

**BOARD OF DIRECTORS
MEETING MINUTES
January 11, 2017**

Board President Viegas called the regular Board meeting of the Golden State Risk Management Authority to order at 6:00 PM.

1. WELCOME AND INTRODUCTIONS:

2. ROLL CALL:

Directors present:

Charles Bergson, John Viegas, Keith Corum, James "Buck" Ward and Michael Schaeffer

Directors joined via WebEx:

George Ouzounian

Directors Absent:

Kim Vann

Also present:

Executive Director Scott Schimke and Counsel Gary Krup, Mark Velasquez from Hunt Jeppson & Griffin, LLP and Workers' Compensation Manager Tricia Alderman. Leaving at 7:58 PM: Chief Operations Officer Rick Krepelka, Assistant Risk Manager Jennifer Peters, Operations Manager Cathy Mudd, and Administrative Assistant Tracey Crosby. Arriving at 6:35 PM and leaving at 7:35 PM: James Marta from James Marta & Company LLP Certified Public Accountants.

3. ELECTION OF OFFICERS FOR 2017:

Executive Director Schimke advised the Board that, pursuant to GSRMA's governing documents, the Board needed to elect a President and Vice-President for 2017. Board Member Ward moved to re-elect John Viegas for President and Keith Corum for Vice-President and was seconded by Board Member Bergson. The motion carried by the following vote:

Ayes:	Board Members Viegas, Schaeffer, Ouzounian, Ward, Corum and Bergson
Noes:	None
Absent:	Board Member Vann

4. UNSCHEDULED MATTERS

No unscheduled matters were discussed.

5. CONSENT AGENDA

a) May 11, 2016 meeting minutes

Executive Director Schimke reviewed the May 11, 2016, meeting minutes.

A motion to approve the May 11, 2016, meeting minutes was moved by Board Member Corum and seconded by Board Member Ouzounian. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Schaeffer, Ouzounian and Corum
Noes: None
Absent: Board Member Vann
Abstain: Board Member Bergson and Ward

b) July 13, 2016 meeting minutes

Executive Director Schimke reviewed the July 13, 2016, meeting minutes.

A motion to approve the July 13, 2016, meeting minutes was moved by Board Member Schaeffer and seconded by Board Member Ward. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Schaeffer, Ouzounian, Ward and Bergson
Noes: None
Absent: Board Member Vann
Abstain: Board Member Corum

c) September 20, 2016 meeting minutes

Executive Director Schimke reviewed the September 20, 2016, meeting minutes.

A motion to approve the September 20, 2016, meeting minutes was moved by Board Member Corum and seconded by Board Member Ward. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Schaeffer, Ouzounian, Ward, Corum and Bergson
Noes: None
Absent: Board Member Vann

Executive Director Schimke reviewed Consent Agenda items d, e and f.

d) 2017 Emergency Transition Management Committee Policy

e) Reaffirm Treasurer's authority to reinvest, sell and exchange securities

f) Reaffirm GSMRA Conflict of Interest Code

A motion to approve Consent Agenda items d, e and f as a whole was moved by Board Member Schaeffer and seconded by Board Member Corum. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Schaeffer, Ouzounian, Ward, Corum and Bergson
Noes: None
Absent: Board Member Vann

6. INFORMATION – REPORTS:

a) Member Services/Loss Prevention

Assistant Risk Manager Peters reviewed information on the following:

- Member visits and training since the last board meeting of September 20, 2016, noting Ethics and Harassment Training days have been set, April 5 and May 17, 2017.
- Current awards for the Loss Prevention Subsidy Fund.
- The success of GSRMA's 12th Annual Conference held last October, reviewed the conference survey results.
- HR Hotline utilization report from January 1, 2016 to January 1, 2017.
- TargetSolutions utilization report from July 1, 2016 to December 31, 2016.
- Property Appraisals. As part of the CSAC-EIA property program, every five years appraisals are conducted of GSRMA members' property. This year property valued at \$250,000 or above is being appraised. The appraisal visits start the week of January 16, 2017.
- 2017 All-in-One state and federal labor law posters have been ordered and were mailed out to all members the first week of January.
- Current status for the Loss Prevention Incentive Program, noting 54 members submitted Letters of Intent to apply, and the next deadline is March 6, 2017.
- The 2016 Annual Report is in its final stages and should be ready by the end of January.
- GSRMA has been approached by CSAC-EIA to participate in a pilot program called Stop-It; an incident reporting system free for nine months.
- Employee Benefits Program. The transition to Business Solver (Third Party Administrator) is in the final stages, staff is conducting an audit to ensure data transitioned correctly to new TPA. The Employee Benefits marketing process will be kicking off in March/April, staff are setting goals for the growth of the program.

No action was taken by the Board

b) Claims

Workers' Compensation Manager Alderman presented and reviewed with the Board the cost savings GSRMA had in 2016 working with our vendor-partners Medata and Express Scripts. Our WC claims audit will be held the first week in April this year.

No action was taken by the Board

c) Executive Director

Executive Director Schimke reviewed information on the following:

- Introduction of new employee Sam Adams, Technology Systems Architect and Analyst.
- The PARMA Conference & Expo will be held on February 12-15, 2017 in Anaheim, CA.
- CAJPA Conference: September 12 – 15, 2017 in South Lake Tahoe.
- GSRMA portfolios with Chandler Asset Management will be presented in the March Board meeting.
- Claims data issue with SIMS that affects workers' compensation and liability should be fixed by end of January.
- The status of items covered during July's strategic planning session. Going forward, a review of the status of items in GSRMA's Strategic Plan will be shared and discussed with the Board at each board meeting.
- Professional liability policy for Ardee Inc. will be effective February 1, 2017
- Revised contract(s) with Ardee, Inc. will be presented to the board at their March meeting with the final approval to be completed at the May meeting.
- A Mission Statement is in process for the Loss Prevention department.

No action taken by the Board

d) Board Comments:

Board Member Ouzounian spoke very highly of the GSRMA staff and the high quality of customer service we provide. He noted that recently he attended a workshop put on by Disney in regards to the level of service they provide in doing their job. He stated that all involved at GSRMA do provide an extremely high level of service to our membership. He also challenged us to all do an even better job in regards to our service level.

No action taken by the Board.

7. FINANCE REPORTS:

- a) Current bills for payment approval, claims payment accounts transaction summaries, and financial reports

Chief Operations Officer Krepelka presented and reviewed with the Board the disbursements made between August 1, 2016 and November 30, 2016 for approval; claims payments made August 2016 through November 2016 for ratification; and financial reports through November 30, 2016.

A motion to approve the financial reports as presented was moved by Board Member Schaeffer and seconded by Board Member Corum. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Schaeffer, Ouzounian, Ward, Corum and Bergson
Noes: None
Absent: Board Member Vann

- b) GSRMA draft 2015/2016 annual financial audit

James Marta from James Marta & Company, LLP presented to the Board the 2015/16 GSRMA draft annual financial audit results. It was requested by Board Member Schaeffer for all GSRMA Board Members to receive a copy of the financial audit PowerPoint via email.

A motion to approve the 2015/16 draft annual financial audit as presented was moved by Board Member Schaeffer and seconded by Board Member Bergson. The motion was carried by the following roll call votes:

Ayes: Board Members Viegas, Schaeffer, Ouzounian, Ward, Corum and Bergson
Noes: None
Absent: Board Member Vann

8. MEMBERSHIP

- a) Reclamation District No. 2103
- b) Reclamation District No. 1001

Assistant Risk Manager Peters presented new members for Board consideration: Reclamation District No. 2103 and Reclamation District No. 1001.

A motion to approve the membership for the above mentioned districts was moved by Board Member Bergson and seconded by Board Member Corum. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Schaeffer, Ouzounian, Ward, Corum and Bergson
Noes: None
Absent: Board Member Vann

9. ADMINISTRATION:

- a) Approval of candidate districts for GSRMA 2017 Board Member Election

Executive Director Schimke presented and reviewed with the Board the current district candidates up for election for the Fire Districts and Special Districts:

Fire Protection Districts

Downieville Fire Protection District, Williams Fire Protection Authority, Coffee Creek Volunteer Fire District, Comptche Community Services District and Foothill Fire Protection District

Special Districts

Reclamation District 784

A motion to approve candidate districts for GSRMA 2017 Board member election was moved by Board Member Corum and seconded by Board Member Ward. The motion carried by the following roll call votes:

Ayes: Board Members Viegas, Schaeffer, Ouzounian, Ward, Corum and Bergson
Noes: None
Absent: Board Member Vann

- b) Review status of Artesia Cemetery District outstanding receivable

Executive Director Schimke reported the status of Artesia Cemetery District and their outstanding balance. Upon further discussion it was decided to give Artesia Cemetery District one week for GSRMA to receive payment and if payment is not received the recommendation is to turn file over to a collection agency.

A motion to turn Artesia Cemetery District in to collections if balance is not received within one week by Board Member Schaeffer and seconded by Board Member Corum. The motion was carried by the following roll call votes:

Ayes: Board Members Viegas, Schaeffer, Ouzounian, Ward, Corum and Bergson
Noes: None
Absent: Board Member Vann

10. FUTURE MEETINGS:

- March 8, 2017
- May 10, 2017
- July 12, 2017

11. CLAIMS REPORTS:

a) Current Claims

Executive Director Schimke reported to the Board the status on the following claims:

- Flynn *et al* vs. City of Williams settled at \$120,000 authority granted through claims settlement policy.
- Visalia Cemetery District has reported a bond loss.
- Winton Cemetery District suffered a significant property loss and is moving forward with repairs.

b) Closed Session (Pending Litigation):

Pursuant to Government Code §§54954.9(a) and 54956.95, the Board of Directors of the Golden State Risk Management Authority shall meet in closed session at 7:58 PM.

c) Reconvene to Open Session

The Board reconvened to open session at 8:27 PM.

d) Report any action taken during Closed Session

The Board gave specific direction to the Executive Director.

12. ADJOURNMENT:

The Board meeting adjourned at 8:29 PM.