



Yolo County Public Agency Risk Management Insurance Authority

BOARD MEETING MINUTES January 23, 2025

The meeting of the Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA) was held on January 23, 2025, 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), Philip Pogledich (County of Yolo), Leah Smith (Esparto USD), Cathy Mathews (City of Winters)

BOARD MEMBERS ABSENT: none.

OTHERS PRESENT: Barbara Lubben (*YCPARMIA Executive Director*), Lily Viek (*YCPARMIA Member Services and Operations Manager*), Nicole Jackson (*YCPARMIA Administrative Assistant*), Stacy Leasure (*County of Yolo Risk Manager & Safety Officer*), Ritesh Sharma (*James Marta & Company LLP*), Art Ngo (*Moss Adams LLP*)

1. CALL TO ORDER

Amanda Berlin called the meeting to order at 9:04 a.m.

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENTS

None.

4. PRESENTATIONS

- A. Presentation of Draft June 30, 2024 Audited Financial Statements by Art Ngo, CPA, Senior Manager, Moss Adams LLP
- B. Presentation of September 30, 2024 Financial Statements by Ritesh Sharma, James Marta & Company LLP

5. COMMUNICATIONS

A. Board Members

The Board gave updates on staffing, negotiations, and grant opportunities.

B. Executive Director

Executive Director Barbara Lubben provided a brief update to the Board on her priorities over the next six months, completed and upcoming member trainings, financial updates, CAJPA Accreditation, and Property Program subsidy requests.

6. CONSENT CALENDAR

- A. Approval of December 12, 2024 Minutes

- B. September 30, 2024 unaudited Financials
- C. Chandler Monthly Investment Report as of December 31, 2024
- D. Accept the September 30, 2024 Investment Report

Kimberly McKinney moved to approve the consent calendar; seconded by Leah Smith. Motion passed unanimously.

7. ACTION ITEM

- A. Draft June 30, 2024 Financial Audit

After utilizing the same auditor for more than a decade, earlier this year, YCPARMIA completed a RFP for audit services. Moss Adams, LLP was awarded the contract for audit services. Art Ngo, CPA of Moss Adams presented the draft report to the Board.

Philip Pogledich moved to accept the draft audit report; seconded by Cathy Mathews. Motion passed unanimously.

- B. P&P P-2: Wireless Communication Devices

For increased security and mobile device management, YCPARMIA would like to provide eligible employees with a company-owned mobile device that will be managed by YCPARMIA.

The proposed revised P&P P-2: Wireless Communication Devices policy reflects a policy name change from the former "Wireless Communications Stipend" policy and several amendments to reflect company-provided mobile devices, a new section on mobile device management, and additional edits to improve clarity.

Kimberly McKinney moved to approve the revised policy Policy & Procedure P-2: Wireless Communication Devices; seconded by Leah Smith. Motion passed unanimously.

8. INFORMATION ITEMS

- A. Early Estimated Budget for Fiscal Year 2025-2026

YCPARMIA submits a preliminary budget for Board approval a few months prior to the close of the fiscal year, with a final budget submitted for approval at fiscal year end. The preliminary budget includes estimated amounts for certain significant costs - such as excess premiums - that are not available until June.

The early estimated budget includes amounts for additional consulting to reduce claim costs for our workers' compensation program, including ongoing auditing and swifter resolution of open claims and re-implementing of a boutique MPN. We have also included funding for replacing Board Room chairs and extending our security fence around our building.

The Board was provided with the Early Estimated Budget.

- B. Early Estimated Rates for Fiscal Year 2025-2026

Early estimated rates have been developed using the high estimate as of October, 2024 for all excess premiums, the results of the actuarial reports as of June 30, 2024 that were reviewed at our October 2024 meeting assuming no change in member deductibles, and our Early Estimated Budget.

Early estimated rates were given to the Board for review.

C. Financial Report of CJPRMA as of June 30, 2024

YCPARMIA withdrew from the excess general liability program at CJPRMA effective June 30, 2024. At that point, CJPRMA was in a deficit funded position. We continue to monitor CJPRMA's financial status, since we are exposed to assessments from CJPRMA to cover their funding deficiencies for the years in which YCPARMIA was a member of the pool.

A summary of the changes in funded position for CJPRMA from their December Board Agenda was provided to the Board for review.

D. Liability Claims Update as of December 31, 2024

The Board was provided a list of the 32 new liability claims that were received by YCPARMIA between October 1 and December 31, 2024 and a list of the 38 liability claims closed in the same period.

E. Loss Prevention/Risk Control Program Update as of December 31, 2024

YCPARMIA works with its members to reduce the total cost of risk by improving employee safety, preventing damage to physical assets and injury to third parties, and reducing its exposure to financial loss through litigation through appropriate risk transfer mechanisms and safety and training programs.

A summary of risk control services delivered by YCPARMIA staff, a utilization report of the Vector Solutions online learning management system, and a log of the contractual risk transfer services provided by YCPARMIA staff was given to the Board for review.

F. Next Meeting

The next YCPARMIA Board Meeting will be held in-person at the YCPARMIA Office on March 27, 2025 at 9:00 a.m.

9. CLOSED SESSION

The Board adjourned to closed session from 11:05 a.m. to 11:45 a.m.

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

2021089A Greiner v. City of Davis

2021031A Pitts v. City of Davis

No reportable action taken.

10. ADJOURNMENT

The January 23, 2025 YCPARMIA Board Meeting adjourned at 11:45 a.m. by general consent.

Respectfully submitted,



Nicole Jackson
Administrative Assistant, YCPARMIA