



# Yolo County Public Agency Risk Management Insurance Authority

## **BOARD MEETING MINUTES** **June 23, 2022**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on June 23, 2022, via teleconference in accordance with Government Code Section 54953(e).

**BOARD MEMBERS PRESENT:** Kathleen Trepá (*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, arrived during Item 4A*), Rebecca Spiva (*Esparto USD*)

**BOARD MEMBERS ABSENT:** none.

**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, present for Item 4A*), Cha Yang (*County of Yolo*)

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

President Kathleen Trepá 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. 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. Jill Perez, County of Yolo, advised that the new CAO started on June 20, 2022. Rebecca Spiva, Esparto Unified School District, informed that Summer School is in full session and some member cities advised they will be hosting fireworks this year. The City of West Sacramento is adding a test vending machine at City Hall which will offer free COVID tests. They are also working with YCPARMIA Loss Prevention Analyst Tom McGuire on updating their emergency action plan. Christopher Bensch, City of Davis, informed that the

City just completed a class study and has started an RFP for a compensation study. President Kathleen Trepa, City of Winters, informed the Board that the City is also looking into doing a class compensation study as the City has been reviewing their internal alignment, salary schedule, and marketability.

**B. Executive Director**

Executive Director Barbara Lubben provided a brief update to the Board on her priorities over the next six months, the new SpearClaims system, workers' compensation claim reviews, upcoming trainings, YCPARMIA Risk Control Funds, the CAJPA Conference, and the AGRiP CEO Institute. Executive Director Lubben informed the Board she has been scheduling visits with members and that the final rates and final budget have been completed and are presented later in the agenda. She also informed the Board that the recruitment for the vacant Workers Compensation/Wellness Nurse Case Manager and Finance Officer positions has begun.

**5. CONSENT CALENDAR**

**A. Resolution 2022-08 per AB 361**

**B. YCPARMIA Financials as of 3/31/22**

**C. Approval of Minutes**

Kimberly McKinney moved to approve Resolution 2022-08, the YCPARMIA Financials as of 3/31/22, and the Minutes of the May 26, 2022 Board Meeting; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

**6. ACTION ITEMS**

**A. Delegate Authority to Executive Director to Contract for Audit Services**

Our JPA Agreement requires the Board to contract with a certified public accountant to make an audit of our annual financial statements that should be completed within 6 months of the end of the fiscal year. We were planning to engage in an RFP process prior to the audit for the 21-22 fiscal year; however, due to staff turnover, the process could not be completed. As such, YCPARMIA does not have a contract in place for audit services for the FY 21-22 Financial Statements, so we are recommending the formal bidding process be postponed to January 2023 and that an informal process be used for the FY 21-22 audit.

Crowe, LLP has performed the Financial Audits for YCPARMIA for the past ten years utilizing different auditors. Due to the delays encountered in completing the FY 20-21 audit, Crowe has insisted on a dual-tier pricing for this year's audit. Their current proposal reflects a cost of \$29,500 if the audit is completed timely and a cost of \$40,000 if we experience delays similar to last year. We have also been reaching out to other audit firms but have not received other proposals.

Kimberly McKinney moved to delegate authority to the Executive Director to execute a contract for audit services not to exceed \$40,000; seconded by Christopher Bensch. A roll call vote was taken. Motion passed unanimously.

**B. Bus Coverage for Esparto Unified School District**

The YCPARMIA Liability Memorandum of Coverage and CJPRMA Excess Liability

Memorandum of Coverage exclude coverage for most multi-passenger vehicles with over thirty seats; however, both YCPARMIA and CJPRMA have exempted the Esparto Unified School District fleet from this exclusion. As such, the Esparto Unified School District buses are covered by YCPARMIA up to our self-insured retention of \$1,000,000 and then CJPRMA covers amounts above our SIR.

In an effort to protect the pool from a potentially catastrophic loss for multiple injuries in a single accident, YCPARMIA has historically re-insured the bus exposure by purchasing separate commercial coverage for this risk. This additional coverage is primary.

The insurance policy purchased also provides physical damage coverage to the buses; however, the cost for the physical damage coverage is paid by the District.

The breakdown for the 2022-2023 fiscal year for this invoice is as follows:

YCPARMIA: \$19,384

Esparto USD: \$6,133

Jill Perez moved to approve the commercial coverage for the Esparto Unified School District School Buses; seconded by Kimberly McKinney. A roll call vote was taken. Motion passed unanimously.

#### C. Cost of Living Adjustment

The last cost of living increase YCPARMIA employees received was a 2.5% increase in June 2021, no COLA was provided in 2020, and a 2% COLA was provided in 2019. A COLA of 5% was recommended for FY 2022-23, due to inflation and the need to remain competitive in the local labor market.

The Board discussed the cost of living adjustments proposed for their respective agencies and reported amounts ranging from 3-5%. Some members of the Board expressed a desire to discuss salaries at a later time, preferably in closed session. Legal Counsel advised that salaries can be discussed in closed session; however, general cost of living increases must be approved in open session.

Jill Perez moved to postpone discussion of a Cost of Living Adjustment to the August 25, 2022 Board Meeting; seconded by Kimberly McKinney. A roll call vote was taken. Motion passed with Bensch, Berlin, McKinney, Perez, and Spiva voting in favor. Trepa voted against.

#### D. Final Budget

A final budget spreadsheet encompassing all programs was attached to the agenda for Board review and adoption. It was noted that the final budget provided for approval does reflect the proposed 5% cost of living adjustment. The final approved budget will be posted to the YCPARMIA website.

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

E. Final Rates

The following final rates were provided to the Board for approval:

YCPARMIA  
Rate Summary  
Board Meeting June 23, 2022

Member Agency	Fiscal Year 2022-2023				
	Worker Compensation	General Liability	Property	Fidelity	Total
Capay Valley Fire District	5,000	5,000	2,882		12,882
Clarksburg Fire District	5,000	5,000	2,710	22	12,732
Cottonwood Cemetery District	500	500	250		1,250
County of Yolo	3,445,620	4,862,566	366,460	18,198	8,692,844
Davis Cemetery District	8,242	9,721	1,837		19,800
Davis, City	1,686,275	1,734,937	290,980	4,924	3,717,116
Dunnigan Fire District	5,000	5,000	1,356	76	11,432
East Davis FPD	5,000	500			5,500
Esparto FPD		5,000	5,154	22	10,176
Esparto Unified School District	236,972	232,544	52,348	1,419	523,283
IHSS	5,000	5,000	250	44	10,294
LAFCO	500	500			1,000
Madison Fire District	5,000	5,000	2,305		12,305
Madison Service District	5,000	5,478	250	22	10,750
No Mans Land		500			500
Sac-Yolo Port	5,000	8,500	93,155		106,655
Springlake Fire District		500			500
Valley Clean Energy	16,161	19,121			35,282
West Plainfield Fire District	47,140	7,741	1,877	66	56,824
West Sacramento, City	1,563,042	1,955,105	255,417	5,284	3,778,848
Willow Oak Fire District	5,000	8,581	4,552	55	18,188
Winters Cemetery District	5,000	5,000	962		10,962
Winters Fire District		500			500
Winters, City	180,003	165,662	28,473	731	374,869
Woodland, City	1,181,449	1,293,293	194,011	4,312	2,673,065
Woodland-Davis CWA		500	173,309		173,809
YECA	74,493	92,258	5,327	404	172,482
Yolo Co Habitat Conservancy		500			500
Yolo County Courts			6,158	1,114	7,272
Yolo Law Library		500	250		750
Yolo-Solano Air Quality Management	30,238	60,492	712	240	91,682
<b>Total FY 22-23</b>	<b>8,520,635</b>	<b>10,495,499</b>	<b>1,490,985</b>	<b>36,933</b>	<b>20,544,052</b>

Kimberly McKinney moved to approve the final rates; seconded by Amanda Berlin. A roll call vote was taken. Motion passed unanimously.

F. Memorandum of Coverage

Updated Memorandums of Coverage and Declaration Pages for the Liability, Workers' Compensation, Property, and Fidelity programs were provided to the Board for review and approval. All documents were updated with the new Executive Director title and signature and to reflect the new fiscal year. Content changes made to the Liability and Property MOCs are summarized below. The Workers' Compensation and Fidelity MOCs had no substantial changes.

- Liability: Language updated to clarify the commercial policy for the Esparto Unified School District is primary to any YCPARMIA coverage. Language was also added to

clarify that in the event of discrepancies between sublimits listed in the YCPARMIA MOC and the CJPRMA MOC, the CJPRMA limits will apply.

- Property: The Property and Boiler & Machinery MOCs were combined into one, the schedule of deductibles has been expanded to include each deductible by member, and language was added related to the Esparto Unified School District commercial school bus coverage.

Kimberly McKinney moved to approve the updated Memorandums of Coverage and Declarations with the correction of adding City of Woodland to the list of Property Deductibles; seconded by Jill Perez. A roll call vote was taken. Motion passed unanimously.

#### G. Election of Officers

YCPARMIA Bylaws require the YCPARMIA Board of Directors to elect officers prior to the end of each fiscal year.

Although elected annually, traditionally, the President and Vice-President serve for two consecutive terms. President Kathleen Trepa and Vice President Amanda Berlin have each completed only one year in their respective roles and are eligible for re-election.

Jill Perez nominated Kathleen Trepa for President and Amanda Berlin for Vice President; seconded by Christopher Bensch. A roll call vote was taken. Motion passed unanimously.

### 7. **INFORMATION ITEMS**

#### A. New Claims

The Board was provided a list of claims opened since the prior Board Meeting.

#### B. Closed Claims

The Board was provided a list of claims closed since the prior Board Meeting.


#### C. Calendar of Meetings

The next regularly scheduled meeting of the YCPARMIA Board of Directors will be held on August 26, 2022.

### 8. **ADJOURNMENT**

The June 23, 2022 YCPARMIA Board Meeting adjourned at 9:51 a.m. by general consent.

Respectfully submitted,



Lily Vieck

Program and Services Administrator, YCPARMIA