

Tuolumne Joint Powers Authority - Board Meeting Minutes

May 10, 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, Bellevue SD

Dave Urquhart, Big Oak Flat/Groveland

Jennifer Shimer, Big Oak Flat/Groveland

Michael Chimento, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Joe Aldridge, Columbia USD

Megan Guillen, Curtis Creek SD

Contessa Pelfrey, Jamestown SD

Julia Tidball, Mark Twain UESD

Leigh Shampain, Sonora & Summerville SD

Pat Chabot, Sonora UHSD

Marlana Benkula, Soulsbyville SD

Robert Griffith, Summerville UHSD

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 and Marci Oyler of LWP; Cathy Parker of Tuolumne County Superintendent of Schools; and Kerri Jones of SISC.

1.0 Call to Order

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

2.0 Pledge

Leigh Shampain 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 Information Item 8.2 was removed and added as Action Item 7.4.1 with remaining business items renumbered 7.4.2 and 7.4.3

Agenda Information Item 8.1 was removed and added as Action Item/Risk Management 7.5.3

An Amended Agenda was distributed to Members and Public.

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

5.0 Adoption of Minutes

5.1 JPA Committee Meeting, March 23, 2018

5.2 JPA Board Meeting, April 12, 2018

All meeting minutes were adopted unanimously after a motion from Pat Chabot and a second from Claudia Davis.

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6.0 Public Comment

There were no public comments.

7.0 Action Items

7.1 Administrative Business Items

7.1.1 Establish Meeting Schedule for 2018-2019

7.1.2 Designate Official Address and Correspondence Address

7.1.3 Authorize Warrant Signatures

All Administrative Business Items were adopted unanimously after a motion from Michael Chimente and a second from Claudia Davis.

7.2 Finance

7.2.1 Adoption of Financial Reports through March 31, 2018

Norma Wallace presented the Financial Reports through March 31, 2018 to the members. As of this point the statement of net position JPA wide is \$12,845,061 in total assets and \$5,242,177 in total liabilities. The Financial Reports were unanimously adopted after a motion from Claudia Davis and a second from Joe Aldridge.

7.2.2 Adoption of Preliminary Property & Liability Rates for 2018-2019

Norma Wallace presented the Preliminary Property & Liability Rates for 2018-2019. She informed members that the rates are based on the districts 2017-2018 P-1 Attendance. The vehicles/buildings and booster clubs rates will be adjusted after June 30. The Preliminary Property & Liability Rates for 2018-2019 were unanimously adopted after a motion from Marlana Benkula and a second from Pat Chabot.

7.2.3 Adoption of 2018-2019 Administrative Costs

Norma Wallace presented the 2018-2019 Administrative Costs. The costs include 2018-2019 step increase in addition to a 3% increase for 2018-2019. The 2017-2018 tax rates are used as estimates and 2018-2019 PERS rate is included. There is an estimated \$75.00 increase to HW for retiree benefit. The 2018-2019 Administrative Costs were unanimously adopted after a motion from Claudia Davis and a second from Joe Aldridge.

7.2.4 Adoption of 2018-2019 Preliminary Budgets

Norma Wallace presented the 2018-2019 Preliminary Budgets. The 2018-2019 Preliminary Budgets were unanimously adopted after a motion from Leigh Shampain and a second from Marlana Benkula.

7.3 Policies and Guidelines

7.3.1 Adopt Education Code 42141 Compliance as it relates to Workers' Compensation

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Norma Wallace informed members about Education Code 42141. She explained that a self-insured school district must disclose annually the estimated accrued but unfunded costs for workers compensation, which must be based on an actuarial obtained by the district every 3 years. The TJPA has an actuarial done every year. The code was adopted unanimously after a motion from Michael Chimente and a second from Jared Critchfield.

7.4 Business Items

7.4.1 Approval of costs associated with ACSA Public Communication Workshop

Norma Wallace discussed the ACSA Workshop with members. The committee recommends that the JPA pay for 2 attendees per district and invoice the district for any additional participants at the cost of \$125.00 per person. The costs associated with the ACSA Workshop were approved unanimously after a motion from Joe Aldridge and a second from Leigh Shampain.

7.4.2 Approval of Notification of 30 day notice for termination of services with Prichard Safety and Health Risk Control Services contracts July 1, 2018 - June 30, 2019 and July 1, 2019 – June 30, 2020

7.4.3 Approval of Notification of 30 day notice for termination of services with Prichard Safety and Health Loss Control Audit/Inspections 2018-2020

Margie Bulkin requested both 7.4.2 and 7.4.3 to be combined as one item. Members approved. Norma Wallace discussed Risk Control Services and Loss Control/Audit Inspection Services with members. SISC provides these services and we pay for these services in our Property & Liability Premium. The JPA Committee's recommendation is to terminate Prichard Safety and Health contracts due to duplicated services for Risk Control and Loss Control/Audit Inspections. The Board unanimously approved Notification of 30 day notice for termination of services with Prichard Safety and Health after a motion from Michael Chimente and a second from Jim Frost.

7.5 Risk Management-Discussion

7.5.1 SISC Presentation Risk Control Services and Loss Control Audit/Inspections

Keri Jones of SISC presented Risk Control Services and Loss Control/Audit Inspections.

7.5.2 SISC Workshop

Norma Wallace discussed the SISC Workshop for implementing online in-service training. The workshop will be held on May 10, 2018 from 1:00 PM – 3:00 PM.

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7.5.3 TJPA Training Calendar

Norma Wallace presented members with the 2018-2019 JPA Calendar that was approved by the committee. She requested approval to move the July 12 custodial training to June 13 and to cancel the MOT Supervisors Training on June 13. The changes were unanimously approved after a motion from Jared Critchfield and a second from Joe Aldridge.

7.6 Closed Session – G.C. 54956.95

The meeting was adjourned to closed session at 10:08 and returned to open at 10:17.

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

7.6.1 Worker's Compensation Claims

1833200036 & SAC000180396 (added to agenda) – These claims were settled unanimously as presented after a motion from Michael Chimente and a second from Dave Urquhart.

SAC0000170154, SAC0000178292, SAC0000181220, & SAC0000181219 – These claims were settled unanimously as presented after a motion from Michael Chimente and a second from Jared Critchfield.

7.6.2 Public Employee Performance Evaluation

Title: Executive Director, JPA

Members evaluated the Tuolumne JPA Executive Director.

8.0 Information Items

8.1 Automatic Defibrillators (AEDs)

Norma Wallace discussed proposed new legislation AB 2009 with members.

8.2 Administrative Personnel Training Day – Save the Date

Norma Wallace provided a handout with information on the Administrative Personnel Training Day on October 25, 2018.

8.3 PROTECT Training – Human Trafficking

Norma Wallace discussed the mandatory Human Trafficking training for school district personnel and 7-12 grade students. She provided members with the PROTECT training information

8.4 Authorization to Administer Hepatitis B Vaccine – revised form (added Decline Titer Draw)

Norma Wallace discussed the new Authorization to Administer Hepatitis B Vaccine form. Sonora Job Care was mistakenly requesting a Titer Blood Draw, so the line "I DECLINE THE TITER BLOOD DRAW" was added to the form.

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8.5 Special Education Voluntary Coverage Program (SEVCP) SISC

Norma Wallace reminded Members of the Special Education Insurance Program through SISC. Members discussed how the Special Education Programs are administered in their respective counties. Districts may elect to sign up for this coverage individually and SISC will invoice directly. This item will be revisited at the August Board Meeting.

9.0 Requests/Correspondence

Board President Margie Bulkin recognized the Board Member Retirees; Robert Griffith from Summerville UHSD, Pat Chabot from Sonora UHSD and Dave Urquhart from Big Oak Flat/Groveland USD.

10.0 Comments from Board Members

Members will present any requests or comments to the board

11.0 Adjournment

The meeting was adjourned at 10:39 a.m.

Next Regular Board Meeting of the Tuolumne Joint Powers Authority
Thursday, August 30, 2018 at 9:00 a.m.
Tuolumne County Superintendent of Schools, Room 217

Respectfully Submitted,

Michael Chimente
JPA Secretary