARMIA Service Calendar was provided to the Board for review.

G. TargetSolutions Utilization Report

The monthly Target Solutions Utilization Report was provided to the Board for review.

H. 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.

I. Closed Liability Files

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

**9. ADJOURNMENT**

The January 21, 2021 YCPARMIA Board Meeting adjourned at 11:53 p.m. by general consent.

Respectfully submitted,



Lily Viek  
Administrative Assistant, YCPARMIA

Reviewed by,



Marilyn Kelley  
Interim CEO/Risk Manager, YCPARMIA