

Tuolumne Joint Powers Authority - Board Meeting Minutes

April 12, 2018

9:00 a.m.

Tuolumne County Superintendent of Schools Office

175 Fairview Lane, Room 217

Sonora, CA 95370

In Attendance:

Jared Critchfield, Amador COE/USD

Carla Haakma, Belleview SD

Jennifer Shimer, Big Oak Flat/Groveland

Michael Chimente, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Joe Aldridge, Columbia USD

Sharon Johnson, 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

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; Mujtaba Dattoo of Aon; and Mark Stokes, Jody Fairfield, and Jennet Horder of USI Insurance Services.

1.0 Call to Order

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

2.0 Pledge

Jim Frost 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*

Agenda Item 9.8 School Resource Officers – Discussion was added.

The Agenda was adopted unanimously following a motion from Michael Chimente and a second from Pat Chabot.

5.0 Adoption of Minutes

5.1 JPA Committee Meeting, January 17, 2018

5.2 JPA Board Meeting, February 1, 2018

All meeting minutes were adopted unanimously after a motion from Michael Chimente and a second from Joe Aldridge.

6.0 Public Comment

There were no public comments.

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7.0 Reports

7.1 Loss Control Services Update

Nina Palarca presented the report to members.

8.0 Action Items

8.1 Finance

8.1.1 Presentation and Adoption of 2017-2018 Workers' Compensation Actuarial Study

Mujtaba Dato of Aon gave an overview of the December 31, 2017 Actuarial Study Extrapolated to June 30, 2018. He reported that a \$350,000 SRI, the present value of the loss rate per \$100 of payroll was The Workers' Compensation Actuarial Study was adopted unanimously, after a motion from Pat Chabot and a second from Sharon Johnson.

8.1.2 Approval of 2018-2019 Preliminary Workers' Compensation Rates

Norma Wallace presented the 2018-2019 Preliminary Workers' Compensation Rates to the members. She explained that the rate decreased from \$2.57 in 2017-18 to \$2.51 for 2018-2019. The Board approved the rates unanimously after a motion Claudia Davis and a second from Pat Chabot.

8.1.3 Presentation-USI

Mark Stokes, Jennet Horder, and Jody Fairfield of USI gave an overview of the Workers' Compensation State of the Market, program review, and Safety National's proposal for Workers' Compensation excess insurance coverage. The costs are for 2018-2020 with an option for a third year. The board would like the Committee to review the third year option. The costs were approved unanimously after a motion from Michael Chimente and a second from Leigh Shampain.

8.1.4 Adoption of Financial Reports through January 31, 2018

Norma Wallace presented the January 31 Financial Reports to the members. As of this point the statement of net position JPA wide is \$12,545,377 in total assets and \$5,187,975 in total liabilities. The Financial Reports were unanimously adopted after a motion from Joe Aldridge and a second from Leigh Shampain.

8.1.5 Approval of Revised 2017-2018 Administrative Costs

Norma Wallace reviewed the Revised Administrative Costs with the members. She explained the increase in costs was due to the mid-year salary step increase and associated statutory benefits for the TJPA Account Technician position. The costs were unanimously approved after a motion from Leigh Shampain and a second from Jared Critchfield.

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8.2 Risk Management

8.2.1 Approval of TJPA Safety Credit Program for 2018 - 2019

Norma Wallace presented the TJPA 17-18 safety credit balances and provided members with their district's SISC 17-18 safety credit balances. She explained the carry overs from 16-17 will expire June 30, 2018. The Safety Credit Program allocations were unanimously approved after a motion from Pat Chabot and a second from Claudia Davis.

8.3 Business Items

8.3.1 Approval of Contracted Services

8.3.1.1 Company Nurse contract 2018 - 2021

Norma Wallace reviewed the Company Nurse contract with members. She explained that this contract for 2018-2021 is an increase of \$1,650 at a total fee of \$20,400. Norma was able to negotiate a 3 year contract at this fee. The Company Nurse contract was unanimously approved after a motion from Michael Chimente and a second from Pat Chabot.

8.3.1.2 WorkSteps/SnarrTech contract/fee schedule 2018 - 2020

Norma Wallace reviewed the WorkSteps/SnarrTech contract/fee schedule for 2018-2020 with members. She explained the fee schedule will increase \$5.00 per test for the next 2 years. In 2018-19 the fee will be \$185 per test and 2019-20 the fee will be \$190 per test. Alpine's fees will be assessed each year. The WorkSteps/SnarrTech contract/fee schedule was unanimously adopted after a motion from Leigh Shampain and a second from Claudia Davis.

8.3.1.3 Sampson, Sampson, & Patterson, LLP contract 2018 – 2021

Norma Wallace reviewed the auditing services contract with Sampson, Sampson, & Patterson for 2018-2021. She explained that this is a 3 year contract with no fee increase. The annual fee each year will be \$10,250. The Sampson, Sampson, & Patterson, LLP contract was unanimously approved after a motion from Claudia Davis and a second from Pat Chabot.

8.3.1.4 USI contract February 1, 2019 – January 31, 2022

Norma Wallace reviewed the USI contract with members. She explained that this is a 3 year agreement from February 1, 2019 – January 31, 2022. There is no fee increase. The broker fee will continue to be \$60,000 per year. The USI contract was unanimously approved after a motion from Michael Chimente and a second from Joe Aldridge.

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8.4 Policies and Guidelines

8.4.1 Approval of TJPA Concealed Weapons Policy – revised

Norma Wallace reviewed the revisions to the TJPA Concealed Weapons Policy with members. She explained that the revision includes the language from AB 424, which bans firearms on school grounds and removes the ability for school officials to grant exemptions. The revision to the TJPA Concealed Weapons Policy was unanimously approved after a motion from Claudia Davis and a second from Leigh Shampain.

8.4.2 Approval of TJPA Increased Deductible Schedule - remove

Norma Wallace presented the TJPA Increased Deductible Schedule to members. This was a requested agenda item that the TJPA Committee recommended to remove the increased deductible schedule since it no longer applies to the structure with SISC. The TJPA Increase Deductible Schedule – removal was unanimously approved after a motion from Michael Chimento and second from Joe Aldridge.

8.4.3 Discussion of Socially Responsible Investing

Norma Wallace explained that the TJPA committee had a very thorough discussion about the pros and cons of changing who and how we invest.

8.4.4 Approval of TJPA Investment Policy

Norma Wallace explained to the members that the TJPA Committee is recommending no change to the TJPA Investment Policy. The TJPA Investment Policy was approved unanimously after a motion from Leigh Shampain and a second from Kathy Griggs.

8.4.5 Approval of TJPA document destruction for 2018-2019

Norma Wallace presented a list of documents that are scheduled for destruction on July 1, 2018. The proposed list of documents for destruction was approved unanimously, after a motion from Claudia Davis and a second from Jared Critchfield.

9.0 Information Items

9.1 Summer Trainings

Norma Wallace discussed the MOT Supervisor Training and Custodial Trainings schedules for 2018-2019.

9.2 Safe Schools – SISC

Norma Wallace provided a handout with the services that SISC provides their members for school safety issues.

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9.3 SB1072 - Child Safety Alert Systems in School Buses 2018-2019

Norma Wallace discussed the requirements under SB 1072. School buses must be equipped with a child safety alert system effective July 1, 2018.

9.4 Press Release Consultant/Public Information Officer

This was a requested agenda item for the committee. The committee has recommended a training workshop day through ACSA regarding Press Releases. Norma Wallace would also like to include the family educational rights and privacy act information (FERPA) in this training. The board requested a 3 hour training in May, June or July.

9.5 Automated External Defibrillators (AEDs)

Another item request for the committee. SISC neither discourages or promotes the use of AEDs. The committee recommended to leave the decision of use of AEDs at the discretion of each district.

9.6 Sexual Misconduct Policy and Training update

CSBA is now part of the policy development and the idea is to adopt statewide best practice from CSBA and the JPA collation.

Claudia Davis suggested adding language addressing job descriptions that describe situational context, for example: changing diapers in preschool, assisting in the bathroom for certain students. Policy 3320 was discussed regarding Statue of Limitations. Michael Chimente provided a handout of the Lozano Smith news brief on BOFG case and Government Code section 935. Norma Wallace will send information to members.

9.7 TJPA 2017-2018 Goals - Results

The TJPA goals for 2017-2018 have been met. Norma Wallace has completed the school risk program and is now a Certified School Risk Manager. The TJPA's continued goal is to be present, open to questions, and to keep updating districts with necessary information.

9.8 School Resource Officers – Discussion

Norma Wallace discussed concerns with the current SRO contracts between the City of Sonora and the 3 districts in the city limits. Sheriff elect Bill Pooley assured Norma that the Sheriff's Department would not have the same contract language. A letter from SISC's legal counsel will be addressing the contracts.

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10.0 Requests/Correspondence

None

11.0 Comments from Board Members

Margie Bulkin commented that the TJPA evaluation will be done in closed session at the May board meeting. She also shared with the members the news of Robert Griffith retiring.

12.0 Adjournment

The meeting was adjourned at 11:15 a.m.

Respectfully Submitted,

Michael Chimente
JPA Secretary