

# Tuolumne Joint Powers Authority

Our mission is to protect member resources and strive to maintain a safe and healthy school workplace.



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## Board Meeting Minutes

April 13, 2023

9:00 a.m.

Tuolumne County Superintendent of Schools Offices

175 Fairview Lane, Room 217

Sonora, CA 95370

### In Attendance:

Torie Gibson/Amador COE

Jared Critchfield, Amador COE/USD

Jessica Lozoya, Belleview School

Jennifer Shimer, Big Oak Flat/Groveland

Scott Nanik, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Stephanie Shatto, Columbia USD

Kristin Lopez, Curtis Creek School

Contessa Pelfrey, Jamestown School

Paula Wyant, Mark Twain UESD

Cheryl Griffiths, Sonora Elementary

Sandra Sturzenacker, Sonora Elementary

Ed Pelfrey, Sonora UHSD

Jeff Winfield, Soulsbyville SD

Isabel Valadez, Soulsbyville SD

Julie Barrington, Summerville Elementary

Michael Merrill, Summerville UHSD

Cindy Jensen, Summerville UHSD

Zack Abernathy, Tuolumne County SOS

Lisa Rico, Tuolumne County SOS

Gabe Wingo, Twain Harte School

Gretchen McReynolds, Vallecito USD

Also in attendance in person were: Mark Stokes and Jennet Horder from ABD-Newfront; Norma Wallace and Jean Wolfgang from the Tuolumne JPA. In attendance via Zoom were: Ziruo Wang and Ruqaya Alloo and from AON; Kathryn Nelms and Marci Oyler from LWP; Kerri Jones from SISC.

### 1.0 Call to Order

Zack Abernathy called the meeting to order at 9:04

### 2.0 Pledge

Zack Abernathy led the Pledge of Allegiance.

### 3.0 Introductions

Board Members and guests introduced themselves.

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

The Agenda was adopted unanimously, as presented, after a motion from Claudia Davis and a second from Scott Nanik.

### 5.0 Adoption of Minutes

#### 5.1 Tuolumne JPA Committee Meeting, January 12, 2023

#### 5.2 Tuolumne JPA Board Meeting, February 2, 2023

All meeting minutes were adopted unanimously, after a motion from Ed Pelfrey and a second from Julie Barrington.

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## 6.0 Public Comment

There were no public comments.

## 7.0 Closed Session – G.C. 54956.95

The meeting adjourned to closed session at 9:08 a.m. and returned to open session at 9:45 a.m.

### 7.1 Workers' Compensation Claim Settlements

<u>District</u>	<u>Claim Number</u>
Amador County Unified School District	1833200102, SAC0000177391, SAC0000121116
Bret Harte UHSD	SAC0000105111
Jamestown	SAC0000166831
Sonora Union High School	2233200183
Summerville Union High School District	213320050, 2233200194

All claims were settled unanimously as recommended.

### 7.2 Workers' Compensation Injury Summary Report

Norma Wallace discussed the Workers' Compensation Settlement Claims from February and the Open Claims Inventory. No Action taken, information only.

### 7.3 Property & Liability Claims

Norma Wallace discussed Property & Liability Claims with the Board.  
No Action taken, information only.

## 8.0 Presentation ABD State of the Market

Mark Stokes and Jennet Horder from ABD-Newfront presented the Workers' Compensation State of the Market.

## 9.0 Action Items

### 9.1 Presentation and Adoption of the December 31, 2022 Workers' Compensation Actuarial Study

Ziruo Wang from Aon presented the December 31, 2022 Workers' Compensation Actuarial Study. The December 31, 2022 Workers' Compensation Actuarial Study as adopted unanimously as presented, after a motion from Stephanie Shatto and a second from Kathy Griggs.

### 9.2 Approval of 2023-2024 Preliminary Workers' Compensation Rates

Norma Wallace presented the 2023-2024 Preliminary Workers' Compensation Rates. The 2023-2024 Preliminary Workers' Compensation Rates were adopted unanimously as presented, after a motion from Paula Wyant and a second from Torie Gibson.

### 9.3 Adoption of Tuolumne JPA Financial Reports through January 31, 2023

Norma Wallace presented the Tuolumne JPA Financial Reports through January 31, 2023. The Tuolumne JPA Financial Reports through January 31, 2023 were adopted unanimously as presented and recommended by the Tuolumne JPA Committee, after a motion from Jeff Winfield and a second from Jared Critchfield.

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## **9.4 Approval of 2022-2023 Tuolumne JPA Final Safety Credits-Revised**

Norma Wallace presented the 2022-2023 Tuolumne JPA Final Safety Credits-Revised. Decreased ADA resulted in Soulsbyville Schools Safety Credit Funds adjustment/decrease of \$500. The 2022-2023 Tuolumne JPA Final Safety Credits-Revised was adopted unanimously as presented and recommended by the Tuolumne JPA Committee, after a motion from Cheryl Griffiths and a second from Michael Merrill.

## **9.5 Approval of 2023-2024 Tuolumne JPA Safety Credit Program**

Norma Wallace presented the 2023-2024 Tuolumne JPA Safety Credit Program. She discussed the \$500 adjustment from the 2022-2023 Revision. The 2023-2024 Tuolumne JPA Safety Credit Program was adopted unanimously as presented and recommended by the Tuolumne JPA Committee, after a motion from Jared Critchfield and a second from Torie Gibson.

## **9.6 Presentation 2021-2022 Facility Follow-Up Inspections**

Kerri Jones from SISC discussed the 2021-2022 Facility Follow-Up Inspections. She noted areas of concern.

## **9.7 Approval of Tuolumne JPA 2021-2022 Facility Follow-Up Inspection Awards**

Norma Wallace presented the Tuolumne 2021-2022 Facility-Up Inspection Awards. Jamestown, Bret Harte UHSD, Calaveras USD, Twain Harte and Tuolumne County Superintendent of Schools will each receive an award plaque and \$4,000. The Tuolumne 2021-2022 Facility-Up Inspection Awards were approved unanimously as presented, after a motion from Claudia Davis and a second from Scott Nanik.

## **9.8 Approval of Tuolumne JPA Investment Policy – Review**

Norma Wallace presented the Tuolumne JPA Investment Policy – Review. The Tuolumne JPA Investment Policy – Review with no changes was adopted unanimously as presented and recommended by the Tuolumne JPA Committee, after a motion from Jared Critchfield and a second from Stephanie Shatto.

## **9.9 Approval of CPR/First Aid/AED Training Dates**

Norma Wallace presented the CPR/First Aid/AED Training Dates: August 12, September 16 and February 2. The CPR/First Aid/AED Training Dates were approved unanimously as presented and recommended by the Tuolumne JPA Committee, after a motion from Claudia Davis and a second from Michael Merrill.

## **9.10 Approval of 2023-2024 Annual Employee Training Matrix**

Norma Wallace presented the 2023-2024 Annual Employee Training Matrix. The Board requested CPR/First Aid/AED training to be added to Coaches required trainings. The 2023-2024 Annual Employee Training Matrix with the addition of CPR/First Aid/AED Training to Coaches required trainings was approved with a vote of: 17 yeas, 0 nays, 1 abstention, as presented and recommended by the Tuolumne JPA Committee, after a motion from Claudia Davis and a second from Ed Pelfrey.

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## **9.11 Approval of AON Contract July 1, 2023 - June 30, 2026**

Norma Wallace presented the AON Contract July 1, 2023 – June 30, 2026.

The AON Contract July 1, 2023 – June 30, 2026 was approved unanimously as presented and recommended by the Tuolumne JPA Committee, after a motion from Claudia Davis and a second from Jared Critchfield.

## **9.12 Approval of WorkSTEPS/SnarrTech Contract/Fee Schedule July 1, 2023 – June 30, 2026**

Norma Wallace presented the WorkSTEPS/SnarrTech Contract/Fee Schedule July 1, 2023 – June 30, 2026. The WorkSTEPS/SnarrTech Contract/Fee Schedule July 1, 2023 – June 30, 2026 was approved unanimously as presented and recommended by the Tuolumne JPA Committee, after a motion from Julie Barrington and a second from Torie Gibson.

## **9.13 Approval of ABD Broker Agreement February 1, 2024 – January 31, 2027**

Norma Wallace presented the ABD Broker Agreement February 1, 2024 – January 31, 2027. The ABD Broker Agreement February 1, 2024 – January 31, 2027 was approved unanimously as presented and recommended by the Tuolumne JPA Committee, after a motion from Paula Wyant and a second from Claudia Davis.

## **9.14 Approval of Schools Legal Contract July 1, 2023 – June 30, 2026**

Norma Wallace presented the Schools Legal Contract July 1, 2023 – June 30, 2026.

The Schools Legal Contract July 1, 2023 – June 30, 2026 was approved unanimously as presented and recommended by the Tuolumne JPA Committee, after a motion from Claudia Davis and a second from Jared Critchfield.

## **9.15 Approval of Annual Document Destruction – 2023-202**

Norma Wallace presented the Annual Document Destruction List – 2022-2023.

The Board approved of destroying the documents noted in the packet per the Tuolumne JPA records retention schedule unanimously as presented, after a motion from Ed Pelfrey and a second from Scott Nanik.

## **10.0 Information Items**

### **10.1 2023-2024 Tuolumne JPA Contracted Services**

Norma Wallace presented and discussed the 2023-2024 Tuolumne JPA Contracted Services.

### **10.2 ABD Letter**

Norma Wallace discussed the 2023-2024 ABD Letter. This letter confirms that ABD does not receive any additional compensation. The only revenue they receive is the agreed upon broker fee.

### **10.3 SISCII Property & Vehicle Update Reminder**

Norma Wallace reminded members to update their District's Property & Vehicle inventory. The inventory will be used in setting the 2023-2024 Property & Liability Rates.

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## 10.4 COVID-19 Q&A

Please note the following are still required for California schools and employers:

- Cal/OSHA Covid-19 Prevention Plan; addendum or embedded in the districts IIPP
- Cal/OSHA notices for close contacts; continue isolation and quarantine requirements
- Cal/OSHA general notification/posting of exposures
- Cal/OSHA rules for outbreaks (3 or more in a 14-day period) major outbreaks (20 or more in a 30-day period)
- Reporting Workers' Compensation employee Covid-19 positive to the JPA; employees filing a WC claim require a PCR test

## 11.0 Requests/Correspondence

No requests/Correspondence of interest were shared by Board President Zack Abernathy.

## 12.0 Comments from Board Members

The Board discussed NFHS training sources.

## 13.0 Adjournment

The Meeting adjourned at 11:38 a.m.

Next Regular Board Meeting of the Tuolumne Joint Powers Authority

Thursday, May 11, 2022 at 9:00 a.m

Greenhorn Creek Resort

711 McCauley Ranch Rd.

Angels Camp, CA 95222

Respectfully Submitted,

Scott Nanik

Tuolumne JPA Secretary