



# Yolo County Public Agency Risk Management Insurance Authority

## **SPECIAL BOARD MEETING MINUTES** **February 25, 2021**

The Special meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on February 25, 2021, via teleconference in accordance with Executive Order N-29-20.

**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*), Kimberly McKinney (*City of Woodland*), Leah Smith (*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*)

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

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

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

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

### **3. PUBLIC COMMENTS**

None.

### **4. 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 currently working with YCPARMIA on a claim investigation. The City has seen a large reduction in COVID-19 cases and is looking forward to reducing this even more. The City has also been working to hold remote safety meetings and appreciates YCPARMIA's assistance with resuming these necessary meetings.

Leah Smith, Esparto Unified School District, reported the School District will be welcoming everyone back on March 22 and is continuing to focus on preventing COVID cases.

Kathleen Trepas, City of Winters, introduced herself to the Board. Her background includes Risk Management. She informed that the City of Winters does not have any updates at this time.

Amanda Berlin, City of West Sacramento, reported that the City is currently working on executive recruitments and setting up vaccination clinics.

President Jill Cook, County of Yolo, informed the Board that the County Administrator gave notice of his resignation and that the County has recently hired a new Assistant County Administrator and are discussing options to fill the County Administrator vacancy. President Cook also informed the County is hosting a COVID Community Summit on March 2 to provide useful information and help answer questions.

Kim McKinney, City of Woodland, advised there are up no updates for the City of Woodland at this time.

**B. CEO/Risk Manager**

Interim CEO/Risk Managers James Marta and Marylin Kelley provided an update on administration, claims administration, loss prevention, the state of the excess markets, workers' compensation, and finance.

Marta reminded members that they need to have engaged, effective safety committees with routine inspections that identify risks earlier and reduce costs and have a direct impact on your member costs. Staff will be reaching out to the members to see their progress in implementing the recommendations that we had in the analysis report.

Kelley discussed the state of the excess markets with the Board informing them that the excess insurance marketplace is still hardening and prices have been increasing across all coverages. Cyber Security, in particular, has been seeing large increases due to the increased risk and need for coverage.

Additionally, Interim CEO/Risk Manager Marta informed the Board that YCPARMIA is still working on implementing the Nurse Triage Program through Company Nurse, assessing our Medical Provider Network (MPN) options, and that Financial Analyst Holly Lyon has given notice of her resignation.

**C. Next Meeting**

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

**5. CONSENT AGENDA**

**A. YCPARMIA Quarterly Treasurer's Report**

Kathleen Trepas moved to approve the YCPARMIA Quarterly Treasurer's Report as of 12/31/20; seconded by Janet Emmett. A roll call vote was taken. Motion passed unanimously.

## 6. ACTION ITEMS

### A. Return to Work Services (NPA)

After discussion, the Board advised they are not ready to make a decision on this item.

No action taken.

### B. CEO / Risk Manager Title Change

Interim CEO/Risk Manager James Marta proposed updating the CEO / Risk Manager title to Executive Director as this fits more in line with other Joint Powers Authorities and may help with recruiting.

Janet Emmett moved to approve changing the CEO/Risk Manager title to Executive Director; seconded by Kathleen Trepka. A roll call vote was taken. Motion passed unanimously.

### C. Approve for Executive Director Search and separately RFP for Executive Director Services

YCPARMIA Interim CEO/Risk Manager James Marta conducted assessments on the CEO Alternatives and the structure of YCPARMIA. As such, Marta suggests the board should seek leadership for the pool down two pathways.

1. Seek to hire an Executive Director
2. Issue an RFP for an outside Executive Director.

Pursuing both pathways would provide alternatives depending on the best candidates and vendor proposals. Attributes that should be included have been summarized in the CEO Alternatives project. And the possibility of outside management has been discussed with Ardee Inc. which provides all of the staffing and management for Golden State Risk Management Authority.

Under pathway 1, we recommend updating the job title to Executive Director and job description to match and advertising this position through CAJPA and AGRIP.

Under pathway 2, we recommend that an RFP be created to fill the Executive Director Duties.

After discussion, the Board requested additional time to consider the options.

Janet Emmett moved to table the Executive Director recruitment discussion and to direct staff to develop and distribute an agenda for a potential retreat to be scheduled as soon as possible; seconded by Kathleen Trepka. A roll call vote was taken. Motion passed unanimously.

### D. Medical Provider Network (MPN)

Interim CEO/Risk Manager James Marta expressed the importance of expanding our Medical Provider Network (MPN) to allow for more options for in-network providers for workers' compensation-related incidents. Our Third Party Workers' Compensation Claims Administrator, LWP, has a MPN developed through Signature Networks that can include our

major providers and sufficient other providers and specialists. YCPARMIA's current contract with LWP includes access to this network at no additional costs plus there would be cost savings of using more cost effective medical equipment, physical therapy, pharmacy, chiropractic and radiology services.

Janet Emmett moved to approve the terminating the YCPARMIA MPN and begin using the LWP MPN; seconded by Kathleen Tropa. A roll call vote was taken. Motion passed unanimously.

**E. Extension of Temporary Part Time Clerical Employee**

Julia Osborn has been working two to three days a week for up to eight hours daily with a maximum of 16 hours weekly. She is a punctual, attentive, quick learning employee who is continuing to work diligently on the projects assigned and is completing them in a timely manner. The first priority we have given to her is to scan and organize the historical documents. She is more than 70% done with the historical coverage documents and about 20% finished with the historical administrative documents. The Claims files and the Finance files are not yet begun. As she is working she is also providing general office assistance, reorganizing and relabeling files so they can be easily accessed in the future. This is an extensive project and will realistically take months to complete.

Kathleen Tropa moved to approve extending the Temporary Part Time Clerical Position through April 29, 2021; seconded by Janet Emmett. A roll call vote was taken. Motion passed unanimously.

**F. Designation of Representative for Negotiations With Unrepresented Employees**

Janet Emmett moved to designate James Marta, Interim CEO/Risk Manager as the representative for negotiations with YCPARMIA's unrepresented employees; seconded by Kathleen Tropa. A roll call vote was taken. Motion passed unanimously.

**7. CLOSED SESSION**

\_\_\_\_The Board adjourned to Closed Session from 10:40 a.m. to 11:47 a.m.

**A. LIABILITY CLAIM (pursuant to Government Code Section 54956.95(a)):**

- PG&E v. City of West Sacramento

**B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code § 54957)**

Titles: Loss Prevention Analyst  
Financial Analyst  
Staff Investigator II  
Administrative Assistant  
Administrative and Claims Analyst

**C. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)**

Designated Representative: James Marta, CEO/Risk Manager  
Titles: Loss Prevention Analyst  
Financial Analyst  
Staff Investigator II  
Administrative Assistant  
Administrative and Claims Analyst

Report Out from Closed Session: No reportable action taken on items 7A, 7B, or 7C.

## 8. **ACTION ITEMS**

### A. Financial Analyst Title Change

The YCPARMIA Financial Analyst has given notice of her resignation. To better market the position during future recruitment, Interim CEO/Risk Manager James Marta proposed changing the title of Financial Analyst to Finance Officer as this is more in line with the responsibilities of the role and the industry standard.

Kathleen Trepa moved to approve updating the Financial Analyst title to Finance Officer; seconded by Janet Emmett. A roll call vote was taken. Motion passed unanimously.

### B. Authority for Board President to Enter Into an Interim Contract for Accounting Services

The YCPARMIA Financial Analyst has resigned from YCPARMIA effective March 5, 2021. As this position is crucial to YCPARMIA's operation, we will need to find an interim solution to performing these functions until a permanent hire is made.

Our current contract with James Marta and Company covers administrative services. As there is now an immediate need for accounting services, James Marta and Company are proposing an additional contract for interim accounting services that will need to begin immediately to avoid any interruption of business.

Janet Emmett moved to approve the authority for the Board President to review and approve an interim contract for accounting services; seconded by Kim McKinney. A roll call vote was taken. Motion passed unanimously.

## 9. **INFORMATION ITEMS**

### A. 2021 CAJPA Accreditation Report

Lily Viek and Holly Lyon completed this year's CAJPA Accreditation process. There were some items in the initial report that required attention, these have been corrected and CAJPA will be issuing us a certificate of Accreditation with Excellence.

## 10. **ADJOURNMENT**

The February 25, 2021 YCPARMIA Board Meeting adjourned at 11:55 a.m. by general consent.

Respectfully submitted,



Lily Viek  
Administrative Assistant, YCPARMIA

Reviewed by,



Marilyn Kelley  
Interim CEO/Risk Manager, YCPARMIA