



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES October 26, 2023

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on October 26, 2023, at the YCPARMIA office located at 77 West Lincoln Ave., Woodland, CA.

BOARD MEMBERS PRESENT: Amanda Berlin (*President, City of West Sacramento*), Kimberly McKinney (*Vice President, City of Woodland*), Christopher Bensch (*City of Davis*), Cathy Mathews (*City of Winters*), Philip Pogledich (*County of Yolo*), Rebecca Spiva (*Esparto USD*)

BOARD MEMBERS ABSENT: none.

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Nicole Jackson (*YCPARMIA Administrative Assistant*), Courtney Little (*YCPARMIA Administrative and Claims Analyst*)

1. CALL TO ORDER

President Amanda Berlin called the meeting to order at 9:03 am.

2. APPROVAL OF AGENDA

Philip Pogledich moved to approve the agenda; seconded by Kimberly McKinney. Motion passed unanimously.

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

A. Approval of August 24, 2023 Minutes

B. Review GASB 96 Methodology

C. 2024 Calendar of Meetings

D. Designation of Executive Director Barbara Lubben as Representative for Negotiations with Unrepresented Employees

Kimberly McKinney moved to approve the Minutes of the August 24, 2023 Board Meeting; Review of GASB 96 Methodology; 2024 Calendar of Meetings and the designation of Executive Director Barbara Lubben as representative for negotiations with unrepresented employees; seconded by Cathy Mathews. Motion passed unanimously.

5. CLOSED SESSION

A. Conference with Legal Counsel – Anticipated Litigation (Government Code § 54956.9(d)(2) – 1 Case)

B. Discussion of Open Litigated Claims (Government Code Section 54956.95)
2020060A Sarkis v. YCPARMIA et al.
2017052A Barrera v. City of Woodland

C. Conference with Labor Negotiator (Government Code § 54957.6) Designated Representative: Barbara Lubben, Executive Director Titles: Administrative Assistant,

- Administrative and Claims Analyst, Claims Administrator, Finance Officer, Loss Prevention Analyst, Program and Services Administrator, Workers' Compensation/Wellness Nurse
- D. Public Employment/Public Employee Performance Evaluation (Government Code § 54957(b)(1))
Titles: Administrative Assistant, Administrative and Claims Analyst, Claims Administrator, Finance Officer, Loss Prevention Analyst, Program and Services Administrator, Workers' Compensation/Wellness Nurse

The Board adjourned to Closed Session from 9:07 a.m. to 11:20 a.m.

The Board gave direction to Executive Director to implement a general salary increase of 3.5% to certain positions retroactive to July 1, 2023.

6. COMMUNICATIONS

A. Board Members

The Board provided updates regarding staff changes and vacancies, negotiations in progress, software implementation, upcoming ballot initiatives, and decreasing COVID cases.

B. Executive Director

Executive Director Barbara Lubben provided a brief update to the Board on her priorities over the next six months, staff updates, changes in financial operations and preliminary financial information from excess pools.

7. ACTION ITEM

A. Accept actuarial reports for General Liability, Property, and Workers' Compensation Programs - Presentation by Mike Harrington, Bickmore Actuarial

During our strategic planning session, the YCPARMIA Board requested that program rates be provided to members earlier in the fiscal year, so that they could better plan their entity budgets. It was also requested that we analyze the appropriate level of deductible for members based on their pattern of losses (member retention study), study the impact of different deductibles on member's total costs (deductible study) and facilitate the provision of individual member actuarial studies.

Mike Harrington, FCAS, President of Bickmore Actuarial presented the results of those studies to the Board. His presentation included:

- The outstanding liabilities for each program (Workers' Compensation, General Liability, and Property) as of 6/30/23
- Gross deductible funding for each program for FY 2024-25
- Deductible factors at various deductibles for General Liability & Property
- Deductible factors at a \$1K deductible for WC
- Member retention analyses for General Liability & Property

Kimberly McKinney moved to accept the actuarial studies for the Worker's Compensation, General Liability, and Property programs; seconded by Christopher Bensch. Motion passed unanimously.

B. Delegate authority to YCPARMIA Executive Director to contract with PRISM Enterprise Risk Consultant Rebekah Winger for underwriting services

YCPARMIA's Finance Officer position has been vacant for over one year and the responsibilities of this role have been primarily completed by Executive Director Barbara Lubben and Program and Services Administrator Lily Viek. Some functions were outsourced to an accounting firm, but with the adjustments needed to our rate calculations to reflect varying member deductibles, YCPARMIA requires someone with underwriting expertise.

Rebekah Winger is currently an PRISM Enterprise Risk Consultant available to us through our membership with PRISM JPA. She previously served as PRISM's Underwriting Manager and as a Financial Analyst and Accountant for other organizations. She is well-qualified to perform these functions. YCPARMIA would be contracting with PRISM JPA for her services.

The anticipated terms of the agreement are as follows:

- Term: October 27, 2023 to January 26, 2024
- Hourly rate: \$150
- Not to exceed: \$15,000

Christopher Bensch moved to delegate authority to the Executive Director to enter into an agreement with PRISM for underwriting services and to make amendments to the agreement as necessary as long as the scope of the work remains within the approved not-to-exceed amount; seconded by Kimberly McKinney. Motion passed unanimously.

C. Approve revised job description for Loss Prevention Analyst

The last recruitment for a Loss Prevention Analyst occurred over 14 years ago, before technology played a significant role in the provision of loss prevention services. The original job description was reformatted to follow the structure of current YCPARMIA job descriptions. Updates were made to reflect the increased use of technology in the delivery of services and to emphasize the interpersonal skills that are also essential to protecting members' human, physical, and financial resources from the impact of loss.

The Board discussed an additional revision to the updated job description that would provide clarification on which certifications are required for the position.

Kimberly McKinney moved to approve the revised job description for the Loss Prevention Analyst with the discussed changes to the wording regarding certifications; seconded by Christopher Bensch. Motion passed unanimously.

8. INFORMATION ITEMS

A. New Liability Claims

A list of claims reported between August 1 and September 30, 2023 was attached for review.

B. Closed Liability Files

A list of claims closed between August 1 and September 30, 2023 was attached for review.

C. Loss Prevention/Risk Control Program Statistics through September 30, 2023

Statistics on loss prevention services delivered by YCPARMIA staff and services utilized by our members through the Vector Solutions online learning management system.

We are also tracking and reporting statistics on the contractual risk transfer services provided by YCPARMIA staff. These services primarily reduce our exposure to financial loss through litigation.

D. Office of Self-Insured Programs Filing

The completed filing for YCPARMIA 2022-2023 OSIP was provided to the Board for reference.

E. Next Meeting

The next YCPARMIA Board Meeting will be held in-person at the YCPARMIA Office on December 14, 2023 at 9 am.

9. **ADJOURNMENT**

The October 26, 2023 YCPARMIA Board Meeting adjourned at 12:58 pm by general consent.

Respectfully submitted,

A handwritten signature in black ink that reads "Nicole Jackson". The signature is written in a cursive, flowing style.

Nicole Jackson
Administrative Assistant, YCPARMIA