



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES DRAFT October 20, 2022

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on October 20, 2022, via teleconference in accordance with Government Code Section 54953(e).

BOARD MEMBERS PRESENT: Kathleen Trepa (*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*), 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 - left after Closed Session*), Kellie Murphy (*YCPARMIA General Counsel - left after Closed Session*), Cha Yang (*County of Yolo*)

1. CALL TO ORDER

President Kathleen Trepa called the meeting to order at 9:00 a.m.

2. APPROVAL OF AGENDA

Jill Perez 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

A. Discussion of Open Litigated Claims (Government Code Section 54956.95)

No reportable action taken.

5. COMMUNICATIONS

A. Board Members

The Board expressed they have all been struggling with recruitments, especially for vacancies in leadership roles, and several agencies are completing Compensation and Classification studies. The City of Woodland informed that they will be hosting flu shot clinics.

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, the workers' compensation claim audit, the upcoming PARMA conference, the PRISM Property Grant, and on preliminary premiums for 2023. Executive Director Lubben also reminded members to complete their CAJPA reimbursement requests if they have not already been submitted.

6. **CONSENT CALENDAR**

B. Approval of August 25, 2022 Minutes

C. Approval of September 21, 2022 Minutes

Amanda Berlin moved to approve the Minutes of the August 25, 2022 Board Meeting and the Minutes of the September 21, 2022 Special Board Meeting; seconded by Christopher Bensch. A roll call vote was taken. Motion passed with Bensch, Berlin, Tropa, McKinney, and Spiva voting in favor; Perez abstained.

7. **ACTION ITEMS**

A. Strategic Planning Retreat

YCPARMIA Administrative Policy and Procedure #A-17 states that the Executive Director with the assistance of staff and outside consultants, if needed, will conduct a strategic planning session to guide future efforts consistent with YCPARMIA's Mission Statement and Objective, at least once every three years. According to our policy, initiatives designed to accomplish the identified goals will be developed and staffed as needed to accomplish targeted completion dates. Staff meetings will include a review of progress on existing initiatives. A written record of the projects and status will be maintained and communicated to the Board and staff within the Executive Director Board Agenda report.

Executive Director Barbara Lubben has had preliminary discussions with Rick Brush, Chief Member Services Officer of PRISM JPA and Principal of Brush Strokes Consulting. Brush has conducted strategic planning sessions for several California JPAs and has received positive reviews. He provided a letter of agreement for strategic planning services which was attached to the agenda for review.

We would like all Board Members and Alternates to attend the planning session. The Board Treasurer is also encouraged to attend. Non-voting members will not be in attendance; however, we plan to conduct a needs analysis survey of the associate members ahead of time. Topics and further session details will be discussed during the December Board Meeting.

Direction was given to Executive Director Barbara Lubben. A poll will be sent to the Board to select two half-day Friday dates for the session.

B. 2023 Calendar of Meetings

The Board was provided with a proposed Calendar of 2023 Board Meetings for review and approval. Unless otherwise noted on the agenda, all 2023 Board Meetings are scheduled to be held in-person at the YCPARMIA office and shall begin at 9:00 a.m.

Jill Perez moved to approve the 2023 Calendar of Meetings with the removal of the February 7, 2023 meeting date and the correction of the December 10, 2022 date to December 8, 2022; seconded by Kimberly McKinney. A roll call vote was taken. Motion passed unanimously.

8. INFORMATION ITEMS

A. Workers' Compensation Claims Audit

PRISM, our excess carrier workers' compensation pool, requires an audit of our Workers' Compensation Claims Program every two years. Overall audit scores for the last two years have exceeded expectations, at 94.3% and 94.6%. The Claims Audit and our Management Response will be reviewed by the PRISM Claims Review Committee on November 18, 2022. A copy of the Claims Audit, performed by North Bay Associates, and our response to it were attached for review.

B. Department of Industrial Relations Office of Self-Insurance Plans (DIR OSIP) Filing

A copy of the completed filing for YCPARMIA was attached for review.

C. New Liability Claims

A list of claims reported this fiscal year was attached for review.

D. Closed Liability Files

A list of claims closed this fiscal year was attached for review.

E. Next Meeting

The next meeting of the YCPARMIA Board of Directors will be held on December 8, 2022.

9. ADJOURNMENT

The October 20, 2022 YCPARMIA Board Meeting adjourned at 10:14 a.m. by general consent.

Respectfully submitted,



Lily Viek
Program and Services Administrator, YCPARMIA