



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES DRAFT **August 25, 2022**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on August 25, 2022, via teleconference in accordance with Government Code Section 54953(e).

BOARD MEMBERS PRESENT: Kathleen Trepá (*President, City of Winters; left at 9:26am*), Amanda Berlin (*Vice President, City of West Sacramento; joined at 9:25am*), Christopher Bensch (*City of Davis*), Kimberly McKinney (*City of Woodland*), Rebecca Spiva (*Esparto USD*)

BOARD MEMBERS ABSENT: Jill Perez (*County of Yolo*)

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Lily Viek (*YCPARMIA Program and Services Administrator*), Janet Emmett (*City of Davis*)

1. CALL TO ORDER

President Kathleen Trepá called the meeting to order at 9:01 a.m.

2. APPROVAL OF AGENDA

Kathleen Trepá moved to approve the agenda with the request of moving the Presentation and Communications Items after the Action Items; seconded by Christopher Bensch. A roll call vote was taken. Motion passed unanimously.

3. PUBLIC COMMENTS

None.

4. COMMUNICATIONS

A. Board Members

The Board expressed they have all been struggling with recruitments. Yolo County is still seeing spikes in COVID cases and the members briefly mentioned the impact of COVID on their individual agencies.

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, the CAJPA Conference, the AGRiP CEO Institute, the PRISM Property Grant, and Final Premiums. Executive Director Lubben advised members that we will be providing our Cyber Insurance carrier, Beazley Breach Services, with a list of primary

contacts for each member agency to gain access to their system. She also encouraged members to send representatives to the PRISM Cyber Symposium in Sacramento on September 20, 2022.

5. PRESENTATION

A. Workers' Compensation Stewardship Report

Amber Davis with LWP Claims Solutions provided a presentation on YCPARMIA Workers' Compensation Claims to the Board.

6. CONSENT CALENDAR

B. Resolution 2022-10 per AB 361

C. Approval of Minutes

Kimberly McKinney moved to approve Resolution 2022-10; the Minutes of the June 23, 2022 Board Meeting; and the Minutes of the July 21, 2022 Special Board Meeting; seconded by Rebecca Spiva. A roll call vote was taken. Motion passed unanimously.

7. ACTION ITEMS

A. Approval of Engagement Letter for Accounting Services

YCPARMIA has been seeking to fill a vacancy in its Finance Officer position for several months but received no qualified applications. Concurrent with the job posting process, YCPARMIA also contacted audit and accounting firms to see if they could provide outsourced services.

LSL is a firm currently utilized by YCPARMIA members for audit or accounting services and currently has capacity to provide needed services to YCPARMIA. Given the current labor market and the immediate need for assistance in the year-end close and annual audit process, outsourcing at least the higher level finance functions at this time is a viable option for both the short and long term

YCPARMIA would initially utilize LSL to provide the following services:

- Monthly reconciliation of the bank and investment accounts
- Monthly review of financial data to assist in identifying mispostings
- Prepare monthly, quarterly and annual reports, as needed
- Assistance with year-end close accounting procedures including calculating claims payable and recording capital assets
- Preparation of the annual financial statements

LSL also has the capacity to provide additional services such as accounts payable and payroll, but these services would continue to be provided by YCPARMIA staff for the time being. Accounts receivable, quarterly reporting, budgeting and rate setting functions would also continue to be provided by YCPARMIA staff, but some responsibilities may be transferred at a later date.

Kathleen Tropa moved to approve the use of LSL CPAs for outsourced financial services; seconded by Kim McKinney. A roll call vote was taken. Motion passed unanimously.

B. Conflict of Interest Code

Pursuant to FPPC regulation, in even numbered years, YCPARMIA must file a biennial notice stating that it has reviewed its conflict of interest code and indicate if any changes are needed.

After reviewing the current Conflict of Interest Code, we determined an update to the Designated Positions is needed to reflect the title changes for the Executive Director and Claims Administrator. As such, upon approval, the 2022 Multi-County Agency Biennial Notice form will be submitted to the FPPC notifying them of our need to amend the Conflict of Interest Code and staff will begin the amendment process.

Christopher Bensch moved to approve Biennial Notice for submission and to direct staff to begin the process of amending the YCPARMIA Conflict of Interest Code; seconded by Kimberly McKinney. A roll call vote was taken. Motion passed unanimously.

C. County Special District Authorization Form

The County of Yolo Fiscal/Finance Department requires the YCPARMIA Board to expressly authorize the performance of duties mentioned in the Special Districts and Other Agencies Authorization Form. The Form has been updated for fiscal year 2022-2023 and will require signature from all Board Members upon approval.

Kimberly McKinney moved to approve the Special Districts and Other Agencies Authorization Form; seconded by Christopher Bensch. A roll call vote was taken. Motion passed unanimously.

D. Cost of Living Adjustment

A chart was provided to the Board comparing the approved YCPARMIA COLAs over the past six years to the inflation rate as measured by the CPI-U for all urban wage earners to determine the real wage growth over this period. 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. Over the entire period, real wage growth for staff was negative, and is currently 16% less than at July 1, 2017. Wage growth for the CEO is currently at negative 10.8%.

To the extent they had been determined as of our June Board meeting, YCPARMIA Board members reported COLAs ranging from 3% to 5%, for their staff this year, and plans for additional compensation and classification analysis. The average increase for hourly laborers nationwide as of July 2022 was 5.1%.

The Board discussed the importance of retaining staff and how the proposed 5% compared to the current cost of living adjustments and proposals among their individual agencies.

Christopher Bensch moved to approve a 5% cost of living adjustment for all YCPARMIA positions, except the Workers' Compensation Wellness Nurse position which was recently approved and posted at current market rates, and to approve the salary schedule reflecting the cost of living adjustment effective July 1, 2022; seconded by Kimberly McKinney. A roll call vote was taken. Motion passed unanimously.

8. INFORMATION ITEMS

A. Annual Investment Report through July 31, 2022 from Chandler Asset Management

The Board was provided the Annual Investment Report through July 31, 2022.

B. Calendar of Meetings

The next meeting of the YCPARMIA Board of Directors will be a Special Meeting held on September 22, 2022.

9. **ADJOURNMENT**

The August 25, 2022 YCPARMIA Board Meeting adjourned at 9:52 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