

Trindell

Insurance Fund

Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity

A Joint Powers Authority Established in 1980

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BOARD OF DIRECTORS MINUTES

May 17 & 18, 2018

Lassen County

Elks Lodge 400 Main St. Susanville, CA. 96130

PRESIDENT
Chester Robertson

VICE PRESIDENT
Roberta Allen

SECRETARY
Carol McElroy

Thursday, May 17, 2018, 8:16 am meeting called to order by President Chester Robertson.

A. Roll Call

Board Members Present:

Carol McElroy-Alpine
Tony Shaw-Lassen
Chester Roberson-Modoc
Jay Sloane-Mono
Nick Poole-Plumas
Van Maddox-Sierra
Nate Black-Sutter
Richard Kuhns-Trinity
Becca Cooper-Trinity

Board Members Absent:

Wendy Tyler-Colusa (Arrived late)
Cathy Hafterson-Del Norte
Roberta Allen -Plumas (Arrived late)
Joe Paul Gonzaelz-San Benito (Arrived late)

Trindell Staff Present:

David Nelson
Brian Ralph
Melissa Robinson
Randy Robertson
Lisa Meredith
Andrew Fischer
Rachel Hartman

B. Public Comment: No Public comment

Matters under the jurisdiction of the Board, whether or not on the posted Final Agenda, may be addressed by the general public at this time. The total amount of time for public comment shall be no more than fifteen minutes. The Chair, with consensus of the Board, may establish reasonable regulations including, but not limited to, limiting the amount of time allocated for a particular issue and for each speaker. No action is to be taken or substantive discussion pursued on matters not on the posted Final Agenda.

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C. Consent Agenda:

1. Approval of Minutes of May 2017, September 2017, and January 2018 Meetings.

Motion made by Nate Black, and Second by Jay Sloane to approve the May 2017, September 2017 and January 2018 minutes. Motion carries.

AYES: Alpine, Lassen, Modoc, Mono, Plumas, Sierra, Sutter, Trinity
NOES: None
ABSTAIN: None
ABSENT: Colusa, Del Norte, San Benito

2. Approval of Register, Checks & Invoices for the third quarter of the 2017-18 fiscal year pursuant to Bylaws Article XIV, Section 2.

Executive Director, David Nelson walked the Board through the consent agenda. Discussion was held on check registers. Motion by Carol McElroy, and Second by Tony Shaw to approve the register, checks and invoices for the third quarter of the 2017-2018 fiscal year pursuant to Bylaws Article XIV, Section 2. Motion carries.

AYES: Alpine, Lassen, Modoc, Mono, Plumas, Sierra, Sutter, Trinity
NOES: None
ABSTAIN: None
ABSENT: Colusa, Del Norte, San Benito

D. Election of President, Vice-President and Secretary for the 2018-19 fiscal year.

Motion by Carol McElroy, and Second by Van Maddox, to appoint Chester Roberson for President, Nate Black as Vice President, Nick Poole as Secretary. Motion carries.

AYES: Alpine, Lassen, Modoc, Mono, Plumas, Sierra, Sutter, Trinity
NOES: None
ABSTAIN: None
ABSENT: Colusa, Del Norte, San Benito

E. Appointment of two members to the Executive Committee for the 2018-19 fiscal year.

Discussion was held about Executive Committee and what the position entails. Richard Egan and Richard Kuhns were nominated. Motion by Van Maddox, and Second by Jay Sloane to appoint Richard Egan and Richard Kuhns to the Executive Committee. Motion carries.

AYES: Alpine, Lassen, Modoc, Mono, Plumas, Sierra, Sutter, Trinity
NOES: None
ABSTAIN: None
ABSENT: Colusa, Del Norte, San Benito

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F. Informational Items: Staff Reports on activities since the January 17 & 18, 2018 Board Meeting.

(Roberta Allen and Wendy Tyler arrived)

Lisa Meredith, Director of Workers' Compensation presented her staff report. Attended CRC (Claims Review Committee) Ad-Hoc Committee, Parma, file review in San Benito. Some Examiners attended 2nd Annual Super Bowl of Workers' Comp Conference, Annual Dept. of Workers' Compensation Conference, Montarbo, Trindel DSR meeting. Lisa spoke about supplemental job displacement and compromise and release. Referred to charts and cost savings.

Randy Robertson, Director of Loss Prevention presented his staff report. He had 27 county visits, 7 cancelled visits, conducted 34 workshops, 3 Trindel Meetings, 1 Conference, 2 Consultations via phone, 1 mediation conducted. Proposal to Board to consider counties that score between 91-95 points on loss prevention audit are to get additional \$500 to their safety fund. Counties that score 96-100 points get additional \$1000 to their safety fund to recognize safety excellence. David Nelson, Executive Director explained the safety funds Randy Robertson was referring to. The \$2,500 dollars that Trindel uses during the fiscal year that county's loss prevention folks can send in claims and draw from from safety related items. These funds are already built in the workcomp portion of premiums but would allow for the higher scoring counties to utilize higher amounts. If not used it gets absorbed back by the workers' comp fund. Would like direction from members.

Andrew Fischer, Property & Liability Claims Manager presented his staff report. Opened 161 and closed 190 property and liability claims. 10 percent of claims resulted in litigation, 17 percent closed with indemnity payments and 83 percent closed without indemnity payments. Attended 5 settlement conferences and leadership training, developed a new attorney panel, organizing county counsel meeting and negotiating a new contract with York Risk Services.

Chester announces the arrival of Roberta Allen-Plumas and Wendy Tyler-Colusa for the record. David Nelson, Executive Director references the new insurance cards for county vehicles.

G. Discussion/Review: Conflict of Interest Code.

Executive Director, David Nelson, reviewed the Conflict of Interest Code.

H. Discussion/Review: Statement of Net Position, Statement of Revenues Expenses and changes in Net Position, Budget, Treasurers Report, as of March 31, 2018.

Executive Director, David Nelson, reviewed Trindel financial statements as of March 31, 2018. On the program side, Workers Comp having \$32 million dollars in assets and \$25 million in claims liability, wanted to remind members that large discrepancy is due to GASB requiring to book liability's as expected in case there is a slew of claims. Same goes for Liability and Property as well. Workers Comp has 70 percent of assets. Reminder that \$7,000 a year goes into Leadership training fund to be utilized and help with trainings.

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Revenues and Expenditures showing Trindell at \$3.8 million towards the good. Brian Ralph, Financial Analyst reviewed budget. Members recommended a projection of 9-12 months on budget report, annualizing your expense not your budget, capping items, actual vs projected, CAFR (Comprehensive Annual Financial Report) idea to track date and adding in benchmarks, series of different ratios over time Brain working on compromise to meet the needs of all requests.

- I. Discussion/Review: Investment Policy pursuant to Government Code Section 53646(a).

Executive Director, David Nelson discussed and reviewed Investment Policy pursuant to Government Code Section 53646(a) with members.

- J. Authorize and Approve: Treasurer to invest, reinvest, sell or exchange securities for the 2018-2019 fiscal year as required by Government Code Section 53607.

Motion by Nate Black, and Second by Carol McElroy to approve Treasure to invest, reinvest, sell or exchange securities of the 2018-2019 fiscal year as required by Government Code Section 53607. Motion carries.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Del Norte, San Benito

- K. Discussion/Action: Approve the formation of a "Workers' Compensation Pool" fund.

Executive Director, David Nelson discussed the formation of a fund for accounting transactions in the "Workers' Compensation Pool". Fund 35 would be created to account for all transactions having to do with the WC Pool that was approved at the last meeting. Some discussion on setting pool rates, the allocation methods, philosophy, and core values for a policy on the program. Motion by Van Maddox, and Second by Jay Sloan approve the formation of the Workers Comp Fund. Motion carries.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Del Norte, San Benito

Thursday May 17, 2018 1:45pm, Chester announces the arrival of Joe Paul Gonzalez-San Benito, for the record.

- L. Discussion/Direction: Liability Program; Attorney Panel Creation & County Counsel Meeting.

Andrew Fischer, Property & Liability Claims Manager discusses the creation of attorney panel and county counsel, names, specialties, addresses, and costs. Idea behind creation is to get our county

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counsels familiar with the attorneys on the panel so when it comes time to choose an attorney there will already be background knowledge and awareness of who they are. Contracts for attorneys will help control costs and ensure litigation guidelines are known. Tony Shaw was interested if attorneys will be able to provide continuing education credits for county counsels. Comments made by multiple counties that this would be a huge incentive. Andrew Fischer also reviewed a mock schedule of what the meeting would entail.

M. Discussion/Adoption: Setting premiums for the 2018-19 fiscal year for all programs.

Executive Director, David Nelson, reviewed how formulas are calculated for premiums for the 2018-19 fiscal year. Motion by Jay Sloan, and Second by Van Maddox to approve premiums for the 2018-19 fiscal year. Motion carries.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Del Norte

N. Discussion/Adoption: Approving the return of funds option for 2018 -2019 fiscal year.

Executive Director, David Nelson, reviewed the return of funds option for 2018-19 fiscal year. Motion by Wendy Tyler, and Second by Carol McElroy to approve the return of funds option for 2018-19 fiscal year. Motion carries.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Del Norte

O. Discussion/Review: Performance evaluations of contractors.

Executive Director, David Nelson, reviewed contractors and asked for feedback on their performance.

P. Discussion/Adoption: Resolution No. 18-03 Compensation policy.

Executive Director, David Nelson presented Resolution No. 18-03 Compensation policy for exempt and non-exempt employees of Trindel for the board to review. Discussion was held and recommendations were made by members to reword verbiage in policy. Removing the 5 areas of verbiage stating 8 hours in a day, removing area of emergency and vacation advances. Motion by Wendy Tyler, and Second by Tony Shaw to approve Resolution No. 18-03 Compensation policy with amended changes. Motion carries.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Del Norte

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Q. Discussion/Action: Amendment to the Joint Powers Authority agreement.

Executive Director, David Nelson reviews Joint Powers agreement with members. Discussion is held giving name to a specific entity to make a decision if ever the Trindel board can't come to a consensus. Motion by Van Maddox, and Second by Nate Black.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Del Norte

R. Discussion/Action: PERS unfunded liability payoff and budget adjustment.

Executive Director, David Nelson reviews the cost of PERS unfunded liability payoff and give directions for members. Motion by Van Maddox, and Second by Wendy Tyler to pay PERS unfunded liability payoff and budget adjustment. Motion carries.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Del Norte

Friday, May 18, 2018, 8:19 am meeting called to order by President Chester Robertson.

Roll Call

Board Members Present:

Wendy Tyler-Colusa
Tony Shaw-Lassen
Chester Roberson-Modoc
Jay Sloane-Mono
Nick Poole-Plumas
Joe Paul Gonzalez-San Benito
Van Maddox-Sierra
Nate Black-Sutter
Richard Kuhns-Trinity
Becca Cooper-Trinity

Board Members Absent:

Carol McElroy-Alpine
Cathy Hafterson-Del Norte

Trindel Staff Present:

David Nelson
Brian Ralph
Melissa Robinson
Lisa Meredith
Andrew Fischer
Rachel Hartman

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- S.** Discussion/Adoption: Adopting budgets & Salary Schedule for all programs and activities for the 2016-17 fiscal year.

Financial Analyst, Brian Ralph, reviewed the budget and discussed the new loss prevention position, new vehicle, office remodel, county counsel meeting increase in budget, salaries and praxis. Motion by Nate Black, and Second by Richard Kuhns to adopt budgets and salary schedule for all programs with change to county counsel item to increase to 8,000. Motion carries.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Alpine, Del Norte

- T.** Authorize and Accept: Resolution 18-04 allocation of interest and investment earnings.

Executive Director, David Nelson, reviewed the interest and investment earnings and how its calculated. Motion by Wendy Tyler, and Second by Nate Black to authorize and accept Resolution 18-04 allocation of interest and investment earnings with corrected spelling changes. Motion carries.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Alpine, Del Norte

- U.** Authorize and Accept: Resolution 18-05 in appreciation to Lisa Meredith.

President, Chester Robertson, presented Lisa Meredith with a Resolution in appreciation for her years of service with Trindell.

- V.** Future Meetings: Board Meeting, September 2018 in Plumas, Strategic Planning Meeting, January 2019 in Weaverville.

Discussion is held regarding the next board meeting members suggest October 3, 2018 in Napa, CA. in conjunction with the EIA meeting.

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W. Closed Session: Executive Director Evaluation

Adjourn staff members 9:36am for closed session

Adjourn from closed session no reportable action Date: 5/18/18 Time: 11:11am

Disability Access: The meeting room is wheelchair accessible and disabled parking is available at the meeting location. If you are a person with a disability and you need disability-related modification or accommodations to participate in this meeting, please contact the Executive Director at phone (530) 623-2322, fax (530) 623-5019 or email dnelson@trindell.org. Requests for such modifications or accommodations must be made at least two full business days before the start of the meeting.

DRAFT