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

MINUTES
BOARD OF DIRECTORS
May 8 & 9, 2014
Lassen Career Network
1616 Chestnut Street,
Susanville, CA 96130

May 08, 2014 1:17 PM

A. Roll Call.
Voting Members & Alternates Present:
Wendy Tyler – Trinity (President) (arrived at 9:30am on May 9th)
Chester Robertson – Modoc (Vice-President)
Shelly Pourian – Trinity (arrived at 9:30am on May 9th)
Richard Egan – Lassen (left at 1:53pm May 8th) (left at 1130am May 9th)
Carol McElroy – Alpine
Bill Van Lente – Mono
Joe Paul Gonzalez – San Benito
Roberta Allen – Plumas
Peter Huebner - Sierra
John Mineau - Lassen

Members Absent:
Colusa County
Del Norte County

Others Present:
James Arkens – Sutter County
Stan Cleveland – Sutter County
Ned Connolly – Chandler Asset Management (only here the morning of May 8th)
David Nelson – Staff
Gene Herndon – Staff
Lisa Mitchell – Staff
Randy Robertson – Staff
Lacy Hayth – 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

DRAFT

C. Consent Agenda:

1. Approval of Minutes of January 22-24, 2014 Meeting and February 27, 2014 Special Meeting.

2. Approval of Register, Checks & Invoices for the second and third quarters, the dates of 10/01/2013 thru 3/31/2014 pursuant to Bylaws Article XIV, Section 2.

Motion by Joe Paul Gonzalez and Second by Chester Robertson, to approve the January 22-24, 2014 Meeting minutes with changes, the February 27, 2014 Special Meeting minutes with changes and the Register, Checks & Invoices for the second and third quarters, the dates of 10/01/2013 thru 3/31/2014 pursuant to Bylaws Article XIV, Section 2., unanimously approved.

AYES: Alpine, Colusa, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Trinity
NOES:
ABSENT: Colusa and Del Norte
ABSTAIN: Peter Huebner, Sierra County only on the Agenda Item 1. January 22, 2014 Minutes.

D. Election of President, Vice-President and Secretary for the 2014-15 fiscal year.

Motion by Peter Huebner and Second by Joe Paul Gonzalez, to keep Wendy Tyler as President, Chester Robertson as Vice-President and Van Maddox as Secretary for the 2014-15 fiscal year, Unanimously approved.

E. Appointment of two members to the Executive Committee for the 2014-15 fiscal year.

Peter Huebner is interested and John Mineau nominated Richard Egan.

Motion by Chester Robertson and Second by Carol McElroy, to elect Peter Huebner and Richard Egan to the Executive Committee for the 2014-15 fiscal year.

F. Informational Items: Staff Reports on activities since the January 22-24, 2014 Board Meeting.

Executive Director, David Nelson made a trip to Sutter County about membership, have a contract with Shaw for policy development, emergency meeting for Trindel office building, George Hills came to the Trindel office regarding the new SIMS software, attended two CSAC property meetings, San Benito file review, CSAC board meeting, interview for workers' comp position, met with Sutter County and did what is Trindel, working on finding property for the new building, Finance Committee meeting at CSAC changing auditors, what is Trindel at Trinity County board meeting, Lassen County quad meeting what is Trindel.

Director of Loss Prevention Programs, Gene Herndon talked about Training Conducted by Loss Prevention Staff: Department Safety Representative, Ergonomic Assessments, Member Employee Safety Meetings, Work Place Violence Recognition and Prevention, Global Harmonize System (HAZCOMM), Incident Root Cause, AB 1825 Sexual Harassment Prevention/EEO, and Safe Lifting and Back Safety.
Staff Development Training: Randy Robertson attended the Liebert/Cassidy – Public Sector Employment Law Conference and Liebert/Cassidy – AB1825 Sexual Harassment Prevention Train the Trainer Certification Training.
Meetings: P.A.R.M.A. in San Jose, Loss Prevention Specialist Meeting in Lassen County and Humana Vitality Health & Wellness Presentation.
Upcoming Meetings: Road Commissioners Meeting – May 13 & 14, Sheriffs Meeting – May 14 & 15, Loss Prevention Specialist Meeting – August 19, and Human Resource Director Meeting – August 20.
Workplace Safety: Staff continues to assist San Benito County in the development of their Road Department Apprenticeship Training program. We will be training their supervisors as trainers and assisting in formalizing the structure of the program.
Based on input from members and their needs, we have made revisions to the Work Place Violence Prevention, Office Ergonomics Training, Serious Incident Investigation, Safe Lifting and Code of Safe Practices training for Department Safety Representatives. Human Resources Consulting: We have surveyed most of the member H.R. directors to gather information on the most immediate Human Resource needs. We are developing the structure and process for filling those needs.

Director of Workers' Compensation, Lisa Mitchell talked about attending meetings at CSAC in March, and two telephone CRC Web-Ex meetings in
February, and April. Hired new claims examiner-Katie Twitchell, former York examiner at the Redding office and has about six years of claims examiner experience. Filed the Annual Report of Inventory with the Dept. of Workers' Comp. This is due April 1st of each year. It is different from the SIP Annual report that is due on October 1st of each year.
File Reviews: Sarah and I went to Colusa County, Andrew, Dave, and I went to San Benito and Andrew and I went to Sierra County last week. Andrew and I visited Pacific Claims Management in Fresno after the San Benito file review to look at the claims software we want to purchase.
I attended PARMA and was able to do a lot of networking that is going to help enhance and improve our workers' comp program. Sarah, Andrew and Anita attended the DWC Conference in Oakland and came back with some good updated information. We have attended several trainings in Redding with Shasta County, City of Redding and Sierra Pacific. They were on "Backs and Shoulders", "Marijuana in the Workplace", "Preparing and writing letters for Medical-Legal Appointments".
Anita is continuing to work on her Adjuster Certification training, which is an on-line training.
I have just completed Class #2 of 3 for my Certified Professional in Disability Management designation in Integrated Disability and Absence Management (IDAM) certification. The last class will begin in September I will finish in December.

G. Informational presentation: Chandler Asset Management

Ned Connolly of Chandler Asset Management made a presentation to the Board.

H. Discussion/Adoption of Trindel's Conflict of Interest Code.

Executive Director, David Nelson talked about the CAJPA Accreditation and that the board has looked at the Conflict of Interest Code every year.

Motion by Chester Robertson and Second by Peter Huebner, to approve the conflict of interest code, unanimously carried

I. Discussion/Review: Statement of Net Position, Statement of Revenues Expenses and changes in Net Assets, Cash Flow Statement, Budget, Treasurers Report, as of March 31, 2014.

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, Treasurers Report, as of March 31, 2014.

Bill Van Lente would like to see a percentage column on each budget and 5575 and 5570 need to become one.

J. Discussion/Adoption of Resolution No. 14-04 setting premiums for the 2014-15 fiscal year for all programs.

Executive Director, David Nelson, walked the board through three options (A, B or C) the 2014-15 premiums. Airport/Aircraft for Trinity County is incorrect, catastrophic pull out of trinity they will pay it separately. Discussion was held on catastrophic inmate coverage, CMSP and correct care.

Motion by Chester Robertson and Second by Bill Van Lente, to Adopt Resolution No. 14-04 setting premiums for the 2014-15 fiscal year for all programs going with option "C" and make adjustment to Trinity Counties aircraft premium and to pull Trinity Counties catastrophic inmate insurance out of their premium, unanimously approved.

AYES: Alpine, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Trinity
NOES:
ABSENT: Colusa and Del Norte

Adjourn 4:34pm

May 9, 2014
Meeting started 9:26am

K. Discussion/Adoption of Resolution No. 14-05 adopting budgets for all programs and activities for the 2014-15 fiscal year.

Executive Director, David Nelson walked the board through the budgets.

Motion by Peter Huebner and Second by Bill Van Lente, to Adopt Resolution No. 14-05 adopting budgets for all programs and activities for the 2014-15 fiscal year, unanimously approved.

AYES: Alpine, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Trinity
NOES:
ABSENT: Colusa and Del Norte

L. Review and Approve: of our Investment Policy pursuant to Government Code Section 53646(a) and authorizing the Treasurer to invest, reinvest, sell or exchange securities for the 2014-2015 fiscal year as required by Government Code Section 53607.

Executive Director, David Nelson, told the board no changes have been made to the previous Policy. Chandler wanted Trindel to change their Policy and David said no he likes Trindel's Policy better but he wouldn't be opposed to taking some of their ideas and adding them to Trindel's Policy if the board would like to make the change.

Motion by Richard Egan and Second by Peter Huebner, to approve the Investment Policy pursuant to Government Code Section 53646(a) and authorizing the Treasurer to invest, reinvest, sell or exchange securities for the 2014-2015 fiscal year as required by Government Code Section 53607, unanimously approved.

M. Discussion/Adoption of Resolution No. 14-06 approving the return of funds and giving the option to take a credit as partial payment of the 2014-15 premium invoice or taken as a return of cash.

Executive Director, David Nelson, walked the board through the return of funds. (change to 14 and blue in two places just an error) discussion was held on funding as a whole due to some members being under and some taking their return of funds regarding CAJPA Accreditation.

Motion by Richard Egan and Second by Peter Huebner, to Adopt Resolution No. 14-06 approving the return of funds and giving the option to take a credit as partial payment of the 2014-15 premium invoice or taken as a return of cash with changes, unanimously approved.

AYES: Alpine, Lassen, Modoc, Mono, Plumas, San Benito, Sierra, Trinity
NOES:
ABSENT: Colusa and Del Norte

N. Discussion: Performance evaluations of contractors.

TRAINERS: Shasta Driving School good, Safety Center Incorporated, Shaw Valenza, William Chiat good, Dr. Steve Albrecht, Larry Sweetser good (de-escalation training sierra county)

INVESTIGATORS: Diane Davis Investigations, Kristin McNelis, L. Katrina Meek all good

HUMAN RESOURCES SPECIALISTS: Jeanne Gravette, Jennifer Shaw, Terence Cassidy (Porter Scott), Employment Law Counsel, Linda Durrer really good

Law Enforcement Grief Counselor: Beverly Paschal

MISC.: George Hills Company: Cota Cole is having issues Rodger Hayton over stepping his bounds he is not an attorney he is an adjuster. Rodgers performance issues misses details, communication issues, picks at attorneys billing and is not shy about voicing his opinion. Colusa County money amount considered between Rodger and legal and it was wrong now they have to go back and ask for more from board. George Hills software conversion and loss control data issues requires a lot of sorting. Discussion was held on changing adjusters and take performance issues to Mike Kielty and Rodger Hayton then revisit in September. York: Trinity County is frustrated the issue is with the software, CSAC/EIA: good, Lexipol: software upgrade and excellent service, Health Metrics: good, Center for Hearing Health, Marcum and Alliant: Kevin doesn't' respond to Trinity County everyone else at Alliant is great at responding.

O. Discussion/Approval: Sutter County prospective membership

Executive Director, David Nelson, told the history on Sutter County and the interaction between Sutter and Trindel. Jim Arkens and Stan Cleveland talked about Sutter County and Trindel. Discussion was held on the buy in to the Trindel philosophy. Future meetings talk about allocating costs and cash flow making everything fair for smaller and larger counties.

Motion by Chester Robertson, Second by Joe Paul Gonzalez to bring Sutter County on and to authorize Trindel's President and Secretary along with Sutter County to sign JPA Agreement and have staff come back with a fixed fee structure for Workers' Compensation, unanimously approved.

P. Informational: New Office Building Update

Executive Director, David Nelson, showed the board the drawings of the building and talked about the process so far.

Q. Discussion/Direction: Review of the Salary Schedule and Organizational Chart.

Executive Director, David Nelson, gave history on a request from Van Maddox to have these brought to the board for review.

R. Future Meetings: **September 11, 12, 2014 in Mono County & January 21, 22, 23, 2015 at Sutter County.**

Adjourn. Date: May 9, 2014 Time: 12:43 pm