

EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)

**MINUTES OF THE UNDERWRITING COMMITTEE MEETING
OF MARCH 30, 2023**

An ERMA Underwriting Committee Meeting was held on March 30, 2023. All portions of this meeting were conducted via Zoom in accordance with Government Code Section 54953.

COMMITTEE MEMBERS PRESENT: John Gillison, President, CIRA
Bryan Whitemyer, Vice President, CSJVRMA

COMMITTEE MEMBERS ABSENT: None.

OTHERS PRESENT: Jennifer Jobe, Executive Director

1. CALL TO ORDER/ROLL CALL

The March 30, 2023, ERMA Underwriting Committee Meeting was called to order at 1:00 p.m. A roll call was taken, and it was determined a quorum was present.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Bryan Whitemyer 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 Bryan Whitemyer, to approve the following item on the Consent Calendar: A) Minutes of the December 6, 2022, Underwriting Committee Meeting. A roll call vote was taken. The motion passed unanimously.

5. MEMBERSHIP MATTERS

A. Review of Prospective Member Application, City of Norco (PERMA)

Jennifer Jobe, Executive Director, reported an application was received from the City of Norco, an underlying member of the Public Entity Risk Management Authority (PERMA), for participation in ERMA at a \$100,000 self-insured retention (SIR), effective July 1, 2023. Ms. Jobe provided a summary of the application, as follows:

- The city reports payroll of \$9.1M for the 2022 calendar year and has 79 full-time employees and 47 part-time employees.

- The city is in the process of updating written personnel policies and procedures, which were last reviewed by legal counsel and approved by city council in 1991.
- The city is working toward compliance with AB 1825 and SB 1343 training requirements by conducting both in-house training as well as online training via Vector Solutions, a third-party provider (formerly known as Target Solutions).

The city provided an attestation of no known losses in the most recent seven completed fiscal years.

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 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, 2025.

John Gillison moved, seconded by Bryan Whitemyer, to recommend the Board approve the City of Norco (PERMA) at a \$100,000 SIR, effective July 1, 2023, 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 city council no later than July 1, 2025. A roll call vote was taken. The motion passed unanimously.

6. CLOSING COMMENTS

A. Committee Members

None.

B. Staff

None.

7. ADJOURNMENT

The March 30, 2023, ERMA Underwriting Committee meeting adjourned at 1:11 p.m. by general consent.



Danielle Davis, Board Secretary