

California Association for Park and Recreation Indemnity Board of Directors

President, Dean Wetter
Vice President, Larry Mazzuca
Secretary, Colin Miller

Directors

Ms. Lorena Cervantes
Mr. Jim Friedl
Ms. Michelle Lacy
Ms. Jill Nunes

REGULAR MEETING OF THE BOARD OF DIRECTORS

1:00 p.m.– Thursday, November 2, 2023

403 W. Hillcrest Drive
Thousand Oaks, CA 91360

In addition to the physical address identified above, California Association for Park and Recreation Indemnity will also be conducting this meeting via video and teleconference.

Zoom Meeting:

<https://us02web.zoom.us/j/81683874726?pwd=dklHSGtjT2ZDYllvZGYxakRDNFAXQT09>

Meeting ID: 81683874726

Passcode: 839007

In compliance with the Brown Act, this meeting is also being conducted by teleconference from:

12131 Snowbourne Drive, Nevada City, CA 95959
147 Gregory Lane, Pleasant Hill, CA 94523

Each teleconference location is open to the public and any member of the public has an opportunity to address the Board from a teleconference location in the same manner as if that person attended the regular meeting location. Agenda posting and meeting are done in accordance with Government Code § 54954.2 and 54953. If members of the public require special assistance to participate in the meeting, please contact CAPRI at (916) 722-5550. Notification at least 72 hours prior will enable CAPRI to make reasonable efforts to ensure accessibility to this meeting.

Any writing related to an agenda item for the open session of this meeting distributed to the Board of Directors less than 72 hours before this meeting is available for inspection at 1075 Creekside Ridge Drive, Suite 240, Roseville, CA 95678.

Agenda

Regular Meeting of the Board of Directors
November 2, 2023

1. **CALL TO ORDER**
2. **INTRODUCTIONS**
3. **PUBLIC COMMENTS**

This time is reserved for members of the public to address the Board relative to matters of the CAPRI not on the agenda. No action may be taken on non-agenda items unless authorized by law.

The CAPRI Board encourages public participation. If you desire to address the Board on any CAPRI related item on the Agenda, you are asked to complete a speaker form and turn it in to the Executive Director. Members of the public may also offer public comment by email. Emails must be submitted to mbreck@capri-jpa.org no later than one hour prior to the start of the meeting. Please note, emailed public comments will be distributed to the Board and treated as a public comment.

4. **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.

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

- Medrano v. Hayward Area Recreation & Park District
- Villalvazo v. Livermore Area Recreation & Park District
- Vigil v. Pleasant Valley Recreation & Park District
- Auburn Area Recreation & Park District Property Loss
- CAPRI \$5K Summary

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

- Hernandez v. Pleasant Valley Recreation & Park District
- Huffman v. Feather River Recreation & Park District
- Johns v. Rio Linda Elverta Recreation & Park District
- Lopez v. Jurupa Area Recreation & Park District

- 4.3 **Public Employee Evaluation – Performance Review Pursuant to Government Code § 54957**

- Executive Director

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.

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6. CONSENT ITEMS

The following items are expected to be routine and non-controversial and will be acted upon by the Board at one time without discussion, unless a Board member requests that an item be removed from the consent agenda and held for discussion.

6.1 Approval of CAPRI Board Minutes

- September 5, 2023

6.2 Warrant Listings – July 2023 – September 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

7. PULLED CONSENT ITEMS

8. SPECIAL REPORTS

8.1 Investment Status Report – PFM

8.2 Insurance Market Report – Alliant Insurance Services

8.3 General Liability Program Status Report

8.4 Property Program Status Report

8.5 WC Program Status Report

9. DISCUSSION/ACTION ITEMS

The CAPRI Board of Directors will review and discuss taking appropriate action or inaction with respect to the following matters:

9.1 Investment Policy Review

- The Board shall conduct its annual review of the CAPRI Investment Policy and discuss any proposed revisions.

9.2 WC Member Payroll Reporting Policy

- The Board shall review and discuss adoption of a policy to address assumptions in CAPRI's payroll calculations when members neglect to submit timely payroll reports.

9.3 Review of 2022/2023 WC Final Payroll

- The Board shall review and approve the 2022/2023 WC Final Payroll.

9.4 Target Equity Annual Review

- The Board shall review and discuss the financial conditions of the General Liability & Property and Workers' Compensation programs as part of its annual Target Equity review.

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- 9.5 **Memorandum of Coverage Review -- Trampoline Exclusion**
 - The Board shall review and provide direction with respect to the intent of the exclusion related to trampolines within the Memorandum of Coverage.
- 9.6 **Board Meeting Calendar 2024**
 - The Board shall review and approve the 2024 CAPRI BOD Meeting Calendar.
- 9.7 **Employee Handbook Review**
 - The Board shall review and discuss proposed revisions to the CAPRI Employee Handbook and provide direction to the Executive Director.
- 9.8 **Job Description Review**
 - The Board shall review and discuss and approve the duties identified in the recommended job description for Director of Administrative Operations.
- 9.9 **CAPRI Employee Market Range Adjustments**
 - The Board shall review and discuss the recommended updates to the employee pay ranges.
- 9.10 **Annual Executive Director Contract Review**
 - The Board shall review and discuss the Executive Director employment contract and approve revisions, as necessary.
- 10. **EXECUTIVE DIRECTOR/STAFF REPORTS**

The Executive Director and Staff will report on the following topics:

 - 10.1 **District Visit Update**
 - 10.2 **CARPD Update**
 - 10.3 **RIO Update**
 - 10.4 **CAPRI Member Trainings Update**
 - 10.5 **CAPRI Member Satisfaction Survey Update**
- 11. **BOARD MEMBER REPORTS**
 - 11.1 **Board Member Comments**
- 12. **FUTURE AGENDA ITEMS**

This section is reserved for items identified by Board members and Staff as matters for future Board business.

 - Safety Discount Calculations 24-25
 - CAPRI Board Officer Election
- 13. **ANNOUNCEMENTS**

The next CAPRI Board of Directors Meeting will be held on Wed, February 21, 2024.
- 14. **ADJOURNMENT**