

EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)

**MINUTES OF THE UNDERWRITING COMMITTEE MEETING
OF MAY 12, 2022**

An ERMA Underwriting Committee Meeting was held on May 12, 2022. All portions of this meeting were conducted via Zoom in accordance with Government Code Section 54953.

COMMITTEE MEMBERS PRESENT: John Gillison, President, CIRA
Stuart Schillinger, Vice President, BCJPIA
Brett Miller, Treasurer, MBASIA

COMMITTEE MEMBERS ABSENT: None

OTHERS PRESENT: Jennifer Jobe, Executive Director
Danielle Davis, Board Secretary

1. CALL TO ORDER/ROLL CALL

The May 12, 2022, ERMA Underwriting Committee Meeting was called to order at 3:03 p.m. A roll call was taken, and it was determined a quorum was present.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Brett Miller moved, seconded by Stuart Schillinger, to approve the agenda as posted. A roll call vote was taken. The motion passed unanimously.

3. PUBLIC COMMENTS

None

4. CONSENT CALENDAR

Stuart Schillinger moved, seconded by Brett Miller, to approve the Consent Calendar. A roll call vote was taken. The motion passed unanimously.

5. ADMINISTRATIVE MATTERS

Jennifer Jobe, Executive Director, reminded the Committee the last formal review of ERMA's Underwriting Guidelines took place in February 2014. Since then, ERMA has made multiple updates to the program, including updates to minimum payroll and retrospective claims history, additional documentation denoting intent to participate and desired self-insured retention (SIR), guidelines for designating conditional acceptance, and the addition of a \$350,000 SIR. Ms. Jobe stated the proposed revisions address the numerous changes adopted over recent years to accurately reflect ERMA's underwriting procedures.

Brett Miller moved, seconded by Stuart Schillinger, to approve the proposed updates to the ERMA Underwriting Guidelines, effective June 6, 2022. A roll call vote was taken. The motion passed unanimously.

6. MEMBERSHIP MATTERS

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

Ms. Jobe reported staff received an application from the City of Tracy, an underlying member of the Central San Joaquin Valley Risk Management Authority (CSJVRMA), for participation in ERMA at a \$100,000 SIR, effective July 1, 2022. Ms. Jobe provided a summary of the application, as follows:

The City of Tracy reported payroll of \$41M for the 2021 calendar year, 408 full-time employees, and 77 part-time employees. The city has written personnel policies and procedures in place that were last reviewed in 2019/20 but have not yet been adopted by City Council. 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 for training.

Ms. Jobe noted staff's additional recommendation that the Committee extend approval of the city's participation in ERMA, with the condition the city's personnel policies and procedures are updated and reviewed by legal counsel with public sector employment law expertise and formally approved by City Council no later than July 1, 2024.

Stuart Schillinger moved, seconded by John Gillison, to recommend the Board approve the City of Tracy (CSJVRMA) at a \$100,000 SIR, effective July 1, 2022, with the condition the city's personnel policies and procedures are updated and reviewed by legal counsel with public sector employment law expertise and formally approved by the City Council no later than July 1, 2024. A roll call vote was taken. The motion passed unanimously.

B. Review of Prospective Member Application – City of Colton (PERMA)

Ms. Jobe stated staff has been working with Public Entity Risk Management Authority (PERMA) staff to review an application from the City of Colton, who is considering participation in PERMA and, by extension, ERMA. She further noted the city is requesting a \$500,000 SIR for participation effective July 1, 2022, and summarized details of the application as follows:

The City of Colton reported payroll of \$29M for the 2021 calendar year, 315 full-time employees, and 107 part-time employees. The city is in the process of updating their personnel policies and procedures, for which legal counsel with expertise in employment matters has been obtained. The city projects an anticipated completion date of March 2023. The city is compliant with AB 1825 and SB 1343 training requirements and utilizes a third-party provider, CORE 360, to conduct online training.

Stuart Schillinger moved, seconded by Brett Miller, to recommend the Board approve the City of Colton (PERMA) at a \$500,000 SIR, effective July 1, 2022, with the condition the city's personnel policies and procedures are updated, reviewed, legal counsel with expertise in public sector employment law, and approved by the City Council no later than July 1, 2024. A roll call vote was taken. The motion passed unanimously.

7. CLOSING COMMENTS

A. Committee Members

None

B. Staff

None

8. ADJOURNMENT

The May 12, 2022, ERMA Underwriting Committee meeting adjourned at 3:25 p.m. by general consent.

A handwritten signature in black ink that reads "Danielle Davis". The signature is written in a cursive style with a horizontal line underneath the name.

Danielle Davis, Board Secretary