

**BOARD OF DIRECTORS
MEETING MINUTES
March 8, 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:

Special District Board Representative - vacant seat

Also present:

Executive Director Scott Schimke and Counsel Gary Krup, Mark Velasquez from Hunt Jeppson & Griffin, LLP. Leaving at 9:17 PM: Chief Operations Officer Rick Krepelka, Workers' Compensation Manager Tricia Alderman, Operations Manager Cathy Mudd, Safety Officer Mark Marshall, Technology Systems Architect and Analyst Sam Adams, Administrative Assistant Tracey Crosby and Trustee of Orland Cemetery District Rick Beale. Leaving at 7:25 PM: Chandler Asset Management Ned Connolly and Carlos Oblites. Leaving at 8:00 PM Finance/HR Manager Patti Powers. Leaving at 8:36 PM: Bickmore Mike Harrington.

3. UNSCHEDULED MATTERS

No unscheduled matters were discussed.

4. CONSENT AGENDA

a) January 11, 2017 meeting minutes

Executive Director Schimke reviewed the January 11, 2017, meeting minutes.

A motion to approve the January 11, 2017, meeting minutes was moved by Board Member Corum and seconded by Board Member Bergson. The motion carried by the following roll call vote:

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

5. INFORMATION – REPORTS:

a) Member Services/Loss Prevention

Safety Officer Marshall updated the Board on the following items:

- Member visits and training programs since 01/11/2017 Board meeting.
- PCA hosting equipment show and safety meeting 3/15/2017 at the Roseville Cemetery District.
- Ethics and Harassment training 4/5/2017 and 5/17/2017 at Granzella's.
- Cemetery training class in Clear Lake on 3/29/2017.
- Continued member contacts regarding participation in GSRMA.
- Current status of the LPSF.
- PARMA Conference reporting including comments from Board Member Corum.

No action was taken by the Board

b) Claims

Workers' Compensation Manager Alderman updated the Board on the following items:

- CSAC-EIA workers' compensation claims audit – first week of April, 2017.
- CSAC-EIA general liability claims audit – first week of May, 2017.

No action was taken by the Board

c) Executive Director

Executive Director Schimke updated the Board on the following items:

- CAJPA Conference: September 12 – 15, 2017 in South Lake Tahoe.
- Partial payment by former GSRMA member Artesia Cemetery District on outstanding contribution.
- EIA annual program savings report.
- Board Member Viegas appointed to CSAC-EIA Executive Committee.
- CSAC-EIA vote to eliminate ½% Public Entity fee effective 2017/2018.
- Election reminder regarding Special and Fire Districts Board representatives will be distributed to all applicable members.

No action was taken by the Board

d) Board Comments:

No action was taken by the Board

6. FINANCE REPORTS:

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

Chief Operations Officer Krepelka reviewed with the Board the disbursements made between December 1, 2016 and January 31, 2017 for approval; claims payments made December 2016 through January 2017 for ratification; and financial reports through January 31, 2017.

A motion to approve the financial reports as presented 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, Bergson, Ward and Corum
Noes: None
Absent:

- b) Invest advisor presentation

Ned Connolly and Carlos Oblites from Chandler Asset Management presented to the Board the Investment Report ending February 28, 2017. As part of their presentation they recommended no change to the existing investment policy.

No action was taken by the Board

- c) Investment Policy Approval

Chief Operations Officer Krepelka presented the Investment policy for Board approval.

A motion to approve the Investment Policy as presented 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, Bergson, Ward and Corum
Noes: None
Absent:

7. MEMBERSHIP

- a) City of Alturas

Executive Director Schimke presented new Member City of Alturas for Board consideration.

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

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

8. ADMINISTRATION:

a) Preliminary excess insurance program renewal costs for 2017/18

Executive Director Schimke presented and reviewed with the Board the preliminary excess insurance renewal costs for 2017/18.

No action was taken by the Board

b) Draft 2017/18 Actuarial Studies – Initial Draft presented

Mike Harrington from Bickmore presented to the Board the initial draft actuarial studies for 2017/18. He spent a great deal of time reviewing the key components of each study.

No action was taken by the Board

c) Preliminary contributions by line of coverage for 2017/18

Executive Director Schimke presented to the Board the preliminary contributions by line of coverage for 2017/18.

No action was taken by the Board

d) Analysis of a possible dividend for 2017/18

Executive Director Schimke discussed with the Board the possibility of dividend for 2017/18. He noted that the early analysis indicated that there would not be funds available to declare a dividend.

No action was taken by the Board

e) Proposed budget for 2017/18

Chief Operations Officer Krepelka presented the proposed budget for 2017/18.

No action was taken by the Board

f) Presentation of initial draft of Ardee, Inc. management contracts

Executive Director presented draft contracts regarding both the Pool Management Agreement and the Health Plan Management Agreement. The Executive Director was asked to bring back to the May Board meeting information regarding the range of Pool Management contract fees within the pooling industry.

No action was taken by the Board

g) Presentation of potential database development project for the employee benefits

Executive Director Schimke explained to the Board with the rapid growth of member employee health benefits, a database development project may be needed in the near future to ensure accurate processing of said program. He noted that funds for this project had been included in the 17/18 draft budget. He also advised the Board that these funds would be paid out of the Health Benefits Program.

No action was taken by the Board.

h) Provide direction regarding audit services beginning June 30, 2017

Executive Director Schimke shared with the Board that James Marta & Co. had completed its current three-year contract. Mr. Schimke asked for direction from the Board to either renew with James Marta & Co for another three years, or go through a Request for Proposal (RFP) for audit services.

A motion to direct management to negotiate a new three-year contract with James Marta & Co. was moved by Board Member Ward and seconded by Board Member Corum. The motion carried by the following roll call votes:

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

9. FUTURE MEETINGS:

- May 10, 2017
- July 12, 2017
- September 13, 2017 (CAJPA conflict)

10. CLAIMS REPORTS:

a) Current Claims

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

- Sites JPA and Maxwell Public Utility District reported flood loss.
- Visalia Cemetery District has hired a forensic CPA to investigate their 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 9:17 PM.

c) Reconvene to Open Session

The Board reconvened to open session at 9:48 PM.

d) Report any action taken during Closed Session

The Board gave specific direction to the Executive Director.

11. ADJOURNMENT:

The Board meeting adjourned at 9:49 PM.