

EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)

**MINUTES OF THE UNDERWRITING COMMITTEE
MEETING OF JANUARY 14, 2019**

The meeting of the ERMA Underwriting Committee meeting was held on January 14, 2019, via teleconference.

COMMITTEE MEMBERS PRESENT: Scott Ellerbrock, President, PERMA
John Gillison, Vice President, PARSAC
Truc Dever, Treasurer, GLAVCD

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Jennifer Jobe, Executive Director
Brittany Claypool, Analyst
Yahaira Martinez, York Pooling

1. CALL TO ORDER/ROLL CALL

The January 14, 2019, ERMA Underwriting Committee meeting was called to order at 2:22 p.m. by President Scott Ellerbrock. Roll call was taken and it was determined a quorum was present.

2. 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.

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

John Gillison moved to approve the consent calendar as follows: Item A. Minutes – November 15, 2018, Underwriting Committee Meeting. Seconded by Truc Dever. A roll call vote was taken. The motion passed unanimously.

5. MEMBERSHIP MATTERS

A. Review of Prospective New Member Application – Town of Fort Jones (SCORE)

Ms. Jennifer Jobe, Executive Director, reported the Town of Fort Jones is applying for membership in ERMA as an underlying member of SCORE and has requested a \$25,000 self-insured retention (SIR). The Town reports payroll at \$462,893 for the 2017 calendar year. She further noted the town reports two full-time and five part-time employees, has incurred no Employee Practices Liability (EPL)-related claims within the previous seven fiscal years, and issued a letter attesting to “No Known Losses.” Additionally, Ms. Jobe

reported the information provided in the application indicates the Town has written personnel policies in place; however, as confirmed during a conversation between herself and the Town Administrator, it has been many years since a thorough review of their policies was conducted. The Town has a small fire department comprised of two part-time employees, 20 volunteers, and utilizes the services of a contracted City Attorney and Town Administrator.

Ms. Jobe reminded the Committee most underlying members of SCORE currently have a \$25,000 SIR, as SCORE only pools with ERMA up to a \$500,000 coverage limit rather than the total pooled layer of \$1 million. Due to the size of the Town's payroll coupled with no known losses, staff recommended the Committee consider the Town's request for a retroactive approval of participation in ERMA at a \$25,000 SIR, effective January 1, 2019.

In response to a question regarding the Town's compliance with AB 1825, Ms. Jobe advised the Town became compliant sometime after submitting their application.

After a brief discussion regarding the out-of-date policies and procedures of the Town of Fort Jones, the Committee agreed to recommend approval of the Town as an underlying member of SCORE contingent upon a thorough review and update of its personnel policies and procedures by January 1, 2020.

John Gillison moved to recommend the Board of Directors approve of the Town of Fort Jones as an underlying member of SCORE at a \$25,000 SIR, effective January 1, 2019, with the express condition the Town update its personnel policies and procedures and provide evidence of such by January 1, 2020. Seconded by Truc Dever. A roll call vote was taken. The motion passed unanimously.

6. CLOSING COMMENTS

A. Board

None.

B. Staff

None.

7. ADJOURNMENT

The January 14, 2019, ERMA Underwriting Committee meeting adjourned at 2:29 p.m. by general consent.



Jennifer Jobe, Executive Director