



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES **March 24, 2022**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on March 24, 2022, via teleconference in accordance with Government Code Section 54953(e).

BOARD MEMBERS PRESENT: Kathleen Trepas (*President, City of Winters*), Amanda Berlin (*Vice President, City of West Sacramento*), Christopher Bensch (*City of Davis*), Kimberly McKinney (*City of Woodland*), Jill Perez (*County of Yolo*), Leah Smith (*Esparto USD*)

BOARD MEMBERS ABSENT: None.

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Lily Viek (*YCPARMIA Program and Services Administrator*), Samuel Kennedy (*YCPARMIA Administrative and Claims Analyst*), Thomas Palmieri (*YCPARMIA Finance Officer*), Thomas McGuire (*YCPARMIA Loss Prevention Analyst*), Kellie Murphy (*Legal Counsel*), Cha Yang (*County of Yolo*), Janet Emmett (*City of Davis*)

1. CALL TO ORDER

President Kathleen Trepas 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 Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

3. PUBLIC COMMENTS

None.

4. CLOSED SESSION

The Board adjourned to closed session from 9:02 a.m. to 9:06 a.m. to discuss the following item:

A. Discussion of Open Litigated Claim Under Government Code Section 54956.95:

- Barrera v. City of Woodland – 2017052A
No Reportable Action

5. COMMUNICATIONS

A. Board Members

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

Kimberly McKinney, City of Woodland, reported that the City has been experiencing fewer cases of COVID-19 and are wrapping up their community testing clinics as a result.

Jill Perez, County of Yolo, they are still making progress in the County's recruitment for a permanent CAO. Yolo County is reporting its lowest COVID case rate since the start of the pandemic. As such, the County has issued a memo stating that in-person meetings may resume if desired. The County has also been working on reviewing programs for employee and overall organization wellness.

Christopher Bensch, City of Davis, reported the City is excited to be able to resume hosting their annual Employee Appreciation Picnic this May. The City performed three recent executive recruitments, one of which, the Director of Community Engagement, has concluded.

Vice President Amanda Berlin, City of West Sacramento, reported that the City has selected a return-to-office day and have been working with YCPARMIA Loss Prevention Analyst Tom McGuire on updating their policies.

Leah Smith, Esparto Unified School District, reported that the District is wrapping up the school year and preparing for summer programs. The District has also been working on several recruitments.

President Kathleen Tropa, City of Winters, advised the City hired a new Administrative Services Director who will start on April 4. The City has also been experiencing a decrease in COVID cases and are working on stabilizing staffing.

B. Executive Director

Executive Director Barbara Lubben provided a brief update to the Board on YCPARMIA Membership, the new claims system YCPARMIA is implementing, Workers' Compensation claims costs, and liability coverage for pyrotechnic displays. She also provided a list of her priorities over the next six months:

- Finalize budget and rates
- Meet with members
- Identify information security needs
- Analyze and develop plan to address losses in pooled programs
- Pool strategic development

The Board was also advised of an upcoming Contractual Risk Transfer training and a Medical Malpractice training. The County was contacted directly regarding the Medical Malpractice training, details on the Contractual Risk Transfer training will be provided to all members when available.

Lastly, the Board was also reminded to contact YCPARMIA Program and Services Administrator Lily Viek regarding the YCPARMIA Risk Control Fund, PARMA Conference Reimbursements, the CAJPA Conference, and Form 700 filings.

6. **CONSENT AGENDA**

A. Resolution 2022-03 per AB 361

B. Approval of Minutes

Jill Perez moved to approve Resolution 2022-04 and the Minutes of the February 24, 2022 Board Meeting; seconded by Kimberly McKinney. A roll call vote was taken. Motion passed unanimously.

7. **ACTION ITEMS**

A. YCPARMIA Underwriting Policy (P&P #A-19)

The Board was provided with a revised Underwriting Policy which incorporates comments received when the policy was previously reviewed and the adjustment for the County of Yolo that was approved on February 24, 2022.

The Rate Setting/Funding Requirements section of the policy has been rewritten and organized to follow the steps of the annual calculation. Instead of providing a range of weights for allocation factors that might change annually, the policy reflects the current factors that are being used. The description of adjustments to the allocation factors have been updated to reflect the County of Yolo discounts that were approved at the February 24, 2022 meeting.

Kimberly McKinney moved to approve the revised Underwriting Policy (P&P #A-19); seconded by Jill Perez. Motion passed unanimously.

B. Preliminary Budget for Fiscal Year 2022-2023

The YCPARMIA budget is composed of three main categories of expenses: administrative costs of running the pool, actuarially estimated costs for claims within our self-insured retentions, and the cost of excess insurance. YCPARMIA also purchases specialized coverage for members on a pass-through basis.

As reflected in the Preliminary Budget, our pool administrative costs have an increase of \$5,652 (less than one percent) from the Fiscal Year 2021-2022 Budget. As we do not yet have final amounts for our claims costs or coverage premiums, we budgeted at the top of the ranges provided to us by our excess pools.

Amanda Berlin moved to approve the Preliminary Budget for Fiscal Year 2022-2023; seconded by Christopher Bensch. Motion passed unanimously.

8. **INFORMATION ITEMS**

A. Preliminary Premiums for Fiscal Year 2022-2023

The Board was provided a summary of the preliminary rates for the Fidelity, Property, Liability and Workers' Compensation programs by member for Fiscal Year 2022-2023. The summary compared the preliminary premiums to last year's premiums.

The preliminary increase in overall costs for each program are:

- Fidelity: 1.5%
- General Liability: 31.1%
- Property: 35.2%
- Workers Compensation: 10.1%

As additional resources, the Board was provided with information on the state of the market for property from PRISM and the CJPRMA Estimated Liability Premiums for 2022-2023.

B. New Claims Received Since the Previous Board Meeting

The Board was provided a report on liability files received between 2/15/22 and 3/14/22 for review.

C. Closed Liability Files

The Board was provided a report on liability files closed between 2/15/22 and 3/14/22 for review.

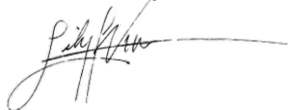
D. Calendar of Meetings

The next meeting of the YCPARMIA Board of Directors will be a Special Meeting held on April 21, 2022. The next regular YCPARMIA Board Meeting is scheduled for May 26, 2022.

9. ADJOURNMENT

The March 24, 2022 YCPARMIA Board Meeting adjourned at 9:42 a.m. by general consent.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Lily Viek', with a long horizontal line extending to the right.

Lily Viek
Program and Services Administrator, YCPARMIA