

**EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)**

**MINUTES OF THE UNDERWRITING COMMITTEE MEETING  
OF APRIL 22, 2021**

An ERMA Underwriting Committee Meeting was held on April 22, 2021. All portions of this meeting were conducted via Zoom in accordance with Government Code Section 54953(b). The meeting was conducted under Governor Gavin Newsom’s Executive Order N-25-20, wherein public noticing of teleconference locations for each meeting participant is suspended.

**COMMITTEE MEMBERS PRESENT:** John Gillison, President, PARSAC  
Truc Dever, Vice President, VCJPA  
Stuart Schillinger, Treasurer, BCJPIA

**COMMITTEE MEMBERS ABSENT:** None

**OTHERS PRESENT:** Jennifer Jobe, Executive Director, ERMA  
Mona Hedin, Analyst/Training Coordinator, ERMA

1. CALL TO ORDER/ROLL CALL

The April 22, 2021, ERMA Underwriting Committee Meeting was called to order at 1:02 p.m. by President John Gillison. Roll call was taken, and it was determined a quorum was present.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

3. PUBLIC COMMENTS

None

4. MEMBERSHIP MATTERS

A. Review of Prospective New Member Applications – Redwood Empire Municipal Insurance Fund (REMIF) and Underlying Member Entities

Jennifer Jobe, Executive Director, reported applications were received from four additional underlying members of REMIF. She confirmed REMIF intends to merge with the Public Agency Risk Sharing Authority of California (PARSAC), a current ERMA member, to create the California Intergovernmental Risk Sharing Authority (CIRA) effective July 1, 2021.

**City of Arcata**

Ms. Jobe stated the city reported payroll of \$9.6M for the 2020 calendar year, and 127 full-time and 50-100 part-time employees, which vary seasonally. The city reported no incurred losses within the previous seven fiscal years and issued a Statement of No Known Losses.

The city’s written personnel policies and procedures were last updated in 1995. The city confirmed plans to update the policies and noted delays due to various internal constraints. The

city also confirmed being amenable to the utilization of an attorney with public sector employment law expertise in its review of the policies, once updated.

Ms. Jobe confirmed the city is compliant with AB 1825 and SB 1343 training requirements and, as a member of the Consortium, utilizes Liebert Cassidy Whitmore (LCW) for training.

The Committee discussed the status of the city's policies and determined that as a condition of recommendation to the Board for approval of the city's participation in ERMA, the city would be required to update its policies and procedures. The policies are to be reviewed by counsel with public sector employment law expertise, and all policies and procedures must be approved by City Council no later than July 1, 2023.

Ms. Jobe confirmed, if approved for participation in ERMA, staff will ensure the city is aware of ERMA's resources to assist with the required policy updates.

A discussion ensued regarding Assembly Bill 84, which will require public and private employers in California to re-hire any employees released from employment in response to COVID-19. Ms. Jobe stated staff will keep abreast of the bill's development and communicate information to member agencies.

### **City of Lakeport**

Ms. Jobe advised the city reported payroll of \$3.4M for the 2020 calendar year, 48 full-time and four part-time employees.

The city's written personnel policies and procedures were last updated in 2008 with assistance from LCW. She noted the city intends to conduct a comprehensive update during the 2021/22 program year. She confirmed the city's interest in utilizing ERMA resources, if approved, to update their policies and was agreeable to a review by legal counsel with employment law expertise. The city also confirmed the policies will be adopted by City Council upon completion.

She noted the city is compliant with AB 1825 and SB 1343 training requirements.

Ms. Jobe discussed the city's turnover rate and advised the city has a small workforce, inflating the percentages accordingly. She confirmed the staffing turnovers were a result of retirements, resignations, and employees moving on to different employment opportunities.

Ms. Jobe discussed the involuntary terminations noted on the city's application and provided details pertaining to each of the terminations.

### **City of Sebastopol**

The city reported payroll of \$6.2M for the 2020 calendar year, and 44 full-time and 43 part-time employees.

Ms. Jobe advised the city has written personnel policies and procedures, which are regularly reviewed by legal counsel and have been adopted by City Council.

She confirmed the city is compliant with AB 1825 and SB 1343 training requirements and utilizes a combination of LCW and Regional Government Services to administer training.

Ms. Jobe provided details regarding the city's open claim and noted the city attorney believes the city has minimal exposure in the matter.

### **City of Ukiah**

The city reported payroll of \$20M for the 2020 calendar year, and 189 full-time and 16 part-time employees.

Ms. Jobe advised the city is currently working with LCW to conduct an update of their personnel policies and procedures and anticipates completion later in 2021. She confirmed the process began in February of 2020 and was delayed due to COVID-19. She also confirmed the existing policies were updated as recently as 2016 by LCW.

She confirmed the city is compliant with AB 1825 and SB 1343 training requirements and utilizes Target Solutions to administer training.

Ms. Jobe reviewed the involuntary terminations in 2018 and advised three of the terminations that had occurred in 2020 were due to COVID-19. She stated the city consulted with LCW in each of the terminations.

### **B. Review of Prospective Member Applications – City of Sierra Madre**

#### **City of Sierra Madre**

Ms. Jobe advised the City of Sierra Madre (City) has applied for participation in the PARSAC, and has provided an application to ERMA. She advised the city reported payroll of \$7M for the 2020 calendar year, and 82 full-time and 40 part-time employees.

She confirmed the city initiated an update to their personnel policies and procedures and intends to complete the update by July 1, 2021. She advised the policies will be reviewed by legal counsel and adopted by City Council.

The city is compliant with AB 1825 and SB 1343 training requirements and utilizes training services provided by the JPA in which they currently participate.

Ms. Jobe reviewed the city's two claims reported in the last seven years.

**Truc Dever moved to recommend the Board of Directors approve: 1) The Redwood Empire Municipal Fund (REMIF)'s underlying members – Cities of Sebastopol and Ukiah at a \$350,000 SIR, effective July 1, 2021; 2) the City of Arcata and Lakeport at a \$350,000 SIR, effective July 1, 2021, with the condition the cities' personnel policies and procedures be updated, reviewed by legal counsel with expertise in public sector employment law, and approved by City Council, no later than July 1, 2023; and 3) The City of Sierra Madre, as an underlying member of PARSAC, at a \$350,000 SIR, effective July 1, 2021. Seconded by Stuart Schillinger. The motion passed unanimously.**

5. CLOSING COMMENTS

A. Board of Directors

None

B. Staff

None

6. ADJOURNMENT

The April 22, 2021, ERMA Underwriting Committee meeting adjourned at 1:51 p.m. by general consent.

*Mona Hedin*

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Mona Hedin, Board Secretary