

MINUTES

**SELF-INSURANCE RISK MANAGEMENT AUTHORITY |
FOR WORKERS' COMPENSATION**

**FULL BOARD MEETING
September 25, 2018
8:30 A.M.**

**WILLIAM S. HART UNION HIGH SCHOOL DISTRICT
21380 Centre Point Pkwy
Santa Clarita, California 91350
(661) 259-0033**

I. CALL TO ORDER

The meeting was called to order by President, Rhonda Hanson, at 8:37 a.m.

II. ROLL CALL

FULL BOARD

ACTON AQUA DULCE UNIFIED SCHOOL DISTRICT	Lynn David
ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY	Morris Fuselier, III
	Nathalie Breivogel
ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT	Tracy Tigert
CASTAIC UNION SCHOOL DISTRICT	Jaime Garcia
GORMAN SCHOOL DISTRICT	Johannis Andrews
KEPPEL UNION SCHOOL DISTRICT	Ward Lunneborg
PALMDALE SCHOOL DISTRICT	Dawn Schmucker
WESTSIDE UNION SCHOOL DISTRICT	Shawn Cabey
	Rhonda Hanson
WILLIAM S. HART UNION HIGH SCHOOL DISTRICT	Sonia Pishehvar

MANAGER

Debbie Helling
Hans Helling

GUESTS

KEPPEL UNION SCHOOL DISTRICT	Lisa Shaaban
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CORVEL CORPORATION

Carrie Orosco

INSURANCE ASSOCIATES

Heather Massari
John Massari

JAMES MARTA & ASSOCIATES

James Marta

POMS & ASSOCIATES

Maria Brunell

YORK RISK SERVICES GROUP

Todd Mershon
Stephanie Millhollan

III. AGENDA ITEMS

The Full Board reviewed the agenda.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: A motion was made by Jaime Garcia and seconded by Tracy Tigert and unanimously carried to approve the Agenda.

Vote:

Ms. David- Aye

Mr. Fuselier - Aye

Ms. Tigert – Aye

Mr. Garcia - Aye

Mr. Andrews – Aye

Mr. Lunneborg - Aye

Ms. Schmucker– Aye

Mr. Cabey - Aye

Ms. Pishehvar – Aye

IV. APPROVAL OF THE MINUTES

The Full Board reviewed the July 31, 2018 meeting minutes.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: A motion was made by Jaime Garcia and seconded by Joe Andrews and unanimously carried to approve the Minutes.

Vote:

Ms. David- Aye

Mr. Fuselier - Aye

Ms. Tigert – Aye

Mr. Garcia - Aye

Mr. Andrews – Aye
Mr. Lunneborg - Aye
Ms. Schmucker– Aye
Mr. Cabey - Aye
Ms. Pishehvar – Aye

V. CORRESPONDENCE

The Authority did not receive any correspondence since the last meeting.

PUBLIC COMMENTS: None
BOARD CONSIDERATION: No action was taken at this time.

VI. FINANCIAL

FINANCIAL MANAGEMENT INFORMATION REPORT

James Marta presented the Financial Management Report for fiscal year ended June 30, 2018. The Statement of Net Position, of SIRMA I as of June 30, 2018 were \$504,207. Total liabilities were \$2,087,365

PUBLIC COMMENTS: None
BOARD CONSIDERATION: A motion was made by Sonia Pishehvar and seconded by Jaime Garcia to accept the Financial Management Report and unanimously carried.

Vote:

Ms. David- Aye
Mr. Fuselier - Aye
Ms. Tigert – Aye
Mr. Garcia - Aye
Mr. Andrews – Aye
Mr. Lunneborg - Aye
Ms. Schmucker– Aye
Mr. Cabey - Aye
Ms. Pishehvar – Aye

UPDATE ON THE BILLING PROCESS

James Marta gave an update on the monthly billing process. He indicated that the deposit premium should be recorded on the member's books as a deposit asset and not an expense. He also mentioned that workers' compensation premium should be received by the 30th of the following month as opposed to the 15th of the month.

PUBLIC COMMENTS: None
BOARD CONSIDERATION: None

ADDITIONAL ACCOUNTING WORK

James Mata noticed that funds held by VINSa were not recorded on the books of SIRMA I. They discovered that prior revenues and expenses were not reflected on SIRMA I's books. SETECH did not record all of the transactions. Some flowed through VINSa and some went directly to CSAC EIA. To restore trust and to make sure that funds were accounted for correctly, it was necessary to do an audit going back three years.

James Marta is requesting an additional \$35,000 for the work that they performed which was above and beyond their annual fee. While the Members agreed that the work was done, there was no advance notice of the additional funds that would be billed to the Members. The Members elected to table this issue until the next meeting in November.

PUBLIC COMENTS: None
BOARD CONSIDERATION: None

VII. JPA ADMINISTRATION

PARMA REGISTRATION

The Manager stated that she has registered eight members for the PARMA Conference as well as Heather Massari. Nathalie asked if she could bring someone else from the Transportation agency and the members said yes.

PUBLIC COMMENTS: None
BOARD CONSIDERATION: None

VIII. RISK MANAGEMENT.

Due to time constraints, this matter was not discussed.

PUBLIC COMMENTS: None
BOARD CONSIDERATION: None

IX. LEGAL

CLOSED SESSION

As per Government Code 54956.95, the Authority is empowered to conduct a closed session to discuss possible settlement of claims pending against the Authority. As per Government Code 54956.9, the Authority is empowered to conduct a closed session to discuss legal issues of the Authority.

A motion was made by Jaime Garcia and seconded by Sonia Pishehvar and unanimously carried to enter into closed session at 9:30 a.m.

OPEN SESSION

The Board returned to Open Session at 9:50 a.m. The following claims were discussed in Closed Session:

York presented the following claims:

SRMA-005836
20162000959
20172000085
SRMA-006091
SRMA-006359
SRMA-005276
20162001186
20152000174
20152001447
SRMA-006018
SRMA-006016
SRMA-005709
20172000209

Corvel presented the following claims:

17-23990
17-24722
15-20019
16-22554
17-24148
18-25652
15-19678
SRMA-006139
16-23739
17-23975
18-25483
SRMA-005969
SRMA-005984
18-25320
17-25071
16-22978
17-24322
17-24614

15-21907
SRMA-005973

PUBLIC COMMENTS: None
BOARD CONSIDERATION: A motion was made by Sonia Pishevvar and seconded by Jaime Garcia to provide settlement authority to York and Corvel on all claims and unanimously carried.

Vote:
Ms. David- Aye
Mr. Fuselier - Aye
Ms. Tigert – Aye
Mr. Garcia - Aye
Mr. Andrews – Aye
Mr. Lunneborg - Aye
Ms. Schmucker– Aye
Mr. Cabey - Aye
Ms. Pishevvar – Aye

X. JPA MANAGEMENT PRESENTATIONS

The Board heard presentations from the following Firms:

RPA by John Nielsen, Beth Lyons and Jennifer Achterberg

James Marta & Co. by James Marta and and Marylin Kelley

Bickmore by Jon Paulson and Jennifer Jobe

Alliant by Lilian Vanvieldt, Angela Hatley and Pamela Dominguez

PUBLIC COMMENTS: None
BOARD CONSIDERATION: None

XI. INFORMATION

VISITORS COMMENTS

None

BOARD COMMENTS

None

MANAGER COMMENTS

None

CLAIMS ADMINISTRATORS COMMENTS

None

XI. AGENDA ITEMS NEXT MEETING – TUESDAY, NOVEMBER 27, 2018 AT 9:00 AM AT LANCASTER SHOOOL DISTRICT (PARK VIEW)

Treasurer's Report
Financial Audit

XII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 11:07 am.