

# EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)

## MINUTES OF THE UNDERWRITING COMMITTEE MEETING OF JUNE 3, 2020

The meeting of the ERMA Underwriting Committee was held on June 3, 2020, all portions of this meeting were conducted via Webex in accordance with Government Code Section 54953(b). The meeting was conducted under Governor Gavin Newsom's Executive Order N-25-20, wherein public notice of teleconference locations for each participant is suspended.

**COMMITTEE MEMBERS PRESENT:** John Gillison, President, PARSAC (*arrived at 1:11 p.m.*)  
Truc Dever, Vice President, VCJPIA  
Stuart Schillinger, Treasurer, BCJPIA  
Scott Ellerbrock, PERMA

**COMMITTEE MEMBERS ABSENT:** None

**OTHERS PRESENT:** Jennifer Jobe, Executive Director  
Mona Hedin, Board Secretary

### 1. CALL TO ORDER/ROLL CALL

The June 3, 2020, ERMA Underwriting Committee meeting was called to order at 1:08 p.m. by Vice President Truc Dever. 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 Stuart Schillinger. Roll call was conducted with affirmative votes by Truc Dever, Stuart Schillinger, and Scott Ellerbrock, with no nays or abstentions. The motion passed unanimously.**

### 3. PUBLIC COMMENTS

None.

### 4. CONSENT CALENDAR

**Scott Ellerbrock moved to approve the consent calendar as follows: Item A. Minutes – May 21, 2020, Underwriting Committee Meeting. Seconded by Truc Dever. Roll call was conducted with affirmative votes by Truc Dever, Stuart Schillinger, Scott Ellerbrock, and John Gillison, with no nays or abstentions. The motion passed unanimously.**

### 5. MEMBERSHIP MATTERS

#### A. Review of the City of American Canyon's (PLAN) Request for a \$50,000 Self-Insured Retention

Jennifer Jobe, Executive Director, advised the Committee that following notification to the City of American Canyon (City) advising of their pending participation in as ERMA, staff was informed the City mistakenly indicated a request for a \$100,000 self-insured retention (SIR) on the application documents. Ms. Jobe stated the City wishes to revise their request from a \$100,000 SIR to a \$50,000 SIR and noted the request is in accordance with the City's payroll thresholds established within ERMA's Underwriting Guidelines.

Ms. Dever noted a discrepancy with the losses reported in the May 21, 2020, Underwriting Committee (UC) Minutes and requested clarification. Ms. Jobe confirmed the City has reported three losses within the last seven fiscal years and advised they are all closed.

**Scott Ellerbrock moved to approve the City of American Canyon's (PLAN) request for a \$50,000 Self-Insured Retention. Seconded by Truc Dever. Roll call was conducted with affirmative votes by Truc Dever, Stuart Schillinger, Scott Ellerbrock, and John Gillison, with no nays or abstentions. The motion passed unanimously.**

B. Review of Prospective New Member Applications – City of Beaumont (ERMAC)

Ms. Jobe reminded the Committee of the following questions raised during the May 21, 2020, UC Meeting in regard to the City of Beaumont's (City) prospective member application:

- Discrepancy in payroll reported during 2013-2019; and
- Lack of written procedures regarding the handling of claims.

Ms. Jobe stated staff received payroll and clarified the discrepancy. She further stated that during a discussion with the City, it was determined written procedures regarding the claims handling process are included in the existing Harassment, Discrimination, and Retaliation Prevention Policy.

Ms. Jobe outlined the Committee's recommended participation conditions, as determined at the May 21, 2020 meeting as follows:

- The City will retain a pre-identified member of ERMA's defense panel for on-going advice and counsel relating to all employment matters; and
- All claims are to be defended by an approved member of ERMA's defense panel.

Ms. Jobe advised a letter was provided; however, the stated conditions were not detailed as requested. As a result, the Committee was unable to take action and directed staff to facilitate receipt of a letter stating the required participation conditions prior to the scheduled June 9, 2020 meeting of the Board of Directors.

6. CLOSING COMMENTS

A. Board

None.

B. Staff

None.

7. ADJOURNMENT

The June 3, 2020, ERMA Underwriting Committee meeting adjourned at 1:46 p.m. by general consent.

*Mona Hedin*

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Mona Hedin, Board Secretary