



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES June 27, 2024

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on June 27, 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*), Philip Pogledich (*County of Yolo, left during Item 7K*), Leah Smith (*Esparto Unified School District*)

BOARD MEMBERS ABSENT: none.

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Lily Viek (*YCPARMIA Program and Services Administrator*), Nicole Jackson (*YCPARMIA Administrative Assistant*). Board Counsel Kellie Murphy was briefly consulted via telephone during Closed Session item 4C.

1. **CALL TO ORDER**

Amanda Berlin called the meeting to order at 9:01 am.

2. **APPROVAL OF AGENDA**

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

3. **PUBLIC COMMENTS**

None.

4. **CLOSED SESSION**

The Board adjourned to closed session from 9:02 a.m. to 11:00 a.m.

A. **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

B. **Public Employment/Public Employee Performance Evaluation (Government Code § 54957(b)(1))**

Titles: Administrative Assistant, Administrative and Claims Analyst, Claims Administrator, Program and Services Administrator, Workers' Compensation/Wellness Nurse

C. **Public Employment/Public Employee Performance Evaluation (Government Code § 54957(b)(1)) Executive Director**

Title: Executive Director

No reportable action taken.

5. COMMUNICATIONS

A. Board Members

There were no updates given by the Board.

B. Executive Director

There were no updates given by the Executive Director.

6. CONSENT CALENDAR

A. Approval of June 13, 2024 Minutes

B. County of Yolo Financial Services Authorization Form for Fiscal Year 2024-2025

C. Biennial Review of Conflict of Interest Code

D. Fiscal Year 2022-2023 Audited Financial Statements

Kim McKinney moved to approve the Consent Calendar, seconded by Philip Pogledich. Motion passed unanimously.

7. ACTION ITEM

A. Approve new P&P: RM-8: Risk Management Fund

A new policy and procedure, P&P: RM-8: Risk Management Fund, increasing the total risk management subsidy from \$10,000 to \$100,000 and the maximum per-member subsidy from \$1,500 to the lesser of \$15,000 or 10% of the member's liability cash payment for the year, was presented to the Board. It will allow organizations to significantly augment their internal resources for risk management. The use of a subsidy fund also allows for members with unique exposures or operations to obtain services that address their risks, without other members subsidizing programs from which they receive only the indirect benefits of an overall reduction in losses for the pool.

Philip Pogledich moved to approve the new P&P: RM-8: Risk Management Fund; seconded by Leah Smith. Motion passed unanimously.

B. Receive Findings of Total Compensation Study

In October 2023, the YCPARMIA Board of Directors requested that a compensation study be completed for the organization. The study was originally presented to the Board at the June 13th Special Meeting at which time revisions were requested. The revised study was presented at this June 27, 2024 Regular Meeting.

Leah Smith moved to receive the findings of the Total Compensation Study; seconded by Philip Pogledich. Motion passed unanimously.

C. Approve Deputy Executive Director Job Description (Unfunded Position)

A Deputy Executive Director position, which would be filled on a temporary basis in the future, was proposed to the Board. This position would allow for a period of mentoring and transfer of organizational knowledge and promote a smooth transition to the Executive Director role. The position is unfunded.

Kim McKinney moved to approve the unfunded Deputy Executive Director job description; seconded by Cathy Mathews. Motion passed unanimously.

D. Approve Job Title Change: Loss Prevention Analyst to Risk Control/Safety Analyst

YCPARMIA recommended updating the title of Loss Prevention Analyst position to Risk Control/Safety Analyst, which is more appropriate for the current industry.

Christopher Bensch moved to approve the job title change of the Loss Prevention Analyst to Risk Control/Safety Analyst; seconded by Leah Smith. Motion passed unanimously.

E. Approve Job Description for Claims Administrator I/II and Job Title Change from Claims Administrator to Claims Administrator II

It was recommended in the Total Compensation Study by Bryce Consulting that the Claims Administrator role be split into two levels, with the Claims Administrator II position replacing the Claims Administrator position, and a Claims Administrator I position being created to serve as a bridge from the Administrative and Claims Analyst position to the Claims Administrator II role, or to provide for the hiring of an individual who was less experienced than the Claims Administrator II, but capable of growing into that position.

Cathy Mathews moved to approve the job description for Claims Administrator I/II and job title change from Claims Administrator to Claims Administrator II; seconded by Philip Pogledich. Motion passed unanimously.

F. Approve Job Description for Member Services and Operations Manager and Job Title Change from Program and Services Administrator to Member Services and Operations Manager

The Program and Services Administrator role has changed significantly since it was established in 2021, and now includes additional responsibilities in the areas of finance and information systems management. Given the changes to this role, it was recommended that the title be changed to Member Services and Operations Manager.

Cathy Mathews moved to approve the job description for Member Services and Operations Manager and job title change from Program Services Administrator to Member Services and Operations Manager; seconded by Kim McKinney. Motion passed unanimously.

G. Consideration of Executive Director Salary

This item was postponed until the next Regular Board Meeting on August 22, 2024.

H. Consideration of Proposed Salary Schedule

The Total Compensation Study by Bryce Consulting presented salaries for all positions at the median, 40th, 35th and 30th percentile. The proposed schedule at the 40th percentile was selected for adoption. All positions except the Executive Director were placed on a 10-step schedule with 2.5% increases between steps, with the option of being awarded none, one, or two step increases annually, depending upon performance. The Executive Director salary was moved from a step system to the range corresponding to the 40th percentile.

Philip Pogledich moved to approve the proposed Salary Schedule at the 40th percentile, effective July 1, 2024, with the Claims Administrator II placed at Step 2, the Member Services and Operations Manager placed at Step 2, and all other staff moving to the Step closest to their current rate of pay without resulting in a decrease; to schedule a 3% general salary increase effective July 1, 2025, and another 3% general salary increase effective July 1,

2026; and to direct staff to perform another Compensation Study in fiscal year 2026-2027 ahead of July 1, 2027; seconded by Christopher Bensch. Motion passed unanimously.

I. Esparto USD School Bus Coverage

In an effort to protect the pool from a potentially catastrophic loss for multiple injuries in a single accident, YCPARMIA has historically re-insured the bus exposure by purchasing separate commercial coverage for this risk. This additional coverage is primary to our self-insured layer. The insurance policy purchased also provides physical damage coverage to the buses; however, the cost for the physical damage coverage is paid by the District. In May, 2024, Esparto Unified School District added four new electric buses to their fleet, resulting in an increase in cost for School Bus Coverage for the last two months of FY 2024 and for FY 2024-25.

Leah Smith moved to approve the Esparto USD School Bus Coverage; seconded by Philip Pogledich. Motion passed unanimously.

J. Approve Final Budget

YCPARMIA submitted an early estimated budget to the Board at its January 25, 2024 Board Meeting. At that meeting, it was requested that additional details on pass-through expenses that net to zero be displayed in the Final Budget. Pass-through expenses were separately itemized for ancillary insurance coverages, special event insurance, and pass-through programs. The final budget included the liability for current and future assessments by CJPRMA, which was recognized in the Authority's 12/31/23 quarterly financial statements. Revenue for the current assessment was also shown.

Kim McKinney moved to approve the final budget; seconded by Cathy Mathews. Motion passed unanimously.

K. Approve Cash Payments for FY 2024-25

In response to the Member's needs to have cash payment costs earlier in the budget cycle, YCPARMIA provided early estimated rates in January, 2024. No changes from the early estimated amounts were made to the Liability, Fidelity or Workers' Compensation cash payments. The Property Program cash payments decreased from the early estimated amount by \$316,135.

Cathy Mathews moved to approve cash payments for FY 2024-25; seconded by Christopher Bensch. Motion passed unanimously.

L. Memorandums of Coverage and Declarations

YCPARMIA updates the Declarations and Memorandums of Coverage for its retained risk coverage programs annually. Changes to the Declarations and Memorandums of Coverage for FY 2024-25 for the Property, Fidelity, Workers' Compensation, and Liability programs were provided to the Board for review.

Kim McKinney moved to approve Memorandums of Coverage and Declarations; seconded by Leah Smith. Motion passed unanimously.

M. Election of President and Vice-President for July 1, 2024-June 30, 2025

YCPARMIA Bylaws require the YCPARMIA Board of Directors to elect officers prior to the end of each fiscal year. Although elected annually, traditionally, the President and

Vice-President serve for two consecutive terms. President Amanda Berlin and Vice President Kim McKinney had each completed one year in their respective roles.

Christopher Bensch nominated Amanda Berlin as President and Kim McKinney as Vice-President for July 1, 2024 - June 30, 2025; seconded by Cathy Mathews. Motion passed unanimously.

8. INFORMATION ITEMS

A. Liability Claims Update

A list of claims reported between March 1 and April 30, 2024 was attached for review.

B. Next Meeting

The next YCPARMIA Board Meeting will be held in-person at the YCPARMIA Office on August 22, 2024 at 9:00 am.

9. ADJOURNMENT

The June 27, 2024 YCPARMIA Board Meeting adjourned at 11:39 am by general consent.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nicole Jackson", with a stylized, flowing script.

Nicole Jackson
Administrative Assistant, YCPARMIA