Trindel Insurance Fund

Alpine - Colusa - Del Norte – Lassen – Modoc – Mono – Plumas - San Benito – Sierra – Sutter - Trinity
A Joint Powers Authority Established in 1980
www.trindel.org

MINUTES
BOARD OF DIRECTORS
May 21 & 22, 2015
Trinity County

PRESIDENT	VICE PRESIDENT	SECRETARY
Wendy Tyler	Chester Robertson	Van Maddox

Thursday, May 21, 2015 1:17PM

Call to Order

A. Roll Call.
Voting Members & Alternates Present:
Wendy Tyler – Trinity (President)
Chester Robertson – Modoc (Vice-President)
Van Maddox – Sierra (Secretary)
Peter Huebner - Sierra
Shelly Pourian – Trinity (only on Friday)
Sarah Simis – Alpine
Sarah Messerlian - Mono
Richard Egan – Lassen
Roberta Allen – Plumas
Patrick Bonnett - Plumas
Jim Arkens – Sutter
Joe Paul Gonzalez – San Benito
Joey Young – Del Norte

Members Absent:
Colusa County

Others Present:
Cindy Lovelace – Colusa
Terry Swofford – Plumas
Marshall Rudolph – Mono (only on Friday for Item R)
David Nelson – Staff
Gene Herndon – Staff
Lisa Mitchell – Staff
Randy Robertson – Staff
Lacy Hayth - Staff
Heidi Miller – Staff (only on Friday)
Rachael Ridley – Staff (only on Friday)
Terri Jerome – Staff (only on Friday)
Sandra McAllister – Staff (only on Friday)
Ned Connolly - Chandler Asset Management (only on Thursday)
Margret Long – (only on Friday)
David Prentice – (only on Friday)

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B. Public Comment:

Matters under the jurisdiction of the Board, whether or not on the posted Final Agenda, may be addressed by the general public at this time. The total amount of time for public comment shall be no more than fifteen minutes. The Chair, with consensus of the Board, may establish reasonable regulations including, but not limited to, limiting the amount of time allocated for a particular issue and for each speaker. No action is to be taken or substantive discussion pursued on matters not on the posted Final Agenda.

No Public Comment

C. Consent Agenda:

1. Approval of Minutes of January 22-23, 2015 Meeting.

2. Approval of Register, Checks & Invoices for the third quarter, the dates of 01/01/2015 thru 3/31/2015 pursuant to Bylaws Article XIV, Section 2.

Executive Director, David Nelson walked the board through why we have a consent agenda.

Motion by Van Maddox, and Second by Chester Robertson, to approve the January 22-23, 2015 Minutes and Register, Checks & Invoices for the third quarter, the dates of 01/01/2015 thru 3/31/2015 pursuant to Bylaws Article XIV, Section 2, unanimously approved.

AYES: Alpine, Del Norte, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity
NOES: None
ABSTAIN:
ABSENT: Colusa

D. Election of President, Vice-President and Secretary for the 2015-16 fiscal year.

Executive Director, David Nelson encouraged people to start taking office. Richard Egan nominated Chester Robertson for President, Richard Egan nominates Peter Huebner for Vice-President, and Van Maddox nominates Carol McElroy for Secretary.

Motion by Richard Egan, and Second by Van Maddox, to appoint Chester Robertson, as President for the 2015-16 fiscal year, to appoint Peter Huebner, as Vice-President for the 2015-16 fiscal year, to appoint Carol McElroy, as Secretary for the 2015-16 fiscal year, unanimously approved.

E. Appointment of two members to the Executive Committee for the 2015-16 fiscal year.

Executive Director, David Nelson talked about the Executive Committee. Van Maddox nominates Richard Egan and James Arkens.

Motion by Chester Robertson, and Second by Van Maddox, to appoint Richard Egan and Jim Arkens to the Executive Committee for the 2015-16 fiscal year, unanimously approved.

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F. Informational Items: Staff Reports on activities since the January 22-23, 2015 Board Meeting.

Executive Director, David Nelson talked about property SIR, property/liability actuary, annual audit, CAJPA accreditation audit, scanning completed by Terri and Sandra, policies, building and budget – parking space, computers and health fair trinkets.

Director of Loss Prevention Programs, Gene Herndon talked about trainings conducted by Loss Prevention Staff: San Benito Public Works Apprenticeship Train the Trainer Curriculum, 1825 Sexual Harassment, Civility in the Workplace, Keeping Peace in the Workplace, FISH Create Your Playbook, Department Representative Training, Work Place Violence Recognition & Prevention, Work Place Security Assessment and Response, Customer Service, Interactive Process and Incident Reporting and Remediation. Meetings held Loss Prevention/HR Training Meeting. Program Development: Interview and Hire Loss Prevention Program Coordinator, Interview and Hire Safety & Loss Prevention Analyst and Humana Vitality Employee Wellness Program.

Director of Workers' Compensation, Lisa Mitchell talked about the new claims administration software, onsite training for new claims admin staff regarding new software, interviewed and hired two new clerical staff members, Lisa attended Claims Review Committee Meetings via WebEx and in person at CSAC, presented a training at the LPS Meeting in Del Norte, claims staff attended Department of Workers' Compensation Conference, Claims staff provided file reviews for Plumas and Alpine Counties, Claims staff attended several trainings with County of Shasta and City of Redding in Redding and Claims Examiners have attended several hearings at the Workers' Compensation Appeals Board in Redding, Chico and Marysville.

G. Discussion/Adoption: Trindel's Conflict of Interest Code.

Executive Director, David Nelson gave the Board history on the Conflict of Interest Code.

Motion by James Arkens, and Second by Peter Huebner, to adopt Trindel's Conflict of Interest Code, unanimously approved.

H. Discussion/Review: Statement of Net Position, Statement of Revenues Expenses and changes in Net Assets, Cash Flow Statement, Budget, Treasurer's Report, as of March 31, 2015. (Chandler Asset Management)

Executive Director, David Nelson walked the Board through the Statement of Net Position, Statement of Revenues Expenses and changes in Net Assets, Cash Flow Statement, Budget, Treasurer's Report, as of March 31, 2015. Ned Connolly made a presentation to the Board on Trindel's portfolio.

I. Review and Adopt: Investment Policy pursuant to Government Code Section 53646(a). (Chandler Asset Management)

Executive Director, David Nelson and Ned Connolly talked about the Investment Policy.

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Motion by Richard Egan, and Second by Van Maddox, to adopt the Investment Policy pursuant to Government Code Section 53646(a), unanimously approved.

J. Authorize and Approve: Treasurer to invest, reinvest, sell or exchange securities for the 2015-2016 fiscal year as required by Government Code Section 53607.

Executive Director, David Nelson Treasurer to invest, reinvest, sell or exchange securities.

Motion by Richard Egan, and Second by Van Maddox, to authorize and approve the Executive Director/Treasurer to invest, reinvest, sell or exchange securities for the 2015-2016 fiscal year as required by Government Code Section 53607, unanimously approved.

Adjourn into Closed Session 3:26pm.

K. **Closed Session**

Executive Director Contract negotiations.

President, Wendy Tyler Reported out that closed session will continue in the morning.

Adjourn out of closed session 5:05pm.

Friday, May 22, 2015 8:36am

Adjourn into Closed Session 8:37am.

Closed Session Continued

Executive Director Contract negotiations.

President, Wendy Tyler Reported out that discussion was held on the Executive Director's Contract. We are ready to present the contract to the Board in open session for consideration and approval in Agenda item "L".

Adjourn out of closed session 9:21am

L. Discussion/Action: approve executive Director's Contract

President, Wendy Tyler said that the Executive Committee met with Executive Director, David Nelson and negotiated a contract for him and it does provide a 3% per year increase with the updated Benefits Resolution that the board adopted in 2014 and that performance evaluations may be held more than just annually.

Motion by James Arkens, and Second by Peter Huebner, to approve the Executive Director's Contract, unanimously approved.

M. Discussion/Adoption of Resolution No. 15-01 adopting budgets & Salary Schedule for all programs and activities for the 2015-16 fiscal year.

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Executive Director, David Nelson walked the Board through all of the budgets & the salary schedule for all programs and activities for the 2015-16 fiscal year. Discussion was held on increases and decreases in budgets, fixed assets, recovery/being more conservative, dividends and what they can be used for.

Motion by Chester Robertson, Second by Peter Huebner, to Adopt Resolution No. 15-01 adopting budgets & Salary Schedule for all programs and activities for the 2015-16 fiscal year with the following changes: IT/Communication admin budget is increased to $8,000.00; Miscellaneous account increased to $9,500.00; increase fixed asset by $35,000.00; include the change for the Executive Director salary schedule $134,724.00 and the personnel table that is attached, unanimously approved.

AYES: Alpine, Del Norte, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity
NOES: None
ABSTAIN:
ABSENT: Colusa

N. Discussion/Adoption of Resolution No. 15-02 setting premiums for the 2015-16 fiscal year for all programs.

Executive Director, David Nelson walked the Board through setting premiums for the 2015-16 fiscal year.

Motion by Chester Robertson, and Second by Sarah Messerlian, to Adopt Resolution No. 15-02 setting premiums for the 2015-16 fiscal year for all programs, unanimously approved.

AYES: Alpine, Del Norte, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity
NOES: None
ABSTAIN:
ABSENT: Colusa

O. Discussion/Adoption of Resolution No. 15-03 approving the return of funds and giving the option to take a credit as partial payment of the 2015-16 premium invoice or taken as a return of cash.

Executive Director, David Nelson walked the Board through the return of funds and giving the option to take a credit as partial payment of the 2015-16 premium invoice or taken as a return of cash.

Motion by Richard Egan, and Second by Peter Huebner, to Adopt Resolution No. 15-03 approving the return of funds and giving the option to take a credit as partial payment of the 2015-16 premium invoice or taken as a return of cash, unanimously approved.

AYES: Alpine, Del Norte, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity
NOES: None
ABSTAIN:
ABSENT: Colusa

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P. Discussion: Performance evaluations of contractors.

Executive Director, David Nelson walked the Board through all of the Contractors. Discussion was held on: Linda Durrer working for Gray and Prouy Law Firm might be a conflict. George Hills contract and file reviews with reports and SIMS.

Q. Discussion/Adoption: of Resolution No. 15-04 approving Workers' Comp Administration Allocation.

Executive Director, David Nelson walked the Board through the Workers' Comp Administration Allocation. Discussion was held on fixed cost, variable cost, time study, 70/30 by money and claims experience.

Motion by Chester Robertson, and Second by Richard Egan, to Adopt Resolution No. 15-04 approving Workers' Comp Administration Allocation as follows: Fixed cost for Workers' Compensation Administration is prorated easily based on the fixed cost that is budgeted for the fiscal year evenly among the Counties and the variable would be based on the claims shown on loss data for the prior three fiscal years. Defining what is fixed and variable cost they may vary from year to year is to be left up to the discretion of the Executive Director, unanimously approved.

AYES: Alpine, Del Norte, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Sutter, Trinity
NOES: None
ABSTAIN:
ABSENT: Colusa

R. Discussion/Action: Mono County Non covered loss exemption.

Mono County Counsel, Marshall Rudolph was called on the phone for this agenda item at 11:47am call ended at 11:59am

Executive Director, David Nelson and Mono County Counsel, Marshall Rudolph gave the Board history on the non-covered loss exemption. Discussion was held to give forgiveness to Mono County to not have to pay the incurred money back to Trindel and to use their return of funds to pay for any other costs on this case going forward.

Motion by Richard Egan, and Second by Jim Arkens, to forgive Mono County for the payback of the current funds and also to keep a return of funds that is equal to the incurred or what the reserved amount is for the loss going forward in excess of the 90% until the case is closed, unanimously approved.

S. Discussion/Direction: Non-Covered Catastrophic Liability Loss Fund.

Executive Director, David Nelson gave the Board history on the Non-Covered Catastrophic Liability Loss Fund. Discussion was held: who makes the determination? How to fund (higher confidence level or return of funds or premiums)? Create the fund (Should be a voluntary fund per county and have flexibility)? Joe Paul Gonzalez rescinds his request for the fund.

T. Future Meetings:

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Executive Director, David Nelson talked about future meetings and the Board wants to have the following Board Meeting in September because the CSAC meeting will not be held in Sacramento so the meeting will now be held in Colusa County on September 10-11, 2015 and the January 2016 will be held in Del Norte County.

U. Presentation: Prentice Long & Epperson

David Prentice and Margret Long gave a presentation to the Board.

Adjourn. Date: May 22, 2015 Time: 12: 48pm

Respectfully Submitted by Executive Director, David Nelson.

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