



MINUTES

SIRMA I JOINT POWERS AUTHORITY WORKERS' COMPENSATION
 BOARD OF DIRECTORS MEETING
 November 19, 2024
 8:30a.m.

Antelope Valley Union High School District
 176 Holston Drive, Room 177
 Lancaster, CA 93535

1. Call to Order

The meeting was called to order by President Schmucker at 8:41am.

2. Roll Call

Acton Agua Dulce Union School District	Absent
Antelope Valley Union High School District	Trixie Flores
Gorman School District	Absent
Keppel Union School District	Lisa Shaaban
Palmdale School District	Dawn Schmucker
Westside Union School District	Absent
William S. Hart Union High School District	Sonia Pishevvar

Roll call was taken and the Manager reported a quorum was present.

3. Approval of Agenda

A motion was made by Sonia Pishevvar to approve the agenda as presented. A second was made by Lisa Shaaban. A roll call vote was taken. The motion passed.

AYES

Dawn Schmucker
 Trixie Flores
 Lisa Shaaban
 Sonia Pishevvar

NOES

None

ABSTAIN

None

4. Public Comments

There were no comments received from the public.

5. Correspondence

The Manager reviewed correspondence contained in the agenda package.

6. Closed Session

A. Claims Settlements and Ratifications

A motion was made by Lisa Shaaban to move to closed session. A second was made by Trixie Flores. A roll call vote was taken. The motion passed. The Board went into closed session at 8:47am. Non-interested parties were excused to leave the conference room.

AYES

Dawn Schmucker

Trixie Flores

Lisa Shaaban

Sonia Pishehvar

NOES

None

ABSTAIN

None

Misael Peraza from Sedgwick presented claims for Board consideration. Nic Bowers presented claims from Adminsure for Board consideration.

A motion was made by Sonia Pishehvar to accept the claims for settlement/ratification as presented by the TPA's. A second was made by Trixie Flores. A roll call vote was taken. The motion passed.

A motion was made by Trixie Flores to return to open session. A second was made by Sonia Pishehvar. A roll call vote was taken. The motion passed. The Board returned to open session at 8:55am. The conference room was opened to parties waiting outside.

AYES

Dawn Schmucker

Trixie Flores

Lisa Shaaban

Sonia Pishehvar

NOES

None

ABSTAIN

None

President Schmucker announced that the Board took action on claims.

7. Financials

None

8. JPA Administration

A. **Travel Reimbursement Policy Review**

The Manager presented a redline version of the current Travel Reimbursement policy with recommended edits for the Board’s review and discussion.

An updated redline Version 2 with Board edits will be included in the January 28, 2025 agenda package for review.

B. **January In-Service Meeting Discussion**

A contract between PRISM Risk and SIRMA I JPA was included in the agenda for facilitation of the upcoming Annual Meeting. A motion was made by Trixie Flores to ratify the President’s approval of the contract. A second was made by Sonia Pishehvar. A roll call vote was taken. The motion passed.

AYES

Dawn Schmucker
Trixie Flores
Lisa Shaaban
Sonia Pishehvar

NOES

None

ABSTAIN

None

Further discussion about the meeting continued.

The Board agreed to exclude vendor partners, except the JPA’s accounting firm.

The Board agreed to start the strategic planning meeting at 9:00am following a brief JPA meeting.

Discussion items would be to review member services/benefits, substantive intervening review, marketing to attract new members, turn over in districts and as a result the Board turn over, training for employment law/workers’ compensation, training support services in global settlement workers’ compensation & general liability, workers’ compensation 101, have regular district trend reports at JPA to review, management training, how to have smaller members engaged and participate, defense counsel learning opportunities with litigated claims, manage and navigate Personnel records in claims (no shadow files/personnel file contents), review TPA claims instructions, proper use of sub rosa (Fair Credit Reporting Act), preserving evidence.

Budget projections prior years and two years in future, are we on target?

C. Conference Attendance

Attendance at Public Agency Risk Management Association (PARMA) Annual Conference. Information/Action.

<https://parma.com>

9. Loss Control

A. Loss Control Update

Maria Brunel from POMS & Associates presented a PowerPoint presentation included in the agenda package on the topics of newly created de-escalation training and the Workplace Violence Plan.

10. Consent Items

A motion was made by Sonia Pishehvar to accept the consent items as presented. A second was made by Trixie Flores. A roll call vote was taken. The motion passed.

- A. Approval of Minutes from September 24, 2024.
- B. Treasurer’s Quarterly Report as of September 30, 2024.
- C. Check Register as of October 31, 2024.
- D. Quarterly Financial Report of September 30, 2024.
- E. Office of Self Insurance Plans Annual Report submission for run off claims as of 6.30.24.

AYES

Dawn Schmucker
Trixie Flores
Lisa Shaaban
Sonia Pishehvar

NOES

None

ABSTAIN

None

11. Information

Board Comments

Sonia Pishehvar said thank you to board and manager. Trixie thanked John and Heather Massari with their assistance with independent contractor.

Broker Comments

John Massari offered to meet with senior district management to discuss what SIRMA I JPA offers and to help entice other districts to become members.

Manager Comments

A reminder that CalOSHA log/posting are on horizon if member districts have received notice from the Bureau of Labor Statistics while others are partially exempt.

Claims Administrators' Comments

Nic Bowers from Admisure announced that Jaymin Allen left Admisure November 8, 2024. Kristen Vanscourt is temporary manager in his place; Kayla Chambers will be assigned to the SIRMA I JPA districts and familiar with PRISM requirements. Updates will be forthcoming.

Misael Peraza from Sedgwick noted the workers' compensation temporary total disability rate is being increased 3.8% for 2025.

Agenda items for the next meeting January 28, 2025 in person at Palmdale School District for the JPA meeting and Annual In-Service Training.

12. Adjournment

The meeting adjourned at 10:32am.