

**California Association for Park & Recreation Indemnity
(CAPRI)
Minutes of the Board of Directors**

TELEPHONIC MEETING ON JUNE 27, 2018

A meeting of the Board of Directors was held on June 27, 2018 via telephone at 10:00 a.m.

MEMBERS PRESENT: Lindsay Woods, Hesperia Recreation & Park District
Dean Wetter, Valley-Wide Recreation & Park District
Stephen Fraher, Arcade Creek Recreation & Park District
Colin Miller, Arden Park Recreation & Park District
Jim Friedl, Conejo Recreation & Park District
Tim Barry, Livermore Area Recreation & Park Business
Lorena Cervantes, Bear Mountain Recreation & Park District

MEMBERS ABSENT: None.

OTHERS PRESENT: Patrick Cabulagan, Administrator
Rick Richards, Risk Manager
Bebe Pearson, Administrative Analyst
Byrne Conley, Gibbons & Conley
Doug Wozniak, Alliant Insurance Services
Brandy Ream, Gilbert & Associate

1. CALL TO ORDER

The June 27, 2018 Board of Directors meeting was called to order at 10:01 a.m. by Board President Lindsay Woods.

2. INTRODUCTION/ROLE CALL

None.

3. PUBLIC COMMENT

None.

4. CONSENT ITEMS

Jim Friedl made a motion to approve Consent Items and to include the salary range on page 6 of the Minutes of 05/30/18 for the Executive Director position. Tim Barry seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl

Nays: None

Abstain: None

5. DISCUSSION/ACTION ITEMS

B. 2018/2019 WC Allocation Formula

The Board of Directors reviewed the 2018/2019 WC Allocation formula. There were no changes to the formula since last meeting.

Stephen Fraher made a motion to approve the 2018/2019 WC Allocation Formula. Tim Barry seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl

Nays: None

Abstain: None

C. 2018/2019 Liability/Property Allocation Formula

The Board of Directors reviewed the 2018/2019 Liability/Property allocation formula. Staff advised that we are well funded, and we are above the 90% confidence level. Staff made the recommendation to lower our self-insured retention to \$750,000 from \$1,000,000 and that increase in premium is reflected in the 2018/2019 allocation formula.

Tim Barry made a motion to approve the 2018/2019 Liability/Property Allocation Formula with the self-insured retention at \$750,000. Stephen Fraher seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl

Nays: None

Abstain: None

A. 2018-2019 Draft Budget

Stephen Fraher made a motion to adopt the preliminary budget to begin operations for 2018/2019 fiscal year with the final budget with amendments and corrections to be presented in the August meeting. Dean Wetter seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl

Nays: None

Abstain: None

D. New Member – WC Program Conejo Recreation and Park District

The quote for Conejo to join CAPRI at the \$350,000 self-insured retention is \$69,200. Staff recommends that we charge Conejo \$3,800 for Administrative charges amounting to \$73,000 for Conejo's premium through CAPRI.

Tim Barry made a motion to approve Conejo into the WC program at the \$350,000 SIR. Stephen Fraher seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl

Nays: None

Abstain: None

E. Executive Director Candidate Search

President Lindsay Woods advised the Board that the search is underway for the new Executive Director position. The Personnel Sub-committee will start looking at the pool of candidates/applications beginning on June 29, 2018.

F. Executive Director Interview Protocol

The Board looked at the various options regarding the Executive Director Interview protocol. The Board decided that they would have the Personnel Sub-Committee reviewed the applications that have been screened by HR Edge and narrow down the candidates to be interviewed to 6-10 candidates. The Personnel Sub-Committee would conduct the interviews and narrow the candidates down to 2-3 for the Board of Directors to interview and make the selection at our August Board of Directors meeting.

Jim Friedl made a motion to approve option #2, the personnel/Finance sub-committee will review the applications screened by HR Edge and determine the candidates to be interviewed (6-10 candidates.) The personnel/finance sub-committee would conduct the interviews and narrow the candidates to 2-3. The Board of Directors would then interview the final candidates and make the selection for the new Executive Director at the August meeting. Stephen Fraher seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl

Nays: None

Abstain: None

G. Board of Directors Meeting Conflict

A number of Board members had a conflict for the August 15, 2018 Board meeting date. The Board of Directors rescheduled the next board meeting for August 23, 2018.

Dean Wetter made a motion to reschedule the next board meeting to August 23, 2018 at 9 a.m. Colin Miller seconded the motion.

Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Tim Barry, Lorena Cervantes, Colin Miller and Jim Friedl

Nays: None

Abstain: None

6. ADMINISTRATOR/STAFF REPORTS

A. Tenant/Vacancy Next Door

Staff advised the Board that our tenants who were on a month to month lease have moved out from our space next door. Lindsay Woods suggested to reach out to our real estate agent to see how the market is doing and to bring that information back for a future meeting.

B. November 4-6, 2018 Board Retreat/Meeting Update

Board President, Lindsay Woods recommended a preliminary schedule of topics/discussions for the August meeting. Pat to help develop goals/objectives with new administrator.

C. CAJPA Conference

Staff updated the Board on the upcoming CAJPA conference. The Board of Directors had no additional comments or questions on these reports.

7. BOARD MEMBER REPORTS

A. Personnel/Finance Committee Report

Lindsay Woods will be contacting other committee members to schedule the next meeting.

8. CLOSING COMMENTS

A. Board

Tim Barry wanted to thank everyone for the opportunity to serve on the CAPRI Board of Directors. Lorena Cervantes also thanked everyone for the appointment and opportunity to serve on the Board of Directors.

B. Staff

Nothing to report.

9. **ANNOUNCEMENTS**

The next CAPRI Board of Director's meeting will be held on August 23, 2018 at 9:00a.m. at the CAPRI office located in Citrus Heights, CA.

10. **ADJOURNMENT**

The meeting adjourned at 11:02 a.m.

Stephen Fraher, Board of Directors Secretary