



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES **January 26, 2023**

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on January 26, 2023, via teleconference in accordance with Government Code Section 54953(e).

BOARD MEMBERS PRESENT: Kathleen Trepá (*City of Winters*), Amanda Berlin (*Vice President, City of West Sacramento - arrived during Item 4*), Christopher Bensch (*City of Davis*), Kimberly McKinney (*City of Woodland*), Jill Perez (*County of Yolo*), Leah Smith (*Esparto USD*)

BOARD MEMBERS ABSENT: none.

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Lily Viek (*YCPARMIA Program and Services Administrator*)

1. CALL TO ORDER

President Kathleen Trepá 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 Kimberly McKinney. A roll call vote was taken. Motion passed.

3. PUBLIC COMMENTS

None.

4. COMMUNICATIONS

A. Board Members

The Board provided staffing updates and discussed the effects of the recent storm.

B. Executive Director

Executive Director Barbara Lubben provided a brief update to the Board on her priorities over the next six months, the upcoming Strategic Planning Retreat, 2023-2024 program rates, the FY 2021-2022 audit, the Spear Claims system, 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 December 8, 2022 Minutes

President Kathleen Trepa advised of an amendment needed to correct “City of Winters” to “City of Woodland”.

Amanda Berlin moved to approve the Minutes of the December 8, 2022 Board Meeting with the amendment to correct “City of Winters” to “City of Woodland”; seconded by Christopher Bensch. A roll call vote was taken. Motion passed unanimously.

6. ACTION ITEM

A. Administrative Assistant I/II Job Description

YCPARMIA has undergone several organizational and staffing changes over the past few years, including shifting between the use of staff and consultants to provide critical financial, risk management, and leadership functions, and the implementation of new or upgraded claims and financial systems. YCPARMIA is currently providing services to members with 3.6 program managers, in the areas of loss prevention, property and liability claims administration, workers compensation, and member services. YCPARMIA currently has no administrative support for its program managers or for general clerical functions such as opening the mail, routine filing, formatting documents, data entry, or scheduling meetings or training sessions. Hiring of the Administrative Assistant I/II is essential to YCPARMIA performing vital program functions.

The Administrative Assistant I/II salary was developed after reviewing the posted salaries for similar positions within Yolo County public agencies. The Administrative Assistant II position begins at Step D of the Administrative Assistant I position.

Kimberly McKinney moved to approve the Administrative Assistant I/II job description, updated salary schedule, and to direct staff to begin recruiting to fill either the Administrative Assistant I or Administrative Assistant II position; seconded by Leah Smith. A roll call vote was taken. Motion passed unanimously.

B. Administrative and Claims Analyst

YCPARMIA has varied in how it has staffed the liability and property claims function over the past several years, utilizing 1.5-2.0 FTEs for this function. Most recently, YCPARMIA utilized both a full time Administrative and Claims Analyst and a full time Claims Administrator to service members. YCPARMIA is currently conducting a study to determine the best way to staff this function on a long term basis. In the interim, YCPARMIA would like to rehire the previous incumbent in the Administration and Claims Analyst on a remote part-time, as needed basis (not to exceed 20 hours per week).

Leah moved to approve the new Administrative and Claims Analyst - Remote (Part-Time) job description; motion not seconded, motion failed. Kimberly moved to approve rehiring Samuel Kennedy as a remote, part-time employee with details provided in an offer letter rather than creating a new job description; seconded by Leah Smith. A roll call vote was taken. Motion passed unanimously.

C. Policy & Procedure A-5: Conflict of Interest Code

At our August 25, 2022 meeting, the Board approved our submitting minor revisions to the Conflict of Interest Code. Those revisions included:

- Update position title from Secretary/Risk Manager to Secretary/Executive Director
- Update position title from Investigator I/II to Claims Administrator

After informing the FPPC of our position title changes and discussing the roles and responsibilities of our filers, they made the following updates:

- Added language regarding filing electronically with the FPPC
- Category 4 was removed from being assigned to the Claims Administrator since this position doesn't make/participate in making real property decisions
- Treasurer was removed from the list of designated positions because the Treasurer is already listed as an 87200 filer

Jill Perez moved to approve the updated Conflict of Interest Code; seconded by Christopher Bensch. A roll call vote was taken. Motion passed unanimously.

7. **INFORMATION ITEMS**

A. New Liability Claims

There were 12 new claims filed in December, including eight involving dangerous conditions, two auto liability claims, one law enforcement claim, and one errors and omissions claim. Three of the new claims closed without payment in the same month.

B. Closed Liability Files

During December, 23 claims were closed, 19 of which required no payment. Of the claims requiring payment, two were for damage to vehicles from falling tree limbs in the City of Davis, one was for damage to a homeowner's hardscape while sewer maintenance was being performed by the City of Davis, and one was for damage to a claimant's vehicle window when it was struck by debris from a weeder used by the County of Yolo.

C. Next Meeting

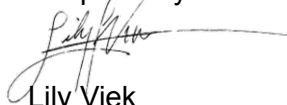
The next YCPARMIA Board Meeting will be held in-person at the YCPARMIA Office on March 23, 2023 at 9:00 a.m.

In addition, YCPARMIA will hold strategic planning sessions with Board Members and Alternate Board Members on March 10, 2023 and March 24, 2023 at the County HHSA Building. Sessions will begin at 9:00 a.m with breakfast available at 8:30 a.m. More information will be provided at a later date.

8. **ADJOURNMENT**

The January 26, 2023 YCPARMIA Board Meeting adjourned at 10:04 a.m. by general consent.

Respectfully submitted,



Lily Viek

Program and Services Administrator, YCPARMIA