Trindel

Insurance Fund

Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity

A Joint Powers Authority Established in 1980

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AGENDA
BOARD OF DIRECTORS

September 10 & 11, 2015
Colusa County
Granzella's Inn, 391 6th Street, Williams, CA 95987

PRESIDENT	VICE PRESIDENT	SECRETARY
Chester Robertson	Peter Huebner	Carol McElroy

Thursday, September 10, 2015, 1:03 p.m.

Call to Order

A. Roll Call
Voting Members & Alternates Present:
Peter Huebner – Sierra (Vice-President)
Van Maddox – Sierra
Sarah Simis – Alpine
Sarah Messerlian - Mono
Richard Egan – Lassen (arrived at 1:16pm on 9-10-2015)
Patrick Bonnett - Plumas
Jim Arkens – Sutter
Joey Young – Del Norte
Wendy Tyler – Trinity (arrived 1:32pm on 9-10-2015)

Members Absent:
San Benito County
Colusa County
Modoc County

Others Present:
David Nelson – Staff
Lisa Mitchell – Staff
Lacy Hayth - Staff
Heidi Miller – Staff

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

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C. Consent Agenda

1. Approval of Minutes of May 21 & 22, 2015.

2. Approval of check register & invoices for the fourth quarter of 4/1/2015 thru 6/30/2015 Pursuant to Bylaws Article XIV, Section 2.

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

Motion by James Arkens, and Second by Van Maddox, to approve the May 21-22, 2015 Minutes and Register, Checks & Invoices for the fourth quarter, the dates of 4/1/2015 thru 6/30/2015 pursuant to Bylaws Article XIV, Section 2, unanimously approved.

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

D. Staff report on activities since the May 2015 Board Meeting.

Executive Director, David Nelson talked about an exposure in San Benito County regarding a CPS Case and wellness checks, visit from CSAC and Alliant in the Counties to talk about purchasing excess insurance rather than just a meet and greet, landfill policies is now included in the pollution policies not sure if it is a good deal or not, Counties asking for medical records from the w/c adjusters had white paper from county council, Gallina audit, CAJPA is next week, financial reports, CAJPA Accreditation process this year, fired RTS Computer Services and hired Applied Technology Services, Gene's retirement will be the end of this month, LPS meeting at Kirkwood was well attended, November is the Law Enforcement and Road meetings in Colusa County at the casino board says no casino's all meetings need to be held in Member Counties how about holding in Yuba City at the vet hall and stay in the Hampton hotel, LPS meeting in December in Chico due to a retirement for Gene board wants it in a Member County, some sort of token for Gene at the retirement.

Director of Workers' Compensation, Lisa Mitchell talked about her new name is Lisa Meredith, attended one CRC meeting at CSAC that was joint with the Underwriting Committee and logged on a WebEx, had an audit in June, attended the LPS meeting that had the Company Nurse attend, conversion of new software have a couple little glitches, has two staff member attending CAJPA.

E. Discussion/Adoption: Additional Time Off Policy.

Executive Director, David Nelson talked about the Additional Time Off Policy. Discussion was held on bereavement leave and compensation.

Add to the beginning unless otherwise stated below all time off is not compensable in this Policy. Under bereavement add Up to five days off annually paid time off after step-child add grandchild.

Motion by Richard Egan, and Second by Van Maddox, to adopt Trindel's Additional Time Off Policy, as amended, unanimously approved.

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F. Discussion/Adoption: Confidentiality Policy.

Executive Director, David Nelson talked about the Confidentiality Policy.
Richard would like to change the wording so it reads as a policy not a directive.

Motion by Richard Egan, and Second by Wendy Tyler, to adopt Trindel's Confidentiality Policy, as amended, unanimously approved.

G. Discussion/Adoption: Electronic Resources Policy.

Executive Director, David Nelson talked about the Electronic Resources Policy.

Richard would like to change the wording so it reads as a policy not a directive. Go through the document to change the tense. Remove last sentence of last paragraph.

Motion by Van Maddox, and Second by Joey Young, to adopt Trindel's Electronic Resources Policy, as amended, unanimously approved.

H. Discussion/Adoption: Equal Employment Opportunity Policy.

Executive Director, David Nelson talked about the Equal Employment Opportunity Policy.

Motion by Van Maddox, and Second by Sarah Simis, to adopt Trindel's Equal Employment Opportunity Policy, unanimously approved.

I. Discussion/Adoption: Family and Medical Leave Policy.

Executive Director, David Nelson talked about the Family and Medical Leave Policy.

The fund retains the right to reasonably designate an absences as FLMA as pursuant to the FMLA but not the CFRA law.

Motion by James Arkens, and Second by Sarah Messerlian, to adopt Trindel's Family and Medical Leave Policy, unanimously approved.

Motion by Wendy Tyler, Second by Jim Arkens to Rescind the prior action approving the FMLA Policy and direct that David bring the FMLA Policy back to the next Board meeting including the PDL language, unanimously approved.

J. Discussion/Adoption: Nepotism and Personal Relationships Policy.

Executive Director, David Nelson talked about the Nepotism and Personal Relationships Policy.

Bring back at a later meeting and design it more with a financial feel use one from Lassen County. No action taken just direction given to the Executive Director.

K. Discussion/Adoption: No Harassment Policy.

Executive Director, David Nelson talked about the No Harassment Policy.

Need to add bullying language to this policy add paragraph sections 12950.1 g2 of government code.
Motion by Sarah Messerlian, and Second by Richard Egan, to adopt Trindel's No Harassment Policy, as amended, unanimously approved.

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L. Discussion/Direction: Review Trindel Financial Statements as of 6/30/2015.

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 June 30, 2015.

M. Discussion/Adoption: Performance Appraisal and Evaluation Policy.

Executive Director, David Nelson talked about the Performance Appraisal and Evaluation Policy.

Replace discuss with approve and remove policy

Motion by Sarah Messerlian, and Second by Wendy Tyler, to adopt Trindel's Performance Appraisal and Evaluation Policy, as amended, unanimously approved.

N. Discussion/Adoption: Personal Leave of Absence Policy.

Executive Director, David Nelson talked about the Personal Leave of Absence Policy.

Motion by James Arkens, and Second by Joey Young, to adopt Trindel's Personal Leave of Absence Policy, unanimously approved.

O. Discussion/Adoption: Personal Medical Leave Policy.

Executive Director, David Nelson talked about the Personal Medical Leave Policy.

Motion by Wendy Tyler, and Second by Van Maddox, to not adopt Trindel's Personal Medical Leave Policy, unanimously approved.

P. Discussion/Adoption: Pregnancy Disability Leave, Reasonable Accommodation, and Transfer Policy.

Executive Director, David Nelson talked about the Pregnancy Disability Leave, Reasonable Accommodation, and Transfer Policy.

Motion by Jim Arkens, and Second by Wendy Tyler, to amend FMLA policy and add this Policy to the FMLA Policy, unanimously approved.

Motion by Wendy Tyler, and second by Sarah Messerlian to reconsider item I, unanimously approved.

Q. Discussion/Adoption: Reasonable Accommodation Policy.

Executive Director, David Nelson talked about the Reasonable Accommodation Policy.

Replace "the fund" with Executive Director all except the first paragraph.

Motion by Wendy Tyler, and Second by Sarah Simis, to adopt Trindel's Reasonable Accommodation Policy, as amended, unanimously approved.

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R. Discussion/Adoption: Reporting EEO and Harassment Complaints Policy.

Executive Director, David Nelson talked about the Reporting EEO and Harassment Complaints Policy.

A member of the Executive Committee wording added instead of the Executive Committee.

Motion by Wendy Tyler, and Second by Patrick Bonnett, to adopt Trindel's Reporting EEO and Harassment Complaints Policy, as amended, unanimously approved.

S. Discussion/Adoption: Respect and Professionalism in the Workplace Policy.

Executive Director, David Nelson talked about the Respect and Professionalism in the Workplace Policy.

Motion by James Arkens, and Second by Sarah Messerlian, to not adopt Trindel's Respect and Professionalism in the Workplace Policy, unanimously approved.

T. Discussion/Adoption: Return-to-Work Policy.

Executive Director, David Nelson talked about the Return-to-Work Policy.

Reference PDL in the first paragraph, change worker to employee where appropriate, under procedure add "Trindel's" to return to work form.

Motion by Patrick Bonnett, and Second by Sarah Simis, to adopt Trindel's Return-to-Work Policy, as amended, unanimously approved.

U. Discussion/Adoption: Safety Policy.

Executive Director, David Nelson talked about the Safety Policy.

Delete the 10th bullet point, change rules to practices under the bullet points

Table until we review the IIPP

Motion by Wendy Tyler, and Second by Sarah Messerlian, to not adopt Trindel's Safety Policy, unanimously approved.

V. Discussion/Adoption: Service Member Family and Medical Leave Policy.

Executive Director, David Nelson talked about the Service Member Family and Medical Leave Policy.

Motion by Patrick Bonnett, and Second by Wendy Tyler, to adopt Trindel's Service Member Family and Medical Leave Policy, unanimously approved.

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W. Discussion/Adoption: Substance Abuse Policy.

Executive Director, David Nelson talked about the Substance Abuse Policy.

Second paragraph add cultivation after possession, take out on the second to bottom paragraph take out "in the workplace", and/or alcohol after criminal drug

Motion by Patrick Bonnett, and Second by Sarah Simis, to adopt Trindel's Substance Abuse Policy, as amended, unanimously approved.

X. Discussion/Adoption: Telecommuting Policy.

Executive Director, David Nelson talked about the Telecommuting Policy.

Motion by James Arkens, and Second by Patrick Bonnett, to not adopt Trindel's Telecommuting Policy as presented, Patrick Bonnett withdraws his second.

Policy to say can be rescinded regardless of contract, add measuring work wording. Table this until tomorrow.

Motion by Wendy Tyler, and Second by Richard Egan, to not adopt Trindel's Telecommuting Policy as presented direct the Executive Director to rework the policy provide greater detail as to eligible classifications and time frames and further grant the Executive Director discretion to allow telecommuting pending presentation of the revised policy, unanimously approved.

Meeting adjourned at 5pm

Friday, September 11, 2015, 8:32 A.M.

Y. Discussion/Adoption: Tobacco Free Workplace Policy.

Executive Director, David Nelson talked about the Tobacco Free Workplace Policy.

Under procedure number 4. Add any violation of this policy is to be handled by Executive Director "could lead to disciplinary action and up to and including termination".

Motion by Wendy Tyler, and Second by James Arkens, to adopt Trindel's Tobacco Free Workplace Policy, as amended, unanimously approved.

Z. Discussion/Adoption: Vehicle Use and Driving Policy.

Executive Director, David Nelson talked about the Vehicle Use and Driving Policy.

Under "Authorized use of privately owned vehicles for official fund business" add wording, "under licensing requirements" take out the word "California", add if a fund vehicle is available the employee shall use it unless otherwise approved by supervisor be used before using a personal vehicle, "add under vehicle policy provisions" bring back to the board and find out what the appropriate liability should be.

Motion by Richard Egan, and Second by James Arkens, to research the liability and bring Trindel's Vehicle Use and Driving Policy back to the Board, unanimously approved.

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AA. Discussion/Adoption: Injury and Illness Prevention Program.

Executive Director, David Nelson talked about the Injury and Illness Prevention Policy.

Typos were fixed, strike names just have titles discussion was held on the "item U" add workplace violence prevention is to be incorporated into the IIPP, and add workplace safety to IIPP.

Motion by Wendy Tyler, and Second by Sarah Messerlian, to adopt Trindel's Injury and Illness Prevention Policy, as amended, unanimously approved.

BB. Discussion/Adoption: Workplace Drug and Alcohol Policy.

Executive Director, David Nelson, talked about the Workplace Drug and Alcohol Policy. "Post accident testing" add subjecting to testing if involved in an accident if tested by law enforcement the executive director gets a copy, take out the word "Fund", add another person when on fund business, probable belief replace with if a drug or alcohol test of employee on the scene the executive director gets a copy, toxicology take out if not sooner, "employee assistance on page 1" after first paragraph add it is the responsibility of the employee to enroll pay for treatment. Reserve to right require medical information from the accident to test employee after an accident designee Reword post-accident.

Motion by Sarah Messerlian, and Second by Jim Arkens to take out illegal through the document.

Amend Motion by Sarah Messerlian, Second by Jim Arkens to reword and bring back to the board for approval.

Motion by Richard Egan, and Second by Jim Arkens vote of reconsideration.

Motion by Wendy Tyler, and Second by Jim Arkens, to bring back to the board with adding wording that has been discussed for the Trindel's Workplace Drug and Alcohol Policy, unanimously approved.

CC. Discussion/Direction: This item is an opportunity for individual members to discuss any topics of interest relating to their specific County, i.e. how do others handle ____, this is what we are doing ____, State program/funding issues.

Discussion was held on George Hill's subrogation services.

DD. Future meetings: January 2016 in Del Norte County

The January 21-22, 2016 meeting in Del Norte County discussion was held on having the May meeting in Sierra County if it doesn't work then the board meeting will be held in Plumas County

Adjourn into Closed Session 10.16AM

EE. Closed Session: Executive Directors Evaluation.

Adjourn out of Closed Session 11.24am

Richard Egan reported out that of closed session to announce the unanimous decision by the Board to give Executive Director, David Nelson an excellent evaluation.

Adjourn. Date: September 11, 2015 Time: 11.26am

Respectfully Submitted by Executive Director, David Nelson.

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