Trindel
Insurance Fund
Alpine - Colusa - Del Norte – Lassen – Modoc – Mono – Plumas - San Benito – Sierra - Trinity
A Joint Powers Authority Established in 1980
www.trindel.org

AGENDA
BOARD OF DIRECTORS
May 2013
Modoc County

May 15, 2013 1:17 PM

A. Roll Call.
Voting Members & Alternates Present:
Wendy Tyler – Trinity (Vice-President)
Van Maddox – Sierra (Secretary)
Peggy Scroggins – Colusa
Darcy Locken - Modoc
Chester Robertson – Modoc
Carol McElroy – Alpine
Joey Young – Del Norte
Marshall Rudolph – Mono
Roberta Allen – Plumas (arrived May 16 10:02am)

Members Absent:
San Benito County
Lassen County

Others Present:
Jill Rablin - Colusa
Linda Durrer – Presenter (was present on May 16 9:30am-12:00pm)
David Nelson – Staff
Gene Herndon – Staff
Lisa Mitchell – Staff
Lacy Hayth – Staff
Randy Robertson – Staff
Kathy Allis - Modoc County (arrived May 15 1:36pm - 3:01pm)
Marco Sandoval Sutter County (arrived May 15 1:51pm and departed May 16 12:00pm)
Sharon Chambers – Friend of Linda Durrer (arrived May 16 9:37am – 12:00pm)

B. Election of President, Vice-President and Secretary for the 2013-14 fiscal year.

Van Maddox, Chester Robertson and Peggy Scroggins all nominated Wendy Tyler for President, Peggy Scroggins nominated Chester Robertson for Vice-President, and Marshall Rudolph Nominated Van Maddox for Secretary.

Motion by Marshall Randolph and Second by Carol McElroy, to elect Wendy Tyler for President, Chester Robertson for Vice-President and Van Maddox for Secretary for the 2013-14 fiscal year, unanimously approved.

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C. Appointment of two members to the Executive Committee for the 2013-14 fiscal year.

Wendy Tyler and Chester Robertson are automatically on the Executive Committee. Chester Robertson Nominated to keep Richard Egan and Peggy Scroggins as members of the Executive Committee.

Motion by Marshall Rudolph and Second by Chester Robertson, to elect Peggy Scroggins and Richard Egan for the Executive Committee for the 2013-14 fiscal year, unanimously approved.

D. Approval of Minutes of January 23-24, 2013 meeting.

Motion by Peggy Scroggins and Second by Chester Robertson, to approve the January 23-24, 2013 minutes, unanimously approved.
Abstained : Mono County

E. Informational Items: Staff Reports by Executive Director, Director of Loss Prevention Programs, and the Director of Workers' Compensation Program on activities since the January 23-24, 2013 Board meeting.

Executive Director, David Nelson started with introduction then he talked about:
the members side of the website, liability conference calls, CAJPA Accreditation with excellence, attended two Finance Committee Meetings, he went to Mono County due to the turnover they have had, attended a Lassen Board of Supervisors Meeting and talked about their claims process also, did a file review, attended a CSAC Board Meeting, attended a EIA Board Orientation, attended a Del Norte County Board of Supervisors Meeting to discuss claims process, attended San Benito County and Lassen County and talked about allocation of premiums, met with Sutter County to talk to them about what Trindel is, had a conference call with JPA landfill consists of Del Norte and Crescent City, discussion about pollution in Plumas due to a leaky tank, talked about a portal to the workers' compensation software in the future, attended a Board of Supervisors Meeting in Modoc yesterday talked about what is Trindel, rent for the Weaverville office rent will be going up $700.00 the building is for sale $200,000.00 not much room for growth in the building possibility of building on if the price of sale is lower, ab109 question at Board Meeting so Director of Loss Prevention, Gene Herndon is going to talk about ab109 at the Sheriff's meeting next week, talked about inmate coverage, going to Alpine County next week to talk to their Board of Supervisors, then go to Lassen County for claims review, Plumas County make special trip to go over the agenda. Pers contribution plans have changed employer and employee paid portions Van Maddox wants to see this on the next agenda.

The Board gave Executive Director, David Nelson direction on having Trindel's Strategic Planning Session at the January 2014 Trindel Meeting. Executive Director, David Nelson recommended Facilitator, Gail Mancarti.

Director of Loss Prevention Program, Gene Herndon introduced Randy Robertson, then talked about the Sheriff Meeting and Road Commissioners meeting next week, he has had high demand for some trainings, attended PARMA, gave out a Trindel Safety Award in Trinity County, had a Loss Prevention Specialists Meeting and it was a success in Colusa County, developed training resources, talked about William Chiat. Safety & Loss Prevention Analyst, Randy Robertson talked about the Supervisor Training and a survey that is called "Survey Monkey".

Director of Worker's Compensation Program, Lisa Mitchell talked about:
Attending two Claims Review Meetings, Lisa Mitchell, Sarah Haynes and Andrew Fischer went to the DWC Conference, performed a 101 Training in Del Norte County, Colusa County and Mono County, Trindel's Clerical Assistant, Anita Wheeler reformatted workers' compensation forms, Trindel's Workers' Compensation had their first CSAC audit, looking into bill review.

F. Discussion/Adoption of Litigation Management Guidelines Policy.

Executive Director, David Nelson talked about having a new claims adjuster for liability and would like to have a Policy in place for Trindel Insurance Fund. Talked about the cost of claims sense rich left. Van doesn't understand why we are paying for Rodger Hayton to get up to speed. Keep track over the next couple of years to see if there is a savings Van Maddox wants to see our value and wants to make sure it is worth it. Discussion was held on the Policy and Lexis Nexis charges. Get a billing rate from attorneys. Discussion was held on the 45 days in section B.I. of the policy and 90 days in section B. II., would like it to be sooner if possible, rates (add a line about prior approval after the rate amount) build more flexibility in the rates. Wants to

add "Assignment of defense counsel shall be made by Trindel member and it's litigation manager take out the "or" in A. first paragraph. D. Settlement Authority "Authority will be granted by Trindel by the way of each member County Board of Supervisors and/or County Risk Manager." Needs to be consistent with the "By-Laws". Prior approval to Rodger Hayton in the first sentence. Executive Director, David Nelson and Marshall Rudolph will work together, revise and bring back to the board for approval at the next board meeting. "Explain what typical torts are"

G. Discussion/Adoption of Trindel's Conflict of Interest Code.

Executive Director, David Nelson gave history on the Conflict of Interest Code.

Motion by Chester Robertson and Second by Joey Young, to adopt Trindel's Conflict of Interest Code as presented, unanimously approved.

H. Discussion/Adoption of Resolution No. 13-03 in the matter of authorizing the Executive Director to enter into contracts.

Executive Director, David Nelson talked about the old resolution and why he revised the new one. Over 20,000 for Trindel group and it is an emergency with consultation of executive committee before the next board meeting. All caps section for an amount upto 20,000 do not exceed 20,000.

Motion by Peggy Scroggins and Second by Van Maddox, to adopt Resolution No. 13-03 in the matter of authorizing the Executive Director to enter into contracts as amended, unanimously approved.

AYES: Alpine, Colusa, Del Norte, Modoc, Mono, Sierra, Trinity
NOES:
ABSENT: San Benito, Plumas, Lassen

I. Informational Item: CAJPA Accreditation review.

Executive Director, David Nelson talked about the Accreditation process and walked the Board through the Audit. In D1. mentioned Placer County instead of Mono County. David talked about underwriting that will be needed for the next CAJPA Accreditation process in three years. Findings and suggestions were discussed.

J. Discussion/Adoption of Resolution No. 13-04 setting premiums for the 2013-14 fiscal year for all programs.

Executive Director, David Nelson walked the Board through the premiums. Discussion was held on trainers, training and Lexipol. Revisit 60,000 cap put additional $5000 in training 2014/15 premiums to the next Board Meeting in September 2013.

Motion by Van Maddox and Second by Chester Robertson, to adopt Resolution No. 13-04 setting premiums for the 2013-14 fiscal year for all programs, unanimously approved.

AYES: Alpine, Colusa, Del Norte, Modoc, Mono, Sierra, Trinity
NOES:
ABSENT: San Benito, Lassen, Plumas

Meeting Adjourned at 4:52pm

Called to order 8:43am

K. Discussion Presentation: Linda Durrer, Accommodations and Return to work; timed item 10:00 am May 16th.

Linda Durrer did a presentation on Accommodations and Return to Work.

L. Discussion/Adoption of Resolution No. 13-05 adopting budgets for all programs and activities for the 2013-14 fiscal year.

Executive Director, David Nelson walked the Board through the Administration, Loss Prevention, Administration Workers' Compensation, Liability/Property, Workers' Compensation, Pollution, Medmal and Undisbursed budgets. Go through Colusa to get the car for Trindel at a better rate. Discussion was held on amount for the purchase of a new car to be $30,000.00. Discussion was held on Excess Recovery in

Property/Liability and Workers' Compensation Budgets. Personnel cost and salaries sheet added to the next budget.

Motion by Peggy Scroggins and Second by Chester Robertson, to adopt Resolution No. 13-05 adopting budgets and activities for the 2013-14 fiscal year for all programs, unanimously approved.

AYES: Alpine, Colusa, Del Norte, Modoc, Mono, Sierra, Trinity
NOES:
ABSENT: San Benito, Lassen, Plumas

M. Adoption/Authorization of Resolution 13-07; Adoption of our Investment Policy pursuant to Government Code Section 53646(a) and authorizing the Treasurer to invest, reinvest, sell or exchange securities for the 2013-2014 fiscal year as required by Government Code Section 53607.

Executive Director, David Nelson talked about the changes that were added due to what the board wanted from the last meeting. Discussion was held on Interest Allocation and monies held in Mono County. List Laif separately.

Motion by Van Maddox and Second by Peggy Scroggins, to adopt Resolution No. 13-07 Adoption of our Investment Policy pursuant to Government Code Section 53646(a) and authorizing the Treasurer to invest, reinvest, sell or exchange securities for the 2013-2014 fiscal year as required by Government Code Section 53607. as amended, unanimously approved.

AYES: Alpine, Colusa, Del Norte, Modoc, Mono, Sierra, Trinity
NOES:
ABSENT: San Benito, Lassen, Plumas

N. Discussion/Adoption of Resolution No. 13-06 approving the return of funds and giving the option to take a credit as partial payment of the 2013-14 premium invoice or taken as a return of cash.

Executive Director, David Nelson talked about the target funding and walked the Board through the calculation process.

Motion by Van Maddox and Second by Carol McElroy, to adopt Resolution No. 13-06 approving the return of funds and giving the option to take a credit as partial payment of the 2013-14 premium invoice or taken as a return of cash, unanimously approved.

AYES: Alpine, Colusa, Del Norte, Modoc, Mono, Sierra, Trinity
NOES:
ABSENT: San Benito, Lassen, Plumas

O. Discussion/Informational: Workers' Compensation Audit Report.

Director of Workers' Compensation, Lisa Mitchell talked about the Audit Report.

P. Discussion: Performance evaluations of contractors.

Executive Director, David Nelson walked the Board through the contractors on the Trindel website and asked for feedback on the trainers, investigators, Human Resources Specialists, Law Enforcement Grief Counselor and miscellaneous companies. Manny Tau was suggested by Marshall Rudolph

Trainers: Shasta Driving School, Safety Center Incorporated, Shaw Valenza, William Chiat does a great job, Dr. Steve Albrecht highly recommended

Investigators: Diane Davis Investigations very thorough her reports are detailed, Kristin McNelis, L. Katrina Meek

Human Resources Specialists: Jeanne Gravette really good, Jennifer Shaw really good she is the first one they call, Terence Cassidy(Porter Scott)

Law Enforcement Grief Counselor: Beverly Paschal really good

Misc.: George Hills Company, York, CSAC/EIA, Lexipol, Health Metrics, Center for Hearing Health, Marcum

Q. Discussion and Direction: Prospective Membership

Executive Director, David Nelson did a presentation to Sutter County's Board of Supervisors and received a letter of interest from Sutter County to join Trindel. He walked the Board through the ex mods of the County and the pros and cons of having Sutter County join Trindel. Discussion was held on Loss Prevention software that CSAC has been talking about trying. Board wants Director of Loss Prevention, Gene Herndon to make a form like the CAJPA Audit so that the Trindel Board knows what is going on in the Loss Prevention side of Sutter County. Darcy Locken wants the Board of Supervisors to have total buy in not just the Risk Manager. The Board would like Executive Director, David Nelson to move forward by gathering information, evaluate Sutter County and take it to the Sutter County Board for approval then Executive Director, David Nelson will bring it back to the Trindel Board for final approval.
Executive Director, David Nelson will get a Timeline and process together to get them on board. Director of Loss Prevention, Gene Herndon and Safety & Loss Prevention Analyst, Randy Robertson will go spend time with Marco Sandoval.

R. Approval of check register for invoices paid between 1/1/2013 & 3/31/2013.

Executive Director, David Nelson walked the Board through the check registers. File name and number by County to hand to the member before the meeting.

Motion by Marshall Rudolph and Second by Van Maddox, to Approve Register, checks & invoices between the dates of 1/1/2013 and 3/31/2013 pursuant to Bylaws Article XIV, Section 2., unanimously approved.

AYES: Alpine, Colusa, Del Norte, Modoc, Mono, Sierra, Trinity
NOES:
ABSTAINED:
ABSENT: San Benito, Lassen

S. Discussion/Presentation: New Workers' Comp. reform and how it will impact your County.

Director of Workers' Compensation, Lisa Mitchell talked about the new Workers' Compensation reform.

T. Discussion/Direction: Review Financial Statements and Treasurers Report as of 3/31/2013.

Executive Director, David Nelson walked the Board through the financial statements and treasurer's report.

U. Discussion/Direction: This item is an opportunity for individual members to discuss any topics of interest relating to their specific County, i.e. how do others handle ____, this is what we are doing ____, State program/funding issues.

Discussion was held on EIA Health, health on the new membership, Health care pool with Trindel, catastrophic inmate and ab109, Law Enforcement Meeting next week walk them through the application process for catastrophic inmate, county vehicle insurance and road side assistance, conducting an IAP, FLMA process, cypress care, health care blue book.

V. Discussion/Ratify: Three year agreement with a firm to audit Trindel financial statements and procedures.

David talked about the request for proposal that was sent out and the responses that Trindel received. Discussion was held on changing auditors after four years not sure if it pertains to JPA's or not.

Motion by Marshall Rudolph and Second by Chester Robertson, to ratify a three year agreement with Gallina to audit Trindel's financial statement and procedures, unanimously approved.

W. Discussion: On the format of the Executive Directors annual evaluation.

Vice-President, Wendy Tyler handed out a form to evaluate Executive Director, David Nelson so that he has something tangible. The compiled information would be put together by the President of the Trindel Board. Van Maddox wants to gage the Executive Director by the strategic planning meeting goals. The Board gave direction to have the Executive Committee put together an anonymous evaluation form to evaluate the Executive Director. The form is to be sent out to members in July and members need to have it back within 10 days before the meeting to the President of the Trindel Board to have it compiled. If the evaluation is not sent in within 10 days before the meeting then it will not be counted.

X. 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.

No public comment

Y. Future Meetings: September 26 & 27, 2013 in Plumas County and January 2014 in Sacramento

Adjourn. **Date: May 16, 2013** **Time: 5:15pm**

Respectfully Submitted by, Executive Director, David Nelson