

Tuolumne Joint Powers Authority - Board Meeting Minutes

February 1, 2018

9:00 a.m.

Tuolumne County Superintendent of Schools Office

175 Fairview Lane, Room 217

Sonora, CA 95370

In Attendance:

Klaus Leitenbauer, Alpine COE/USD

(via video conference)

Jared Critchfield, Amador COE/USD

Carla Haakma, Bellevue SD

Dave Urquhart, Big Oak Flat/Groveland

Michael Chimento, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Joe Aldridge, Columbia USD

Christine Fouts, Columbia USD

Sharon Johnson, Curtis Creek SD

Megan Guillen, Curtis Creek SD

Contessa Pelfrey, Jamestown SD

Julia Tidball, Mark Twain UESD

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

Tonya Midget, Twain Harte SD

Jim Frost, Vallecito USD

Gretchen McReynolds, Vallecito USD

Also in attendance were: Norma Wallace and Jean Wolfgang of the Tuolumne JPA; Terri Prichard and Nina Palarca of Prichard Safety and Health; Steve Liaty of Wells Fargo Advisors; Amber Davis, Marci Oyler, and Katherine Nelms of LWP Claims Solutions.

1.0 Call to Order

Margie Bulkin called the meeting to order at 9:00 a.m.

2.0 Pledge

Tonya Midget led the Pledge of Allegiance.

3.0 Introductions

4.0 Adoption of Agenda – *Items to be added or deleted according to G.C. 54954.2*

The Agenda was adopted unanimously following a motion from Michael Chimento and a second from Dave Urquhart.

5.0 Adoption of Minutes

5.1 JPA Committee Meeting, August 24, 2017

5.2 JPA Board Meeting, August 31, 2017

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

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6.0 Public Comment

There were no public comments.

7.0 Reports

7.1 Loss Control Services Update

Nina Palarca presented the report to members.

7.1.1 Certification Information

Nina Palarca reviewed Powered Industrial Truck (Forklift) and Aerial Lift Operator Certification trainings with members.

7.1.2 Pesticide Regulations Information

Terri Prichard reviewed *Addressing Pesticides Used near Schools* with members.

8.0 Action Items

8.1 Risk Management

8.1.1 Approval of the 2017-2018 Loss Prevention Survey Awards (follow-up safety inspections)

Terri Prichard presented the Loss Prevention Inspections. She explained how the winners were determined. Norma Wallace identified the proposed award winners by ADA. She reported that the \$5,000.00 per district awards and plaques would be presented to the winning districts at their individual school board meetings. At the committee's request, Norma Wallace provided the members with guidelines on the use of the safety award money. The 2017-18 Loss Prevention Awards were unanimously approved after a motion from Jeff Winfield and a second from Julia Tidball.

8.1.2 Shoes for Crews Program Update

Norma Wallace updated members on the Shoes for Crews Program. She informed members that the Committee recommends to discontinue the Shoes for Crews Program. The board unanimously approved to discontinue The Shoes for Crews Program after a motion from Michael Chimente and a second from Claudia Davis.

8.2 Finance

8.2.1 Adopt revised 2017-2018 HazMat/AHERA rates

Terri Prichard discussed the billing categories for the HazMat/AHERA rates for 2017-2018. Norma Wallace explained that the revised rates reflect the HazMat work performed for each district in 2016-2017. The rates will be reviewed annually. The revised rates were adopted unanimously after a motion from Claudia Davis and a second from Sharon Johnson.

8.2.2 Accept Wells Fargo Quarterly Investment Report though December 31, 2017

Steve Liaty from Wells Fargo presented the Investment Report. Pat Chabot

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commented on investing in socially responsible companies. This will be discussed at the March 22, 2018 TJPA Committee Meeting. The investment report was accepted unanimously after a motion from Leigh Shampain and a second from Pat Chabot.

8.2.3 Accept the 2016-2017 Financial Audit

Norma Wallace presented the 2016-2017 Financial Audit to members. There were no findings and one adjustment. She informed members that Bill Patterson of Sampson, Sampson, and Patterson reviewed the audit with the TJPA committee and took action to recommend adoption to the Board. The 2016-2017 Financial Audit was accepted unanimously, after a motion from Pat Chabot and a second from Dave Urquhart.

8.2.4 Adopt the JPA Financial Reports for July 1, 2017 – October 31, 2017

Norma Wallace presented the Financial Reports with members. She noted the statement of net position JPA wide is \$11,448,679 in total assets and \$5,187,975 in total liabilities. Norma informed members that the Committee reviewed and approved the reports. The financial reports were unanimously adopted after a motion from Claudia Davis and a second from Jared Critchfield.

8.2.5 Adopt revised 2017-2018 Administrative Costs

Norma Wallace discussed the revision to Administrative Costs was due to negotiated salaries to the Management salary schedule. A 1% increase retroactive for May & June 2017 and a 3% increase for 2017-2018. She informed members that the Committee reviewed and approved the revised costs. The revised 2017-2018 Administrative Costs were adopted unanimously, after a motion from Leigh Shampain and a second from Joe Aldridge.

8.3 Closed Session – G.C. 54956.95

The meeting adjourned to closed session at 10:02 and returned to open session at 10:14.

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

Worker's Compensation Claim

SAC0000177283 – The claim was settled unanimously as presented after a motion from Michael Chimente and as second from Joe Aldridge.

SAC0000181107 & SAC0000181807 – The claims were settled unanimously as presented after a motion from Claudia Davis and a second from Julia Tidball.

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8.4 Policies and Guidelines

Norma Wallace presented 8.4.1 – 8.4.5 to members

8.4.1 Adoption of JPA Mission Statement

The JPA Mission Statement was adopted unanimously after a motion from Claudia Davis and a second from Jared Critchfield.

8.4.2 Approval of JPA Property & Liability Subrogation Policy – removal

The JPA Property & Liability Subrogation Policy – removal was adopted unanimously after a motion from Joe Aldridge and a second from Contessa Pelfrey.

8.4.3 Approval of JPA Property & Liability Settlement Authority Policy – removal

The JPA Property & Liability Settlement Authority Policy – removal was adopted unanimously after a motion from Dave Urquhart and a second from Sharon Johnson.

8.4.4 Adoption of JPA Charter School Underwriting Guidelines – revised

The JPA Charter School Underwriting Guidelines – revision was adopted unanimously after a motion from Pat Chabot and a second from Contessa Pelfrey.

8.4.5 Adoption of JPA Agreement and Bylaws – revised

The JPA Agreement and Bylaws – revision was adopted unanimously after a motion from Sharon Johnson and a second from Carla Haakma.

8.5 Administration

8.5.1 JPA Elections

8.5.1.1 Committee Members

Margie Bulkin informed members that all current members with the exception of Vonnie Butler from Jamestown/Tuolumne County would be willing to serve another 2 year term. Margie Bulkin recommended election of Joe Aldridge from Columbia/Tuolumne County. All current committee members and Joe Aldridge were elected unanimously to another term after a motion from Dave Urquhart and second from Pat Chabot.

9.0 Information Items

Norma Wallace discussed items 9.1 – 9.6 with members.

9.1 Narcan administration on district sites

At this time the committee recommends not having NARCAN on district sites. The board agrees with the committee's recommendation.

9.2 Training date reminders

Coaches training is a mandatory annual training and will be held on February 10.

New employee training dates are March 14 and March 15.

Pesticide training dates are March 21, 22, 26 and 28.

9.3 Proposition 64/DOT Drug Testing

The drug testing regulations have expanded as of January 1, 2018. It will now

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include 4 more opioids. The drug testing facilities that the JPA uses are in compliance with the new regulation.

Proposition 64-The DOT prohibits the use of medical or recreational marijuana by transportation workers including school bus drivers.

9.4 JPA Member list – update

Members were provided the updated list to check for accuracy.

9.5 Sexual Misconduct Training

Norma provided members with a Sample Board Policy and Sample Administrative Regulation on Sexual Misconduct. She discussed the proposed policies and sexual misconduct training. Leigh Shampain recommend webinar training. The board agrees this is a policy they would like to adopt and would like this topic brought to the March 22 committee meeting for further discussion.

9.6 JPA Protocol

Members received a copy of the Tuolumne JPA Protocol and Return to Work information as discussed at the committee meeting.

10.0 Requests/Correspondence

Requests/Correspondence of interest will be shared by Board President Margie Bulkin

11.0 Comments from Board Members

Dave Urquhart discussed a possible new Health Insurance Plan for Tuolumne County School Districts.

12.0 Adjournment

The meeting was adjourned at 10:52 a.m.

Next Regular Board Meeting of the Tuolumne Joint Powers Authority

Thursday, April 12, 2018 at 9:00 a.m.

Tuolumne County Superintendent of Schools, Room 217

Respectfully Submitted,

Michael Chimente
JPA Secretary