



MINUTES

ICRMA BOARD OF DIRECTORS MEETING

AUGUST 10, 2023

A meeting of the Board of Directors was held Thursday, August 10, 2023 in Downey, California.

DIRECTORS PRESENT:

Bell	Sergio Ibarra
Downey	James McQueen
El Monte	Rigoberto Gutierrez (<i>arrived at 10:25 a.m.</i>)
El Segundo	David Cain
Glendora	Marie Ricci (<i>arrived at 10:33 a.m.; left at 1:27 p.m.</i>)
	Rita Wendling (<i>arrived at 10:33 a.m.</i>)
Hawthorne	Alison Stevens
Huntington Park	Eduardo Sarmiento
Inglewood	Debra Carter (<i>arrived at 11:20 a.m.</i>)
Lynwood	Patrick Matson
San Fernando	Michael Okafor
Santa Ana	Debbie Scott-Leistra
	Samantha Lambert (<i>left at 1:33 p.m.</i>)
South Gate	Jon Hamilton

DIRECTORS ABSENT:

Adelanto
Fullerton

OTHERS PRESENT:

AdminSure	Kristen Vanscourt (<i>left at 1:46 p.m.</i>)
CAJPA/ CJPIA	Carl Sandstrom (<i>left at 10:45 a.m.</i>)
Eide Bailly	Brad Rockabrand (<i>left at 11:30 a.m.</i>)
Hayford, Felchin, et al	Giovanni Valencia (<i>arrived at 1:33 p.m.; left at 1:46 p.m.</i>)
Johnson, Schachter & Lewis	Kellie Murphy
Liebert Cassidy Whitmore	Christopher Frederick (<i>arrived at 2:15 p.m.; left at 2:28 p.m.</i>)
Mainstream Unlimited	Bob May (<i>left at 12:00 p.m.</i>)
OMLO Law	Daniel Lee (<i>arrived at 1:47 p.m.; left at 1:57 p.m.</i>)
OneSource	Michael Gates (<i>left at 1:33 p.m.; returned at 1:46 p.m.</i>)
RPA	Amber Anderson
	John Nielsen
	Nilsa Quandt
	Dani Rogacki
PFM Asset Management	Richard Babbe (<i>left at 10:31 a.m.</i>)
San Fernando	Erica Melton (<i>arrived at 10:22 a.m.</i>)
Santa Ana	Tracy Jacobs (<i>left at 1:33 p.m.</i>)
Woodruff & Smart	Walter Crandall (<i>arrived at 1:57 p.m.; left at 2:12 p.m.</i>)

1. CALL TO ORDER

President Sergio Ibarra called the meeting to order at 10:05 a.m.

2. ESTABLISHMENT OF QUORUM/INTRODUCTIONS

Quorum was confirmed and there were no introductions.

3. PUBLIC COMMENTS

None.

4. APPROVAL OF AGENDA AS POSTED OR AMENDED

Motion by Debbie Scott-Leistra (Santa Ana), seconded by Alison Stevens (Hawthorne), to approve the agenda as posted. Motion passed unanimously by all voting members present, with representatives from Bell, El Segundo, Hawthorne, Huntington Park, Lynwood, San Fernando, Santa Ana and South Gate voting “aye”; El Monte, Glendora and Inglewood were not present.

5. CONSENT CALENDAR

Sergio Ibarra (Bell) asked to remove Item J. Risk Control Education Opportunities, from the Consent Calendar for further discussion.

Motion by Debbie Scott-Leistra (Santa Ana), seconded by Eduardo Sarmiento (Huntington Park) to approve items: A. Minutes of the June 15, 2023 Board of Directors Meeting, B. Minutes of the July 5, 2023 Board of Directors Meeting, and C. Accounts Receivable Status Report as of August 4, 2023, and to receive and file items: D. Board of Directors Attendance Record 2022/23, E. Claims Committee Attendance Record 2022/23, F. Approved Minutes of the May 10, 2023 Claims Committee Meeting, G. Disbursement Registers for June and July 2023, H. Quarterly Financial & Treasurer Reports as of June 30, 2023, I. Risk Management Fund Usage & Balance as of June 30, 2023, K. Annual Report: Notices of Intent to Withdraw, L. Annual Meeting Agenda Overview, and M. ICRMA Strategic Plan Status Report. Motion passed unanimously by all voting members present, with representatives from Bell, El Segundo, Hawthorne, Huntington Park, Lynwood, San Fernando, Santa Ana and South Gate voting “aye”; El Monte, Glendora and Inglewood were not present.

J. Risk Control Education Opportunities

Bob May, Director of Loss Control, reviewed completed and upcoming training sessions since the adoption of the 23-24 Risk Control Plan in June 2023.

Motion by Alison Steven (Hawthorne), seconded by Michael Okafor (San Fernando) to receive and file Consent Calendar item J. Risk Control Education Opportunities as recommended by Mr. Ibarra. Motion passed unanimously by all voting members present, with representatives from Bell, El Segundo, Hawthorne, Huntington Park, Lynwood, San Fernando, Santa Ana and South Gate voting “aye”; El Monte, Glendora and Inglewood were not present.

6. OPEN SESSION

A. Investment Portfolio Presentation

Richard Babbe, Senior Managing Consultant from PFM Asset Management, reviewed the performance of the investment portfolio as of June 30, 2023. Mr. Babbe asserted overall the portfolio is performing well and the portfolio is in compliance with both the terms of ICRMA's Investment Policy and the government code. PFM is actively engaged throughout the year in monitoring investment opportunities and is dedicated to providing the best support to enhance ICRMA's long-term portfolio performance.

Motion by Eduardo Sarmiento (Huntington Park), seconded by James McQueen (Downey) to receive and file the Investment Performance Review For the Quarter Ended June 30, 2023. Motion passed unanimously by all voting members present, with representatives from Bell, El Monte, El Segundo, Hawthorne, Huntington Park, Lynwood, San Fernando, Santa Ana and South Gate voting "aye"; Glendora and Inglewood were not present.

B. Approval of Investment Policy and Delegation of Investment Authority for 2023/24 Program Year

Mr. Brad Rockabrand, Eide Bailly, stated the 2023-24 proposed Investment policy included the August 2023 Board Packet was unchanged from the prior year except for dates and minor formatting changes.

Motion by Debbie Scott-Leistra (Santa Ana), seconded by Eduardo Sarmiento (Huntington Park) to approve the ICRMA Investment Policy and delegate investment authority to the Executive Director for the 2023/24 fiscal year. Motion passed unanimously by all voting members present, with representatives from Bell, El Monte, El Segundo, Glendora, Hawthorne, Huntington Park, Lynwood, San Fernando, Santa Ana and South Gate voting "aye"; Inglewood was not present.

C. CAJPA Accreditation with Excellence Presentation

Carl Sandstrom, CAJPA, gave an overview of the CAJPA Accreditation process and presented the ICRMA Board with the Certificate of Accreditation with Excellence plaque. The CAJPA accreditation period is April 1, 2023 thru April 1, 2026.

No action taken – receive and file only.

D. Updates to Workers' Compensation TPA Performance Standards

Kristen Vanscourt, Workers' Compensation Program Manager, provided a summary of proposed revisions to the Workers' Compensation Performance Standards. The Workers' Compensation TPA Performance Standards revisions were reviewed by the Claims Committee at its July 12, 2023 meeting.

Motion by Michael Okafor (San Fernando), seconded by Marie Ricci (Glendora), to approve revisions to the Workers' Compensation TPA Performance Standards. Motion passed unanimously by all voting members present, with representatives from Bell, El Monte, El Segundo, Glendora, Hawthorne, Huntington Park, Lynwood, San Fernando, Santa Ana and South Gate voting "aye"; Inglewood was not present.

- E. RPA Performance Review - Contract Deliverables and Final Payment for 2022-23 Program Year
Dani Rogacki, Senior Program Director, provided an update on RPA contract and reviewed all completed deliverables for program year 2022-23.

Motion by Marie Ricci (Glendora), seconded by Eduardo Sarmiento (Huntington Park), to approve final payment to RPA for program year 2022-23. Motion passed unanimously by all voting members present, with representatives from Bell, El Monte, El Segundo, Glendora, Hawthorne, Huntington Park, Lynwood, San Fernando, Santa Ana and South Gate voting "aye"; Inglewood was not present.

- F. RPA Contract Deliverables for 2023-24 Program Year
Dani Rogacki reviewed RPA contract deliverables for program year 2023-24. The Board requested RPA enhance operational efficiencies in regards to payment of legal bills as an additional deliverable for program year 2023-24. The Administration Team was instructed to provide a workflow for the bill review process with standard timelines for the life of the bill by the December 2023 Board meeting.

Motion by Marie Ricci (Glendora), seconded by Eduardo Sarmiento (Huntington Park), to approve the RPA contract deliverables for the 2023/24 program year, adding an additional performance standard related to legal bill payment efficiencies. Motion passed unanimously by all voting members present, with representatives from Bell, El Monte, El Segundo, Glendora, Hawthorne, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana and South Gate voting "aye".

- G. Insurance Brokerage Contract – Gallagher
Kellie Murphy, Johnson, Schachter & Lewis, advised the Board that the agreement between ICRMA and Gallagher's brokerage services agreement expires October 31, 2024. The Board has been advised of two options: 1) immediately initiate an RFP process, or 2) initiate a new contract with Gallagher.

The Board agreed to form an Ad Hoc committee comprised of Kellie Murphy, Debra Carter, Erica Melton, and David Cain to review and consider options for the Gallagher insurance brokerage contract for 2024.

Motion by Debbie Scott-Leistra (Santa Ana), seconded by Debra Carter (Inglewood), to request a proposal from Gallagher for a three year contract following review by the Ad Hoc committee. Motion passed unanimously by all voting members present, with representatives from Bell, El Monte, El

Segundo, Glendora, Hawthorne, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana and South Gate voting “aye”.

A break for lunch was taken from 12:02 p.m. to 12:45 p.m.

H. Annual Review of Active ICRMA Contracts

Ms. Rogacki provided an annual review of active ICRMA contracts that will require attention of RPA or the Board in the 2023-24 program year. Details on the various contracts were included in the agenda packet.

Motion by Debbie Scott-Leistra (Santa Ana), seconded by Eduardo Sarmiento (Huntington Park), to receive and file the annual review of active ICRMA contracts. Motion passed unanimously by all voting members present, with representatives from Bell, El Monte, El Segundo, Glendora, Hawthorne, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana and South Gate voting “aye”.

I. 2023-24 Program Renewals Recap

Mr. Nielsen presented an overview of key changes in coverage in connection with the 2022-2023 renewals. The coverage programs include Excess Liability, Excess Workers’ Compensation, Property & Equipment Breakdown, Auto Physical Damage, Earth Movement and Flood, Crime, Cyber Liability, and Terrorism. Details on the renewal process were provided in the agenda packet.

No action taken – information only.

J. Claims Committee Report: Liability Program Management Subjectivity

Mr. Nielsen reminded the Board of the Liability Program Management subjectivity action to date. Sergio Ibarra, Claims Committee Vice Chair and Board President, provided a report of the special Claims Committee meeting held on July 25, 2023.

Motion by Debbie Scott-Leistra (Santa Ana), seconded by Michael Okafor (San Fernando), to authorize the Claims Committee to make a decision regarding the appointment of a Liability Program Manager following interviews with additional candidates and if no qualified candidate is identified, direct staff to immediately move to RFP no later than September 5, 2023. Motion passed unanimously by all voting members present, with representatives from Bell, El Monte, El Segundo, Glendora, Hawthorne, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana and South Gate voting “aye”.

K. Risk Management Universities Discussion

Agenda item Risk Management University Discussion has been tabled until the October 2023 Board Meeting.

L. October Strategic Planning Retreat

Amber Anderson, Program Administrator, presented the proposed schedule for the upcoming Strategic Planning Retreat and Board Meeting to be held October 11-12 at Ayers Hotel in Hawthorne. As requested by the Board, Andrew Ranson will return as facilitator

No action taken – information only.

7. CLOSED SESSION

The Board recessed into Closed Session at 1:33 p.m.

8. REPORT FROM CLOSED SESSION

The Board reconvened to open session at 2:28 p.m.

General Counsel reported that no reportable action was taken.

9. CLOSING COMMENTS

None.

10. ADJOURNMENT

President Ibarra adjourned the meeting at 2:30 p.m.