



MINUTES

SIRMA I JOINT POWERS AUTHORITY WORKERS' COMPENSATION BOARD OF DIRECTORS MEETING May 24, 2022 8:30a.m.

1. Call to Order

The meeting was called to order by President Pishehvar at 8:31am.

2. Roll Call

Roll call was taken and a quorum was present.

Acton Agua Dulce Union School District, Agha Mirza arrived at 9:09am
Antelope Valley Union High School District, Daniel Ramos
Gorman School District, Denise Saenz arrived at 8:36am
Keppel Union School District, Lisa Shaaban
Palmdale School District, Dawn Schmucker
Westside Union School District, Rhonda Hanson
William S. Hart Union High School District, Sonia Pishehvar

3. Assembly Bill 361 for May 24, 2022 Meeting

A motion was made by Daniel Ramos to continue to hold the meeting virtually in accordance Assembly Bill 361. Rhonda Hanson seconded the motion and a roll call vote was held. The Motion passed.

AYES

Daniel Ramos
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

4. Approval of Agenda

A correction to the date on Item #3 is to be made. Item number 8.H. Accounting Services Contract to be added as an action item.

A motion was made by Dawn Schmucker to accept the agenda with the changes noted. The motion was seconded by Rhonda Hanson. A roll call vote was taken. The motion passed.

AYES

Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

Daniel Ramos briefly left the meeting at 8:35am.

5. Public Comments

There were no public comments received by the manager prior to the meeting nor during the meeting.

6. Correspondence

None

7. Closed Session

A. Claims Settlements and Ratifications

Denise Saenz arrived at 8:36am.

A motion was made by Dawn Schmucker to move to closed session. Lisa Shaaban seconded the motion. A roll call vote was held. The motion passed and the Board moved into closed session at 8:37am.

AYES

Denise Saenz
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

Heather Massari removed non-Board Members from the closed session into the waiting room.

Elisse Boyd of Adminsure presented claims settlements and ratifications.

Shaun Perryman of Sedgwick presented claims settlements and ratifications.

A roll call vote was taken. The Board returned to open session at 8:49am. Heather Massari returned those in the waiting room back to the meeting. President Pishehvar announced action was taken on the claims as presented.

8. JPA Administration

A. Pool Trustees' E&O Policy

The JPA manager presented the Alliant Public Professional Liability (APPL) policy quote to the Board for their consideration. A motion was made by Lisa Shaaban to accept the quote as presented. Dawn Schmucker seconded the motion. A roll call vote was held. The motion passed.

AYES

Denise Saenz
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

B. Claims Administration Contract for run-off claims

The annual claims administration contract for 7/1/22 to 7/1/23 was presented for Consideration. A motion was made by Rhonda Hanson to accept the renewal contract as presented. Dawn Schmucker seconded the motion. A roll call vote was held. The motion passed.

AYES

Denise Saenz
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

C. Establish Meeting Schedule for fiscal year 2022/2023

A motion was made by Rhonda Hanson to accept the draft SIRMA I JPA meeting schedule for 22/23 as presented. Dawn Schmucker seconded the motion. A roll call vote was held. The motion passed.

AYES

Denise Saenz
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

Daniel Ramos returned at 8:58am.

D. Election of Officers

Rhonda Hanson nominated Sonia Pishehvar as President, Danny Ramos as Vice-President and Rhonda Hanson as Secretary/Treasurer. A motion was made by Lisa Shaaban to accept the slate of officers as nominated. Dawn Schmucker seconded the motion. A roll call vote was held. The motion passed.

President Sonia Pishehvar
Vice-President Daniel Ramos
Secretary/Treasurer Rhonda Hanson

AYES

Daniel Ramos
Denise Saenz
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

E. Designation of Official JPA Address

The Official JPA address is the address of the JPA President. There was no change. No action was taken.

F. JPA Membership

John Massari of VINSA Insurance discussed the JPA's response to the Antelope Valley Community College District's Request for Proposal for JPA services was completed and submitted timely. The district remained with their current program. The district was a member of the SIRMA I JPA in the past.

John discussed how positive words of support from the SIRMA I JPA members would be of help as he makes contacts with prospective member districts.

G. Conference Attendance

The manager provided information about the 2022 CAJPA Conference in Lake Tahoe and that anyone wishing to attend would be registered by the manager. The SIRMA I credit card would be used to pay for registrations. Members would need to make their own travel arrangements and accommodations. Those wishing to attend were Dawn Schmucker, Daniel Ramos, Rhonda Hanson and Denise Saenz. If anyone wished to attend they were directed to contact the manager and the ratification of their attendance could be added to the September 27, 2022 meeting agenda.

Daniel Ramos made a motion to approved attendance by members requesting to attend. Dawn Schmucker seconded the motion. A roll call vote was taken. The motion passed.

AYES

Agha Mirza
Daniel Ramos
Denise Saenz
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

Agha Mirza arrived at 9:09am.

H. JPA Accounting Services Contract

This item was added to the agenda by a majority vote as information on the item was received after the agenda was published and posted. This item had a time element. This is an action item.

The JPA manager presented the history and information for the Board's discussion and consideration to have James Marta and Company be the contracted provider of JPA accounting services with Ritesh Sharma as the only assigned accountant for the JPA.

The Board directed the manager to confirm with James Marta and Company that they would comply with the changes to the contract outlined by the Board. After discussion with James Marta and Company, the manager was to schedule an emergency virtual meeting since time was of the essence in terminating the existing contract with Sedgwick and determining if James Marta and Company would be the accounting service provider.

No action was taken.

9. Financials

A. Premium Contribution Spreadsheet 22/23

John Massari of VINSA Insurance reviewed the Draft Premium Contribution Spreadsheet for 22/23. As of the date of the JPA meeting, PRISM Risk had not secured the final premium and that figure was expected to be received after the JPA meeting.

There was discussion that the draft could be accepted as final with changes and then ratified as final at the September 27, 2022 meeting.

Additionally, if there was to be a change in the accounting services provider, the budget for that line item would be altered. The budget is directly tied to the Premium Contribution Spreadsheet. The change in the budget would also be a change to the Premium Contribution Spreadsheet.

A motion was made by Daniel Ramos to accept the Draft Premium Contribution Spreadsheet as presented, with changes to the premium and the accounting services contract altering said document, an item in the September 27, 2022 agenda would be added to ratify those changes. Dawn Schmucker seconded the motion. A roll call vote was held. The motion passed.

AYES

Agha Mirza
Daniel Ramos
Denise Saenz
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

B. Budget (Preliminary/Final) for 22/23

The manager presented the preliminary budget. A motion was made by Daniel Ramos to accept the budget as presented and any alterations to the Premium Contribution Spreadsheet and/or accounting services contract ratified at the September 27, 2022 meeting. Dawn Schmucker seconded the motion. A roll call vote was held. The motion passed.

AYES

Agha Mirza
Daniel Ramos
Denise Saenz
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

C. Premium Invoices for 22/23

Review premium contribution due dates were provided to the Board. The Board was advised the accounting manager would issue invoices. This was information only.

10. Loss Control

A. Loss Control Update

Maria Brunel of POMS and Associates provided a loss prevention update.

11. Consent Items

- A.** Approval of Minutes from March 22, 2022
- B.** Treasurer's Quarterly Report as of March 31, 2022
- C.** Check Register as of March 1, 2022 to April 30, 2022
- D.** Quarterly Financials as of December 31, 2021

A motion was made by Daniel Ramos to accept the Consent Items as presented. Lisa Shaaban seconded the motion. A roll call vote was held. The motion passed.

AYES

Agha Mirza
Daniel Ramos

Denise Saenz
Lisa Shaaban
Dawn Schmucker
Rhonda Hanson
Sonia Pishehvar

NOES

None

ABSTAIN

None

12. Information

Board Comments

Daniel Ramos thanked President Sonia Pishehvar for her leadership over the past several years.

Manager Comments

The manager thanked the Board for their patience and participation in the discussions.

Claims Administrators' Comments

Amanda Garcia of Sedgwick announced PRISM had notified them of a claims audit on June 6, 2022. There was a discussion of the medical provider specific to Westside's claims.

Agenda items for the next meeting September 27, 2022 location TBD and/or virtual meeting.

- Administration Guide 22/23
- Contract Review
- Collect Final Payrolls
- Conferences (PARMA, CASBO)
- Annual In-Service discussion

13. Adjournment

The meeting adjourned at 10:39am.