

**MINUTES**  
SIRMA I JOINT POWERS AUTHORITY  
WORKERS' COMPENSATION  
**BOARD OF DIRECTORS MEETING**  
FEBRUARY 26, 2019  
9:00am

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT  
21380 Centre Pointe Parkway  
Santa Clarita, CA 91350  
Annex Building 101, behind the District Office building

**1. CALL TO ORDER**

The meeting was called to order by President Hanson at 9:03am.

**2. ROLL CALL**

Roll call was taken and President Hanson announced a quorum was present. Introductions were made and the new Board of Director from Antelope Valley Union High School District, Daniel Ramos, was welcomed.

Acton Agua Dulce Unified School District	Lynn David
Antelope Valley Schools Transportation Agency	Nathalie Breivogel
Antelope Valley Union High School District	Daniel Ramos
Castaic Union School District	not present
Gorman Joint School District	not present
Hughes Elizabeth Lakes Union Elementary School District	not present
Keppel Union School District	Lisa Shaaban
Palmdale School District	Dawn Schmucker, Sec'y/Treasurer
Westside Union School District	Rhonda Hanson, President
William S. Hart Union High School District	Sonia Pishehvar, Vice President
	Ralph Peschek

Also present:

Alliant Insurance Services	Lilian Vanvieldt-Gray
Alliant Insurance Services	Angela Hatley
Bickmore	Mike Harrington
Bickmore	Greg Beaulieu
Burkey, Cox, Evans & Bradford	Jennifer Evans
CorVel	Michael Possehl
CorVel	Alexis Gempel
POMS & Associates	Maria Brunel
POMS & Associates	Mark Valadez
VINSA Insurance	Heather Massari
York Risk	Todd Mershon
York Risk	Ritesh Sharma

**3. APPROVAL OF AGENDA**

A motion to approve the agenda was made by Sonia Pishevvar with Item #5.B. moved up to immediately follow closed session and before Item # 4.A. A correction to Item # C. under Closed Session deleting three Palmdale SD claims, and replacing four AVUHSD claims with Palmdale SD as the district. A second by Dawn Schmucker. The motion passed.

Ayes:

- Acton Agua Dulce Unified School District
  - Antelope Valley Transportation Agency
  - Antelope Valley Union High School District
  - Keppel Union School District
  - Palmdale School District
  - Westside Union School District
  - William S. Hart Union High School District
- Noes: None

**A. Correspondence**

Correspondence was reviewed by Alliant.

**B. Articles of interest**

Articles of Interest were reviewed by Alliant.

**C. Claim Settlements/Ratifications**

The Board entered closed session at 9:13am. Todd Mershon of York Risk presented claims for AVSTA, Castaic USD, Gorman USD, Westside USD and William S. Hart UHSD. Michael Possehl for CorVel presented claims for Palmdale SD.

<i>Claim Number</i>	<i>District</i>	<i>Claim Number</i>	<i>District</i>
SRMA-006071	AVSTA	<del>1331-WC-17-0500493</del>	<del>Palmdale SD</del>
SRMA-006132	AVSTA	<del>1331-WC-17-0500494</del>	<del>Palmdale SD</del>
20162001485	Castaic USD	<del>1331-WC-15-0500409</del>	<del>Palmdale SD</del>
SRMA-003036	Castaic USD	1331-WC-17-0500466	Palmdale SD
SRMA-004833	Gorman SD	1331-WC-16-0500433	Palmdale SD
20172001271	Westside USD	1331-WC-18-0500416	Palmdale SD
20172001455	William S. Hart	1331-WC-16-0500357	Palmdale SD
20152001427	William S. Hart		
20172000663	William S. Hart		
20182000011	William S. Hart		

A motion was made by Nathalie Brievogel to approve the claims as presented. Dawn Schmucker seconded the motion. The motion passed.

Ayes:

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Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District  
Noes: None

The Board returned to open session at 9:29am and President Hanson reported that action was taken.

### **4. JPA ADMINISTRATION**

#### **A. JPA Meeting Schedule**

Lilian Vanvieldt-Gray asked if it was the Board's pleasure to remain with the current schedule/time or make adjustments to hold meetings before SIRMA II & III meetings, after their meetings, or change dates/times altogether.

The item is to be deferred to the next meeting so additional members who were unable to be present can provide their feedback.

#### **B. Annual In-Service Training and Strategic Planning**

It is recommended that the JPA consider establishing an annual off-site strategic planning meeting for a full-day or full day and half a day to review JPA policies, finances, loss trends, conduct trainings focusing on SIRMA I JPA business. Some dates the beginning of October 2019 were discussed. Possible locations were Ventura, Pasadena or Ojai. The direction from the Board was to bring the item back to the March meeting for further discussion when additional members who were unable to be present can provide their feedback.

#### **C. iPad purchase for Board Member usage**

The JPA manager presented the idea of having the JPA purchase iPads for each member district for use at the JPA meetings for agendas and other materials. Most members have a personal device or it was noted that Chrome Books are available for use at each host district. The members present liked the use of the overhead display of the agenda and agenda materials.

#### **D. Travel Policy & Reimbursement Form**

A formal Travel Policy and Reimbursement Form were presented for the Board's consideration. Suggested changes were to not pay for valet parking if there is hotel parking, to not pay for liquor, to not reimburse meals if the JPA or event were sponsoring a meal as part of the event registration, to establish a meal or daily per diem.

The direction from the Board was to bring the item back to the March meeting for further discussion when additional members who were unable to be present can provide their feedback.

#### **E. Safety Credits & Policy**

A formal Safety Credit Policy and Reimbursement Form were presented. The goal is to utilize the funds to reduce claims, set aside the funds for risk management and loss prevention, to invest in health and

## SIRMA I JPA

wellness. Currently, the funding is based on 2% of premium. Funding is voluntary. The Board may wish to eventually increase the funding to 5%.

A motion to accept the Safety Credit Policy and Reimbursement Form as presented with a 3% funding was made by Sonia Pishehvar. The second was by Daniel Ramos. The motion passed.

Ayes:

Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District  
Noes: None

### **F. JPA Administration Guides/Policy Manual FY 18/19**

The Guides/Policy Manual was presented and members were asked to provide any additions or edits to the JPA Manager to finalize the document.

### **G. SIRMA I JPA Website**

Heather Massari provided information about the JPA's new website that may be accessed by the general public as well as members. The Target Solutions website is not accessible by the general public and as of 1.1.19, public agencies are required to have agendas and minutes available to the public and downloadable. The fees for the website were presented. The website is:  
[Sirma1jpa.org](http://Sirma1jpa.org)

A motion was made by Daniel Ramos to approve the annual fee of \$11.00 per month in advance for the website domain name. Lisa Shaaban seconded the motion. The motion passed.

Ayes:

Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District  
Noes: None

**H. Workers' Compensation Program Renewal Update**

Lilian Vanvieldt-Gray indicated renewal rates for workers' compensation are looking good, property is doing okay and liability rates are expected to be increasing due mostly to the SAM claims. Your coverage is to "statutory" which means there is no limit to the amount paid out on a claim, which is important if you have a catastrophic loss such as an earthquake. School NCCI classification coding for ex-mod rating is 8875 which is different than the classification code for transportation which is 7382. The recommendation is to budget a 5% increase.

**I. Conflict of Interest Form 700**

A reminder that filing Conflict of Interest Form 700's may be completed on line and need to be completed by 4.2.19. Notices have been sent by the JPA Manager and will continue to be sent as reminders to file.

**J. Company Nurse Annual Report**

A report of the results of use of Company Nurse 24/7 triage was provided. Use of a 24/7 nurse triage program can reduce lag time reporting, and can reduce the cost of claims.

**K. York Risk (formerly Bickmore) Accounting Services Contract**

The former accounting contract for James Marta and Company was terminated by James Marta during the winter holidays. James Marta was selected by an RFP process and the second place proposer was York Risk. York Risk was contacted by the JPA manager to secure a quote for taking over the accounting services. Independent accounting is needed by the JPA. York Risk supplied an Engagement Letter (Item L) proposing fees for services for \$44,200.00 annually to allow the JPA time to determine if they will seek bidders through another RFP.

A motion was made by Sonia Pishchvar to retain York Risk as the accounting services provider. Dawn Schmucker seconded the motion. The motion passed.

Ayes:

Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District

Noes: None

**L. Bickmore Risk Services Actuarial Services Engagement Letter**

Mike Harrington of Bickmore presented their renewal agreement and fees for actuarial services for FY 19/20 \$5,050.00; 20/21 \$ 5,100.00; 21/22 \$5,150.00.

A motion was made by Nathalie Brievogel to accept the renewal agreement for actuarial services as presented. Sonia Pishchvar seconded the motion. The motion passed.

Ayes:

Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency

Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District  
Noes: None

**M. Sage Intacct Cloud Accounting Software**

The Sage Intacct software allows the JPA to manage its funds, track financials and pay invoices, has good functionality and transparency for all involved. York Risk paid for half of the fees and it is requested the JPA approve payment of half of the fee. Previously, the software contract was with the accounting services firm. The JPA would have a direct contract with Sage Intacct and if accounting services were moved the contract would remain with the JPA. The fees are for the licensing and migration of data from James Marta and Company totaling \$13,086.00.

A motion was made by Daniel Ramos to accept the contract as presented. Nathalie Brievoegel seconded the motion. The motion passed.

Ayes:  
Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District  
Noes: None

**5. FINANCIALS**

**A. Draft Actuarial Study**

Mike Harrington and Greg Beaulieu began by stating that Bickmore is splitting off from York Risk to become “Bickmore Actuarial.” They are self-owned and will be independent from claims and conduct actuarial functions only.

The draft actuarial study was presented with various funding recommendations for the FY 19/20 at various self-insured retention levels, discounted rate and assuming a 2% annual return on investments.

The JPA frequency has been declining but it’s starting to increase. The cost of claims is generally increasing due to inflation, the increasing cost of benefits and medical. You have less claims but they are costing you more.

A motion was made by Dawn Schmucker to accept the actuarial study as presented. Sonia Pishevvar seconded the motion. The motion passed.

Ayes:  
Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency

Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District  
Noes: None

**B. Draft Financial Audit**

Jennifer Evans of Burkey, Cox, Evans and Bradford present the draft financial audit. There were no audit exceptions.

A motion was made by Nathalie Brievogel to accept the financial audit as presented. A second was made by Sonia Pishehvar. The motion passed.

Ayes:  
Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District  
Noes: None

**C. Pool Contribution**

Lilian Vanvieldt-Gray present choices on how the Board may decide to calculate, invoice and pay premiums. She made arrangements with CSAC-EIA to have premium billed on a quarterly basis. Generally, the payroll adjustments are made to pay the first installment and catch up as the year goes by. This has been the JPA preference in the past. CSAC-EIA will invoice you as you prefer. Some members have expressed their dislike for the current process of calculating the premiums and the payment process. Is it the Board's pleasure to go back to the quarterly process starting the next fiscal year?

The 17/18 payroll audit fees were never collected and the Board can decide to pay them 7.1.19 and include the fees in the next year's premium.

Ritesh Sharma from York Risk will email each district their current payment status.

A motion was made by Sonia Pishehvar to return to the prior process of the accounting service sending quarterly invoices and truing up at year end starting July 1, 2019. Daniel Ramos seconded the motion. The motion passed.

Ayes:  
Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District

Noes: None

**D. Payroll Audit Invoice**

The CSAC-EIA payroll audit fee was not collected or paid. The audit fee may be added to the premium to be paid 7.1.19.

A motion was made by Dawn Schmucker to carry the payroll audit fee to be added to the next year's premium. Sonia Pishehvar seconded the motion. The motion passed.

Ayes:

Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District

Noes: None

**E. Investment Policy**

A formal investment policy was presented for consideration.

A motion was made by Sonia Pishehvar to accept the investment policy as presented. The motion was seconded by Dawn Schmucker. The motion passed.

Ayes:

Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District  
William S. Hart Union High School District

Noes: None

**F. Capital Target Policy**

A capital target policy was presented for the Board's consideration.

A motion was made by Nathalie Brievogel to accept the capital target policy. The motion was seconded by Dawn Schmucker. The motion passed.

Ayes:

Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District  
Westside Union School District



William S. Hart Union High School District  
Noes: None

## 6. LOSS CONTROL SERVICES

### A. Loss Control Update

Maria Brunel of POMS and Associates presented loss data from both TPA's combined. The focus is on loss control, determining what is driving the losses and proceeding to conduct training to reduce those losses. The discussion turned to the increase in special education physical and stress injuries to staff and what training may be available through POMS, SELPA, CSAC-EIA for train the trainer. POMS will look into training options.

### B. Loss Control Fund

Currently, there is no formal loss control fund policy. There is a fund of \$90,000.00 and the JPA has used more than \$150,000.00. In 16/17 you used \$90,000.00; in 17/18 you used \$150,000.00. It is recommended you create some rigor around your program, how the funds are allocated, spent, what equitable for all members, and options for use. Send your thoughts and ideas. The Board directed the manager to bring the item back in March for further discussion.

## 7. CONSENT ITEMS

- A. Treasurer's Report
- B. Quarterly Financial Report
- C. Approval of Payments
- D. Approval of Minutes from November 27, 2018
- E. Receive Alliant Insurance Services executed Agreement for JPA Management
- F. CASBO Conference April 2019

Consent items were presented to the Board. A motion was made by Nathalie Brievogel to accept the Consent items. The motion was seconded by Daniel Ramos. The motion passed.

Ayes:

Acton Agua Dulce Unified School District  
Antelope Valley Transportation Agency  
Antelope Valley Union High School District  
Keppel Union School District  
Palmdale School District—Palmdale SD had to leave the meeting  
Westside Union School District  
William S. Hart Union High School District  
Noes: None

## 8. INFORMATION

### Visitor's Comments

None.

### Board Comments

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The Board thanked Alliant Insurance Services as the new JPA manager for all the information that was presented. The Board thanked CorVel for hosting lunch.

### **Manager Comments**

Lilian Vanvieldt-Gray will be calling the Board members

### **Claims Administrators' Comments**

None.

## **9. ADJOURNMENT**

A motion to adjourn the meeting at 1:15pm was made by Sonia Pishevvar and seconded by Daniel Ramos. The meeting was adjourned.

Ayes:

Acton Agua Dulce Unified School District

Antelope Valley Transportation Agency

Antelope Valley Union High School District

Keppel Union School District

Westside Union School District

William S. Hart Union High School District

Noes: None