

**TRINDEL INSURANCE FUND
MINUTES
BOARD OF DIRECTORS MEETING
May 10, 11 & 12, 2006
Crescent City, Del Norte County, California**

Wednesday, May 10, 2006, 9:03AM

1. Roll Call

Members & Alternates Present:

Peggy Scroggins – Colusa (Vice-President)

Joey Young – Del Norte

Karen Fouch - Lassen

Ron Vossler - Lassen

Lynn Buffington – Modoc

Rita Sherman - Mono

Van Maddox – Sierra (President)

Peter Huebner - Sierra

Brian Muir – Trinity (Secretary)

David nelson - Trinity

Members & Alternates Absent:

Alpine

San Benito

Others Present:

Lynda Pope – Colusa

Don Hemphill – Staff

Gene Herndon - Staff

2. Election of President, Vice-President and Secretary for the 2006-07 fiscal year.

Van Maddox nominated and motion by Trinity for President, second by Colusa, unanimous approval to elect Van Maddox President for the 06-07 fiscal year, with Van Maddox abstaining.

Peggy Scroggins nominated and motion by Trinity for Vice-President, second by Modoc, unanimous approval to elect Peggy Scroggins Vice- President for the 06-07 fiscal year, with Peggy Scroggins abstaining.

Brian Muir nominated and motion by Colusa for Secretary, second by Modoc, unanimous approval to elect Brian Muir Secretary for the 06-07 fiscal year, with Brian Muir abstaining.

3. Appointment of two members to the Executive committee (the president and Vice-president are automatically members) for the 06-07 fiscal year.

Rita Sherman & Joey Young nominated by Modoc for the Executive Committee, second by Trinity, unanimous approval to elect Rita Sherman & Joey Young to the Executive Committee for the 06-07 fiscal year, with Rita Sherman & Joey Young abstaining.

4. Approval of Minutes of March 1, 2006.

Motion by Trinity, second by Mono to approve the March 1, 2006 minutes as presented, unanimous approval.

5. Informational Item: Register, checks & invoices between the dates of 2-23-06 and 5-5-06 are available for review pursuant to Bylaws Article XIV, Section 2.

No action taken, information only.

6. Discussion/Adoption of Resolution No. 06-02 setting of premiums for the 2006-07 fiscal year for all programs.

Staff reviewed the budget, in significant detail, with the Board. Discussion on Sheet 5 Column D where the Admin budget is split with equal shares (of the 75%) for all with Alpine & Sierra splitting 1 share, **Motion by Sierra, second by Colusa** to equalize all members with 1 equal share, of the 75%, unanimous vote. Staff was also directed to bring back an amended Resolution No. 99-03 to reflect this action for the 06-07 and future years. Effect was that Alpine and Sierra increased cost of approximately \$2,862 each and all others reduced approximately \$817 each. Also on Sheet 5 Cell D36 will be increased 5% annually (this is the Loss Prevention Subsidy included in the premium) and to be reviewed annually likewise the amount available to the members would be up to \$42,000 annually for the Loss Prevention Subsidy. The reason for the increase is that staffing costs are going up and the subsidy needs to keep pace with that increase so that the members can show that the position is funded. On Sheet 4, staff was directed to see if Colusa & Trinity can be switched from their current Landfill program to our program.

Motion by Colusa, second by Trinity to adopt Resolution No 06-02 in the setting of premiums for the 2006-07 year with the changes as noted above, unanimous approval.

Subsequent to the approved of Item #6, the Board returned to this item to **amend the motion and second** to include a reduction in Sheet 5 of \$6,000 for the Administration Budget, unanimous vote, see item #9 below for further detail.

7. Discussion/Adoption of Resolution No. 06-03 approving the return of funds and giving the option to take a credit as partial payment of the 06-07 premium invoice or taken as a return of cash.

Staff presented the item to the Board.

Motion by Lassen, second by Trinity to adopt Resolution No 06-03 as presented, unanimous approval, to suspend Resolution No 99-05 for the 06-07 year and use the alternative method for calculating the Return of Funds.

8. Discussion/Direction/Action on the Primary Workers Compensation Program.

Historical analysis was offered but not discussed. PWC premiums are going down significantly as are actual losses. There was a discussion on pending legislation and CSAC-EIA's role in the legislative arena.

No action taken or direction given.

9. Discussion/Adoption of Resolution No. 06-04 adopting budgets for all programs and activities for the 2006-07 fiscal year and authorizing the Treasurer to invest, reinvest, sell or exchange securities for the 2006-2007 fiscal year as required by Government Code Section 53607.

Staff presented the 06-07 budget to the Board. The only changes from the presented documents were to Sheet 4 Cell X30, the Board decided to forgo the CAJPA Accreditation for this year thus reducing the budget by \$6,000 (note that item #6 was revisited and the mover and the second agreed to amend the motion to adopt the premiums to include the reduction in the Administration Budget of this \$6,000, revisited motion was approved unanimously). The second change is based on the action in Item #6 to increase the Loss Prevention Subsidy by 5% to \$42,000 which changes Sheet1 Cell X43 from \$241,200 to \$253,260 and Sheet 2 Cell X36 from \$118,800 to \$124,740. Lastly because of the change in the Loss Prevention Subsidy and the Administration Budget, Revenues on Sheet1 Column X Lines 9 through 18 and Sheet 2 Column X Lines 10 through 18 also changed to reflect the correct

amounts from Item #6 above. Additionally it was clarified that the amount budgeted in the Administration Budget Cell X40, PARMA/EMP RELAT INSTITUTE, can also be used for PRIMA, CALPELRA and/or CPAAC, keeping in mind that the budget line only includes funds for 2 individuals to attend a maximum of 1 event each.

Motion by Trinity, second by Lassen to adopt Resolution No. 06-04 with the corrections as discussed above, unanimous approval.

10. Staff report on activities since the March 2006 Board meeting. Critical Incident debriefing program, request to have one or more representatives from law enforcement, human services and public works attend Trindel Board meetings, Ethics training AB1234, Safe Driving Project and Health & Wellness Project.

Staff updated the Board on what is being put on the web page. The hope is to have the agenda and packet sent out on disk in the future. EIA's use of WebX for meetings was discussed with our use a potential. EIA's web based training was also discussed, Gene will look into Trindel purchasing the training and then having all members being able to access the training for the price of just Trindel joining.

Staff then reviewed the recent meetings with the Road Commissioners, Loss Prevention and Law Enforcement groups. The Safety Officer presented the request from the Law Enforcement group to create a **critical incident program for law enforcement**. The program would address significant EAP issues that arise in law enforcement. The Board was very responsive to the general outline for the program and, **by consensus, authorized staff** to work with the law enforcement group to bring back a comprehensive program for the Board's review and action at the November 2006 Board meeting. There was also discussion on a request by the law enforcement group to allow more participation at our Board meetings for their input. Staff will ask each group to have a representative attend the Board meetings, as needed, to present their ideas and recommendations and that the Board would fund that attendance from the Board's budget. A discussion ensued about doing evaluations on the current EAP providers. Trinity has developed an evaluation form that could be modified and placed on the web page, along side the EAP list that clients could download, complete and send directly to Trindel. Staff will develop the form and attach it to the provider list, members can also download and make copies available to all staff. There was a lengthy discussion on how members will or are handling the 215 medical marijuana card issues as they relate to drug testing and drug free work place policies. The Safety officer also reviewed the **Safe Driver Policy Guidelines, by consensus, the Board authorized** the Loss Prevention group to develop the guidelines. The Safety officer also presented the **Health & Wellness Project, the Board responded, by consensus,** that this was not to be a priority but that as information or individual members expressed an interest time could be allocated to the project. A bit of time was spent on

AB1234, the Safety Officer will be attending the Josephson Institute of Ethics in July, once he has completed that training staff will decide the best approach to make the required training available to all members, may include entities other than the County as approved at the March 1, 2006 meeting. The training may include using a combination of our Safety Officer and a couple of contractors, Jennifer Brown-Shaw and Liebert Cassidy.

11. Discussion/Action on performance evaluations of contractors possibly including, but not limited to: George Hills Company, HealthMetrics (hearing testing), Bragg & Associates, Claims Management Services (Mono TPA), DriverAlliant Insurance Services, CSAC-EIA, defense attorneys, etc.

Verbal evaluations were taken. George Hills, Bragg & Associates and Claims Management Services were all singled out as doing an excellent job. Once again the issue was with excess property claims and having to go to McLarens Young (MYI) for the excess and the delay and frustration this causes. MYI, the excess property carrier, will not allow George Hills to adjust these claims so if anyone has problems EIA & Driver need to be told and then if enough of you complain then may be we can get George Hills to be allowed to adjust the excess property claims. Other vendors that were discussed were RTS Computer Services, Craig Dill, Thomas McKee, and Jennifer Brown-Shaw all with complementary statements.

12. Discussion/Action on continuing approval of agreement with HealthMetrics for hearing tests for 06-07 year and authorization for Executive Director to sign agreement.

Staff will tell HealthMetrics to make sure that any test that shows a threshold shift that the member must receive those reports within 10 days so that they can consider a retest. Staff will also remind them that public relations are an important factor in maintaining a contract and that curt/abrupt responses should be avoided.

Motion by Lassen, second by Trinity to approve HealthMetrics as the contractor for the hearing tests for 06-07, authorizing the Executive Director to execute all documents necessary to implement the Board's action, unanimous vote, Colusa absent for this vote.

13. Discussion/Action on possible approval of amendment to agreement with Claims Management Services for TPA services for Mono County for an increase in fees and authorization for Executive Director to sign agreement.

Claims Management Services (CMS) did submit a request for an increase for the 06-07 year from \$2,833.33 to \$3,003.33 per month. Mono County is agreeable to the increase.

Motion by Mono, second by Trinity the Executive Director is authorized to execute an amendment to the agreement with CMS to increase the monthly fee for the 06-07 year to \$3,003.33 per month, unanimous vote, Colusa absent for this vote.

Items 14 & 15 were held in Closed Session commencing at 8:30am on Thursday, May 11, 2006:

14. Discussion/Action on evaluation of Executive Director.

Staff was informed that they were doing a good job. In open session the Executive Director announced that he would like to extend his agreement until June 30, 2008 but that that would be the last extension. Staff will bring transition options to the Board at the November 2006 meeting. No action was taken.

15. Discussion/Action on evaluation of Safety Officer.

Staff was informed that they were doing a good job. No action was taken.

Next item only, timed for Thursday May 11, 2006 at 1:00pm

16. Workshop by David Rabiner on "Meeting the Challenges of Small County Leadership", possible discussion/direction to staff

The Board participated in the workshop titled "Meeting the Challenges of Small County Leadership".

No action taken or direction given.

17. Discussion/Action on approval of Joint Powers Agreement Creating the CSAC Excess Insurance Authority to be effective June 1, 2006 or at such later time as deemed appropriate by CSAC Excess Insurance Authority and authorizing the Executive Director to execute said agreement.

Motion by Colusa, second by Mono to approve JPA Creating CSAC-EIA as presented and authorizing the Executive Director to execute the JPA, Colusa, Del Norte, Lassen, Modoc, Mono, Sierra voting YES; Trinity voting NO.

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.

Warren Nicholson of Swanson & Associates informed the Board of the services his company can provide to the members, no action taken.

19. Future meetings – The fall 2006 meeting will be held on November 2 & 3 at the EIA Office in Rancho Cordova. The winter 2006 meeting will be held in conjunction with the CSAC-EIA March 2, 2007 Board meeting. Set place and date for the Annual Organizational meeting for May/June 2007.

The November 2/3, 2006 Board meeting will be held at CSAC-EIA's office in Rancho Cordova. The Feb 28, 2007 Board meeting will be held in conjunction with the EIA meeting in Sacramento. The May/June 2007 required annual organizational/retreat meeting will be held on May 9th, 10th & 11th in Hollister, San Benito County.

Adjorned: May 12, 2006 at 9:02am

Submitted by: Don Hemphill, Executive Director, May 16, 2006
Approved on November 2, 2006, Item #2