



Draft MINUTES

SIRMA I JOINT POWERS AUTHORITY WORKERS' COMPENSATION BOARD OF DIRECTORS MEETING September 27, 2022 8:30a.m.

1. Call to Order

The meeting was called to order at 8:34am by President Pishehvar.

2. Roll Call

Acton Agua Dulce Union School District, Agha Mirza
Antelope Valley Union High School District, not present
Gorman School District, Denise Saenz
Keppel Union School District, Lisa Shaaban
Palmdale School District, not present
Westside Union School District, Rhonda Hanson
William S. Hart Union High School District, Collyn Nielsen

The manager announced a quorum was present.

3. Assembly Bill 361 for September 27, 2022 Meeting

The Board voted to continue the meeting virtually as a declared state of emergency continues. A motion was made by Rhonda Hanson to continue the meeting virtually. Agha Mirza seconded the motion. A roll call vote was held. The motion passed.

AYES

Agha Mirza
Denise Saenz
Lisa Shaaban
Rhonda Hanson
Collyn Nielsen

NOES

ABSTAIN

4. Approval of Agenda

A motion was made by Rhonda Hanson to approve the agenda as presented with two changes; the manager will add three additional claims to be considered for settlement under Closed Session and the manager will discuss the passage of Assembly Bill 2449 under Correspondence. Lisa Shaaban seconded the motion. A roll call vote was held. The motion passed.

AYES

Agha Mirza
Denise Saenz
Lisa Shaaban
Rhonda Hanson
Collyn Nielsen

NOES

ABSTAIN

5. Public Comments

The manager reported no members of the public had made contact nor were any members of the public present who wished to make comments.

6. Board of Director Appointment

The manager announced the member names of those who have left office since the May 24, 2022 meeting;

Habib Tahmas of Keppel USD and Brett Neal of Antelope Valley UHSD. Both departing members completed their Form 700 "Leaving Office" filings.

The manager welcomed Collyn Nielsen from William S. Hart UHSD and Katrina Ramos from Antelope Valley UHSD who both fill the districts' roles at Alternates. Both members completed their Form 700 "Assuming Office" filings.

7. Correspondence

The manager reviewed the list of correspondence items including the summary of Assembly Bill 2449 that codified certain portions of the Brown Act pertaining to virtual meetings.

8. Closed Session

A. Claims Settlements and Ratifications

A motion was made by Rhonda Hanson to move to closed session. Collyn Nielsen seconded the motion. A roll call vote was held. The motion carried. President Pishehvar announced the Board would move to closed session at 8:49am and participants outside the Board would be moved to the virtual waiting room.

SIRMA I JPA

Three claims for Antelope Valley UHSD were added below as part of the approved change to the agenda.

Kristin Vanscourt from Adminsure reviewed the claims for Palmdale SD and Antelope Valley UHSD.

Shaun Perryman from Sedgwick reviewed the claims for the remaining districts.

Claimant	Claim Number	District
Jefferson, Shelly	1331-WC-20-0000029	Palmdale School District
Jefferson, Shelly	1331-WC-20-0000061	Palmdale School District
Raphael, Nicole	1331-WC-19-0000005	Palmdale School District
D'Agostino, James	20207000092	Palmdale School District
Cardenas, Martha	20207000097	Palmdale School District
Livingston, Linda	1331-WC-13-0500433	Palmdale School District
Livingston, Linda	1331-WC-18-0500462	Palmdale School District
Hoffman, Ashley	20207000042	Palmdale School District
Knicklebine, Lucas	20217000082	Palmdale School District
Lopez Calderon, Indeliza	1331-WC-19-0000096	Palmdale School District
Lopez Calderon, Indeliza	1331-WC-18-0000002	Palmdale School District
Lopez Calderon, Indeliza	1331-WC-16-0000001	Palmdale School District
Juarez, Joycee	20207000089	Palmdale School District
Adams, Deloris	1331-WC-19-0000072	Palmdale School District
Saul Jr, Eddie	20217000028	Palmdale School District
Gulke, Susana	20207000048	Palmdale School District
Warren, Lissa	20217000141	Palmdale School District
Ross, Kimberly	20217000005	Palmdale School District
Blake, Jennifer	20197000046	Palmdale School District
Langford, Christopher	20207000109	Palmdale School District
Willis, Kim	1331-WC-15-0500417	Palmdale School District
Buckner, Andrea	1335-WC-17-0500180	Antelope Valley Union High School District
Clark, Antoinette	1335-WC-18-0500179	Antelope Valley Union High School District
Martinez, Santiago	20207000121	Antelope Valley Union High School District
Beatty, Shelley	20182000109	Westside USD
Furlong, Teresa	SRMA-002620	William S. Hart
Huhn, Jennifer	20202000547	William S. Hart
Sweeney, Natalie	20212000192	William S. Hart
Waite, Bradley	20202000004	William S. Hart

A roll call vote was taken in closed session.

Rhonda Hanson made a motion to return to open session. Denise Saenz seconded the motion. A roll call vote was taken. The motion passed.

AYES

Agha Mirza
Denise Saenz
Lisa Shaaban
Rhonda Hanson
Collyn Nielsen

NOES

ABSTAIN

President Pishevvar announced the Board would return to open session at 9:05am. Participants were allowed to return to the virtual meeting.

President Pishevvar announced the claims were approved as presented.

8. JPA Administration

A. Biennial Review Conflict of Interest Policy

The manager presented the Biennial Review of the Conflict-of-Interest Policy for the Board's consideration along with responses to the review checklist. Collyn Nielsen made a motion to accept the current Conflict-of-Interest Policy without changes. Denise seconded the motion. A roll call vote was held. The motion passed.

AYES

Agha Mirza
Denise Saenz
Lisa Shaaban
Rhonda Hanson
Collyn Nielsen

NOES

ABSTAIN

B. JPA Contract Review

A review of the CLA financial auditor's contract was reviewed. The manager recommended approval of the renewal as presented. A motion was made by Rhonda Hanson to approve the renewal contract as presented. Lisa Shaaban seconded the motion. A roll call vote was held. The motion passed.

AYES

Agha Mirza
Denise Saenz
Lisa Shaaban
Rhonda Hanson
Collyn Nielsen

NOES

ABSTAIN

C. PRISM Claims Audit

Discussed results of PRISM claims audit of Sedgwick Claims. Information only.

D. Out-of-State Employees

The JPA manager presented a Power Point on the topic of temporary out-of-state employees, employees traveling to foreign countries, sabbatical leave and workers' compensation requirements for out-of-state employees. The current primary and excess policy does not cover employee domiciled outside California. This was information only.

E. JPA Legal Panel

The Board was advised of the legal defense firms being used by the members. The board discussed reviewing attorney/firm experience including performance, responsiveness, knowledge of Ed Code, closings/settlement results, PRISM feedback, TPAs' feedback, provide information at November meeting and determine if we will have RFI and/or invite firms to present at January In-Service.

F. JPA Membership

No information.

G. Annual January In-Service Meeting

A discussion was held for the manager to receive instruction about the January in-service meeting/training. Ideas for topics included:

- Legal defense panel review or presentation by attorneys/firms
- PRISM conduct ergonomic train-the-trainer (2 hours)
- PRISM legal counsel present return-to-work/accommodations
- SAM abuse
- Cyber liability
- POMS present on topic of SPED transferring, toileting, regression mobility and more
- Hiring staff—vetting process, background checks, legalities, functional capacity testing, drug screening—Patty Eyres, Esq. of PRISM

Manager to inquire of members any additional topics and which topics they would like on the In-Service training agenda.

H. Conference Attendance

Information about the PARMA Conference 2023 was provided. No members requested attendance. This matter will be on the November agenda.

I. Administrative Guide 22/23

Receive 22/23 JPA Administrative Guide. Information only.

10. Financials

A. Ratify Final Premium Contribution Spreadsheet 22/23

A motion was made by Lisa Shaaban to ratify the Premium Contribution Spreadsheet with the updated final workers' compensation premium. Collyn Nielsen seconded the motion. A roll call vote was taken. The motion passed.

AYES

Agha Mirza
Denise Saenz
Lisa Shaaban
Rhonda Hanson
Collyn Nielsen

NOES

ABSTAIN

B. Ratify Final Budget 22/23

A motion was made by Lisa Shaaban to ratify the Budget for 22/23 with the updated final workers' compensation premium. Collyn Nielsen seconded the motion. A roll call vote was taken. The motion passed.

AYES

Agha Mirza
Denise Saenz
Lisa Shaaban
Rhonda Hanson
Collyn Nielsen

NOES

ABSTAIN

Rhonda Hanson had to step away from the meeting at 10:08am. A quorum remained.

11. Loss Control

A. Loss Control Update

Maria Brunel shared that a new POMS representative, Juan Sanchez, is certified in first aid training, AED, CPR instruction and food safety. The new ETS for COVID has been significantly pared down and expect even less in December. POMS will be sending out notification of upcoming training "Fire and Ice" for October 25 to kick off their safety training webinars. Additionally, Dr. Steven Meieullier will be conducting an eight week HR webinar. POMS continued to reach out to members over the summer break and continued to send out safety announcements.

12. Consent Items

Action item.

- A.** Approval of Minutes from regular meeting of May 24, 2022.
- B.** Approval of Minutes from Emergency Telephonic meeting of May 27, 2022.
- C.** Check Register as of May 31, 2022 to July 31, 2022.
- D.** Ratify PARMA Annual Membership.

A motion was made by Collyn Nielsen to approve the Consent Items as presented. Denise Saenz seconded the motion. A roll call vote was taken. The motion passed.

AYES

Agha Mirza
Denise Saenz
Lisa Shaaban
Collyn Nielsen

NOES

ABSTAIN

Rhonda Hanson returned at 10:21am.

12. Information

Board Comments

Sonia thanked all those who attended the meeting, also thanked the JPA manager and TPA's on their work.

Manager Comments

The manager mentioned the 23/24 renewal spreadsheet information is due to Heather Massari so the data can be aggregated and the PRISM portal completed/submitted by October 7. Also, there are members who need to submit the data requested for the Office of Self-Insurance Plans Annual Report for the run off claims. The data must be aggregated and forms completed and provided to President Pishevvar to complete the portal and upload documents by October 1.

Claims Administrators' Comments

Kristen Vanscourt from Adminsure advised the members that their adjuster, Elisse Boyd had giving notice of retirement, but will be working part time after her retirement. The coverage plan and replacement staffing will be provided to the districts who Elisse serves.

Misael Peraza from Sedgwick advised members that Esperanza Cervantes tendered her resignation and the claims for William S. Hart UHSD has interim staffing and the plan for replacing her position will be provided to the district.

13. Adjournment