

BOARD OF DIRECTORS MEETING MINUTES

July 13, 2011

Board President Mike Murray called the regular Board meeting of the Golden State Risk Management Authority to order at 6:00 PM.

1. WELCOME AND INTRODUCTIONS:

2. ROLL CALL:

Directors present:

President Mike Murray, Vice President John Viegas, John Eaker, Pat Elliott, Bill Boone, Charles Gee and Kim Vann (Leaving at 8:13pm).

Directors absent:

None

Also present:

Risk Manager Scott Schimke and GSRMA Counsel Gary Krup; Safety Officer Mark Marshall, Membership Director Dan Berry, Finance Director Rick Krepelka and Board Secretary Naomi Sharek (Leaving at 7:48pm); Accounting Manager Cathy Mudd, Claims Professional Cynthia Connelly, Workers' Compensation Administrator Gale Hamon, Member Services Coordinator Kim McGeoghegan, Loss Prevention/Special Projects Administrator Jennifer Peters (Leaving at 6:27pm); and Paul Boylan, Esq.-Orland Unified School District (Leaving at 6:10pm).

3. UNSCHEDULED MATTERS:

Counsel Paul Boylan reviewed the following item with the Board. The Board took no action.

- Orland Unified School District - notice of intent to withdraw – July 1, 2012.

Risk Manager Schimke reviewed the following items with the Board. The Board took no action.

- 2011/12 MOC's & COC's posted on website.
- Member certificates issued.
- Appraisal process update.

4. STAFF INTRODUCTION:

a) The Golden State Risk Management staff provided a brief introduction and outline of their job duties to the Board. The Board thanked the staff for their presentations. No action was taken by the Board.

5. CONSENT AGENDA:

- Risk Manager Schimke reviewed the consent agenda as posted. Board Member Vann made a motion to approve said consent agenda. Board Member Viegas seconded the motion and it passed unanimously.

6. FINANCE MATTERS:

- a) Finance Director Krepelka presented the disbursements made between May 1, 2011 and June 30, 2011, for approval; claims payments made in May and June, 2011 for ratification; and financial reports through June 30, 2011. Board Member Elliott made a motion to approve the financial documents as presented. Board Member Boone seconded the motion and it passed unanimously.

Finance Director Krepelka also announced that the project to re-do the GSRMA chart of accounts was partially completed. The new chart has been developed and incorporated into the accounting system as well as external systems that import to the accounting system. The new chart will allow for more useful financial reports for the Board which will be developed over the next two months.

7. LOSS PREVENTION:

- a) Safety Officer Marshall reviewed requests for the Loss Prevention Subsidy Fund (LPSF). No action was taken by the Board.
- b) Safety Officer Marshall provided the Board with a detailed list of all trainings and site visits that he had completed since the last Board meeting. No action was taken by the Board.
- c) Safety Officer Marshall presented and reviewed with the Board the revised Loss Prevention Program policy (LPIP) for 2011/2012. Board Member Vann made a motion to approve the LPIP policy for 2011/2012. Board Member Gee seconded the motion and it passed unanimously.
- d) Safety Officer Marshall presented and reviewed with the Board a proposal to create a new fire-agency specific Loss Prevention Incentive Program policy (LPIP) for 2011/2012. Board Member Eaker made a motion to approve the fire-agency specific LPIP policy for 2011/2012 as presented. Board Member Viegas seconded the motion and it passed unanimously.

8. MEMBER SERVICES REPORTS:

- a) Membership Director Berry reviewed with the Board new members applying to join GSRMA. New districts are:
 - City of Crescent City
 - Madera Cemetery District
 - El Medio Fire Protection District
 - Sunnyside Cemetery District

Membership Director Berry also notified the Board that as of July 1, 2011, GSRMA has 209 member agencies. Board Member Elliott made a motion to approve the addition of these districts to GSRMA's membership. Board Member Viegas seconded the motion and it passed unanimously.

- b) Membership Director Berry updated the Board on prospective members. No action was taken by the Board.
- c) Membership Director Berry updated the Board on the status of the Health Plan. No action was taken by the Board.

- d) Membership Director Berry updated the Board on the status of the GSRMA's Annual Training Day to be held on October 27, 2011, at Rolling Hills Resort, Corning, CA. No action was taken by the Board.
- e) Membership Director Berry updated the Board on the status of the MemberLink program. No action was taken by the Board.

9. ADMINISTRATIVE REPORTS:

a) Old Business:

- Risk Manager Schimke updated the Board on the status of HR Legal Services Platform that was launched July 1, 2011. Risk Manager Schimke also informed the Board of the following promotional methods to introduce this service to the membership: Summer 2011 Member Newsletter, Website, Annual Conference and through personal contact. No action was taken by the Board.

b) New Business:

- Risk Manager Schimke and Finance Director Krepelka presented to the Board the Payment Plan policy for 2011/2012. Board Member Viegas made a motion to approve said Payment Plan policy for 2011/2011. Board Member Gee seconded the motion and it passed unanimously.
- Risk Manager Schimke presented and reviewed the WeTip contract for 2011/2012. Board Member Vann made a motion to approve said contract with WeTip. Board Member Viegas seconded the motion and it passed unanimously.
- Risk Manager Schimke presented and reviewed with the Board his proposed Risk Management contract. He provided the Board with a brief history of the contract, key goals and achievements that were completed during the existing contract and upcoming projects during this proposed contract.

The Board questioned the Risk Manager about various aspects of the proposed contract. These inquires included but were not limited to opportunities for advancement of staff. The Risk Manager confirmed that opportunities did exist and cited several examples of staff development and advancement.

The Risk Manager noted that the term was for the period July 1, 2012 to June 30, 2015 and the terms and conditions were the same as the existing contract. Board Member Eaker made a motion to approve said Risk Management contract. Board Member Elliott seconded the motion and it passed unanimously.

- Risk Manager Schimke and the Board conducted the annual strategic planning session pursuant to GSRMA's strategic planning policy. The two policies for the strategic plan were the term of the Board members and the timing of the election of the President and Vice President of the Board.

After a lengthy discussion the conclusion of the Board was to leave both topics the same for now. No action was taken by the Board.

- **FUTURE MEETINGS:**

Future meetings will be held at the Golden State Risk Management Authority offices, located at 247 West Sycamore Street, Willows California. The next three scheduled meeting dates are:

- September 14, 2011
- November 9, 2011
- January 11, 2012

10. CLAIMS REPORTS:

Current Claims:

Risk Manager Schimke and Legal Counsel Krup discuss all outstanding Liability, Workers' Compensation and Property losses that require any Board action. No action was taken by the Board.

Closed Session (Anticipated Litigation – one case):

Pursuant to Government Code Section 54956.9(b) the Board of Directors of the Golden State Risk Management Authority met in closed session-Golden State Risk Management Authority v. Orland Unified School District. The Board went into closed session at 7:49 PM.

Closed Session (Pending Litigation):

Pursuant to Government Code Section 54956.9(a) the Board of Directors of the Golden State Risk Management Authority met in closed session. The Board adjourned closed session at 8:34 PM.

Report out from closed session:

A motion was made by Board Member Viegas to direct Risk Manager Schimke and Counsel Krup to send a letter to the Orland Unified School District Board of Trustees advising them that their resolution of intent to withdraw July 1, 2012 was timely received and accepted.

In addition should the school Board demand to leave GSRMA prior to that date then the GSRMA Board would cancel their coverage effective August 1 or September 1 or October 1. This motion was seconded by Board Member Elliott. It passed on a unanimous vote by Board Members Murray, Viegas, Gee, Boone, Elliott, Eaker and Vann.

11. ADJOURNMENT:

The Board meeting adjourned at 8:36 PM