



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES January 25, 2024

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on January 25, 2024 at the YCPARMIA office located at 77 West Lincoln Avenue, 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), Leah Smith (Esparto Unified School District) and Philip Pogledich (County of Yolo)

BOARD MEMBERS ABSENT: none.

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

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

A. Approval of December 14, 2023 Minutes

B. Approval of January 3, 2024 Minutes

Kimberly McKinney moved to approve the Minutes of the December 14, 2023, and January 3, 2024 Board Meetings; seconded by Leah Smith. Bensch, Berlin, Mathews, McKinney, and Smith voted in favor; Pogledich abstained. Motion passed.

5. COMMUNICATIONS

A. Board Members

The Board provided updates regarding staff changes, COVID cases, and ongoing updates to isolation guidelines.

B. Executive Director

Executive Director Barbara Lubben provided a brief update to the Board on her priorities over the next six months, staff updates, CAJPA Accreditation process, excess pool updates, and upcoming conferences for Board members and YCPARMIA staff.

6. ACTION ITEM

A. Early Estimated Budget for Fiscal Year 2024-2025

YCPARMIA's Finance Officer position has been vacant since April, 2022. YCPARMIA would like to contract with an accounting firm with pooling industry expertise to perform many of the accounting and financial reporting functions of this position. Some finance responsibilities, including accounts payable, account receivable, payroll processing, and budgeting will continue to be performed by YCPARMIA staff; but may be transitioned at a later date.

James Marta & Company LLP has extensive expertise in the pooling industry, is knowledgeable regarding YCPARMIA's operations and well-qualified to perform these services.

Cathy Mathews moved to authorize the Executive Director to sign the engagement letter with James Marta & Company LLP; seconded by Philip Pogeledich. Motion passed unanimously.

7. INFORMATION ITEMS

A. Early Estimated Budget for Fiscal Year 2024-2025

An Early Estimated Budget, based on tentative amounts for several components, was submitted to the Board for review.

B. Early Estimated Rates for Fiscal Year 2024-2025

Early estimated rates have been developed using the high estimate for all excess premiums, the results of the actuarial reports as of 6/30/23 that were reviewed at our October 26, 2023 meeting assuming no change in member deductibles, and our Early Estimated Budget. The early estimated rates document was submitted to the Board for review.

C. CJPRMA Assessment

Our excess loss pool, CJPRMA, is currently in a deficit funding position. A White Paper and Addendum to the White Paper from CJPRMA General Manager Tony Giles discussing how the deficit developed and the steps taken to reduce the deficit was provided to the Board for review. A listing of the estimated amounts to be assessed to each CJPRMA Member was also included.

D. New Liability Claims

A list of the 42 new liability claims that were received by YCPARMIA between October 1 and December 31, 2023, was provided to the Board for review.

E. Loss Prevention/Risk Control Program Statistics through December 31, 2023

Statistics on loss prevention and risk control services from two main sources, those delivered by YCPARMIA staff and services utilized by our members through the Vector Solutions online learning management system, was submitted to the Board for review.

F. Next Meeting - March 28, 2024

The next YCPARMIA Board Meeting will be held on March 28, 2024 at 9:00 am.

8. **ADJOURNMENT**

The January 25, 2024 YCPARMIA Board Meeting adjourned at 10:25 am by general consent.

Respectfully submitted,

A handwritten signature in black ink, reading "Nicole Jackson". The signature is written in a cursive style with a long, sweeping underline.

Nicole Jackson
Administrative Assistant, YCPARMIA