

Trindel

Insurance Fund

Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity

A Joint Powers Authority Established in 1980

www.trindel.org

MINUTES BOARD OF DIRECTORS

September 11 & 12, 2014

Mono County

Double Eagle Resort and Spa

5587 Highway 158

June Lake, Ca 93529

Thursday, September 11, 2014, 1:23 P.M.

A. Roll Call

Voting Members & Alternates Present:

Chester Robertson – Modoc (Vice-President)

Van Maddox – Sierra (Secretary) (only present on Thursday)

Peter Huebner - Sierra

Shelly Pourian – Trinity

Carol McElroy – Alpine

Sarah Simis - Alpine

Jim Leddy – Mono (arrived at 1:52pm)

Joe Paul Gonzalez – San Benito

Jim Arkens – Sutter

Shawne Corley – Sutter

Members Absent:

Del Norte County

Colusa County

Lassen County

Plumas County

Others Present:

Sarah Messerlian – Mono County

Patrick Bonnett – Plumas County

David Nelson – Staff

Lacy Hayth – Staff

B. 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

Requested by Vice President, Chester Robertson to move the agenda around as follows: D as item one, F as item two, I as item three, J as item four and H as item five.

Motion by Jim Arkens and seconded by Van Maddox to move items on the agenda as requested, unanimously approved.

C. Consent Agenda

1. Approval of Minutes of May 8 & 9, 2014.
2. Approval of check register & invoices for the fourth quarter of 2013-2014 fiscal year Pursuant to Bylaws Article XIV, Section 2.

Motion by Joe Paul Gonzalez and Seconded by Carol McElroy, to approve the May 8 & 9, 2014 meeting minutes with changes and the Register, Checks & Invoices for the fourth quarter of 2013-2014 fiscal year pursuant to Bylaws Article XIV, Section 2., unanimously approved.

AYES: Alpine, Modoc, San Benito, Sierra, Sutter, Trinity

NOES:

ABSENT: Del Norte, Colusa, Plumas, Lassen

ABSTAIN: Mono

D. Staff report on activities since the May 2014 Board Meeting.

Executive Director, David Nelson signed title papers for the new building, had a meeting at new building sight, went to Plumas County for a risk management 101 training with Patrick Bonnett and Roberta Allen, Trindel received results of the workers' compensation audit this was a courtesy audit from CSAC, attended the Sutter County Board meeting in June, had a liability mediation in Los Angeles regarding the Grace Foundation, attended a property committee meeting at EIA, transition planning meeting with Sutter County, in July attended a management council meeting in Plumas County, EAP providers some of them got raises due to complaints from providers David Nelson has been offering \$80 when they call and complain, Trindel had their annual audit by Gallina they came to office in Trinity County, had a webinar with Humana Vitality, Trindel had their first Loss Prevention Specialist and Human Resources meeting in Sutter County, the policy's from Jennifer Shaw should be ready by the end of the month, meet with Mike Kielty of George Hills Company at the Trindel office regarding contract renewal, San Benito County liability case meeting, building is taking up a lot of the Executive Director's time, Alliant is doing property appraisals on buildings over \$250,000 in every County.

Executive Director, David Nelson read the Director of Loss Prevention Programs, Gene Herndon's staff report saying that the following trainings were conducted by Loss Prevention Staff: Department Safety Representative, Ergonomic Assessments, Work Place Violence Recognition and Prevention, Incident Root Cause, AB 1825 Sexual Harassment Prevention/EEO, F.I.S.H. Creating Your Playbook, Hazcom, Heat Illness Prevention and Return to Work Program Development. The Annual Loss Prevention Evaluation the average 83.8 is an Increase of 2.7 over 2013. Member Visits by Loss Prevention Staff: Alpine 3, Colusa 2, Del Norte 3, Lassen 3, Modoc 2, Plumas 2, San Benito 3, Sierra 3, Sutter 2, Trinity 3. Program Development of the Loss Prevention/Human Resources Staff: Human Resource program, Survey of needs, Interactive Process Development, Humana Vitality Wellness Program, San Benito Public Works Apprenticeship Train the Trainer Curriculum and Human Resource Policy Development with Shaw/Valenza. Meetings that the Loss Prevention/Human Resources Staff has attended/Presented: Road Commissioners Meeting in May, Sheriffs Meeting in May, Loss Prevention Specialist Meeting in August, Human Resource Director Meeting in August, Human Resources Return to Work Meeting in Colusa County, Return to Work Program Development in Lassen County, Sutter County Department Head Meeting, Sutter County Introduction to Basic Ergonomic Training, Annual Safety Award presentations in the Counties of Colusa, Plumas, San Benito and Trinity and a Wellness Program Webinar. The Director of Loss Prevention Programs, Gene Herndon put together the Trindel Loss Prevention Program Coordinator's Job description and the Budget request.

Executive Director, David Nelson read the Director of Workers' Compensation, Lisa Mitchell's staff report saying that Director of Workers' Compensation, Lisa Mitchell completed research for new claims software, obtained Medicare error report and found there were errors in data transmitted to Center for Medicare and Medicaid (CMS). These will be corrected by the next CMS reporting date which is October 1, 2014. Lisa has attended two Claims Review Committee meetings at CSAC, the last one being a joint committee meeting with the Underwriting Committee. Sarah Haynes did a file review for Lassen County. Staff has attended training at Shasta County for continuing education credits. Anita Wheeler obtained her Workers' Compensation Claims Adjuster Certification through The Institutes, which provides training for the insurance industry. Katie Twitchell and Lisa Mitchell provided "Work Comp 101" training at Plumas County. Workers' Compensation Staff is working on data clean-up projects that need to be completed before getting new software. Sarah Haynes and Randy Robertson are working on a formal return-to-work program with Lassen County Sheriff's Department and Risk Management.

Discussion was held regarding nurse case managers and Shelly Pourian requested that the Workers' Compensation Adjusters send out a letter informing the counties that nurse case managers are available. Discussion was held on the George Hills Contract and Rodger Hayton. The Board requested that Rodger Hayton to be at the next board meeting.

- E. Discussion/Adoption: Employee Assistance Program expansion to Humana Vitality Wellness.

Executive Director, David Nelson presented the Humana Vitality Wellness Program.

Motion by Jim Leddy and Second by Peter Huebner, to approve the Employee Assistance Program expansion to Humana Vitality Wellness with the option for each County to decide their participation, unanimously carried.

- F. Discussion/Adoption: Loss Prevention staffing and corresponding budget adjustment.

Executive Director, David Nelson presented the staffing and budget request provided by Director of Loss Prevention Programs, Gene Herndon.

Discussion was held on the BA requirement needs to be reworded to be optional. Sutter County offered to review the job description.

Motion by Jim Leddy, and second by Shelly Pourian, to approve the Loss Prevention staffing and corresponding budget adjustment with changes, unanimously carried

- G. Discussion/Authorize: Authorize Director of Workers' Compensation Lisa Mitchell to enter into a service agreement with Franco Signor Co. for Medicare reporting.

Executive Director, David Nelson presented the Service Agreement with Franco Signor Co.

Motion by Joe Paul Gonzalez and Second by Jim Arkens, to Authorize Director of Workers' Compensation Lisa Mitchell to enter into a Service Agreement with Franco Signor Co. for Medicare reporting, unanimously carried.

Adjourn into Closed Session 4:24pm

- H. Discussion/Action: Executive Director's Evaluation and contract renewal.

Reported out to have Executive Director, David Nelson work with the Executive Committee on the contract renewal for the Executive Director's Contract.

Adjourn out of closed session and meeting 5:50pm.

Friday, September 12, 2014, 8:37 A.M.

- I. Direction/Adoption: New claims Software proposal and corresponding budget adjustment.

Executive Director, David Nelson presented the software proposal and budget adjustment for Director of Workers' Compensation, Lisa Mitchell. Discussion was held about the software and cost.

Motion by Van Maddox and Second by Jim Leddy, to approve the new claims Software proposal and corresponding budget adjustment, unanimously carried

- J. Discussion/Adoption: Workers' Compensation Staffing and corresponding budget adjustment.

Executive Director, David Nelson presented the Workers' Compensation staffing and budget adjustment. Discussion was held on PERS, health insurance, strategic plan, staffing and budget. Sutter County offered to review the job descriptions.

Motion by Jim Leddy and Second by Van Maddox, to approve the Workers' Compensation Staffing and corresponding budget adjustment, motion passed six yes with one no.

AYES: Alpine, Modoc, Mono, Sierra, Sutter, Trinity

NOES: San Benito

ABSENT: Del Norte, Colusa, Plumas, Lassen

ABSTAIN:

- K. Discussion/Direction: Review the Statement of Net Assets and Statement of Revenues, Expenses and Changes in Net Assets as of 6/30/2014.

Executive Director, David Nelson walked the board through the Statement of Net Assets and Statement of Revenues, Expenses and Changes in Net Assets as of 6/30/2014.

Motion by Carol McElroy and Second by Shelly Pourian, to approve the Statement of Net Assets and Statement of Revenues, Expenses and Changes in Net Assets as of 6/30/2014, unanimously carried

- L. Discussion/Approval: Trindel Salary Schedule.

Executive Director, David Nelson presented Trindel's Salary Schedule.

Need to add the HR position and keep the Loss Prevention Analyst position to be filled next year.

Jim Leddy and Jim Arkens recommended step pay within range as well as policy to correspond.

Add allocation list with the budget.

Motion by Jim Leddy and Second by Peter Huebner, to approve the positions and the salary ranges presented in the Trindel Salary Schedule with changes, unanimously carried

- M. Discussion/Adoption: Employee Benefits Resolutions 14-07 and 14-08 to reflect PERS deduction.

Executive Director, David Nelson presented the Employee Benefits Resolutions 14-07 & 14-08.

Motion by Jim Leddy and Second by Peter Huebner, to adopt Resolution 14-07 to reflect PERS deduction, unanimously approved.

AYES: Alpine, Modoc, Mono, San Benito, Sierra, Sutter, Trinity

NOES:

ABSENT: Del Norte, Colusa, Plumas, Lassen

ABSTAIN:

Motion by Carol McElroy and Second by Jim Leddy, to adopt Resolution 14-08 to reflect PERS deduction, unanimously approved.

AYES: Alpine, Modoc, Mono, San Benito, Sierra, Sutter, Trinity

NOES:

ABSENT: Del Norte, Colusa, Plumas, Lassen

ABSTAIN:

Move for reconsideration by Jim Leddy and Seconded by Peter Huebner add wording as and or maximum under PEPRA.

Motion by Peter Huebner and Second by Jim Leddy, to approve the Employee Benefits Resolutions 14-07 and 14-08 to reflect PERS deduction with changes, unanimously carried

AYES: Alpine, Modoc, Mono, San Benito, Sierra, Sutter, Trinity

NOES:

ABSENT: Del Norte, Colusa, Plumas, Lassen

ABSTAIN:

- N. 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 Insurance Bids, CMSP, non-water pollution for landfills.

- O. Future meetings: **January 21, 22, 23, 2015 in Sutter County**
May 21 & 22, 2015 in Trinity
September 2015 change to October 2015 bring this to the next meeting and add EIA/CSAC conferences/meetings to the future meetings item cover sheet. Bring conference options to the next board meeting.

- P. Discussion/ Authorize: Authorize Executive Director to sign service contract with George Hills Co.

Executive Director, David Nelson talked to the board about the service contract with George Hills Co.

Flat fee for 2 years and increase the last year 2 or 3% cola recommended by Executive Director, David Nelson. Discussion was held on bringing this in house and to keep at flat fee with a 3% cola, in the third year tie it to CPI in the first year with 1% cola each year.

Motion by Jim Leddy and Second by Jim Arkens, to Authorize Executive Director to sign service contract for three years with George Hills Co to keep the flat fee and have a 3% cola for the third year, unanimously carried

Adjourn. Date: 9/12/2014 Time: 10.26am

Respectfully Submitted by, Executive Director, David Nelson