

## **MINUTES**

### **JOINT POWERS BOARD MEETING November 17, 2016**

#### **RESIG CONFERENCE CENTER San Andreas I/II**

#### **CALL TO ORDER**

The meeting was called to order by President Steve Jorgensen at 8:41 a.m.

#### **ATTENDANCE**

Matt Reno	Alexander Valley Union
Joel Dontos	Bellevue Union
Sue Field	Bennett Valley Union
Jeremy Decker	Cloverdale Unified
Rae Poole	Cotati-Rohnert Park Unified
Christin Barkas	Dunham School District
Phyllis Parisi	Forestville Union
Jennifer Schwinn	Gravenstein Union
Carolyn Bischof	Guerneville School District
Ann Hayes	Harmony Union
Steve Barekman	Healdsburg Unified
Patti Pomplin	Horicon School District
Patti Pomplin	Kashia School District
Bob Bales	Kenwood School District
Chris Rafanelli	Liberty School District
Regina Cuculich	Mark West Union
John Quinn	Montgomery School District
Chris Thomas	Petaluma City Schools – Elem.
Chris Thomas	Petaluma City Schools – High
Susan Donner	Piner-Olivet Charter
Carmen French	Piner-Olivet Union
Joe Pandolfo	Rincon Valley Union
Yolanda Reynoso	Roseland School District
Steve Eichman	Santa Rosa City Schools – Elem.
Steve Eichman	Santa Rosa City Schools – High
John Azzizzi	Sebastopol Independent Charter
Linda Irving	Sebastopol Union

Bob Raines  
Mary Downey  
John Bartolome  
Barbara Bickford  
Carol Slender  
Mike Rea  
Rhonda Bellmer  
Eric Hoppes  
Steve Jorgensen/Brandon Krueger  
Adam Schaible

Shoreline Unified  
Sonoma County Office of Education  
Sonoma Valley Unified  
Twin Hills Union  
Waugh School District  
West County Transportation Agency  
West Side Union  
Wilmar Union  
Windsor Unified  
Wright School District

**RESIG Staff:**

Rose Burcina  
Chris Spencer  
Suzanne Pelz  
Steve Fields  
Will Davis  
Erin Tarkhanian  
Patty Baumunk  
Ronda Bergesen  
Diane Vieyra

Executive Director  
Workers' Compensation Claims Manager  
Workers' Compensation Claims Supervisor  
Property & Liability Risk Manager  
Director of Environmental Risk Services  
Loss Prevention Coordinator  
Director of Employee Benefits  
Business Manager  
Executive Secretary

**Guests:**

Loren Soukup  
Dawn Safine  
Eileen Massa  
Eryn Elola  
Lola Nickell

School & College Legal Services  
The Travelers Companies, Inc.  
Wells Fargo Insurance  
Alliant Insurance Services  
SISC

**Those not in attendance were:**

Cinnabar School District  
Geyserville Unified  
Monte Rio Union  
Old Adobe Union  
Two Rock Union  
Woodland Star Charter

Fort Ross School District  
Live Oak Charter  
Oak Grove Union  
Sonoma Charter School  
West Sonoma County UHSD

**APPROVAL OF AGENDA**

A motion was made by Bob Raines and seconded by Joe Pandolfo to approve the agenda as presented. Ayes: Reno, Dontos, Field, Decker, Poole, Barkas, Parisi, Schwinn, Bischof, Hayes, Barekman, Pomplin, Pomplin, Bales, Rafanelli, Cuculich, Quinn, Thomas, Thomas, Donner, French, Pandolfo, Reynoso, Eichman, Eichman, Azzizzi, Irving, Raines, Downey, Bartolome, Bickford, Slender, Rea, Bellmer, Hoppes, Jorgensen, and Schaible. Motion passed unanimously.

## **INTRODUCTIONS & RECOGNITIONS**

President Jorgensen thanked the audience for their attendance. Each attendee introduced themselves.

Mary Downey was welcomed as the newest member of the Executive Committee/Joint Powers Board. Also welcomed were guest speakers Loren Soukup—School & College Legal Services, and Dawn Safine—The Travelers Companies, Inc.

## **PUBLIC COMMENTS**

Patti Pomplin requested information from the Joint Powers Board on developing a mentor program. She mentioned that she spoke to a superintendent from Williams School District about English Language Learners (ELL) that are primarily low income families. He stated that homework doesn't work for those students but what does work is a "Mentor Program" where middle class families basically adopt the children. These middle class families provide them with opportunities by making sure they get to after school activities and expose them to places they've never visited, etc. She was seeking resources to assist these children by exposing them to things such as American culture, main attractions, historical sites, the beach, and just every day activities. Bob Raines suggested that she contact Petaluma City Schools regarding their "Mentor Me Program" and/or the principal at Tomales High School where they have a program called "Shoreline Mentors". Pomplin thanked the Board for their attention.

## **CONSENT CALENDAR**

- A. Minutes Approval – June 9, 2016**
- B. Quarterly Investment Reports as of:**
  - **June 30, 2016**
  - **September 30, 2016**

A motion was made by Bob Raines and seconded by Steve Eichman to approve the Consent Calendar as presented. Ayes: Reno, Dontos, Field, Decker, Poole, Barkas, Parisi, Schwinn, Bischof, Hayes, Barekman, Pomplin, Pomplin, Bales, Rafanelli, Cuculich, Quinn, Thomas, Thomas, Donner, French, Pandolfo, Reynoso, Eichman, Eichman, Azzizzi, Irving, Raines, Downey, Bartolome, Bickford, Slender, Rea, Bellmer, Hoppes, Jorgensen, and Schaible. Motion passed unanimously.

## **ACTION**

### **C. Return of Equity**

President Jorgensen reported that the Executive Committee recommended the Board of Directors to approve a \$2,252,563 return of equity from the Workers' Compensation Program.

Rose Burcina then stated that the Workers' Compensation Program does have approximately \$4 million in equity that could be released. RESIG has performed very well based on the last couple of actuarial reports, but since it's only a couple of reports that have demonstrated an increase in the amount of the equity, she cautioned the amount of distribution and therefore recommended that 50% or \$2.2 million of that equity be released at this time.

Burcina referenced page 28 illustrating the formula applied to arrive at the equity. Page 29 displayed a breakdown by district providing a 50% equity payout.

The Executive Committee and RESIG Staff recommended that the Board of Directors approve the \$2,252,563 return of equity from the Workers' Compensation Program from years 2005/06 through 2010/11.

The Property & Liability Program, although it is strong financially, it did not allow for a return of equity at this time.

It was moved by Patty Pomplin and seconded by Bob Raines that the Board of Directors approve the \$2,252,563 return of equity from the Workers' Compensation Program from years 2005/06 through 2010/11, as presented. Ayes: Reno, Dontos, Field, Decker, Poole, Barkas, Parisi, Schwinn, Bischof, Hayes, Berekman, Pomplin, Pomplin, Bales, Rafanelli, Cuculich, Quinn, Thomas, Thomas, Donner, French, Pandolfo, Reynoso, Eichman, Eichman, Azzizzi, Irving, Raines, Downey, Bartolome, Bickford, Slender, Rea, Bellmer, Hoppes, Jorgensen, and Schaible. Motion passed unanimously.

### **D. New CAJPA Accreditation Required Documents**

- Underwriting Policy
- Workers' Compensation Memorandum of Coverage

President Jorgensen stated that Rose Burcina and Staff have been working on JPA Underwriting Guidelines and a Workers' Compensation Memorandum of Coverage.

Burcina reported that RESIG had gone through the CAJPA Accreditation process and there were a couple of documents that CAJPA recommended RESIG add to their programs in order to receive the CAJPA Accreditation with Excellence. RESIG Staff developed those documents over the summer and were reviewed by the CAJPA consultant who approved of them.

The two documents—JPA Underwriting Guidelines and the Workers' Compensation Memorandum of Coverage, were referenced in the agenda packet for the Board of Directors' review.

RESIG Staff recommended that the Board of Directors adopt the Underwriting Policy and Workers' Compensation Memorandum of Coverage to earn the CAJPA Accreditation with Excellence.

It was moved by Barbara Bickford and seconded by Steve Eichman that the Board of Directors adopt the Underwriting Policy and Workers' Compensation Memorandum of Coverage to earn the CAJPA Accreditation with Excellence as presented. Ayes: Reno, Dontos, Field, Decker, Poole, Barkas, Parisi, Schwinn, Bischof, Hayes, Barekman, Pomplin, Pomplin, Bales, Rafanelli, Cuculich, Quinn, Thomas, Thomas, Donner, French, Pandolfo, Reynoso, Eichman, Eichman, Azzizzi, Irving, Raines, Downey, Bartolome, Bickford, Slender, Rea, Bellmer, Hoppes, Jorgensen, and Schaible. Motion passed unanimously.

## **REPORT/DISCUSSION**

### **E. Legislative Update** (Handout)

Loren Soukup distributed *Recent Developments in California Law – November 2016* and briefly discussed each item on the handout.

### **F. Storm Preparedness** (Handout)

Dawn Safine thanked Wells Fargo and RESIG for the opportunity to speak today. Safine specializes in Property Fire Engineering working with NFPA (National Fire Protection Association) on standards for disaster/emergency management and business continuity/continuity of operations.

Safine handed out a Risk Management Guide, which included a Winter Weather Checklist. She informed the Board of Directors of the FREE library resources available through Travelers Insurance website [riskcontrol.com](http://riskcontrol.com). This website offers webinars, trainings, and information on all lines of business, cyber security, IT (Information Technology), management self-evaluations, business continuity, workplace safety, driving tips, building equipment, the latest risk control topics, newsletters, weather alerts, checklists, roof maintenance and inspections, and a crisis management wallet card to distribute to staff providing a script for staff on how to speak to the media.

Safine requested that interested member districts contact Will Davis or her to get registered in order to obtain the library resources.

Rose Burcina mentioned that RESIG is part of an earthquake warning system pilot project through U.C. Berkeley. Roseland and Wilmar School Districts and 3 others are currently participating in this project. Burcina explained that in the event there is an earthquake that can be measured by U.C. Berkeley, the system

will send out an alert via computer. The intent is to be able to warn prior to an event occurring. RESIG is the only school system that is in the pilot project at this time.

**G. Executive Director’s Report**

Rose Burcina reported the following:

- RESIG Staff Change – One of RESIG’s Senior Claims Examiners has resigned from RESIG but her replacement was hired this week. She will begin December 1.
- Surplus of Equipment – RESIG does have some surplus. Pictures of the items will be posted on RESIG’s website in January. RESIG will distribute a memo mentioning the items and process that will occur—districts are to advise RESIG Staff of the items they’re interested in by a certain date; interested parties will be entered into a drawing for the items, winning districts will then be notified to pick up the item(s) within 1-2 weeks. The remaining items will be disposed of or destroyed.
- RESIG’s Strategic Planning – The Executive Committee and RESIG Staff met in October to develop the 2016/17 and 2017/18 Strategic Plan. The plan is in the process of being formalized as it is on the Executive Committee Meeting agenda, following today’s Joint Powers Board Meeting, and once it’s approved and formalized it will be placed on the next Executive Committee Meeting agenda for review. Monthly updates are placed in the Executive Committee Meeting agendas. Burcina reminded the Board that they can keep track of the progress of the Strategic Plan by reviewing the Executive Committee Meeting agendas and minutes.
- President Jorgensen acknowledged Burcina and Staff as being selected for RESIG being “One of the of Best Places to Work” in Sonoma County.

**ADJOURNMENT**

The meeting was adjourned by President Jorgensen at 9:26 a.m.

SUBMITTED BY:

APPROVED BY:

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Rose R. Burcina, Executive Director

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Steve Jorgensen, President