

**MINUTES**

SIRMA I Joint Powers Authority  
Workers' Compensation  
Board of Directors Meeting  
November 19, 2019  
8:30a.m.

Lancaster School District  
Park View Educational Complex  
44327 Fig Avenue  
Lancaster, CA 93534

**1. Call to Order**

*Meeting called to order by President Sonia Pishehvar at 8:37a.m.*

**2. Roll Call**

Ms. Lynn David, Acton Agua Dulce Union School District  
Mr. Daniel Ramos, Antelope Valley Union High School District  
Mr. Johannis Andrews, Gorman School District  
Mr. Ward Lunneborg, Keppel Union School District  
Ms. Dawn Schumaker, Palmdale School District  
Mr. Shawn Cabey, Westside Union School District  
Ms. Sonia Pishehvar, William S. Hart Union High School District

Quorum announced 7/7, need 4/7 for quorum.

Introductions: Attendees were:

Lisa Shabaan, Keppel Union School District  
John Massari, Vinsa Insurance  
Heather Massari, Vinsa Insurance  
Jen Hamelin, CSAC-EIA  
Shaun Perryman, Sedgwick  
Maria Brunel, POMS & Associates  
Alejandra Salazar, CorVel  
Karen Durley, POMS & Associates  
Nerissa Burnside, Adminsure  
Sherry Lancaster, Adminsure  
Kristen Vanscourt, Adminsure  
Stephanie Millhollon, Sedgwick  
Don Freeman, Occumetrics  
Joe Oerum, City of Santa Clarita  
Ritesh Sharma, Sedgwick  
Angela Hatley, Alliant Insurance Services

## **5. Correspondence**

The President or Manager will present and review any correspondence received by the Authority. Information only.

## **6. JPA Administration**

### **A. Contract Review**

Review JPA contracts for renewal/ratification. Action item.

### **B. Form 700**

Annual Filing due by April 2, 2020. Information only.

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

Application submission for policy renewal. Action item.

## **7. Financials**

### **A. Financial Audit**

Review Draft Financial Audit as of 6/30/19 prepared by Clifton Larson Allen (CLA). Action item.

### **B. Actuarial Report**

Review Draft Actuarial Report prepared by Bickmore Actuarial. Action item.

### **C. SIRMA I JPA Credit Card**

Obtain a credit card for JPA use. Action item.

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

Receive email from CSAC-EIA declaring dividend. Action item.

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

Receive initial information pertaining to 20/21 workers' compensation premium. Information only.

## **8. Loss Control**

### **A. Loss Control Update**

A representative from POMS & Associates will provide an update on the recent loss control services. Information/Action.

## **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

**F.** CSAC EIA Dividend Declaration History

### **3. Approval of Agenda**

Motion to approve was made by Daniel Ramos and seconded by Ward Lunneborg. The motion carried.

AYES:

Ms. Lynn David, Acton Agua Dulce Union School District  
Mr. Daniel Ramos, Antelope Valley Union High School District  
Mr. Johannis Andrews, Gorman School District  
Mr. Ward Lunneborg, Keppel Union School District  
Ms. Dawn Schumaker, Palmdale School District  
Mr. Shawn Cabey, Westside Union School District  
Ms. Sonia Pishehvar, William S. Hart Union High School District

NAYS: None

ABSTAIN: None

### **4. Correspondence**

There was no correspondence presented.

### **5. Closed Session**

#### **A. Claims Settlements and Ratifications**

**Move into closed session at 8:40a.m.**

A motion was made by Ward Lunneborg to move into closed session at 8:40a.m, seconded by Daniel Ramos. The motion carried.

AYES:

Ms. Lynn David, Acton Agua Dulce Union School District  
Mr. Daniel Ramos, Antelope Valley Union High School District  
Mr. Johannis Andrews, Gorman School District  
Mr. Ward Lunneborg, Keppel Union School District  
Ms. Dawn Schumaker, Palmdale School District  
Mr. Shawn Cabey, Westside Union School District  
Ms. Sonia Pishehvar, William S. Hart Union High School District

NAYS: None

ABSTAIN: None

SIRMA I JPA

The following claims were presented by the respective third-party administrators (TPAs). Alejandra Salazar of CorVel presented claims settlements for Palmdale School District. Shaun Perryman of Sedgwick presented claims for William S. Hart UHSD, Westside USD and Keppel USD.

<b>Claimant</b>	<b>Claim Number</b>	<b>Member District</b>
Christine O'Neill	1331-wc-17-0500482	Palmdale School District
Janet Mayoral	1331-wc-16-0500359	Palmdale School District
Juanita Irazaba	20162001777	William S. Hart
Robert Yakel	SRMA-006030	William S. Hart
Robert Yakel	SRMA-000742	William S. Hart
Robert Yakel	SRMA-002408	William S. Hart
Emily Gin	20182000819	William S. Hart
Ian Frochtzweig	20172001114	William S. Hart
Carrie Gipi	20172000813	William S. Hart
Danielle Werts	20172000199	William S. Hart
William Hughes	20182000147	William S. Hart
Sarah March	20162000750	William S. Hart
Nikki Skelton	20162001488	Westside USD
Megan Nesmith	SRMA-005023	Keppel USD
Megan Nesmith	SRMA-004015	Keppel USD

President Pishehvar announced action was taken on claims as presented.

A motion was made by Dawn Schumaker and seconded by Daniel Ramos to return to open session at 8:49a.m. The motion carried.

**AYES:**

- Ms. Lynn David, Acton Agua Dulce Union School District
- Mr. Daniel Ramos, Antelope Valley Union High School District
- Mr. Johannis Andrews, Gorman School District
- Mr. Ward Lunneborg, Keppel Union School District
- Ms. Dawn Schumaker, Palmdale School District
- Mr. Shawn Cabey, Westside Union School District
- Ms. Sonia Pishehvar, William S. Hart Union High School District

**NAYS:** None

**ABSTAIN:** None

At 8:50a.m., the district fire alarm rang and everyone safely exited the building during the drill and returned at 9:00a.m.

## 6. JPA Administration

### A. **Occumetric Presentation**

The Board received a presentation by Don Freeman of Occumetric. The company provides real time graphs illustrating and documenting the physical demands of jobs. The program measures the physical demands of the job which are tied out to the job's requirements. The locations for access to this testing in the local area are being determined. This is a voluntary offering available to the member districts. CSAC-EIA has negotiated a fee of \$60 per test. Non-CSAC-EIA members are charged \$85 per test.

### B. **Third-Party Administrator Selection**

Angela Hatley provided an update about the change of TPA's for members Palmdale School District and Antelope Valley Union High School District. The two districts proceeded to an RFQ and oral interviews of the responding TPA's and ultimately selected Admisure to assume the administration of their claims.

Jen Hamelin, CSAC-EIA, shared that the discussion of the process was explained at the last JPA meeting.

Representatives present from CorVel and CSAC-EIA assured the Board that the parties would endeavor to transition the claims and program as efficiently and effectively as possible.

A motion was made by Shawn Cabey and seconded by Dawn Schmucker to accept the decision of the two districts appointing Admisure as the second TPA for the JPA. The motion carried.

AYES:

Ms. Lynn David, Acton Agua Dulce Union School District

Mr. Daniel Ramos, Antelope Valley Union High School District

Mr. Johannis Andrews, Gorman School District

Mr. Ward Lunneborg, Keppel Union School District

Ms. Dawn Schumaker, Palmdale School District

Mr. Shawn Cabey, Westside Union School District

Ms. Sonia Pishehvar, William S. Hart Union High School District

NAYS: None

ABSTAIN: None

### C. **Form 700**

Annual Filing due by April 2, 2020. This is information only.

### D. **Conference Attendance**

Discuss attendance at PARMA Conference in Monterey 2020.

Dawn Schmucker, Sonia Pishehvar, Rob Garza, and Ashley Hoffman advised the Board they would be attending PARMA. Tentatively Joe Andres, Chris Jarrett and Majella Nilo may be attending as well.

A motion was made by Dawn Schmucker and seconded by Daniel Ramos to allow those districts noted above to attend the PARMA Conference. The motion carried.

AYES:

Ms. Lynn David, Acton Agua Dulce Union School District  
Mr. Daniel Ramos, Antelope Valley Union High School District  
Mr. Johannis Andrews, Gorman School District  
Mr. Ward Lunneborg, Keppel Union School District  
Ms. Dawn Schumaker, Palmdale School District  
Mr. Shawn Cabey, Westside Union School District  
Ms. Sonia Pishehvar, William S. Hart Union High School District

NAYS: None

ABSTAIN: None

**E. Annual Report FY 18/19**

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Run off claims administered by Sedgwick for Self-Insured years under Revoked Certificate # 5515 were timely submitted by Sedgwick and SIRMA I JPA. The Annual Report was completed by Sedgwick and former President Rhonda Hanson through the Office of Self-Insurance Plan's website. The report was submitted prior to the October 1, 2019 deadline.

A motion was made by Daniel Ramos and seconded by Joe Andrews to accept the report as submitted. The motion carried.

AYES:

Ms. Lynn David, Acton Agua Dulce Union School District  
Mr. Daniel Ramos, Antelope Valley Union High School District  
Mr. Johannis Andrews, Gorman School District  
Mr. Ward Lunneborg, Keppel Union School District  
Ms. Dawn Schumaker, Palmdale School District  
Mr. Shawn Cabey, Westside Union School District  
Ms. Sonia Pishehvar, William S. Hart Union High School District

NAYS: None

ABSTAIN: None

**7. Financials**

None-See Consent Items

**8. Loss Control**

**A. Loss Control Fund**

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Angela Hatley presented the information and recommendation made by the Loss Control Fund Sub-committee.

After a review of the information, a motion was made by Daniel Ramos and seconded by Dawn Schmucker to accept the Loss Control Fund Allocation by Member for the 19/20 fiscal year as presented. The motion carried.

AYES:

Ms. Lynn David, Acton Agua Dulce Union School District  
Mr. Daniel Ramos, Antelope Valley Union High School District  
Mr. Johannis Andrews, Gorman School District  
Mr. Ward Lunneborg, Keppel Union School District  
Ms. Dawn Schumaker, Palmdale School District  
Mr. Shawn Cabey, Westside Union School District  
Ms. Sonia Pishehvar, William S. Hart Union High School District

NAYS: None

ABSTAIN: None

**B. Loss Control Update**

Maria Brunel and Karen Durley from POMS & Associates were present recapped the trainings completed for the districts. Safety bulletins were also distributed to the members electronically since the last meeting.

**9. Consent Items**

- A. Approval of Minutes from September 24, 2019
- B. Treasurer's Quarterly Report as of 9.30.19 (handout)
- C. Check Register as of 10.31.19
- D. Financial Statement as of 6.30.19

Ritesh Sharma of Sedgwick presented the financial information to the Board.

- A. Budgeted amount is based on estimated payroll. Actual amount recorded includes payroll adjustment for the 18/9 program year.
- B. 17/18 payroll adjustment revenue is being recognized in 18/19 as part of the payroll true-up.
- C. The increase in expenses was due to the change in the program management team from Helling and Associates to Alliant.
- D. The increase in expense was due to the change in the accounting team from James Marta to York. Also, a new contract with Intacct for accounting software was executed.
- E. The decrease in expense was due to the change in vendor from MJD & Associates to POMS & Associates.
- F. The amount includes 17/18 payroll adjustment as well as payroll for the 18/19 year.
- G. There are claims expenses related to the run off claims.
- H. Budget amount is for equity stabilization purpose. The actual amount is the interest paid out to the Rate Stabilization Fund.

A motion was made by Daniel Ramos and seconded by Joe Andrews to accept the consent items as presented. The motion carried.

AYES:

Ms. Lynn David, Acton Agua Dulce Union School District  
Mr. Daniel Ramos, Antelope Valley Union High School District  
Mr. Johannis Andrews, Gorman School District  
Mr. Ward Lunneborg, Keppel Union School District  
Ms. Dawn Schumaker, Palmdale School District  
Mr. Shawn Cabey, Westside Union School District  
Ms. Sonia Pishehvar, William S. Hart Union High School District

NAYS: None

ABSTAIN: None

## 10. Information

### **Visitor Comments**

Jen Hamelin from CSAC-EIA noted that CSAC-EIA continues to leverage volume discounts on rates with service partners, Target Solutions being an example. They also silo the members (schools, cities, counties with/without sworn safety personnel) to obtain better rates for the membership.

John Massari from Vinsa Insurance provided a handout with information from Direction Desk offering a 15% discount to schools on the purchase of ergonomic products and services.

### **Board Comments**

Sonia Pishehvar offered thanks to CSAC-EIA for their help with the recent Saugus HS shooting for post-crisis intervention. The district had been pushing training and drills, active shooter training, used safety credits for "Stop the Bleed" kits and lockdown kits. More trauma kits are needed in administration. They also offered support and counselling, 40 licensed therapists on site. Saugus HS is expected to reopen on December 2, 2019. She thanked everyone for their support, community support and the district support during and after the shooting.

### **Manager Comments**

Angela Hatley reminded the Board that the Annual In-Service training was for their benefit and asked if there were any topics of interest. Topics might include a discussion of AB 218, Annual Reporting data collection update, benchmarking, having Direction Desk present? The presentations should be for the good of all the SIRMA JPA's and not be sales presentations.

### **Claims Administrators' Comments**

Alejandra Salazar from CorVel thanked the Board and JPA members for the opportunity to serve them as their TPA. Narrisa Burnside of Admisure thanked the Board and JPA members for selecting Admisure and that she look forward to working with the district. Stephanie Millhollon announced that the name change from York Risk Management to Sedgwick Claims was official.

## 11. Adjournment

A motion to adjourn was made by Daniel Ramos and seconded by Joe Andrews to adjourn the meeting at 10:07a.m. The motion carried.

### **AYES:**

Ms. Lynn David, Acton Agua Dulce Union School District  
Mr. Daniel Ramos, Antelope Valley Union High School District  
Mr. Johannis Andrews, Gorman School District  
Mr. Ward Lunneborg, Keppel Union School District  
Ms. Dawn Schumaker, Palmdale School District  
Mr. Shawn Cabey, Westside Union School District  
Ms. Sonia Pishehvar, William S. Hart Union High School District

**NAYS:** None

**ABSTAIN:** None