

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

**TELEPHONIC MEETING ON MARCH 28, 2018**

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A meeting of the Board of Directors was held on March 28, 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  
Brigitte Shearer, Highlands Recreation District  
Tim Barry, Livermore Area Recreation & Park District  
Colin Miller, Arden Park Recreation & Park District

**MEMBERS ABSENT:** Jim Friedl, Conejo Recreation & Park District

**OTHERS PRESENT:** Patrick Cabulagan, Administrator  
Rick Richards, Risk Manager  
Bebe Pearson, Administrative Analyst  
Byrne Conley, Gibbons & Conley  
Doug Wozniak, Alliant Insurance Services  
Chuck Torretta, George Hills Company  
Shawna Culp, York Risk Services  
Brandy Ream, Gilbert & Associates

**1. CALL TO ORDER**

The March 28, 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. CLOSED SESSION**

The Board convened to Closed Session, pursuant to Government Code section 54954.95 at 10:02 a.m.

The Board discussed the claims for the payment of tort Liability losses, Workers' Compensation losses and Property losses incurred by the Joint Powers Authority.

*Chuck Torretta and Shawna Culp left the meeting at this time.*

**5. REPORT FROM CLOSED SESSION**

The Board reconvened to Open Session at 10:29 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. DISCUSSION/ACTION ITEMS**

**A. Succession Plan Policy**

The board members discussed the Succession Plan Policy for CAPRI for the Administrator position.

*Brigitte Shearer made a motion to approve the Succession Plan Policy. Colin Miller seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Stephen Fraher, Brigitte Shearer and Colin Miller*

*Nays: None*

*Abstain: None*

**B. Employee Health and Dental Benefits**

The Board of Directors discussed the new health and dental policy for CAPRI's full-time employees. The Board recommended bringing this back to the Board of Directors at a future meeting with Health and Dental options from various agencies and clearer language on the health and dental policies. The Board recommended looking at other agencies to see how what benefits are provided and the policy language they use to outline the benefits.

**C. 2018 – 2019 Draft Budget**

Pat gave a brief overview of the budget for the 2018 – 2019 fiscal year. The Board will have a couple more opportunities to review the budget before approving it.

**D. CARPD/CAPRI Executive Director Services Contract**

The Board of Directors reviewed the Executive Director Services contract. The Personnel/Finance Sub-Committee will review the contract and forward the contract to CARPD for their review.

**E. Safety Award Plaques Update**

The Board reviewed the Districts that were recommended to be awarded a Safety Award from CAPRI at the CARPD Conference. Those Districts included: Auburn Area; Beaumont-Cherry Valley; Bear River; Carmichael; Conejo; Desert; Hesperia; Isla Vista; Lake Cuyamaca; Pleasant Valley; Rancho Simi; Rim of the World; Sunrise; Truckee-Donner; and Valley-Wide.

*Dean Wetter made the motion to approve the CAPRI Safety Award recipients for Cycle 15. Tim Barry seconded the motion.*

*Ayes: Lindsay Woods, Dean Wetter, Tim Barry, Stephen Fraher, Brigitte Shearer and Colin Miller*

*Nays: None*

*Abstain: None*

**F. CAPRI Workers' Compensation Claims Audit**

Board reviewed the EIA claims audit report and confirmed that York will respond to the areas that need improvement and CAPRI will receive a copy of their response.

**7. ADMINISTRATIVE/STAFF REPORTS****A. CAJPA Conference**

Staff updated the Committee on the CAJPA conference. The Board of Directors will let staff no if they will be attending the conference.

**B. WC Experience Modifications Factors**

The Board of Directors reviewed the Experience Modification factors of the District's and had no additional comments or questions on this report.

**C. CARPD Board of Directors Meeting – March 21, 2018**

The Board of Directors had no additional comments or question on this report.

**D. CAPRI Board of Directors Position Vacancy – Tim Barry's Retirement**

Staff advised the Board of Directors on Tim Barry's retirement date and let them know that CARPD will be sending out a letter soliciting individuals interested in serving on CAPRI's Board of Directors and will appointment the position by July 2018.

**E. November 4-6, 2018 Board Retreat/Meeting**

Staff will be looking at locations in the Anaheim area to host our Board Meeting and Strategic Retreat.

**8. BOARD MEMBER REPORTS**

**A. Personnel/Finance Committee Report**

*The Board of Directors had no additional comments or question on this report.*

**9. CLOSING COMMENTS**

**A. Board**

*Nothing to report.*

**B. Staff**

*Nothing to report.*

**10. ANNOUNCEMENTS**

The next CAPRI Board of Director's meeting will be held on May 30, 2018 at 9:00a.m. at the Lake Tahoe Resort in South Lake Tahoe, CA.

**11. ADJOURNMENT**

The meeting adjourned at 12:11 p.m.

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Stephen Fraher, Board of Directors Secretary