

**EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)**

**MINUTES OF THE UNDERWRITING COMMITTEE MEETING  
OF SEPTEMBER 28, 2021**

An ERMA Underwriting Committee Meeting was held on September 28, 2021. All portions of this meeting were conducted via Zoom in accordance with Government Code Section 54953.

**COMMITTEE MEMBERS PRESENT:** John Gillison, President, PARSAC  
Truc Dever, Vice President, VCJPA

**COMMITTEE MEMBERS ABSENT:** Stuart Schillinger, Treasurer, BCJPIA

**OTHERS PRESENT:** Jennifer Jobe, Executive Director, ERMA  
Danielle Davis, Sedgwick

1. CALL TO ORDER/ROLL CALL

The September 28, 2021, ERMA Underwriting Committee Meeting was called to order at 11:06 a.m. A 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 John Gillison. A roll call vote was taken. The motion passed unanimously.**

3. PUBLIC COMMENTS

None

4. CONSENT CALENDAR

**Truc Dever moved to approve the Consent Calendar. Seconded by John Gillison. A roll call vote was taken. The motion passed unanimously.**

5. MEMBERSHIP MATTERS

A. Review of Prospective Member Application – City of Lindsay (CSJVRMA)

Jennifer Jobe, Executive Director, reported staff received an application in May 2021 from the City of Lindsay for participation in ERMA effective July 1, 2021, at a \$25,000 self-insured retention (SIR); however, staff was unable to complete the underwriting process prior to the 2021/22 Program Year. She indicated the City agreed to act as an active ERMA member until such date as the application is presented to and approved by the Board of Directors for retroactive coverage, as recommended by the Underwriting Committee at the May 25, 2021, meeting. Ms. Jobe reminded the Committee the City of Lindsay is an underlying member of the Central San Joaquin Valley Risk Management Authority (CSJVRMA) and summarized the application as follows:

The City of Lindsay reported payroll of \$3M for the 2020 calendar year, 40 full-time employees, and 17 part-time employees. The City has written personnel policies and procedures in place that have been adopted by City Council but have not been formally reviewed since 2011. The City is compliant with AB 1825 and SB 1343 training requirements and, as a member of the

Consortium, utilizes the services of Liebert Cassidy Whitmore (LCW) for training.

**Truc Dever moved to recommend the Board approve the City of Lindsay at a \$25,000 SIR, effective July 1, 2021, with the condition the City's personnel policies and procedures are updated, reviewed by legal counsel with expertise in public sector employment law, and approved by the City Council no later than July 1, 2023. Seconded by John Gillison. A roll call vote was taken. The motion passed unanimously.**

6. CLOSING COMMENTS

A. Committee Members

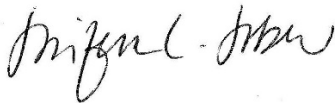
None

B. Staff

None

7. ADJOURNMENT

The September 28, 2021, ERMA Underwriting Committee meeting adjourned at 11:19 a.m. by general consent.



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Jennifer Jobe, Executive Director