

# **TUOLUMNE JOINT POWERS AUTHORITY QUARTERLY BOARD MEETING**

**August 4, 2016**

## **Minutes**

In attendance:

Carla Haakma, Belleview SD  
Michael Chimente, Bret Harte UHSD  
Claudia Davis, Calaveras COE  
Kathy Griggs, Calaveras USD  
Liz Stanko, Calaveras USD  
Craig Bowden, Columbia USD  
Sharon Johnson, Curtis Creek SD  
Vonnie Butler, Jamestown SD  
Roy Blair, Mark Twain USD

Leigh Shampain, Sonora & Summerville ESD  
Pat Chabot, Sonora High USD  
Kim Burr, Sonora UHSD  
Marlana Benkula, Soulsbyville SD  
Jeff Winfield, Soulsbyville SD/ Twain Harte SD  
Jessica Lozoya, Summerville UHSD  
Margie Bulkin, Tuolumne County SOS  
Lisa Rico, Tuolumne County SOS  
Don Ogden, Vallecito USD

Also in attendance were Diana Rappaport and Nancy Palmer of the Tuolumne JPA, Nina Palarca of Prichard Safety and Health, Amber Davis, Marci Oyler, and Kathrine Nelms of LWP Claims Solutions and JoAnn Gamords of Wells Fargo Insurance,

### **GENERAL BUSINESS**

#### **1. Call to Order**

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

#### **2. Pledge of Allegiance to the Flag**

#### **3. Introductions**

#### **4. Adoption of the Agenda**

After adding two action items, 17A & B, the revised agenda was adopted unanimously following a motion from Pat Chabot and a second from Carla Haakma.

### **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 27, 2016 Committee Meeting
- b) Minutes for the May 12, 2016 JPA Board Meeting

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

#### **6. JPA Officer Elections**

A motion was made by Claudia Davis to re-elect the existing officers for an additional two- year term.

The motion was seconded by Craig Bowden and adopted unanimously.

**7. JPA Conflict of Interest Code**

Diana Rappaport informed members that the current Conflict of Interest Code was included in the agenda packet. She explained that the code must be reviewed every two years. The Conflict of Interest Code was adopted as presented after a motion by Michael Chimente and a second by Vonnie Butler.

**8. Approval of document destruction for 2016-17**

Diana Rappaport presented members with the list of documents that were approved for destruction at the April 7, 2016 Board Meeting and reported that they were destroyed on July 21, 2016. The notification of destruction was unanimously approved after a motion from Craig Bowden and a second by Pat Chabot.

**Finance**

**9. Adopt Financial Reports for the period ending June 30, 2016**

Diana Rappaport reviewed the financial report with members. Overall, both of the Property & Liability program and the Workers Compensation program are performing better than expected at this time. The reports were unanimously approved after a motion by Claudia Davis and a second by Sharon Johnson.

**10. Adopt Final 2016-17 Budgets**

Diana Rappaport presented the final budgets for the 2016-17 year. She reviewed the changes from the preliminary budgets presented at the May Board Meeting. The final 2016-17 budgets were adopted unanimously after a motion by Pat Chabot and a second by Carla Haakma.

**11. CLOSED SESSION – G.C. 54956.95**

**The meeting adjourned to closed session at 9:15 and returned to open session at 10:01.**

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

**Workers Compensation**

**134207** - The claim was settled unanimously as presented after a motion from Michael Chimente and a second from Don Ogden.

**118952, 134976 & 135568** - These claims were settled unanimously as presented after a motion from Leigh Shampain and a second from Pat Chabot.

**155754 & 155878** - These claims were settled unanimously as presented after a motion from Leigh Shampain and a second from Craig Bowden.

**158641** - The claim was settled unanimously as presented after a motion from Vonnie Butler and a second from Michael Chimente.

**Public Employment – Executive Director**

The Board accepted Diana Rappaport's retirement letter.

**12. Adopt revised 2015/16 & 2016/17 Administrative Fees**

Diana Rappaport presented the revised Administrative fees. She explained that the revisions were caused by a 4% increase in salary and benefits to staff. The revised administrative fees were adopted unanimously after a motion by Michael Chimente and a second by Pat Chabot.

**Property & Liability & Risk Management**

**13. Adopt Final 2016-17 Property & Liability Rates**

Diana Rappaport presented the final Property & Liability Rates for the 2016-17 year. The final Property & Liability Rates were adopted unanimously after a motion by Claudia Davis and a second by Vonnie Butler.

**14. Shoes for Crews**

Diana Rappaport informed members that we have the first two fittings scheduled for next week on the 9<sup>th</sup> and 10<sup>th</sup>. She also informed members that the JPA committee recommendation was to expand the pilot program to all member districts. The Shoes for Crews expansion was unanimously approved after a motion by Sharon Johnson and a second by Roy Blair.

**15. Presentation**

JoAnn Gamoras of Wells Fargo Insurance Services presented members with the LWP claims audit. She showed the power point presentation and how an audit is conducted. Overall LWP scored very high in their handling of our claims.

**Informational Items**

**16. a) AB1825 Compliance**

**b) School Safety Assessment Tool**

**c) Statement of Facts**

**d) Classroom Conditions Checklist**

**e) Service Animals and the ADA**

**f) 2016-17 Safety Grants**

**g) 2016-17 Board Meeting Calendar**

Diana Rappaport reviewed items a through g with the members.

**h) Loss Control Activity Report**

Nina Palarca reviewed the report with members.

**17. Requests/Correspondence**

a) Diana Rappaport discussed going paperless at the next meeting. Nancy will contact the members to see if they have the ability to get the packet electronically.

b) Margie Bulkin requested that the next board meeting be moved to January 4, 2017 in order for the retiring Director to attend.

**18. Adjournment**

The meeting was adjourned at 10:43 a.m.

Respectfully Submitted,

Michael Chimente, JPA Secretary

