

# Trindell

## Insurance Fund

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

**A Joint Powers Authority Established in 1980**

[www.trindell.org](http://www.trindell.org)

### BOARD OF DIRECTORS MINUTES

January 31<sup>st</sup> & February 1<sup>st</sup> 2019

Trinity County Library

351 N. Main St. Weaverville, CA. 96093

**PRESIDENT**  
Chester Robertson

**VICE PRESIDENT**  
Nate Black

**SECRETARY**  
Nicholas Poole

**Call to Order** January 31<sup>st</sup> 2019 8:09 am

**A. Roll Call.**

Board Members Present:

Nichole Williamson-Alpine

Sarah Simis-Alpine

Wendy Tyler-Colusa

Todd Manouse-Colusa

Cathy Hafterson-Del Norte

Richard Egan-Lassen

Chester Roberson-Modoc

Jay Sloane-Mono

Van Maddox-Sierra

Nathan Black-Sutter

Jason Claunch-Sutter

Becca Cooper-Trinity

David Nelson-Executive Director

Melissa Robinson-Administrative Assistant

Brian Ralph-Financial Analyst

Andrew Fischer-Liability & Property

Randy Robertson-Director Loss Prevention

Katie Twitchell-Director Workers' Compensation

Board Members Absent:

San Benito

Plumas

**B. Public Comment: None**

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.

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### C. Consent Agenda:

#### 1. Approval of Minutes of October 2018 Meeting.

Motion by Richard Egan, and Second by Nate Black to approve the October 2018 minutes pursuant to the Bylaws Article XIV, Section 2. Motion Carries.

#### 2. Approval of Register, Checks & Invoices for first and second quarter of the 2018-19 fiscal year pursuant to Bylaws Article XIV, Section 2. Motion Carries.

Item tabled until after lunch.

### D. Discussion/Direction: Staff reports on activities since the October 2018 Board Meeting.

Executive Director David Nelson presented the Administration report. Discussed estimates for liability and property from EIA and the increase in costs. Estimates should be back from Bickmore for self-insurance costs and will report that information at next meeting. Workers' Compensation pool claims committee reports no claims in pool. Closest claim at \$95,000 dollars for a shoulder injury. CSAC added landfill coverage to their pollution policy. Currently working with RCRC outside of EIA on a new pollution policy for a better cost, including a corrective action piece for 1<sup>st</sup> party landfill. Updated employee handbook with approved policies. Reminder about SB 978, Sheriffs' policy and procedures need to be posted on line by 2020 also Senate bill 1433 regarding sexual harassment training now required for all employee's not just management. Recommendations were made to contact Cal-OES for any cyber liabilities or cyber security incidents. Trindel is considered an enterprise fund and other program funds are considered fiduciary funds. Suggestions were made regarding the future of Trindel inquiring assets, such as building, cars, work comp pool, etc. also having separate liability and property funds.

Director of Workers' Compensation Katie Twitchell presented Workers' Comp report. Current focus on training, staff development, and communicating with Loss Prevention and Liability & Property on cross over claims. Implemented a data clean-up process with contractor. Adjusters are attending hearings, depositions and have participated in the Law Enforcement and Roads meeting held by Trindel Loss Prevention staff.

Director of Loss Prevention Randy Robertson presented Loss Prevention report. 41 County visits by Loss Prevention staff, 37 workshops, 4 cancelations (2 due to Camp Fire road closers). Workshops conducted AB1825/2053 Sexual Harassment also is available on flash drive for HR County members. All 11 counties participated in CALPELRA. Upcoming meetings scheduled include Parma, Department Safety Representative Meeting, Loss Prevention and HR Conferences.

Claims Manager Andrew Fischer presented the Liability and Property report. 70 open claims, 15 auto liability, 27 bodily injury & property damage, 11 employment practices, 1 error and omissions, 16 personal injury, 58 closed claims. Conducted first successful County Counsel Risk Management Summit. Upcoming CSAC liability audit April 23<sup>rd</sup>.

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- E. Discussion/Direction: Review the Statement of Net Assets, Statement of Revenues Expenses and changes in net assets, Budget, and Treasurer's Report, as of December 31, 2018.

Financial Analyst Brian Ralph reviewed the budget. Report was made with added changes to reflect percent of budget. CAJPA audit was not included in budget. Increase in travel possibly due to Executive Director Dave Nelson traveling more to member counties speaking about JPA. Law enforcement and DSR meeting went over budget and depreciation expense is higher because of new vehicle. Discussion was held about cost of trainings, how many participants attend and could a central location be more cost effective. Additional suggestions were made that the goal is to establish relationships and get folks to meetings. Budget important but not everyone has the same motivation as to why they attend. Overall budget on track for first half of year. State fees for indemnity payments has raised percentage that we pay. David Nelson reviewed the Statement of Revenues and Expenses and changes in net assets. Chester Roberson suggests to track data at a "granular level" or use "granular accounting" to track our data and confidence intervals.

- F. Acceptance/Direction: Annual Financial Audit for period 7-1-2017 through 6-30-18 and authorize staff to solicit proposals for the next three year contract.

Executive Director David Nelson presented Annual Financial Audit for period 7-1-2018 through 6-30-2018. Mention was made to find another company for audit in the future. Motion by Nate Black, and Second by Wendy Tyler to approve the Annual Financial Audit for period 7-1-2017 through 6-30-2018 and authorize staff to solicit proposals for next contract. Motion Carries.

- G. Acceptance/Rejection: Actuarial Reports dated November 16<sup>th</sup> 2018.

Executive Director David Nelson presented Actuarial Reports dated November 16<sup>th</sup> 2018. Motion by Jay Sloane, and Second by Cathy Hafterson to approve Actuarial Reports dated November 16<sup>th</sup> 2018. Motion Carries.

- H. Acceptance/Rejection: CAJPA Accreditation Report dated October 9th 2018.

Executive Director David Nelson reviewed CAJPA Accreditation Report. Trindel credited with excellence. Mention of looking into underwriting policy, website salary schedule, and creating a MOC for the pooling layer. Motion by Wendy Tyler, and Second by Cathy Hafterson to approve CAJPA Accreditation Report. Motion Carries.

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Rejoined: 1:00pm Trinity present

C. Consent Agenda (part 2)

2. Motion by Wendy Tyler, and Second by Cathy Hafterson to approve the register, checks, and invoices for the first and second quarter of the 2018-2019 fiscal year pursuant to Bylaws Article XIV, Section 2.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Mono, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Plumas, San Benito

I. Discussion/Direction: 2019-2020 Program Premiums.

Executive Director David Nelson presented 2019-2020 Program Premiums. Increased numbers are driven by the EIA. Discussion was held regarding CIMI deductibles, specific coverages, such as guards and correctional staff, AB109 Community Corrections Partnership and health realignment. Mention was made of raising SIR or creating a pool and the structure around it to reduce risk.

J. Discussion/ Adoption: Resolution 19-01 Authorizing establishing LAIF account.

Resolution is needed to open LAIF account. Motion by Richard Egan, and Second by Van Maddox to establish a LAIF account. Motion carries.

K. Nominate/Appoint: Secretary for the 2018 2019 fiscal year.

Motion by Richard Egan, and Second by Wendy Tyler to appoint Van Maddox as Secretary for the remaining 2018-2019 in place of Nicholas Poole. Mention was made to rework Bylaws so as a board member may hold position as Secretary without having a title as auditor.

L. Discussion / Approval: Budget adjustments for 2018-2019 fiscal year.

Executive Director David Nelson presented budget adjustment request for 2018-2019 fiscal year. Request made to adjust line items for CAJPA, IRS, and CIMI coverage.

Motion by Wendy Tyler, and Second by Nate Black to approve budget adjustments for 2018-2019 fiscal year. Motion Carries.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Mono, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Plumas, San Benito

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- M. Discussion/ Adoption: Replacing Resolutions 14-07 & 14-08 with 19-02 & 19-03 concerning employee benefits resolution.

Discussion was held regarding employee benefits. Changes to language need to be made in area 2.10 to include qualifying group plan. Section 4.0 need changes to state sick leave will be accumulated at the rate of 8 hours a month to accrue at the end of each pay period with accumulation of 480 hours for employees with service of up to 10 years and employees with more than 10 years of service may accumulate 720 hours with no payout or credit. Section 3.0 need changes to state vacation time may be accumulated to a maximum of 160 hours for first 5 years of employment, 240 for 10 years of employment and 320 for 10 or more years of employment. Limited sick leave.

Motion by Van Maddox, and Second by Richard Egan to approve replacing Resolution 14-07 with 19-02 with requested changes. Motion Carries.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Mono, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Plumas, San Benito

Discussion was held regarding management benefits. Need true data of employees to proceed with requested changes to capping hours and changing current benefits. Post will Request for executive committee to meet and make decision to bring back to next meeting.

Motion by Nate Black, and Second by Van Maddox to approve replacing Resolution 14-08 with 19-03 with requested changes. Motion Carries.

AYES: Alpine, Colusa, Del Norte, Lassen, Modoc, Mono, Sierra, Sutter, Trinity

NOES: None

ABSTAIN: None

ABSENT: Plumas, San Benito

- N. Discussion/ Direction: Discussion on amending the Holiday schedule.

Motion by Jay Sloane, and Second by Nichole Williamson to approve amending the holiday schedule to include Christmas Eve. Motion carries.

Bylaws state a majority of the Directors holding office shall constitute a quorum for the transaction of business at any meeting. All actions of the Board shall require the affirmative vote of a majority of the members at a meeting duly held at which a quorum is present. 9 members present vote 5 to 4 majority.

AYES: Alpine, Del Norte, Modoc, Mono, Trinity

NOES: Colusa, Lassen, Sierra, Sutter

ABSTAIN: None

ABSENT: Plumas, San Benito

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- O. Discussion/Direction: Future Meetings: Pick date for the May 2019 meeting in Alpine County and location for September 2019 meeting.

Discussion was held to hold the next board meeting in Alpine County on May 16<sup>th</sup> and 17<sup>th</sup> 2019 and Del Norte County was suggested for the September 2019 board meeting.

- P. Discussion/Direction: Strategic Planning.

Strategic planning held 2/1/2019

Adjourn: Thursday

Date: 1/31/2019

Time: 4:30pm

Disability Access: The meeting room is wheelchair accessible and disabled parking is available at the meeting location. If you are a person with a disability and you need disability-related modification or accommodations to participate in this meeting, please contact the Executive Director at phone (530) 623-2322, fax (530) 623-5019 or email [dnelson@trindel.org](mailto:dnelson@trindel.org). Requests for such modifications or accommodations must be made at least two full business days before the start of the meeting.