

**BOARD OF DIRECTORS REGULAR MEETING**

Via Zoom Webinar

August 19, 2020

**MINUTES**

---

**1. CALL TO ORDER:**

Due to the stay-at-home order by the Governor of California the regular meeting of the Board of Directors was held on August 19, 2020 via Zoom Webinar. The Meeting was called to order by President Wetter at 10:06 a.m.

Members Present via Zoom: President Dean Wetter, Vice President Larry Mazzuca, Secretary Colin Miller, Director Lorena Cervantes, Director Jim Friedl, Director Mathew Fuzie, and Director Lindsay Woods. Note: Director Lindsay Woods did not participate in closed session and joined the Meeting once closed session was completed. Director Friedl joined the meeting at 11:50 a.m. during Item 8.1.

CAPRI Staff Present via Zoom: Executive Director Mr. Matthew Duarte, Safety Analyst Kirk Andre, and Administrative Assistant, Jordan Coyle.

Others Present via Zoom: Mr. Byrne Conley (Gibbons & Conley), Mr. Doug Wozniak (Alliant Insurance). Mr. Chuck Torretta (George Hills), Ms. Dori Zumwalt (Segdwick), Ms. Allison Kaune (PFM), and one other member of the public.

**2. INTRODUCTION:**

None.

**3. PUBLIC COMMENTS:**

None.

**4. CLOSED SESSION:**

The Board convened to Closed Session at 10:07 a.m. regarding the following matters:

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

- CAPRI v. PG&E/Paradise Property Claim
- Watson v. Orangevale Recreation & Park District
- FEC Property Claim
- Mt. Shasta Property Claim
- North of the River Property Claim
- CAPRI \$5K Summary

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

- Arp v. Livermore Recreation & Park District
- Emhoff v. North of the River Recreation & Park District
- Freitas v. Durham Recreation & Park District
- Krieg v. Tuolumne Recreation & Park District
- 2020 CAPRI Settlements
- 2020 Closed Claims

4.3 **Anticipated Litigation Pursuant to Government Code section § 54956.9(d)(2) (significant exposure to litigation)**

- One (1) potential case

**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.*

The Board concluded Closed Session at 11:31 a.m. and then took a break until 11:45 a.m. Open Session reconvened at 11:45 a.m. wherein Director Lindsay Woods was then admitted into the Open Session Zoom meeting.

**6. CONSENT AGENDA:**

- 6.1 **Approval of CAPRI Board Minutes**
  - June 24, 2020
- 6.2 **LAIF Regular Monthly Statement – July 2020**
- 6.3 **Warrant Listings for the months April 2020 – June 2020**

- 6.4 Statement of Net Position
- 6.5 Statement of Revenue and Expenses Budget to Actual
- 6.6 Statement of Revenue, Expenses, and Change in Net Position

**MOTION:**

*Director Larry Mazzuca, made a motion to approve consent items #6.1 – #6.6. Director Lindsay Woods, seconded the motion.*

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

**Nays:** *None*

**Abstain:** *None*

**7. PULLED CONSENT ITEMS:**

None.

**8. SPECIAL REPORTS:**

**8.1 Investment Status Report – Allison Kaune, PFM**

Ms. Allison Kaune with PFM provided a report on the status of CAPRI’s investment holdings. Ms. Kaune noted that the investment portfolio remains consistent with CAPRI policy.

**8.2 Insurance Market Update – Doug Wozniak, Alliant Insurance Services**

Mr. Doug Wozniak with Alliant Insurance Services provided a brief report on the status of the insurance market following the recent renewal period. Mr. Wozniak also reported that the market is expecting losses in the range of \$40B-\$100B flowing from COVID-19. Mr. Wozniak noted the current wildfires occurring throughout California and is estimating continued rate increases on property across all sectors between 20-40%. Furthermore, the casualty market continues to struggle as excess carriers are having ongoing capacity issues.

**9. DISCUSSION/ACTION ITEMS:**

**9.1 2020-2021 BUDGET REVISION**

Executive Director Duarte reported on the proposed revisions to the 2020-2021 CAPRI Budget necessary following receipt of the final renewal premiums and in consideration of the proposed revisions to the salary schedule for the Administrative Analyst position.

**MOTION:**

*Director Lindsay Woods made a motion to approve the proposed revisions to the 2020-2021 CAPRI Budget. Director, Lorena Cervantes seconded the motion.*

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

**Nays:** *None*

**Abstain:** *None*



## 9.2 FINAL PAYROLL REVIEW

Executive Director reviewed and discussed the projected Final Payroll figures after receipt of several final payroll reports and following discussions with the membership. Staff highlighted the exigent circumstances which warranted consideration of expediting the final payroll process.

### MOTION:

*Vice President Larry Mazzuca made a motion to direct Staff to continue processing Final Payroll calculations and, upon completion, issue invoices and any refunds. Secretary Colin Miller seconded the motion.*

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

**Nays:** None

**Abstain:** None

## 9.3 WORKER'S COMPENSATION PREMIUM REVIEW

Executive Director Duarte reviewed and discussed the proposal to revise and reduce invoiced premiums for Quarter Two 2020-2021 Workers' Compensation Premiums in light of projected payroll decreases flowing from the COVID-19.

### MOTION:

*Director Lindsay Woods made a motion to authorize staff to revise and reduce invoiced premiums for Q2 by 10% to reflect anticipated payroll reductions in member agencies. Director, Mat Fuzie, seconded the motion.*

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

**Nays:** None

**Abstain:** None

## 9.4 WORKERS' COMPENSATION DIVIDENDS

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

### MOTION:

*Director Lorena Cervantes made a motion to follow staff recommendation to decline issuing dividends from the Workers' Compensation program this fiscal year. Vice President Larry Mazzuca seconded the motion.*

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

**Nays:** None

**Abstain:** None

## 9.5 LIABILITY/PROPERTY DIVIDENDS

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

### MOTION:

*Director Jim Friedl made a motion to follow staff recommendation to decline issuing dividends from the Liability/Property program this fiscal year. Director Lindsay Woods seconded the motion.*

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

**Nays:** None

**Abstain:** None

## 9.6 CONFLICT OF INTEREST POLICY REVIEW

The Board reviewed the CAPRI Conflict of Interest Code and whether amendments were necessary.

### MOTION:

*Director Lindsay Woods made a motion that no amendments were necessary and to direct staff to complete the 2020 Local Agency Biennial Notice marking "No amendments necessary." Secretary, Colin Miller, seconded the motion.*

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

**Nays:** None

**Abstain:** None

## 9.7 WORKER'S COMPENSATION AUDIT RESULTS

The Board reviewed and discussed the results of the Workers' Compensation Audit has conducted by ALC Claims Collaborations. Information Only. No action taken.

## 9.8 ADMINISTRATIVE ANALYST JOB DESCRIPTION UPDATE

The Board reviewed the proposed revisions to the Administrative Analyst job description.

### MOTION:

*Director Lindsay Woods made a motion to approve the updated Administrative Analyst job description. Director Jim Friedl seconded the motion.*

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

**Nays:** None

**Abstain:** None

## 9.9 CAPRI BOD ELECTION

The Board reviewed and discussed the time and manner of the 2020 CAPRI Board Election.

### **MOTION:**

*Secretary Colin Miller made a motion to approve the time and manner of the 2020 CAPRI Board Election. Vice President Larry Mazzuca seconded the motion.*

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

**Nays:** *None*

**Abstain:** *None*

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

### 10.1 **District Visits Update**

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

### 10.2 **Office Update**

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

### 10.3 **Board Retreat Update**

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

### 10.4 **News of Note**

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

## 11. **BOARD MEMBER REPORTS:**

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

## 12. **FUTURE AGENDA ITEMS:**

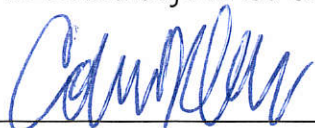
The Board of Directors had no comments or questions on this item.

## 13. **ANNOUNCEMENTS:**

The next CAPRI Board of Directors meeting will be held on November 20, 2020 at 10:00 a.m. at the CAPRI Office in Roseville, CA or again via Zoom.

## 14. **ADJOURNMENT:**

The Board adjourned the meeting at 1:02 p.m.



\_\_\_\_\_  
Colin Miller,  
Secretary for the CAPRI Board of Directors