

**EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)**

**MINUTES OF THE UNDERWRITING COMMITTEE  
MEETING OF OCTOBER 15, 2019**

The meeting of the ERMA Underwriting Committee meeting was held on October 15, 2019 at Sedgwick.

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

**COMMITTEE MEMBERS ABSENT:** None

**OTHERS PRESENT:** Jennifer Jobe, Executive Director  
Mona Hedin, Analyst

1. CALL TO ORDER

The October 15, 2019, ERMA Underwriting Committee meeting was called to order at 1:18 p.m. by President John Gillison. It was determined a quorum was present.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

**Scott Ellerbrock moved to approve the agenda as posted. Seconded by Truc Dever. The motion passed unanimously.**

3. PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

**Scott Ellerbrock moved to approve the consent calendar as follows: Item A. Minutes – January 14, 2019, Underwriting Committee Meeting. Seconded by Truc Dever. The motion passed unanimously.**

5. MEMBERSHIP MATTERS

A. Review of Prospective New Member Application – City of Rancho Mirage (PERMA)

Jennifer Jobe, Executive Director, reported The City of Rancho Mirage is applying for membership in ERMA as an underlying member of PERMA and has requested a \$50,000 self-insured retention (SIR). The City reported payroll of \$7,250,967 for the 2018 calendar year.

The City reports 90 full-time and 29 part-time employees. The City has reported one EPL-related claim within the previous seven fiscal years. The claim is closed, with no incurred loss.

The information provided in the application indicates the City has written personnel policies

in place; however it has been many years since a thorough review was conducted. The City has engaged Liebert Cassidy Whitmore (LCW) to assist in a comprehensive update of their personnel policies and procedures. The City confirmed they will follow LCW and ERMA's recommendations regarding the frequency by which the newly drafted policies should be reviewed.

Ms. Jobe further advised the City is not up to date with harassment and discrimination training requirements, however they are working toward completion of training for all personnel, with an expected completion date of October 2019.

**Truc Dever moved to recommend the Board of Directors approve of the City of Rancho Mirage as an underlying member of PERMA at a \$50,000 SIR, effective January 1, 2020. Seconded by Stuart Schillinger. The motion passed unanimously.**

Mr. Ellerbrock noted the City's indication includes the addition of nose coverage for the first program year. This coverage is necessary, as the City is transitioning from a commercial claims-made policy to ERMA's occurrence-based Memorandum of Coverage and will ensure the member does not experience any gaps in coverage.

6. CLOSING COMMENTS

A. Board

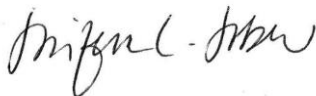
None.

B. Staff

None.

7. ADJOURNMENT

The October 15, 2019, ERMA Underwriting Committee meeting adjourned at 1:25 p.m. by general consent.



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Jennifer Jobe, Executive Director