



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES

August 22, 2024

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on August 22, 2024, at the YCPARMIA office located at 77 West Lincoln Avenue, Woodland, CA.

BOARD MEMBERS PRESENT: Kimberly McKinney (*Vice President, City of Woodland*), Christopher Bensch (*City of Davis*), Philip Pogledich (*County of Yolo, left at 10:48 a.m.*), Leah Smith (*Esparto USD*), Cathy Mathews (*City of Winters*)

BOARD MEMBERS ABSENT: Amanda Berlin (*President, City of West Sacramento*)

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Nicole Jackson (*YCPARMIA Administrative Assistant*)

1. CALL TO ORDER

Kim McKinney called the meeting to order at 9:03 a.m.

2. APPROVAL OF AGENDA

Cathy Mathews moved to approve the agenda; seconded by Leah Smith. Motion passed unanimously.

3. PUBLIC COMMENTS

None.

4. CLOSED SESSION

The Board adjourned to closed session from 9:04 a.m. to 10:19 a.m.

A. Discussion of Open Litigated Claims (Government Code Section 54956.95)

- 2021047A Kessler v. City of Davis
- 2022143 Kessler v. City of Davis

B. Public Employment

Public Employee Performance Evaluation/Appointment/Discipline/Dismissal/Release
(Government Code § 54957(b)(1))

Title: Executive Director

C. Conference with Labor Negotiator (Government Code § 54957.6)

Designated Representatives: Board President and Board Vice President

Unrepresented Employee: Executive Director

No reportable action taken.

5. COMMUNICATIONS

A. Board Members

The Board provided updates regarding the progress of new Workplace Violence Prevention Plans, new employees, and the status of recruitments.

B. Executive Director

Executive Director Barbara Lubben provided a brief update to the Board on her priorities over the next six months, financial updates, the status of YCPARMIA's Workplace Violence Prevention Plan, and CAJPA accreditation.

6. **CONSENT CALENDAR**

- A. Approval of July 25, 2024 Minutes
- B. Approval of August 14, 2024 Minutes
- C. Chandler Investment Report as of June 30, 2024
- D. YCPARMIA 2025 Calendar of Meetings

Leah Smith moved to approve the Consent Calendar; seconded by Cathy Mathews. Motion passed unanimously.

7. **ACTION ITEM**

A. YCPARMIA Members Prepayment of Full Share of the CJPRMA Assessment

When CJPRMA assessed its members for policy years 2012-2017, it provided its members with the option of paying the assessment over three fiscal years, with simple interest being charged on the second and third year installments at the 10-Year Constant Maturity Treasury Index rate in effect on June 1 of 2024, 2025, and 2026 respectively, provided further that the rate would not exceed 4% per annum.

The YCPARMIA Board elected to pay its assessment of \$1,839,724 over three years, with \$613,241.28 due in the first installment. Each YCPARMIA Member has been billed for its share of the first installment.

Some YCPARMIA Members have requested they be allowed to pay the full amount of their assessment this year, instead of over three years and thereby avoid incurring the additional interest cost. Their total payments would be deposited in the YCPARMIA pool accounts, and would earn interest at the pool rate.

The YCPARMIA long-term assets invested with Chandler are currently outperforming the benchmark for the portfolio and earning a total rate of return of 4.62%, which exceeds the 4% maximum rate that would be charged by CJPRMA over this period. Although investment returns could decrease with changes in the market, such market forces would similarly impact the rate charged by CJPRMA. It is likely that allowing member pre-payment would have negligible fiscal impact, either positive or negative.

Christopher Bensch moved to approve allowing YCPARMIA Members and Associate Members to pay their CJPRMA Assessment in full and avoid interest cost; seconded by Phillip Pogledich. Motion passed unanimously.

B. Discussion and Consideration of Salary and/or Fringe Benefits of Executive Director

This item was postponed until the next Regular Board Meeting on October 24, 2024.

C. Discussion and Consideration of Executive Director Employment Agreement

This item was postponed until the next Regular Board Meeting on October 24, 2024.

8. INFORMATION ITEMS

A. Liability Claims Update

A list of the 38 new liability claims that were received by YCPARMIA between May 1 and July 31, 2024 and a list of the 33 liability claims closed in the same period were given to the Board for review.

B. Risk Control Program Update

YCPARMIA values loss prevention services as a means to improve employee safety, prevent damage to physical assets, and reduce its exposure to financial loss through litigation.

On July 1, 2024, Kevin Arciga was hired as YCPARMIA's new Risk Control/Safety Analyst. Kevin has been working closely with YCPARMIA staff and our members to promote safety throughout the organization.

The Board was provided with a list of Risk Control services that Kevin Arciga performed in July, 2024.

C. Workers Compensation Program Update

YCPARMIA utilizes a Workers Compensation/Wellness Nurse (RN) who collaborates with our third party administrator, LWP, to ensure that appropriate medical care is provided to YCPARMIA Members' injured workers.

An inventory of recently opened and currently open claims was provided to the Board.

D. Contractual Risk Transfer Services

YCPARMIA provides contractual risk transfer services to our members. Well-crafted insurance and indemnification language in vendor contracts protects members from liability for the actions of its vendors that are outside of the members control and ensures that the vendor has financial resources at least equal to the insurance limits specified in the contract to pay for transferred risk.

YCPARMIA members have access to the Alliant Insurance Requirements in Contracts (IRIC) Manual (under Section J of the Member Manual located on the YCPARMIA Member Portal), which provides general risk transfer information and insurance templates for most public entity risks.

A log of contractual risk transfer services provided to YCPARMIA members between March 1, 2024 and July 31, 2024 was given to the Board for review.

E. Next Meeting

The next YCPARMIA Board Meeting will be held in-person at the YCPARMIA Office on October 24, 2024 at 9:00 a.m.

9. ADJOURNMENT

The August 22, 2024 YCPARMIA Board Meeting adjourned at 10:57 a.m. by general consent.

Respectfully submitted,

Nicole Jackson

Nicole Jackson
Administrative Assistant, YCPARMIA