



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES **December 8, 2022**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on December 8, 2022, via teleconference in accordance with Government Code Section 54953(e).

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

BOARD MEMBERS ABSENT: Kathleen Trepka (*President, City of Winters*)

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Lily Viek (*YCPARMIA Program and Services Administrator*), Cha Yang (*County of Yolo*), Janet Emmett (*City of Davis - left after Item 6A*)

1. CALL TO ORDER

Vice President Amanda Berlin called the meeting to order at 9:02 a.m.

2. APPROVAL OF AGENDA

Jill Perez moved to approve the agenda as posted; seconded by Leah Smith. A roll call vote was taken. Motion passed unanimously.

3. PUBLIC COMMENTS

None.

4. COMMUNICATIONS

A. Board Members

The Board advised on their entities' Winter holiday schedules and office closures. Jill Perez, County of Yolo, informed that the County has seen an uptick in COVID and RSV cases since Thanksgiving and that individuals are advised to mask when indoors. Sheila McShane, City of Woodland, advised the City is changing from a monthly pay schedule to a biweekly schedule. Also, the City will begin using EyeMed for vision coverage in the new year.

B. Executive Director

Executive Director Barbara Lubben provided a brief update to the Board on her priorities over the next six months, staffing, cyber security resources, the new SpearClaims system, workers' compensation claim review meetings, the upcoming PARMA conference, and the

PRISM Property Grant. Executive Director Lubben provided an update on our excess pools, CJPRMA and PRISM.

5. CONSENT CALENDAR

A. Approval of October 20, 2022 Minutes

Christopher Bensch moved to approve the Minutes of the October 20, 2022 Board Meeting; seconded by Leah Smith. A roll call vote was taken. Motion passed unanimously.

6. ACTION ITEM

A. Resolution of Appreciation for Janet Emmett

A Resolution of Appreciation for Janet Emmett (Resolution No. 2022-12) was proposed to the Board for review and adoption. The Board expressed their appreciation for Janet Emmett and wished her well in her retirement.

Christopher Bensch moved to adopt Resolution 2022-12; seconded by Leah Smith. A roll call vote was taken. Motion passed unanimously.

7. DISCUSSION ITEM

B. Strategic Planning Session Topics

Our Strategic Planning Retreat will take place on the mornings of March 10 and March 24, 2023. All Board Members and Alternates and the Board Treasurer have been invited to attend. Rick Brush, Chief Member Services Officer of PRISM JPA and Principal of Brush Strokes Consulting, will facilitate the sessions.

The Board discussed potential topics for the Strategic Planning Retreat such as:

- Pool Governance
 - Board member roles, reviewing the structure of our current Board, opportunities for Board Member development, and Board succession planning.
 - How do we ensure associate members' needs are incorporated into our governance decisions?
 - Should certain issues be delegated to a sub-committee for review?
- Risk tolerance of the pool
 - How much risk should we retain or transfer?
 - Pool recommendations for minimum insurance requirements
- Communications and YCPARMIA branding
- Scope of programs and services provided by YCPARMIA
 - Are they meeting the current needs of members?
 - Are there particular programs that need to be modified?
 - Program delivery methods: balancing in-person and digital delivery
- Emerging needs of members
 - What changes do you see in the external environment that would impact needs?
 - Will current YCPARMIA programs and services meet future needs?
 - Are there new types of programs that could be procured as a pool that would be of value to members?

- Environmental sustainability and YCPARMIA
- Digital strategy for YCPARMIA
- Pool staffing philosophy and succession planning
- Sustainability and growth
- Support for safety committees and sharing information on safety issues
- Education and resources for member employees on the claims process

8. INFORMATION ITEMS

A. New Liability Claims

A list of claims reported from October to November was attached for review.

B. Closed Liability Files

A list of claims closed from October to November was attached for review. During this time, 16 files were closed, 15 of which required no payment.

C. Next Meeting

The next meeting of the YCPARMIA Board of Directors will be held on January 26, 2023.

9. ADJOURNMENT

The December 8, 2022 YCPARMIA Board Meeting adjourned at 10:00 a.m. by general consent.

Respectfully submitted,



Lily Viek
Program and Services Administrator, YCPARMIA