

BOARD OF DIRECTORS REGULAR MEETING

September 5, 2023

MINUTES

1. CALL TO ORDER:

The regular meeting of the Board of Directors was held on September 5, 2023. The Meeting was called to order by President Wetter at 10:06 a.m.

Members Present: President Dean Wetter, Vice President Larry Mazzuca, Secretary Colin Miller, Director Lorena Cervantes, Director Jim Friedl, Director Michelle Lacy, and Director Jill Nunes.

Members Absent: None.

CAPRI Staff Present: Executive Director Matthew Duarte, Director of Administrative Operations Monica Breck, and Safety Analyst Kirk Andre.

Others Present: Byrne Conley (Gibbons and Conley), Doug Wozniak (Alliant Insurance), Charles Torretta (George Hills Company), Amy Whitman (Sedgwick), Anastasia Bouris Lambert (Sedgwick), John Valenze (Sedgwick), and Vic Yadav (EBIX).

2. INTRODUCTIONS: Introduction of new Sedgwick team members.

3. PUBLIC COMMENTS: None.

4. CLOSED SESSION:

The Board convened to Closed Session at 10:07 a.m.

4.1 Liability & Property – Existing Litigation Pursuant to Government Code § 54956.9(d)(1)

- Bolbol v. Hayward Area Recreation & Park District
- Daniels v. Hesperia Recreation & Park District
- Powell v. Wasco Recreation & Park District
- Shenkman v. Rancho Simi Recreation & Park District
- CAPRI \$5K Summary

4.2 Worker's Compensation – Existing Litigation Pursuant to Government Code § 54956.9(d)(1)

- Dahlen v. Truckee-Donner Recreation & Park District
- Ricca v. Paradise Recreation & Park District
- Hernandez v. North of the River Recreation & Park District
- Worley v. North of the River Recreation & Park District

Closed session concluded at 11:10 a.m.

5. REPORT FROM CLOSED SESSION:

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** Approval of CAPRI Board Minutes
 - June 21, 2023
- 6.2** Warrant Listings – April 2023 – June 2023
- 6.3** Financial Reports
 - Statement of Net Position
 - Statement of Revenue and Expenses Budget to Actual
 - Statement of Revenue, Expenses, and Change in Net Position

MOTION:

Vice President Larry Mazzuca made a motion to approve the Consent Agenda items 6.1 - 6.3. Director Michelle Lacy seconded the motion.

Ayes: *Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes*

Nays: *None*

Abstain: *None*

7. PULLED CONSENT ITEMS: None.

8. SPECIAL REPORTS:

8.1 WC Program Status Report

Amy Whitman and Anastasia Bouris Lambert with Sedgwick reviewed and discussed the status of the Workers' Compensation Program. Amy also provided highlights regarding current claim trends including frequency, severity, and claim closures. The Board was provided with a summary of the WC loss history by fiscal year.

8.2 Investment Status Report

Executive Director Duarte provided a brief report on the status of CAPRI's investment holdings. The investment portfolio remains consistent with CAPRI policy.

8.3 Certificate of Insurance Management Services

Executive Director Duarte discussed the importance of certificate management at the District level and introduced Ebix services, which are available to CAPRI members at a negotiated rate through CAPRI's relationship with PRISM. Vic Yadav with Ebix also provided an overview of Ebix's certificate tracking solutions.

MOTION:

President Dean Wetter made a motion to direct Staff to pursue further investigation and start a pilot program consisting of five District Members. CAPRI will contribute \$1,500 startup costs to each of the five pilot participants, totaling \$7,500 in the first year. Vice President Larry Mazzuca seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes

Nays: None

Abstain: None

8.4 Insurance Market Report

Doug Wozniak with Alliant Insurance Services provided an update regarding the current insurance market and outlook for 2023/24. While workers' compensation remains relatively stable, we should not expect the property and casualty market to soften for the 2024 renewals.

8.5 General Liability Program Status Report

Executive Director Duarte reviewed and discussed the status of the General Liability Program. Claim severity has gone down, but frequency is trending upward. The Board was provided with a summary of the GL loss history by fiscal year.

8.6 Property Program Status Report

Executive Director Duarte reviewed and discussed the status of the Property Program. Half of the claims reported for fiscal year 2022/23 were weather-related losses due to the storms we saw largely in early 2023. The Board was provided with a summary of the Property losses.

9. DISCUSSION/ACTION ITEMS:

9.1 Annual Workers' Compensation Program Dividend Review

The Board reviewed and discussed whether the issuance of dividends in the Workers' Compensation program was warranted this fiscal year.

MOTION:

Director Michelle Lacy made a motion to decline issuance of dividends from the WC program this fiscal year. Director Jill Nunes seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes

Nays: None

Abstain: None

9.2 Annual GL & Property Program Dividend Review

The Board reviewed and discussed whether the issuance of dividends in the GL & Property program was warranted this fiscal year.

MOTION:

Director Michelle Lacy made a motion to decline issuance of dividends from the GL & Property program this fiscal year. Director Jill Nunes seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes

Nays: None

Abstain: None

9.3 Annual CalPERS Unfunded Accrued Liability Update

Executive Director Duarte reviewed, and the Board discussed, the status of the annual CalPERS Unfunded Accrued Liability. This report was information only. No action was taken. Staff will continue to keep the Board apprised of the status.

9.4 CAPRI Employee Assistance Program Trainings

Executive Director Duarte reviewed, and the Board discussed, the positive member response to our recently introduced EAP, which was implemented July 1st. One of the services provided by Anthem through the EAP is training. Staff has identified possible training topics from the Training Seminar Catalog, as well as a training schedule, for the Board's consideration.

MOTION:

Director Jim Friedl made a motion to approve the below trainings from the EAP Training Catalog to offer CAPRI members in 2024 per the proposed schedule. Secretary Colin Miller seconded the motion.

- *Stress Reduction Tool Bag*
- *Be Positive*
- *Maximizing Your Brain's Potential*
- *Compassionate Leadership*
- *Understanding Personality Types*
- *Motivate, Recognize, and Energize Employees*

Ayes: *Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes*

Nays: *None*

Abstain: *None*

9.5 Cycle XIX District Visitation Criteria & Scoring Review

The Board reviewed and discussed the proposed updates to the District Visitation Criteria and Scoring for the upcoming Cycle XIX. This Cycle will focus on facility maintenance and repair practices, continued discussion of EAP services, and contract review.

MOTION:

Director Michelle Lacy made a motion to approve the proposed updates to the Cycle XIX District Visit Criteria and Scoring system. Director Jill Nunes seconded the motion.

Ayes: *Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes*

Nays: *None*

Abstain: *None*

9.6 Cazadero Community Services District – Member Review

The Board reviewed and discussed Cazadero CSD's CAPRI membership status. In 2020, Cazadero was approved as an interim member of the Liability & Property Program, pending some proposed improvements related to their park. Since then, the park has been renovated and modernized. Cazadero is before the Board for approval of full membership in the Liability & Property Program.

MOTION:

Director Michelle Lacy made a motion to approve Cazadero CSD for full membership in the CAPRI General Liability & Property Program. Secretary Colin Miller seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes

Nays: None

Abstain: None

9.7 Award Proposal for Excellence in Risk Management

The Board shall review and discuss an award to recognize excellence in Risk Management by CAPRI members. Staff proposed establishing a process for recognizing members "Excellence in Risk Management" and identifying three nominees at the conclusion of each District Visit Cycle. Staff also provided three nominees from the most recent cycle for consideration.

MOTION:

Secretary Colin Miller made a motion to approve the Excellence in Risk Management award, to include an award for one small, medium, and large district per cycle, and awards for all three of Staff's recommendation District nominees from the recently concluded cycle. Director Lorena Cervantes seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Cervantes, Friedl, Lacy, and Nunes

Nays: None

Abstain: None

10. EXECUTIVE DIRECTOR/STAFF REPORTS:

10.1 District Visit Update

This item was information only.

10.2 CAPRI Staffing Update

This item was information only.

10.3 CARPD Update

This item was information only.

10.4 RIO Update

This item was information only.

10.5 CAPRI Certificate of Insurance Update

This item was information only.

10.6 EQ Coverage Update

This item was information only.

11. BOARD MEMBER REPORTS:

11.1 Board Member Comments

Congratulations to Vice President Larry Mazzuca, who is retiring from North Highlands RPD. He will stay on the CAPRI Board as the CARPD appointed position.

President Wetter noted that the CAPRI Team is doing a wonderful job and Executive Director Matthew Duarte is a great leader.

12. FUTURE AGENDA ITEMS:

The Board of Directors had no comments or questions.

13. ANNOUNCEMENTS:

The next CAPRI Board of Directors Meeting is scheduled for November 2, 2023.

14. ADJOURNMENT:

The Board adjourned the meeting at 2:18 p.m.



Colin Miller,
Secretary for the CAPRI Board of Directors