

**MINUTES**

SIRMA I JOINT POWERS  
AUTHORITY WORKERS'  
COMPENSATION  
BOARD OF DIRECTORS  
MEETING  
March 24, 2020  
8:30a.m.

TELEPHONIC MEETING  
**CALL IN (855) 201-9213 PIN 392-4693**  
Public Access to Call In  
Vinsa Insurance  
940 West Avenue J  
Lancaster, CA 93534  
Contact: Heather Massari (661)948-5041

**1. Call to Order**

The meeting was called to order by President Pishehvar at 8:30am.

**2. Roll Call**

The following members confirmed they were present on the phone call and a quorum was announced.

Acton Agua Dulce Union School District, Lynn David  
Gorman School District, Joe Andrews  
Palmdale School District, Dawn Schmucker  
Westside Union School District, Rhonda Hanson  
William S. Hart Union High School District, Sonia Pishehvar

Also present on the call:

Alliant Insurance Services, Angela Hatley, Lilian Vanvieldt-Gray  
Sedgwick, Shaun Perryman, Amanda Garcia, Ritesh Sharma  
Adminsure, Sherry Lancaster, Nerissa Burnside and Kristen Vanscourt  
CLA, Leslie Ward  
Bickmore Actuarial, Mike Harrington  
POMS, Maria Brunel

**3. Approval of Agenda**

The Agenda was approved with the change moving Item 7.D. from "Financials" to 9.F. "Consent Items."

SIRMA I JPA

A motion was made by Rhonda Hanson and seconded by Joe Andrews to accept the Agenda with the changes.

A roll call vote was taken, and the Motion passed.

AYES:

- Lynn David
- Joe Andrews
- Dawn Schmucker
- Rhonda Hanson
- Sonia Pishehvar

NOES:

None

ABSTAIN:

None

**4. Closed Session**

A motion was made by Rhonda Hanson and seconded by Dawn Schmucker to move to Closed Session at 8:35am. Closed session was limited to Board members, presenting TPA’s and JPA management.

A roll call vote was taken, and the Motion passed.

AYES:

- Lynn David
- Joe Andrews
- Dawn Schmucker
- Rhonda Hanson
- Sonia Pishehvar

NOES:

None

ABSTAIN:

None

**A. Claims Settlements and Ratifications**

Shaun Perryman of Sedgwick presented claims for settlement; Sherry Lancaster of Adminsure presented claims for settlement.

Employee	Claim Number	District
Emily Gin	20182000819	William S. Hart
William Hormann	SRMA-005283	William S. Hart
Sarah Eisenberg	20132000009	William S. Hart
Kevin Steen	20152001323	William S. Hart
Richard Mandel	SRMA-002637	William S. Hart

Ying Fisher	20182000134	William S. Hart
Ying Fisher	20182001549	William S. Hart
Darlene Ehrich	20192000423	Keppel Union SD
Elvia Gomez-Ickes	20182000026	William S. Hart
James Aguirre	20162001744	William S. Hart
Stacey Tucker	20152001225	Acton Agua-Dulce
Daniel Tirozzi	20182000786	Acton Agua-Dulce
Yvonne Lang	20182000875	Keppel Union SD
Lizeta Crawford	20182000920	William S. Hart
Donna Hartel	20192000122	Westside USD
Shelley Beatty	20182000109	Westside USD
Carolina Renteria-Chavez	20182000793	William S. Hart
Donna Manfredi	20172001630	William S. Hart
Rafael Henriquez	1331-WC-19-050079	Palmdale SD
Rhonda Romero	1331-WC-04-0500495	Palmdale SD
Rhonda Romero	1331-WC-09-0500404	Palmdale SD

A motion was made by Rhonda Hanson and seconded by Lynn David to move back into open session.

A roll call vote was taken, and the Motion passed to return to open session at 8:43am.

AYES:

Lynn David  
Joe Andrews  
Dawn Schmucker  
Rhonda Hanson  
Sonia Pishehvar

NOES:

None

ABSTAIN:

None

At this time, those who were not part of the closed session were allowed time to call into the conference line.

## 5. Correspondence

Jen Hamelin from CSAC-EIA/PRISM Risk presented the two items under Correspondence. CSAC-EIA is changing their name to PRISM Risk.

## 6. JPA Administration

### A. Contract Review

Angela Hatley reviewed the list of contracts, noting Bickmore Actuarial's contract was being brought before the Board in advance of its expiration due to the Bickmore Actuarial name change. The Board was asked to consider the contract before them. The Board was also advised that the accounting software contract for Sage Intacct expired between meetings (January meeting cancelled), and President Pishehvar approved the extension of their contract. The Board was presented the Sage Intacct contract for ratification.

Sedgwick was asked to provide their claims administration contract for the self-insured run-off claims at the May 2020 meeting for review and action.

A motion was made by Rhonda Hanson to accept the Bickmore Actuarial contract and submitted and to ratify the acceptance of the Sage Intacct contract. Dawn Schmucker seconded the motion.

A roll call vote was taken, and the Motion passed.

AYES:

Lynn David  
Joe Andrews  
Dawn Schmucker  
Rhonda Hanson  
Sonia Pishehvar

NOES:

None

ABSTAIN:

None

**B. Form 700**

Angela Hatley reminded the Board that their Annual Form 700 filing is due by April 2, 2020. This was information only.

**C. Pool Trustees' E&O/D&O and EPLI Policy**

Angela Hatley explained that this was a renewal process and application for submission for Errors and Omissions/Directors' and Officers' liability coverage for the 20/21 fiscal year.

A motion was made by Dawn Schmucker and seconded by Rhonda Hanson to proceed to submit the application for a policy quote.

A roll call vote was taken, and the Motion passed.

AYES:

Lynn David  
Joe Andrews  
Dawn Schmucker  
Rhonda Hanson  
Sonia Pishehvar

NOES:

None

ABSTAIN:

None

**7. Financials**

**A. Financial Audit**

The Draft Financial Audit as of 6.30.19 was reviewed by Leslie Ward from CLA. There was a change in net position from \$504,208 to \$677,162.

A motion was made by Lynn David to accept the Financial Audit as presented as final and seconded by Dawn Schmucker.

A roll call vote was taken, and the Motion passed.

AYES:

Lynn David  
Joe Andrews  
Dawn Schmucker  
Rhonda Hanson  
Sonia Pishehvar

NOES:

None

ABSTAIN:

None

**B. Actuarial Report**

Mike Harrington of Bickmore Actuarial was on the teleconference to explain that their name change to Bickmore Actuarial was finalized. Mike also presented a Power Point recapping the Actuarial Report. The program loss rate overall decreased slightly which favorable. Workers' compensation is taking a back-seat to the P&L issues this year. The impact of the Corona Virus are uncertain.

A motion was made by Dawn Schmucker to accept the Actuarial Report as final and seconded by Lynn David.

A roll call vote was taken, and the Motion passed.

AYES:

Lynn David  
Joe Andrews  
Dawn Schmucker  
Rhonda Hanson  
Sonia Pishehvar

NOES:

None

ABSTAIN:

None

**C. SIRMA I JPA Credit Card**

Angela Hatley presented the Board with a request for Sedgwick to obtain a JPA credit card to use in line with the Draft Credit Card Policy. Ritesh Sharma explained that the card would be obtained through California Bank & Trust and purchases would be reviewed with usual audit controls.

A motion was made by Rhonda Hanson to have Sedgwick obtain a JPA credit card and accept the Policy as written. The motion was seconded by Dawn Schmucker.

A roll call vote was taken, and the Motion passed.

AYES:

Lynn David  
Joe Andrews  
Dawn Schmucker  
Rhonda Hanson  
Sonia Pishehvar

NOES:

None

ABSTAIN:

None

**D. CSAC-EIA Primary Workers' Compensation Member Dividend Declaration**

This item was moved to the Consent Calendar as Item 9.F.

**E. CSAC-EIA Primary Workers' Compensation Premium Indication 20/21**

John Massari of Vinsa Insurance reviewed the workers' compensation premium contribution spreadsheet for 20/21. The information and document will be brought back to the May meeting, but the document may be used for district budget setting purposes. Payroll is up 4% overall and workers' compensation decreased 4%. All-in-all the workers' compensation indications are good for 20/21 compared to P&L. Lilian Vanvioldt-Gray indicated the members could report to LACOE their rate was \$2.00 which may be a cent or two higher than what it may be. If you give it to LACOE you will not be able to increase it but you can go down.

Both the EWC and PWC rates were just finalized. We will determine what the finance charge will be from EIA and update the premium contribution spreadsheet, other costs are fixed. Last year the finance charge was \$104,000.

Lilian Vanvioldt-Gray of Alliant reported that the workers' compensation renewals were coming in flat and for those who haven't bound coverage the worry over the impact of the Corona Virus is impacting the marketplace.

Lilian discussed with the Board that they may wish to consider increasing their Safety Credits from the current 3% to a different amount. The JPA, in the past, had a 10% Safety Credit. Last year they Board voted to increase the Safety Credits from 2% to 3%. The Board may also wish to consider a two cent Rate Stabilization. Currently, the Rate Stabilization is one cent. If the Board ever decided to return to a self-insured program, building up the Rate Stabilization would help with such a decision. Building up the Rate Stabilization would allow the advance premium payments to the EIA and eliminate the finance charge.

Safety credits are encouraged to be used for safety and reducing losses. It's the members' money and it could be used to offset premium. Any district may request their Safety Credits be increased by individual member. This was information only.

**8. Loss Control**

**A. Loss Control Update**

Maria Brunel joined the teleconference and reported that Karen Durley was no longer with POMS and Associates. New representatives joining the team are Jason Brissey and Paul Penne. Maria reviewed the recent trainings and services provided to the members. This was information only.

**9. Consent Items**

- A. Approval of Minutes from November 19, 2019
- B. Treasurer's Quarterly Report as of 12.31.19
- C. Check Register as of 2.29.20
- D. CSAC-EIA 18/19 Payroll Premium Audit Adjustment
- E. Special Districts Financial Transaction Report 2019 filed with State Controller by Sedgwick

A motion was made by Lynn David and seconded by Rhonda Hanson to accept the Consent Items as presented.

A roll call vote was taken, and the Motion passed.

AYES:

Lynn David  
Joe Andrews  
Dawn Schmucker  
Rhonda Hanson  
Sonia Pishevvar

NOES:

None

ABSTAIN:

None

## 10. Information

### **Visitor Comments**

None.

### **Board Comments**

Sonia Pishevvar urged everyone to remain safe during these trying times and to stay strong.

### **Manager Comments**

None.

### **Claims Administrators' Comments**

Amanda Garcia of Sedgwick reported that Sedgwick's email addresses would be changed to "Sedgwick.com", the Department of Industrial Relations had reduced mileage payments by 1.2 cent for medical travel, the Centers for Medicare Services has proposed a penalty schedule of up to \$1,000 per claim per day for improperly/unreported Medicare eligible claims. Amanda offered to coordinate a joint meeting with the first care clinics with Admisure and Sedgwick once the Stay At Home orders were lifted. Dawn Schmucker noted that Admisure had already met with ProActive. Kristen Vanscourt of Admisure agreed they would coordinate with Sedgwick.

### **Agenda items for the next meeting at William S. Hart UHSD on May 11, 2020 at 8:30am:**

Loss Prevention Fund Amounts  
Budget  
Premium Contribution Spreadsheet 20/21  
Form 700 Update  
Administration Contract Run Off Claims (Sedgwick)  
Annual Renewal Target Solutions

## 11. Adjournment

The meeting was adjourned by Sonia Pishevvar at 10:08am.