

EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)

**MINUTES OF THE UNDERWRITING COMMITTEE MEETING
OF OCTOBER 20, 2022**

An ERMA Underwriting Committee Meeting was held on October 20, 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

COMMITTEE MEMBERS ABSENT: Brett Miller, Treasurer, MBASIA

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

1. CALL TO ORDER/ROLL CALL

The October 20, 2022, ERMA Underwriting Committee Meeting was called to order at 11:04 a.m. A roll call was taken, and it was determined a quorum was present.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

3. PUBLIC COMMENTS

None

4. CONSENT CALENDAR

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

5. MEMBERSHIP MATTERS

A. Review of Prospective Member Application, San Joaquin Regional Transit District (CaTIP)

Jennifer Jobe, Executive Director, reported an application was received from the San Joaquin Regional Transit District, a prospective member of the California Transit Indemnity Pool (CaTIP), for participation in ERMA at a \$75,000 SIR, effective January 1, 2023. Ms. Jobe provided a summary of the application, as follows:

- The district reported payroll of \$10.7M for the 2021 calendar year and has 255 full-time employees and 6 part-time employees.
- The district has written personnel policies and procedures in place that are regularly reviewed by legal counsel and have been adopted by the district's governing board. These policies were last updated in 2014 and are currently being revised.
- The district is compliant with AB 1825 and SB 1343 training requirements and utilizes Zywave, a third-party provider, to conduct online training.

Ms. Jobe noted staff's additional recommendation that the Committee extend approval of the district's participation in ERMA with two conditions: the district provide supplementary underwriting information related to development of personnel policies (including complaint handling procedures) and historical losses, and the district's personnel policies and procedures are reviewed and updated by legal counsel with public sector employment law expertise and formally approved by the district's governing board no later than July 1, 2024.

John Gillison moved, seconded by Stuart Schillinger, to recommend the Board approve the San Joaquin Regional Transit District (CalTIP) at a \$75,000 SIR, effective January 1, 2023, with the following considerations: 1) the district is accepted as a participating member of CalTIP, effective January 1, 2023; 2) submission of requested underwriting information regarding district policies and procedures and historical loss information; and 3) the district's personnel policies and procedures are updated, reviewed by legal counsel with expertise in public sector employment law, and approved by the district's Board of Directors, no later than July 1, 2024. A roll call vote was taken. The motion passed unanimously.

6. CLOSING COMMENTS

A. Committee Members

None

B. Staff

None

7. ADJOURNMENT

The October 20, 2022, ERMA Underwriting Committee meeting adjourned at 11:20 a.m. by general consent.



Danielle Davis, Board Secretary