

**TRINDEL INSURANCE FUND  
MINUTES  
BOARD OF DIRECTORS MEETING  
November 3 & 4, 2005**

**At Hallmark Suites, 11260 Point East Drive, Rancho Cordova, CA 95742, Phone 916-638-4141**

Thursday, November 3, 2005, 9:00AM

1. Roll Call  
Members & Alternates Present:  
Randi Makley – Alpine (11-3-05 only)  
Judy Molnar – Alpine (11-3-05 only)  
Peggy Scroggins – Colusa  
Joey Young – Del Norte  
Karen Fouch – Lassen  
Ron Vossler - Lassen  
Mike Maxwell – Modoc  
Susan Thompson – San Benito  
Van Maddox – Sierra  
Peter Huebner - Sierra  
Brian Muir – Trinity  
  
Members & Alternates Absent:  
Mono  
  
Others Present:  
Lynda Pope – Colusa  
Don Hemphill – Staff  
Gene Herndon - Staff
2. Approval of Minutes of May 11, 12 & 13, 2005 meeting.  
  
**Motion by Alpine, second by Sierra** to approve the May 11, 12 & 13, 2005 minutes as presented, unanimous approval.
3. Informational Item: Register, checks & invoices between the dates of 5-1-05 and 10-15-05 are available for review pursuant to Bylaws Article XIV, Section 2.  
  
**No action taken**, information only.

4. Discussion/Adoption of Resolution No. 05-05 amending the budget for the 04-05 fiscal year to reflect actuals for the Liability/Property, Med Mal, Workers Comp, Undistributed Loss Prevention Subsidy Funds, Pollution Program, Administration and Safety Officer budgets.

Staff presented the item as set forth in the Resolution and backup material. **Motion by Modoc, second by Trinity** to adopt Resolution No. 05-05 as presented, unanimous vote.

5. Discussion/Action on possible changes to the Loss Prevention Evaluation criteria, to make attendance at Loss Prevention Specialist meetings mandatory.

After a lengthy discussion **Motion by Modoc, second by Alpine** to not adopt the change to Section 1 of the Loss Prevention Evaluation criteria. Ayes were: Alpine, Del Norte, Lassen, Modoc, San Benito, Sierra & Trinity with Colusa abstaining. **Motion passed.**

The ensuing discussion centered on making this a positive change by giving points for perfect attendance rather than a punitive approach where by you loose points for not attending. With this in mind **Motion by Colusa, second by San Benito** to add five (5) points if all Loss Prevention meetings (Section 1) are attended by the Loss Prevention/Safety Officer this is to be effective as of 6-1-05 (meaning that the evaluation done in June 2006 will include this potential bonus). Ayes: Colusa, Del Norte, Lassen, Modoc, San Benito, Trinity. Noes: Alpine & Sierra. **Motion passed.**

6. Presentation by Keenan & Associates on an alternative proposal for your insurance program structure. Discussion/direction to staff on same. TIMED for 10:30am on 11-3-05.

The next hour and forth-five minutes were spent participating in a discussion/presentation by Keenan & Associates on two alternatives to our current program of insurance. One concept was an All Lines Aggregate program and the other was a stand alone program. The Board spent much time asking questions and in the end **staff was directed** to obtain an informal quote from Keenan for both programs. It is important to note that staff will analyze the material, clarify items with Keenan and be ready to present a proposal at the March 2006 Board meeting. The Executive Committee may be called into session to review and clarify the Board's position and wishes.

7. Staff report on activities since the May 2005 Board meeting. Review of progress on Strategic Plan activities identified at the May 05 planning session. Including Staff succession, Board member orientation policy, amendment to new member eligibility Resolution No. 03-11, health insurance, meeting attendance, roles of individuals at Board meetings, some of these items may be included as action items else where on the agenda. Direction to staff on Lexipol proposal to develop a boilerplate/benchmark/generic SOP for law enforcement.

Staff reviewed their activities, since the last Board meeting, for the Board. The Executive Director went over the timeframes set forth in the Strategic Planning notes from the May 2005 Board meeting and related topics. The Safety Officer went over the survey he did on the LSTP and the results and some potential recommendations. The Safety Officer also presented a proposal for his spouse to provide LSTP training; The Board was, **by consensus**, agreeable to having Jeanne Gravette as a provider for LSTP training services. **The Executive Director** has authority, pursuant to Resolution No. 03-10, to execute an agreement. There will be no supervision by the Safety Officer and an agreement will be administered by the Executive Director, the Board will be kept informed. Lengthy discussion on the proposal from Lexipol, Lassen and Mono are in the process of having the services provided by Lexipol already and may need a source of funds to pay for the services, **by consensus the Executive Director** has authority, pursuant to Resolution No. 03-10, to execute an agreement with Lexipol for use by Lassen and Mono counties. Further the Executive Director will bring the agreement back to the Board, at the March 2006 meeting, for possible further direction from the Board. There was also a discussion of who will fund which portion(s) of the manual/maintenance/training costs. One thought was to build the cost into the liability premium and then the appropriate department would be charged that part of the premium and Trindel would pay all the bills, this will be further discussed at the March and/or May 2006 meeting.

Discussion then went to RTS Computers services for the LSTP and the web site. After discussion, **by consensus the Executive Director** has authority, pursuant to Resolution No. 03-10, to execute an amendment to the agreement with RTS Computer Services, to amend the current agreement to include the proposal, dated November 1, 2005, for an All Training Database for \$2,750.00 and the increase in the monthly Hosting and Maintenance Fee from \$225 to \$425 per month. The Executive Director will present the amendment to the Board at the next meeting for ratification. The

Board declined to approve the Incident Hazard Report Forms Database and the cost is such that the Executive Director has no authority to approve an amendment for this project and would not do so even if there was authority without the Board's support.

Lastly the sample job description for the Executive Director staff position, as part of the succession plan, was reviewed. The job description needs to include oversight duties on investments, plus a general reference to all duties set forth in the JPA and Bylaws. Also, under Essential Duties it states "Attain certification with the...Municipal Finance Directors Association.", change Attain to Endeavor and see if there isn't some sort of certification that Trindel would like to have a new Executive Director have or work towards. This item will be part of the succession plan that may be presented at the next Board meeting.

8. Discussion/Action/Direction to Staff on a review of Article X of the Bylaws addressing mandatory participation in Trindel programs. This Article was amended by Resolution No. 03-07 on May 15, 2003. This item may include actions to amend the Bylaws Article X.

Staff reviewed Resolution No. 03-07 with the Board. Continued discussion related to the Loss Prevention Subsidy Program/Evaluation, mandated vs. optional, and history of this program. Staff will agendize a discussion/action item on the Loss Prevention Subsidy Program and the dollars connected to the evaluation for the next Board meeting. **Motion by Colusa, second by Lassen** to adopt a new Resolution No. 05-06 which is to replace Resolution No. 03-07 by deleting the following specific items from the Bylaws Article X: Undisbursed Loss Prevention Subsidy Fund Program, Hearing Testing Program, Annual Awards Program and Property Appraisal Program, unanimous vote.

9. Discussion/Action on safety trinkets and jackets for this year.

Staff informed the Board that pens had been ordered and of the somewhat new process for the safety awards (this was formerly the jackets). The safety award is now just one award based on set criteria. The Loss Prevention committee will decide what the award will be in addition to a plaque. This will be the default process for those that need a process. However if a member wishes to have an alternative program for awards, staff will do what is required to get the awards done. **No action taken.**

Closed Session Items 10 & 11: The Board went into closed session at approximately 1:30pm and came out of closed session at 3:25pm

10. Discussion/Action on evaluation of Executive Director. Evaluation may include past performance as well as future direction and setting priorities by the Board.

After closed session the Board took the following action in open session: **Motion by Lassen, second by Modoc** to increase the Executive Director's salary to \$7,500 per month effective 11-1-2005, unanimous vote.

11. Discussion/Action on evaluation of Safety Officer. Evaluation may include past performance as well as future direction and setting priorities by the Board.

After closed session the Board took the following action in open session: **Motion by Lassen, second by Del Norte** to increase the Safety Officer's salary to \$6,500 per month effective 11-1-2005, unanimous vote.

Open Session:

12. Discussion/Action/Direction to Staff on replacing Resolution No. 03-11, Policy on Accepting New Members with revised updated Resolution No. 05-10.

Staff presented the item. Discussion ensued about adding an h) Size of Entity to Section 2. and change Section 3 b) 3 to say current and eliminate "...revised November 1996...". **Motion by Modoc, second by San Benito**, to adopt Resolution No. 05-10 with the changes noted, unanimous vote.

13. Discussion/Action/Direction to staff on Resolution No. 05-06 setting forth a Board Member Orientation Policy, including staff and Board member responsibilities.

This is still a work in progress. Staff discussed some alternatives with the Board. Use of the web site will be a better alternative than a hard cover manual. Staff will continue the effort of putting all relevant material on the web site. Some discussion on having a password protected area on our web site, but it is not really necessary. Staff will bring this item back to the Board at the next meeting with info on the cost of the secure area, what items will be on the site and what will be in the staff succession manual. **No action taken.**

14. Discussion/Action/Direction to staff on Resolution No. 05-07 setting forth a policy on a permanent funding source/program for the Leadership/Supervisor Training Program.

Staff presented the proposed Resolution with an explanation of the history of the funding for the LSTP. The suggested changes would be; in Section 1 split the second sentence into two sentences and eliminate the last sentence, starts with "The 3<sup>rd</sup> ...CSAC-EIA.", this eliminates the requirement that the Risk Management Admin Dividend be a source of funding for the LSTP. **Motion by Modoc, second by San Benito** to adopt Resolution No. 05-07 with the changes noted, unanimous vote.

15. Discussion/Action/Direction to staff on the roles of Board members, Alternate Board members, other Member staff (including LPS staff) and Trindel staff at Board meetings.

Staff presented the item. Discussion centered on attendance at Board meetings with the authority to act and how much control the President should exercise during meetings. The Board was not interested in limiting discussion at the meetings as we have always practiced a liberal policy on taking input. As for attendance at Board meetings and how to encourage attendance, the minutes of the Strategic Planning Session page 18 set forth a process, the Executive Director will include this in the operations manual that is being prepared for the succession plan. **No formal action taken.**

16. Discussion/Action on authorization for Executive Director to establish bank accounts and authorizes the Executive Director to approve various signatories to current and future accounts by the adoption of Resolution No. 05-09.

Staff presented the item. Discussion on section 2 where it mentions Officers to spell out the Vice-President and Secretary, also to add a section 3 starting with the last sentence beginning with the word Balances and add a comment about an unlimited balance for the general account, **Motion by Trinity, second by Lassen** to adopt Resolution No. 05-09 with the changes noted, unanimous vote.

17. Discussion/Action on Resolution No. 05-08 adopting an updated 457(b) Governmental Plan Document, deferred compensation plan.

Most members seem to have or did have the continuing issue of Plan changes required by changes by the IRS to the regulations. The Resolution and/or Plan document needs to authorize the Plan Administrator or staff to have ongoing authority to execute Plan amendments due to changes in the IRS regulations that govern 457(b) Deferred Compensation Plans. The Resolution will be changed to include authorization for the Executive Director to execute Plan amendments required by IRS code/regulation changes. **Motion by Trinity, second by Lassen** to adopt Resolution No. 05-08 with change noted, unanimous vote.

18. 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.

Public comment was taken.

19. Future meetings – Does the board want to hold the winter meeting in conjunction with the March 2 & 3, 2006 CSAC-EIA Board meeting at the Hilton in Sacramento or set a different date. (PARMA is Feb 6-10). The May 2006 annual meeting is scheduled to be in Del Norte County on May 10/12, 2006.

The next meeting will be in conjunction with the CSAC-EIA Board meeting at the Embassy Suites in Sacramento on March 1, 2006 (the EIA meeting is March 2 & 3, 2006). The retreat is scheduled for May 10/12, 2006 in Crescent City. The retreat after Crescent City will be held in San Benito County the second week of May 2007.

Adjourn.      Date: 11-4-05      Time: 10:42am

Approved at the March 1, 2006 Board meeting

Submitted by \_\_\_\_\_