

CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY

**BOARD OF DIRECTORS REGULAR MEETING**

CAPRI Offices

6341 Auburn Blvd. Citrus Heights, CA 95621

July 24, 2019

## MINUTES

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### 1. **CALL TO ORDER:**

A regular meeting of the Board of Directors was held on July 24, 2019 at the offices of CAPRI, 6341 Auburn Blvd. Suite A, Citrus Heights, 95621 CA at 10:00 a.m.

Members Present: President Woods, Vice President Wetter, Secretary Colin Miller, Director Mathew Fuzie and Director Jim Friedl, Director Cervantes and Director Larry Mazzuca

CAPRI Staff: Mr. Matthew Duarte, Ms. Carlee Weston, and Mr. Kirk Andre.

Absent: None

Others Present: Mr. Byrne Conley (Gibbons & Conley), Mr. Doug Wozniak (Alliant Insurance), Mr. Chuck Torretta (George Hills), Mr. Derek Burkhalter (Bickmore), Mr. Erik Peterson (NPA), Ms. Dori Zumwalt (York Risk Services), and Ms. Lesley Murphy (PFM).

### 2. **INTRODUCTIONS:**

None.

### 3. **PUBLIC COMMENTS:**

None.

### 4. **CLOSED SESSION:**

The Board convened to Closed Session at 10:02 a.m. regarding the following matters:

- Risse v. Fulton-El Camino Recreation & Park District
- Scott v. Fair Oaks Recreation & Park District
- Shenson v. Pleasant Hill Recreation & Park District
- Cruz v. Livermore Area Recreation & Park District
- Freitas v. Durham Recreation & Park District
- Claims resolved over \$5,000.00 since last Board meeting
- Two (2) potential cases with significant exposure to litigation

## 5. **REPORT FROM CLOSED SESSION:**

The Board reconvened to Open Session at 11:36 a.m. pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, taken in closed session.

*No Reportable Action.*

## 6. **CONSENT AGENDA:**

### 6.1 **CAPRI Board Minutes**

➤ June 13, 2019

#### **MOTION:**

*Secretary Miller made a motion to approve the consent items #6.1 – Board Minutes as presented in the agenda packet. Director Friedl seconded the motion.*

**Ayes:** Woods, Wetter, Miller, Friedl, Fuzie, Cervantes, and Mazzuca.

**Nays:** None

**Abstain:** None

## 7. **PULLED CONSENT ITEMS:**

None.

## 8. **DISCUSSION/ACTION ITEMS:**

### 8.1 **WC Program Review & Update**

Ms. Dori Zumwalt of York Risk Services presented on the performance of the CAPRI Workers' Compensation program. Included in the presentation was an evaluation of current trends, a review of recent claims history, and a discussion about the upcoming transition to Nurse Triage services.

### 8.2 **MPN Participation Review**

The Board reviewed the current MPN Program participation, considered the two requests for exemption as well as discussed possible action to be taken regarding the remaining non-participating members.

#### **(1) MOTION:**

*Director Friedl made a motion to approve the exemption from the MPN Program participation for Mendocino Recreation and Central Plumas Recreation. Director Cervantes seconded the motion.*

**Ayes:** Woods, Wetter, Miller, Friedl, and Fuzie, Cervantes, and Mazzuca.  
**Nays:** None  
**Abstain:** None

**(2) MOTION:**

Director Fuzie made a motion to direct Staff to further contact the non-participating member Districts informing them that in the event of non-compliance by December 31, 2019, the Districts would be subject to a 20% increase on their 2020-2021 premiums. Vice President Wetter seconded this motion.

**Ayes:** Woods, Wetter, Miller, Friedl, Fuzie, Cervantes, and Mazzuca.  
**Nays:** None  
**Abstain:** None

**8.3 CAPRI Workers' Compensation Claims Management Manual Review**

The Board reviewed and discussed the proposed Workers' Compensation Claims Management Manual.

**(1) MOTION:**

Director Fuzie made a motion to approve the proposed Workers' Compensation Claims Management Manual for dissemination to CAPRI membership. Vice President Wetter seconded this motion.

**Ayes:** Woods, Wetter, Miller, Friedl, Fuzie, Cervantes, and Mazzuca.  
**Nays:** None  
**Abstain:** None

**8.4 NPA Return-To-Work Services Program Review**

Erik Peterson from NPA Return-To-Work Services presented on the performance of the Return to Work program offered by CAPRI.

**8.5 WC Premium Allocation Formula Review**

Derek Burkhalter with Bickmore Actuarial presented options as it relates to the Workers' Compensation Premium Allocation formula. Staff will continue working with Bickmore to develop and obtain specific proposed formulas for future Board review and consideration.

**8.6 Member Notice of Intent to Withdraw from WC Program**

Executive Director Duarte provided the Board an update on Auburn Area Recreation and Park District's written request to withdraw from the CAPRI Workers' Compensation program effective November 1, 2019.



**MOTION:**

*Vice President Wetter made a motion to authorize the Executive Director to process the mid-year withdrawal and to determine the appropriate prorated amount for the partial remaining year of coverage. Director Fuzie seconded this motion.*

**Ayes:** Woods, Wetter, Miller, Friedl, Fuzie, Cervantes, and Mazzuca.

**Nays:** None

**Abstain:** None

**8.7 ADA Compliance Assessment Program Proposal Review**

The Board discussed and reviewed the proposed terms of the ADA Compliance contract with DAC, as it relates to an ADA assessment program.

**MOTION:**

*Director Fuzie made a motion to authorize Executive Director Matthew Duarte to execute the contract with DAC. Director Mazzuca seconded this motion.*

**Ayes:** Woods, Wetter, Miller, Friedl, Fuzie, Cervantes, and Mazzuca.

**Nays:** None

**Abstain:** None

**8.8 Consideration of Contract Extension with Gilbert & Associates**

The Board discussed renewal of a contract with Gilbert & Associates for the provision of accounting services.

**MOTION:**

*Vice President Wetter made a motion to authorize the Executive Director to execute the engagement letter with Gilbert and Associates accounting services for the period starting July 1, 2019 through June 30, 2020 and the following two fiscal years thereafter subject to mutual agreement and 30 day's notice. Director Mazzuca seconded this motion.*

**Ayes:** Woods, Wetter, Miller, Friedl, Fuzie, Cervantes, and Mazzuca.

**Nays:** None

**Abstain:** None

**8.9 Resolution No. 2-2019 – Name Update**

The Board discussed and considered adopting a formal resolution confirming the change of organization name in or about late 2006.

**MOTION:**

*Vice President Wetter made a motion to adopt Resolution No. 2-2019. Director Cervantes seconded this motion.*

**Ayes:** Woods, Wetter, Miller, Friedl, Fuzie, Cervantes, and Mazzuca.

**Nays:** None

**Abstain:** None

**8.10 Proposed 2019-2020 Budget Review**

The Board reviewed and discussed the proposed 2019-2020 Budget for CAPRI.

**MOTION:**

*Director Cervantes made a motion to adopt the proposed 2019-2020 CAPRI Budget. Director Fuzie seconded this motion.*

**Ayes:** Woods, Wetter, Miller, Friedl, Fuzie, Cervantes, and Mazzuca.

**Nays:** None

**Abstain:** None

**9. SPECIAL REPORTS:**

**9.1 Investment Status Reports – Public Financial Management**

Ms. Lesley Murphy of PFM provided an in-depth report as to the status of CAPRI's investments.

**9.2 Insurance Market Update – Alliant Insurance Services**

Mr. Doug Wozniak gave a brief updated regarding the insurance market.

**10. EXECUTIVE DIRECTOR/STAFF REPORTS:**

**10.1 District Visits Update**

The Board of Directors had no additional comments or questions on this writeup.

**10.2 CAPRI Office Update**

The Board of Directors had no additional comments or questions on this writeup.

**10.3 CAPRI BOD Meeting Locations**

The Board of Directors had no additional comments or questions on this writeup.

**10.4 CAPRI FY19-20 Final Premium Allocations**

The Board of Directors had no additional comments or questions on this writeup.

**10.5 New Member GMs Update**

The Board of Directors had no additional comments or questions on this writeup.

**10.6 New Articles of Note**

The Board of Directors had no additional comments or questions on this writeup.

**11. BOARD MEMBER REPORTS:**

**11.1 Board Member Comments**

No additional comments

**12. FUTURE AGENDA ITEMS:**

The Board would like to see the addition of "District Visits" to a future agenda.

**13. ANNOUNCEMENTS:**

The next CAPRI Board of Directors meeting will be held September 18, 2019 at 10:00a.m. at the Arden Park Community Center at 1000 La Sierra Drive, Sacramento, CA 95864.

**14. ADJOURNMENT:**

The Board adjourned the meeting at 3:21 p.m.



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Colin Miller,  
CAPRI Board of Directors Secretary