



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES **May 26, 2022**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on May 26, 2022, via teleconference in accordance with Government Code Section 54953(e).

BOARD MEMBERS PRESENT: Kathleen Tropa (*President, City of Winters*), Christopher Bensch (*City of Davis*), Kimberly McKinney (*City of Woodland*), Alberto Lara (*County of Yolo*), Leah Smith (*Esparto USD*)

BOARD MEMBERS ABSENT: Amanda Berlin (*Vice President, City of West Sacramento*)

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Lily Viek (*YCPARMIA Program and Services Administrator*), David Due (*YCPARMIA Claims Administrator*), Samuel Kennedy (*YCPARMIA Administrative and Claims Analyst*), Thomas McGuire (*YCPARMIA Loss Prevention Analyst*), Kellie Murphy (*Legal Counsel, left after Item 4A*), Cha Yang (*County of Yolo*), Janet Emmett (*City of Davis*)

1. CALL TO ORDER

President Kathleen Tropa called the meeting to order at 9:06 a.m.

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

None.

4. CLOSED SESSION

The Board adjourned to closed session from 9:07 a.m. to 9:18 a.m. to discuss the following item:

A. Conference with Legal Counsel Under Government Code Section 54956.95:

- McDonald v. City of West Sacramento
Report Out: Settlement Authority Granted

5. **PRESENTATIONS**

A. Acceptance of Actuarial Studies - Presentation by Mike Harrington, Bickmore Actuarial

Bickmore Actuarial developed actuarial studies for YCPARMIA on the Liability, Workers' Compensation, and Property programs. These three studies from Bickmore and summaries of each created by Executive Director Barbara Lubben were provided to the Board. In addition, Mike Harrington attended the meeting to present the results of the studies and answer questions for the Board.

Kimberly McKinney moved to approve the actuarial studies; seconded by Christopher Bensch. Motion passed unanimously.

B. State of the Insurance Market - Presentation by Kevin Bibler, Alliant Insurance

Kevin Bibler of Alliant Insurance, our broker for insurance provided through PRISM, gave a presentation on the state of the insurance market focusing on factors driving premium increases and what underwriters look at when determining premiums and coverage.

6. **COMMUNICATIONS**

A. Board Members

Time was provided to allow Board members to discuss any risk management communications. The Board discussed seeing an increase in COVID cases throughout the county. Alberto Lara from the County of Yolo informed the Board the new CAO will begin June 20, 2022.

B. Executive Director

Executive Director Barbara Lubben provided a brief update to the Board on FY 2022-23 rate development, Executive Director priorities, meeting with LWP regarding Workers' Compensation, upcoming training opportunities, and the Spear Claims system. She noted that YCPARMIA is awaiting final numbers from our excess carriers to finalize rates for the coming year. Final rates and the final budget will be provided to the Board for approval in June.

7. **CONSENT AGENDA**

A. Resolution 2022-07 per AB 361

B. Approval of Minutes

Kimberly McKinney moved to approve Resolution 2022-07, the Minutes of the April 21, 2022 Special Board Meeting, and the Minutes of the May 13, 2022 Special Board Meeting; seconded by Alberto Lara. A roll call vote was taken. Motion passed unanimously.

8. **ACTION ITEMS**

A. AGRiP Recognition Application

YCPARMIA is a member of the Association of Governmental Risk Pools (AGRiP), a not for profit organization dedicated to providing education, resources, and standards for governmental risk management and insurance pools throughout the United States of America. In addition to CAJPA's Accreditation with Excellence, YCPARMIA currently has

AGRiP's Certificate of Recognition and is applying to renew this recognition. One of the requirements set forth by AGRiP is that the application be approved by our governing body.

Christopher Bensch moved to approve the AGRiP Application; seconded by Leah Smith. Motion passed unanimously.

B. Workers' Compensation/Wellness Nurse Case Manager Position

YCPARMIA has historically utilized a nurse case manager to provide professional medical management for injured workers who have filed workers' compensation claims and facilitate their return to work. The position was staffed with a full-time nurse case manager through January, 2020; however, based on our current caseload and prior experience, we expect that the nurse case manager would be needed for approximately 24 hours per week, and will reassess the total number of hours at mid-year.

The job description for the position has been slightly modified to clarify that it is focused on medical case management of workers compensation claims, and collaborating in promoting the occupational health, safety, and wellness of YCPARMIA members, and not on general oversight of workers' compensation claims handling.

Executive Director Barbara Lubben added that after meeting with prior YCPARMIA Nurse Vicki Facciuto, she wanted to propose changing the minimum experience requirement to five years of clinical experience from the original two years.

Leah Smith moved to approve the new Nurse Case Manager position with the revision of the required experience be changed from two years to five years; seconded by Kimberly McKinney. Motion passed unanimously.

9. INFORMATION ITEMS

A. Preliminary Budget for Fiscal Year 2022-2023

The Board was provided a revised preliminary budget for informational purposes. The Administration Budget includes minor revisions to contracted services and services and supplies to reflect more detailed information on each vendor, especially in the area of information technology and communications, and adjustments to certain human resource costs. The program budgets have been updated with the results of the most recent actuarial valuations but still await finalization of the excess insurance premiums and funding decisions regarding the unfunded accrued liability in the workers' compensation program and the catastrophic funds.

The final budget and rates will be provided to the Board for approval in June.

B. Workers' Compensation Program

The Board was provided a report on our Workers' Compensation program created by our TPA, LWP.

C. Calendar of Meetings

The next regularly scheduled meeting of the YCPARMIA Board of Directors will be held on June 23, 2022.

10. ADJOURNMENT

The May 26, 2022 YCPARMIA Board Meeting adjourned at 10:58 a.m. by general consent.

Respectfully submitted,

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

Lily Viek
Program and Services Administrator, YCPARMIA