

TUOLUMNE JOINT POWERS AUTHORITY QUARTERLY BOARD MEETING

August 31, 2017

Minutes

In attendance:

Klaus Leitenbauer, Alpine COE/USD
(via video conference)
Jared Critchfield, Amador COE/USD
Carla Haakma, Belleview SD
Dave Urquhart, Big Oak Flat/Groveland
Michael Chimente, Bret Harte UHSD
Claudia Davis, Calaveras COE
Kathy Griggs, Calaveras USD
Joseph Aldridge, Columbia USD
Sharon Johnson, Curtis Creek SD
Contessa Pelfrey, Jamestown SD

Julia Tidball, Mark Twain USD
Leigh Shampain, Sonora & Summerville SD
Pat Chabot, Sonora UHSD
Dana Vaccarezza, Sonora UHSD
Jeff Winfield, Soulsbyville SD
Marlana Benkula, Soulsbyville SD
Jessica Lozoya, Summerville UHSD
Margie Bulkin, Tuolumne County SOS
Lisa Rico, Tuolumne County SOS
Jim Frost, Vallecito USD
Gretchen McReynolds, Vallecito USD

Also in attendance were Norma Wallace and Jean Wolfgang of the Tuolumne JPA, Amber Davis of LWP Claims Solutions, and Terri Prichard and Nina Palarca of Prichard Safety and Health.

GENERAL BUSINESS

1. Call to Order

Margie Bulkin called the meeting to order at 9:06 a.m.

2. Flag Salute

Contessa Pelfrey led the Flag Salute.

3. Introductions

4. Adoption of the Agenda

After removing discussion item 15f, placing it under action item 15 and renumbering the remainder of the agenda, the revised agenda was adopted unanimously following a motion from Mike Chimente and a second from Dave Urquhart.

HEARING OF PARTIES TO ADDRESS THE BOARD

There were no members of the public present to address the Board.

ACTION ITEMS

Administrative Business Items

5. Adoption of Meeting minutes

- a) Minutes for the April 20, 2017 Committee Meeting
- b) Minutes for the May 11, 2017 JPA Board Meeting

All meeting minutes were adopted unanimously after a motion from Claudia Davis and second from Leigh Shampain.

6. Adopt Financial Reports for the period ending June 30, 2017

Norma Wallace reviewed the financial report with members. The reports were unanimously approved after a motion from Claudia Davis and a second from Carla Haakma.

7. Adopt Final 2016-17 Budgets

Norma Wallace presented the final budgets for the 2016-17 year. The final 2016-17 budgets were adopted unanimously after a motion from Pat Chabot and a second from Dave Urquhart.

8. Approval of document destruction for 2017-18

Norma Wallace presented members with the list of documents to be approved for destruction. The approval of document destruction was unanimously approved after a motion from Leigh Shampain and a second from Pat Chabot.

9. CLOSED SESSION – G.C. 54956.95

The meeting adjourned to closed session at 9:17 and returned to open session at 9:39

Action taken in closed session included settlement of the following claims:

Amber Davis of LWP reviewed the LWP Workers' Compensation claims with the board

Workers Compensation

118377, 156272 & 158319 - The claims were settled unanimously as presented after a motion from Michael Chimente and a second from Dave Urquhart.

159681 & 170056 - The claims were settled unanimously as presented after a motion from Mike Chimente and a second from Dave Urquhart.

156466 & 156792 - The claims were settled unanimously as presented after a motion from Mike Chimente and a second from Dave Urquhart.

10. Adopt revised 2016/17 Administrative Costs

Norma Wallace presented the revised Administrative costs. She explained that the revisions reflect the classified negotiations 1% increase in salary retro to May and June 2017. Negotiations have also been settled for 17-18 and 18-19 at 3% each year which will be reflected in future rates. The revised administrative fees were adopted unanimously after a motion from Michael Chimente and a second from Claudia Davis.

Property & Liability & Risk Management

11. Adopt Final 2017-18 Property & Liability Rates

Norma Wallace presented the final Property & Liability Rates for the 2017-18 year. The final Property & Liability Rates were adopted unanimously after a motion from Leigh Shampain and a second from Claudia Davis.

12. Adopt 2017-2018 Field Trip Guidelines

Terri Prichard presented the 2017-2018 Field Trip Guidelines to the members. Pat Chabot requested clarification on "Notarized Forms" on page 37 General Trip Guidelines #2 and

removal of Manteca Waterslides from page 6. Joe Aldridge noted a typo on page 5 “contact” should read “contract”. Norma Wallace reviewed the changes made to the Field Trip Guidelines for 2017-2018. She noted the requests from members. Adoption of the guidelines were approved with noted changes, with 1 opposition, after a motion from Mike Chimente and a second from Leigh Shampain.

13. Adopt New JPA Logo

Norma Wallace presented the New JPA Logo as recommended by the committee. The logo was adopted unanimously, with 1 noted change to list the counties in alphabetical order, after a motion from Claudia Davis and a second from Sharon Johnson.

14. Adopt updated JPA Calendar 2017-2018

Norma Wallace presented the updated 2017-2018 JPA Calendar to the members. She noted the date changes for the August committee meeting and Board meeting, the Coaches Safety Trainings date in February, and the Administrative Personnel Training date.

15. Adopt updated JPA Officers

Norma Wallace reviewed the JPA Officer vacancies. The committee has advised that past practice is the member from the district from which the vacancy occurs fills the position. Jared Critchfield - Amador COE/USD will serve as JPA Vice President. Klaus Leitenbauer - Alpine COE/USD will serve as JPA member at large. Norma quoted the JPA bylaws article VIII d. “A chair for the committee shall be elected by the committee each year.” Leigh Shampain was nominated and elected unanimously by the committee as the JPA Committee Chair after a motion from Claudia Davis and a second from Mike Chimente.

Informational Items – Norma Wallace presented Items 16a-16h

16. a) Wells Fargo Insurance Services Company changing to USI Insurance Services

Name change

b) Student Volunteers

Sample Resolution Labor Code 3364.5

c) Statement of Facts

Annual filing and/or changes filed within 10 days

d) Updated JPA Committee Member List

e) Updated JPA Member List

f) JPA Trainings 2017-2018

g) LAIF Investments

County Treasury Investments

h) Wells Fargo Advisors performance review for the period ending June 30, 2017.

i) Loss Control Activity Report

Nina Palarca reviewed the report with members.

17. Requests/Correspondence

a) Margie Bulkin reminded members of the role of the JPA Committee. The protocol of the committee is to address items before they are presented to the board. They are representatives to

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vet items for the JPA board.

b) Margi Bulkin updated members on JPA Executive Director Norma Wallace's trainings. As part of her contract, Norma Wallace will receive training. She has applied for and received a scholarship for School Risk Management training.

c) Terri Prichard reminded members to post their current IPM on their district websites.

d) Pat Chabot requested information/clarification on therapy dogs. Terri Prichard noted that there must be an identified disability (seizure, panic). Claudia Davis noted that this was in the JPA April Agenda.

18. Adjournment

The meeting was adjourned at 10:18 a.m.

Respectfully Submitted,

Michael Chimente, JPA Secretary