

## AGENDA

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

*In compliance with the Americans with Disabilities Act, note that if you are a disabled person and need disability-related modification or accommodation in order to participate in this meeting, please contact Angela Hatley by telephone at (909) 938-8906 or by email at [angela.hatley@alliant.com](mailto:angela.hatley@alliant.com). Requests must be made as early as possible and at least one (1) full business day prior to the start of the meeting.*

### 1. CALL TO ORDER

### 2. ROLL CALL

Acton Agua Dulce Unified School District	Lynn David
Antelope Valley Schools Transportation Agency	Morris Fuselier III
Antelope Valley Union High School District	Tracy Tigert
Castaic Union School District	Linnette Hodson
Gorman Joint School District	Joe Andrews
Hughes Elizabeth Lakes Union Elementary School District	Lori Slavin
Keppel Union School District	Ward Lunneborg
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

### 3. APPROVAL OF AGENDA

*Items to be deleted or added according to G.C. §54954.2. These items are approved with a single roll call vote unless a Board member wishes to discuss or to remove an item.*

#### A. Correspondence

*The President will present and review any correspondence received by the Authority.*

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#### B. Articles of interest

**Page 22**

**C. Claim Settlements/Ratifications**

**Page 31**

*As authorized by Government code §54956.95, the Authority will discuss possible settlement of claims pending against the Authority and/or ratification claims to be settled. Take action as necessary.*

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

**4. JPA ADMINISTRATION**

**A. JPA Meeting Schedule**

**Page 32**

*Discuss and establish a meeting schedule and meeting location for the remainder of FY 18/19 and take action as necessary.*

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

**Page 33**

*Discuss and establish off-site In-Service Training and Strategic Planning date and take action as necessary.*

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

**Page 34**

*Discuss JPA purchasing iPads for each member district for the Board Member usage for JPA business. Take action as necessary.*

**D. Travel Policy & Reimbursement Form**

**Page 36**

*Review and discuss recommended Travel Policy and Reimbursement Form and take action as necessary.*

**E. Safety Credits & Policy**

**Page 40**

*Review Safety Credit policy, usage and reimbursement. Discuss and take action as necessary.*

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

**Page 45**

*The Manager will present the draft Guides/Manual. Information only.*

**G. SIRMA I JPA Website**

**Page 102**

*Vinsa Insurance will present the JPA website and associated domain name and costs. Discuss and take action as necessary.*

- H. Workers' Compensation Program Renewal Update** **Page 104**  
*The Manager will discuss the upcoming worker's compensation renewal through CSAC EIA.*
- I. Conflict of Interest Form 700** **Page 105**  
*The Manager to provide information on the Form 700 and the available video tutorial workshop.*
- J. Company Nurse Annual Report** **Page 125**  
*The Manager to provide information on the Company Nurse Annual Report.*
- K. York Risk (formerly Bickmore) Accounting Services Contract** **Page 128**  
*A representative from York Risk will present their contract for accounting services from 2.15.19 to 6.30.2024 for the Board's review and take action as necessary.*
- L. Bickmore Risk Services Actuarial Services Engagement Letter** **Page 151**  
*Actuarial Services quote for three years. Review and take action as necessary.*
- M. Sage Intacct Cloud Accounting Software** **Page 154**  
*The Manager will present information and contract for cloud accounting software.*

## 5. FINANCIALS

- A. Draft Actuarial Study** **Page 163**  
*Review Actuarial from Bickmore Risk Services. Take action as necessary.*
- B. Draft Financial Audit** **Page 164**  
*Review Draft Financial Audit from Burkey Cox Evans & Bradford, take action as necessary.*
- C. Pool Contribution** **Page 201**  
*Review pool contribution calculations for CSAC EIA, take action as necessary.*
- D. Payroll Audit Invoice** **Page 202**  
*Review CSAC EIA payroll audit FY 17/18 invoice, take action as necessary.*
- E. Investment Policy** **Page 204**  
*Review Investment Policy as presented by JPA Manager and take action as necessary.*
- F. Capital Target Policy** **Page 224**  
*Establish Capital Target and take action as necessary.*

## 6. LOSS CONTROL SERVICES

- A. Loss Control Update** **Page 226**  
*A representative from POMS & Associates will provide an update on the recent loss control services and take necessary action.*

**B. Loss Control Fund**

**Page 227**

*Discuss options for use of Loss Control Fund and take action as necessary.*

**7. CONSENT ITEMS**

**A. Treasurer's Report**

**Page 229**

**B. Quarterly Financial Report**

**Page 239**

**C. Approval of Payments**

**Page 251**

**D. Approval of Minutes from November 27, 2018**

**Page 252**

**E. Receive Alliant Insurance Services executed Agreement for JPA Management**

**Page 258**

**F. CASBO Conference April 2019**

**Page 269**

**8. INFORMATION**

**Visitor's Comments**

*Comments from the general public will be received and will be limited to five minutes per person.*

**Board Comments**

*Comments from the Board will be received and will be limited to five minutes per person.*

**Manager Comments**

*Comments from the Manager will be received and will be limited to five minutes per person.*

**Claims Administrators' Comments**

*Comments from the Claims Administrator's will be received and will be limited to five minutes per person.*

**9. AGENDA ITEMS FOR NEXT MEETING MARCH 26, 2019**

- Vendor Partner Performance Review
- Quarterly Investment Report

**10. ADJOURNMENT**