

EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)

**MINUTES OF THE UNDERWRITING COMMITTEE
MEETING OF May 24, 2018**

A meeting of the ERMA Underwriting Committee was held via teleconference on Thursday, May 24, 2018, at the offices of Bickmore in Sacramento, City of Rancho Cucamonga, and Greater Los Angeles Vector Control District.

COMMITTEE MEMBERS PRESENT: John Gillison, PARSAC
Truc Dever, GLAVCD

COMMITTEE MEMBERS ABSENT: Scott Ellerbrock, PERMA

OTHERS PRESENT: Jennifer Jobe, Executive Director
Joyce DeVries, Bickmore

1. CALL TO ORDER

The meeting was called to order at 1:35 p.m. by Executive Director Jennifer Jobe.

2. ROLL CALL

A roll call was taken, and it was determined a quorum was present. Present were PARSAC and Greater LA Vector Control District.

3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

John Gillison moved to approve the agenda as posted. Seconded by Truc Dever. A roll call vote was taken. The motion passed unanimously.

4. PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

John Gillison moved to approve the Minutes – March 29, 2017, Underwriting Committee Meeting. Seconded by Truc Dever. A roll call vote was taken. The motion passed unanimously.

6. ADMINISTRATIVE MATTERS

Membership Matters

A. Review of Prospective New Member Application – City of San Jacinto (PERMA)

Ms. Jennifer Jobe, Executive Director, provided the Committee with background information regarding the City of San Jacinto (PERMA). The City has applied to ERMA as an underlying member of PERMA. The City requested a self-insured retention of \$25,000, which is in line with their \$3.4 million payroll. Given the City is a participating

member of PERMA, one of ERMA's primary pools, this request is something the Committee will consider. The City has 48 full-time employees, and no known losses, and staff obtained a letter attesting to no known losses. At the time of application, the City was not in full compliance with AB 1825 training requirements. This was a result of staffing turnover between the latter half of 2017 and early 2018 with a new Human Resources (HR) Manager. Staff reported discussions took place with the new HR Manager wherein staff was advised of a new training program and tracking of trainings mechanism. The City is now in full compliance as of April 30, 2018. The only other point of note is it has been some time since the City's written policies and procedures had been reviewed. There are full revisions and a review planned for the second half of 2018. Mr. Gillison reported the City of Rancho Cucamonga is presently working with San Jacinto on information technology matters. Mr. Gillison reported the new HR Manager and City staff are working to get the City up to speed in several areas. Mr. Gillison stated he believes the City will be a good fit with ERMA.

John Gillison moved to recommend to the Board of Directors the City of San Jacinto become a member of ERMA, effective July 1, 2018. Seconded by Truc Dever. A roll call vote was taken. The motion passed unanimously.

7. CLOSING COMMENTS

A. Underwriting Committee

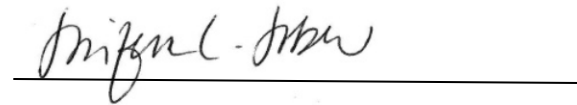
None.

B. Staff

None.

8. ADJOURNMENT

The meeting adjourned at 1:42 p.m. by general consent.



Jennifer L. Jobe, Executive Director