

CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY

MINUTES OF THE BOARD OF DIRECTORS  
MEETING OF MARCH 26, 2010

A meeting of the Board of Directors of the Central San Joaquin Valley Risk Management Authority (CSJVRMA) was held on March 26, 2010, at the Piccadilly Inn-Shaw, in Fresno, California.

BOARD MEMBERS PRESENT: Bill Lewis, Woodlake, President  
Jeff Cardell, Clovis, First Vice President  
Linda Abid-Cummings, Riverbank, Second Vice President  
Leon Compton, Ripon, Past President  
Dale Mendenhall, Angels Camp  
David Powell, Arvin  
Lori Watermen, Atwater  
Esther Strong, Avenal  
Syndi McLeland, Ceres  
Wayne Padilla, Chowchilla  
Joyce Venegas, Corcoran  
Necia Barton, Delano  
Beth Nunes, Dinuba  
Darrell Fonseca, Dos Palos  
Lisa Nebe, Escalon  
Felix Ortiz, Exeter  
Patty Miller, Farmersville  
Odi Ortiz, Firebaugh  
David Elias, Fowler  
Margaret Silveira, Gustine  
Mary Lindsay, Hanford  
Joe Donabed, Hughson  
Gerald Forde, Huron  
Tim Przybyla, Kerman  
Don Jensen, Kingsburg  
Cary Keaten, Lathrop  
Jarrell Prichard, Lemoore  
Kindon Meik, Lindsay  
Danna Rasmussen, Livingston  
Martha Brazil, Los Banos  
Wendy Silva, Madera  
Bob Wilburn, Maricopa & McFarland  
Bryce Atkins, Mendota  
Deneen Proctor, Merced  
Michael E. Holland, Newman  
Michelle McKinsey, Oakdale  
Manuel Sandoval, Orange Cove  
Lou Martinez, Parlier  
Cleve Morris, Patterson  
Patrice Hildreth, Porterville  
Rocky Rogers, Reedley

Cruz Ramos, San Joaquin  
Barbara Mergan, Sanger  
D-B Heusser, Selma  
Jo Barrick, Shafter  
Greg Applegate, Sonora  
Sean Rabe, Sutter Creek  
Louise Hudgens, Taft  
Hannah Chung, Tehachapi  
Maria Olvera, Tracy  
Margaret Fallert, Tulare  
Roy Wasden, Turlock  
Debra Andreotti, Wasco  
Lori Martin, Waterford

CITIES NOT REPRESENTED  
BY A BOARD OF DIRECTORS'  
MEMBER, ALTERNATE, OR  
PRE-AUTHORIZED DELEGATE: None

OTHERS PRESENT:

Jeanette Workman, Administrator  
Tammy Vitali, Workers' Compensation Program Manager  
Linzie Kramer, Litigation Manager  
Tom Kline, Risk Control Manager  
Kristen Vanscourt, Return-To-Work Coordinator  
Holly Pon, Return-To-Work Coordinator  
Rahnesha Keith, Bickmore Risk Services  
Karen Thesing, ERMA  
Ken Wilkerson, AIMS  
Judy Sullivan, AIMS  
Janine Bowman, AIMS  
Diane Wratten, AIMS  
Marileigh Vietheer, AIMS  
Fran Lammers, AIMS  
Helen Whitaker, AIMS  
Tammy Cramer, AIMS  
Chris McClure, AIMS  
Martin Cassell, Chandler Asset Management  
Glen Carrington, Atwater  
Noemi Zamudio, Delano  
Jeannie Davis, Fowler  
Kelly Buendia, Gustine  
Lola Spain, Hanford  
Jana Sousa, Los Banos  
Lauri Robison, Maricopa  
Blanca Reyes-Garza, McFarland  
Marissa Gonzales, Reedley  
Mike Barrows, Sonora

1. CALL TO ORDER

The meeting was called to order at 9:02 a.m. by President Bill Lewis.

2. INTRODUCTIONS

Introductions took place of those present.

3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

**Tim Przybyla moved to approve the agenda as amended. Seconded by Darrell Fonseca. Motion passed unanimously.**

4. PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

**David Elias moved to approve/accept the following items: A) Minutes of the October 23, 2009, Board of Directors' Meeting; and B) Goals and Objectives of the CSJVRMA. Seconded by Felix Ortiz. Motion passed unanimously.**

6. REGIONAL CAUCUSES

Time is incorporated into every Board meeting for regional caucuses. The caucuses are to allow Regional Members to acquaint themselves with other Board and Alternate Members from their Region. This time is also used to conduct any Regional business and to allow members to solicit information and assistance from others in their Region. The intended result is for Regional Members to be a resource for one another.

7. REPORTS/PRESENTATIONS

A. Report by President Bill Lewis Regarding the Twenty-Fifth Annual Retreat

Prior to the meeting, the Board received a written report of the highlights from the CSJVRMA's Twenty-Fourth Annual Retreat which was held February 25, 2010, in Fresno, California. President Lewis reported the liability program is in good shape; however, the workers' compensation program should be reviewed and the Administration Subcommittee has been tasked to recommend ways to improve this program. President Lewis reported that there will be no CARMA assessment for the coming fiscal year.

B. Report by Tom Kline, Risk Control Manager

Mr. Tom Kline, Risk Control Manager, presented a status overview of the workshops, public works forums, police liability forums, webinars, and risk consulting projects.

8. FINANCIAL MATTERS

A. Presentation by Marty Cassell, Chandler Asset Management, Regarding Investments

Prior to the meeting the Board received an Investment Report as of February 28, 2010. Mr. Marty Cassell, Chandler Asset Management, reviewed the CSJVRMA investment portfolio with the Board and briefly reviewed the current state of the financial markets. Mr. Cassell addressed the current economic condition noting the economy is a great deal better than a year ago and has stabilized; however, there remains a long way to go and it could take considerable time for a full recovery. Mr. Cassell reported the Federal Reserve is expected to keep short term interest rates very low for an extended period of time which most likely includes the remainder of 2010 and possibly into 2011. Mr. Cassell noted unemployment is improving but in California remains at 10%.

Mr. Cassell reported that single family home starts, while rebounding from historic lows, remain low at 500,000 on an annual basis. Retail sales have improved over last year but remain at a low level and manufacturing is improving. Inflation is up from the lowest level but remains modest at 2.5%. The Gross Domestic Product (GDP) has been positive the last two quarters; however the National Bureau of Economic Research which calls and ends recessions has not yet made an official announcement regarding the end of the recession.

Mr. Cassell noted the CSJVRMA portfolio consists of two accounts; a claims payment account and a long term growth account. At the time of the report, the claims payment account had a balance of approximately \$8.7 million with a modified duration of 2.48 and the long term growth account had a balance of approximately \$43.2 million with a modified duration of 3.59. Mr. Cassell discussed the sector distribution of each account noting the decrease in exposure of agencies and increase in corporate notes from 11% to 15%. Mr. Cassell stated corporate notes may increase up to 20% in coming months. Mr. Cassell reiterated that the Federal Deposit Insurance Corporation (FDIC) insured corporate notes is a temporary fund and will expire in December of 2012.

Mr. Cassell provided graphs showing the total rate of return at three months, twelve months, two years, three years, five years, ten years and since the inception of June 30, 1999, compared against the appropriate government index. Overall, the pools portfolio performance is positive and has performed above the Local Agency Investment Fund (LAIF) benchmark.

Finally, Mr. Cassell reported that the portfolio is very diversified with 1.5% or less per individual issuer.

B. Review and Approval of the Budget for Fiscal Year 2010/11

Prior to the meeting, the Board received the budget for fiscal year 2010/11. Ms. Workman noted the budget was reviewed by the Executive Committee at their meeting the prior day and they recommended approval as presented. Ms. Workman reminded the Board that the retrospective adjustments were sent out to members in November 2009 and that some members had applied their retrospective adjustment to deficit years and two members had applied their retrospective adjustment to the 2010/11 premium. For those two members, Ms. Workman noted the budget would not reflect those payments; however, those payments would be reflected on the first quarter premium invoices. Ms. Workman reported there was an overall budget increase of 11% and provided an in-depth review of the budget changes by program noting the following:

- Workers' Compensation            11%
- Liability                                -4%
- APD                                        13%
- Property                                17%
- General Administration            7%
- EAP                                        2%
- ERMA                                     15%

Ms. Workman noted that those member cities that participated in the ERMA program are receiving an assessment that is not reflected in the budget totals on page one. Ms. Workman informed these cities they need to add the assessment to the ERMA deposit premium on page one to ensure the assessment is included in their respective budgets. Ms. Workman stated that the ERMA assessments are not carried forward to the first page of the budget as page 1 is a comparison between the budget for FY 2009/10 and FY 2010/11.

Ms. Workman next reviewed the indirect expenses. Ms. Workman also noted the workers' compensation, liability, and APD excess premiums are estimates as actual rates have not yet been received.

**Margaret Fallert moved to approve the 2010/11 budget. Seconded by Darrel Fonseca. Motion passed unanimously.**

C. Investment Policy

Ms. Workman reported that the Investment Policy was reviewed by Chandler Asset Management, Mr. Jim Elledge, Assistant Treasurer, the Investment Subcommittee, and the Executive Committee with a recommendation that the Board approve as presented. Ms. Workman noted there were no major changes being proposed to the Investment Policy; however, there has been an update to the glossary of investment terms which replaces "Prudent person" with "Prudent investor," to be consistent with the language in the state code.

**Beth Nunes moved to approve the Investment Policy, as amended. Seconded by Rocky Rodgers. Motion passed unanimously.**

9. LIABILITY PROGRAM

A. Reports by Staff and Service Providers:

1. Report by Linzie Kramer, Litigation Manager

Prior to the meeting, the Board received a written report of claims opened since October 2009. Mr. Linzie Kramer, Litigation Manager, briefly reviewed the report with the Board. Mr. Kramer discussed the importance of reporting claims timely to AIMS. For the benefit of new members, Mr. Kramer reviewed some of the reasons why the Pooled Liability Program is successful and requested members report claims as soon as possible.

2. Report on Coverage Matters

Ms. Workman reported there have been no coverage denials since the October 2009 Board meeting.

3. Report by Claims Administrator (AIMS)

Prior to the meeting, the Board received a written report for the month of January 2010, prepared by Mr. Ken Wilkerson, AIMS. Mr. Wilkerson reviewed the report with the Board and reiterated Mr. Kramer's urging to report claims timely. Mr. Wilkerson also reviewed the importance of reporting serious incidents to AIMS as soon as possible.

4. AIMS Update Regarding Liability Claims Program Conversion

Ms. Diane Wratten, AIMS, reported her staff is currently in the preliminary stages of mapping the liability data for the conversion of the system for and the preliminary "go live" date is July 1, 2010. Ms. Wratten noted that unlike the conversion of the workers' compensation program, there is no reason to move the liability program conversion forward faster than is necessary. In addition, unlike the workers' compensation program conversion where the older system became unavailable after the conversion, the current liability program will be available after the conversion to the new program until it is no longer required for any reason.

5. Report on California Affiliated Risk Management Authorities (CARMA)

CARMA is the excess pool through which the CSJVRMA obtains excess liability coverage. Prior to the meeting, the Board received a written report regarding recent activity in CARMA.

The CSJVRMA's current representative serving on CARMA's Board of Directors is Mr. Joe Donabed, City of Hughson. The alternate representative is Ms. Linda Abid-Cummings, City of Riverbank.

Ms. Workman reviewed the following highlights from CARMA's January Board meeting:

- Established new reserving policy which requires underlying members to reserve the full claim on their loss runs; therefore, claims excess of \$1 million will now appear on the AIMS loss run;
- CARMA Board is reviewing possible sub-limits for inverse coverage and quota sharing in the excess coverage layer; and
- Ms. Karen Thesing, CARMA Administrator, will attend an upcoming CSJVRMA Board meeting to educate members on CARMA.

6. Report on Employment Risk Management Authority (ERMA)

ERMA provides employment practices liability coverage to the members and is an optional program of the CSJVRMA. The CSJVRMA's current representative on ERMA's Board of Directors is Mr. Dave Elias, City of Fowler. The alternate representative is Ms. Margaret Silveira, City of Gustine. Ms. Workman reported that today's meeting is Ms. Silveira's last meeting with the CSJVRMA as she is leaving the City of Gustine for employment with another city.

Included in the meeting agenda packet was an ERMA loss report for CSJVRMA members as of February 28, 2010.

Ms. Workman reported that Ms. Karen Thesing, ERMA's Executive Director was present to provide information on the ERMA program and provide an update on the state of the pool.

Ms. Thesing noted that over the years public agencies have stated that employment liability coverage was prohibitive and many agencies have either gone bare or paid for the defense or indemnity of claims out of their general funds. Ms. Thesing reported that in 1999 ERMA was formed for affordable coverage for these claims and was the first and still the only joint powers authority in the State of California to provide self-insured funding for the risk of just employment practices liability. ERMA represents over 160 public entities in its membership and is fully accredited by the California Association of Joint Powers Authority (CAJPA). Ms. Thesing reported that the purpose of ERMA was

to reduce employment liability risk through proactive claims management, innovative training, and subject matter expertise. Not all ERMA staff is in-house; a plethora of defense attorneys are available who only specialize in employment practices claims.

Ms. Thesing provided information on current EPL trends including the following:

- Nationally, 43% of lawsuits are against public entities;
- Average verdict = \$375,000;
- Average Defense Cost = \$150,000 - \$250,000;
- Average Plaintiff's Attorney fees \$350,000; and
- Plaintiffs prevail 52% of the time.

Ms. Thesing next provided the Board with the advantages of membership in ERMA as follows:

- Share cost of risk among similar entities;
- Determine scope of own coverages;
- Develop applicable governing documents that are reviewed and updated annually;
- Develop risk control programs;
- Maintain flexibility in stabilizing costs;
- Target Performance Standards with a formal policy to review future handling of "under-performing" members and on-site Risk Assessments;
- Review appropriate Self-Insured Retention (SIR) options to offer to members; and
- Proactive Litigation Management.

Ms. Thesing reported on another ERMA advantage regarding the flexibility of a Memorandum of Coverage (MOC) versus a commercial insurance policy. For instance, the ERMA MOC is by occurrence rather than a claims-made policy. The difference is if a member had someone in their employ in 2007 and the employee filed a claim in 2009 for an occurrence in 2007, since the member was in ERMA in 2007, the claim would be covered. With a commercial claims-made policy, if the member did not have an active commercial insurance policy in 2009, there would be no coverage.

Ms. Thesing reiterated that unlike an insurance company, ERMA's rates are not profit driven, which offers ERMA members a financial advantage. Annually ERMA analyzes the health of the pool, the availability of public funds from the agencies, ERMA's equity position, and a review of claims to determine monies required for the pool. This may result in SIR changes or dividends or assessments. Ms. Thesing reported that ERMA, for the first time in its eleven year history, is in a small equity position. Ms. Thesing noted this is result of the risk control program and training which are resulting in fewer and/or smaller claims.

ERMA is conservatively funded at the 75% confidence level and rates are based on JPA and individual member experiences.

Ms. Thesing next reviewed slides regarding ERMA claims information with the Board including the following:

- Types and frequency of ERMA claims;
- Closed, open, and litigated cases by program year;
- Average incurred claims;
- CSJVRMA claims frequency; and
- CSJVRMA claims severity.

Lastly, Ms. Thesing reviewed ERMA Experience Modifying Ratios by ERMA members and ERMA rates historically.

Ms. Thesing reported that ERMA members are able to choose their own SIRs and the ERMA Board recently changed their training program. The Board decided that in order to provide a greater training impact for the individual agencies it would be better to have training come to the member instead of the member attending regional workshops. To that effect, ERMA members have received letters indicating when their training year is to occur. ERMA tried to coordinate the training years with the last time members met their AB1825 state mandated training requirement. During a member's training year, they contact staff and Ms. Ruth Graf-Urasaki will come to the agency to conduct training. If members would like to use a defense attorney or some other professional that they have used in the past, ERMA will provide for that training. ERMA has suspended compliance requirements so members no longer need to submit proof of compliance training; ERMA recognizes that members are busy and as public agencies must be in compliance with state law. Therefore, ERMA assumes members are completing AB1825 training. ERMA offers Hot Topic regional trainings conducted by ERMA staff or the two attorney firms that have partnered with ERMA, Liebert Cassidy and Jackson Lewis. These training opportunities are free of charge to ERMA members and are conducted on a variety of topics. Notifications of the free trainings are sent to ERMA contacts for each member. Two ERMA contacts are provided by each member to ERMA. Also available to ERMA members is the Attorney Hot Line. ERMA members receive one free hour of consultations monthly from either Liebert Cassidy or Jackson Lewis and can use them for general labor questions.

Ms. Thesing concluded her presentation by reporting that ERMA is very aware of the current economic conditions and has tried to mitigate some of that impact by making changes to the ERMA program this year.

Mr. Tim Przybyla, City of Kerman, asked what the \$500,000 in equity means and also questioned the assessments from prior years. Ms. Thesing replied that the equity position means ERMA has collected more than they have paid out and this is also excess of the claim reserves. The assessments from prior years represents

the early years of ERMA where they did not collect sufficient monies to cover claims for those program years. So those members that participated in those earlier years are assessed for the pool as a whole to get back to the threshold determined by the Board to be appropriate. Ms. Workman stated that similar to the CSJVRMA, even though ERMA is currently in a positive position, every year stands alone and for certain years ERMA needs to collect. Mr. Dave Elias, City of Fowler, reminded the Board that in the beginning of ERMA, every claim was accepted and it's those years that are in a deficit position. Since then, ERMA has refined their claim acceptance policy. Mr. Kramer stated that the goal at ERMA's inception was to reduce claims costs to members and to date ERMA has paid only 16 indemnity claims with only one over \$500,000, proving the value of ERMA to its members.

Ms. Workman reported that she has received a list of cities that have ERMA trainings available this year and she will be contacting them in the next few weeks to encourage them to use the training. In addition, Ms. Workman stated she is hoping that cities located in the same vicinity will combine trainings.

## 10. WORKERS' COMPENSATION PROGRAM

### A. Reports by Staff and Service Providers:

#### 1. Report by Tammy Vitali, Workers' Compensation Program Manager

Ms. Tammy Vitali, Workers' Compensation Program Manager, reminded the Board that the sooner workers' compensation claims are reported to AIMS, the sooner AIMS can begin their claims process. This process may include: payments to the employee, investigations, or defense of a litigated claim. Ms. Vitali reported there are a total of 757 indemnity claims which includes 205 future medical claims. Ms. Vitali reported this is standard for a workers' compensation program but noted the best claim is a closed claim and any process that helps in closing claims should be followed. Ms. Vitali thanked AIMS for a 103% closed claim ratio for 2009; AIMS has achieved a 111% close rate for the first two months of 2010.

Ms. Vitali reported on the following workers' compensation bills which are currently being considered and may affect member cities:

- Labor Code 4850 – Previously this code stated police officers and fire fighters were entitled to one year of salary benefits, and effective January 1, 2010, this applies to all police officers and fire fighters regardless of whether they are with CALPERS or the County Retirement Act;
- AB 2397 – This bill would extend full salary benefit payments to two years; payments will begin upon mutual agreement between employee and employer;

- Duncan v. WCAB – this case pertains to claims that have 100% permanent disability or permanent disability above \$70,000 regarding cost of living raises. The Appeals Board currently states that you go back to the date of injury when applying cost of living raises. The Court of Appeals says you should go back to January 1, 2004. Ms. Vitali reported staff and AIMS are watching this case because if it goes back to the date of injury, you could potentially be paying a claimant \$16,000 every two weeks if they become permanently disabled now and are still receiving benefits 30 years from now. This decision is currently under review and a change could benefit employers;
- Another proposed bill being watched is regarding changes to the permanent disability schedule. This continues to be brought back to the governor and he has not approved the bill each time; and
- Legislation regarding a cancer presumption for retired firefighters. The maximum is currently five years after retirement and the proposed change would change this to fifteen years after retirement. Staff will continue to watch this item and provide updates to the Board.

2. Report on Local Agency Workers' Compensation Excess JPA (LAWCX)

The Local Agency Workers' Compensation Excess JPA (LAWCX) provides excess workers' compensation coverage to the CSJVRMA.

The CSJVRMA's representative serving on LAWCX's Board is Mr. Leon Compton, City of Ripon, and the alternate Board representative is Mr. Greg Applegate, City of Sonora.

Prior to the meeting, the Board received a written report on recent LAWCX activity, in addition, Ms. Vitali reported that new representatives for the CSJVRMA were taking over soon and noted the representative will be Ms. Wendy Silva, City of Madera, and the alternate representative will be Ms. Margee Fallert, City of Tulare. Ms. Vitali also reported that the next LAWCX Board meeting will be held on June 8, 2010, and noted that one of the items being addressed is the budget and an accompanying assessment. Ms. Vitali reported that LAWCX re-evaluated the need for additional assessments, and the Committee recommended a three-year assessment plan starting with the 2010/2011 budget, pending approval at their June 2010 Board meeting. If approved CSJVRMA's portion of the assessment will be \$103,962.

Mr. Jeff Cardell, LAWCX Past President, reported that the assessments have been fruitful to the health of the pool and it is relatively likely that the need for assessments, versus asking for additional monies upfront, will continue in the near future.

Ms. Karen Thesing, LAWCX Executive Director, reported that the next LAWCX Executive Committee meeting will be held on April 19, 2010, where LAWCX

will discuss some financial issues and changes in the Bylaws and Memorandum of Coverage.

3. Report by Claims Administrator (AIMS)

Prior to the meeting, the Board received a written report from Ms. Judy Sullivan, AIMS, regarding claims for January 2010. Ms. Sullivan briefly reviewed the report with the Board. Ms. Sullivan also reviewed the quarterly report on the Future Medical Closure Project which was included with the agenda packet. Ms. Sullivan reported that AIMS has been working on this project for over a year with the goal to close out as many future medical claims as possible by Compromise and Release (C&R). Ms. Sullivan noted that members will shortly be receiving another report from AIMS regarding open future medical claims. Members are asked to update the report with information regarding whether claimants are still employed with the city. If claimants are not currently employed by the city the claims will be targeted for closure via C&R.

Ms. Sullivan reported AIMS has restructured their claims handling staff by claims type and a new examiner has been added. Ms. Sullivan reported that within the next month Ms. Vitali will be sending the new list via email with contact information and new assignments for the claims staff. Ms. Sullivan also noted the email will be requesting all members submit their policy on salary continuation on workers' compensation claims to AIMS. Finally, Ms. Sullivan welcomed members to contact AIMS with any questions regarding 4850 payments.

President Lewis reminded members before the break to sign in to show meeting attendance as penalties are incurred for non-attendance.

**The Board recessed at 10:53 a.m.**

**The Board returned at 11:02 a.m.**

President Lewis noted the Structured Return-To-Work Services presentation will be held before item 10.A.4, to allow for additional set up time for the NavRisk presentation.

5. Structured Return-To-Work Services Presentation

Ms. Kristen Vanscourt, Bickmore Risk Services, provided an update on the Structured Return-To-Work (SRTW) Services which were implemented on September 1, 2009. Ms. Vanscourt reported most members are utilizing these services while seven are still being encouraged to do so or are undergoing training. Ms. Vanscourt introduced Ms. Holly Pon, BRS Return-to-Work Coordinator who is working out of the Sacramento office and is assisting members with these services. It was noted that staff supplied a handout to follow during the presentation.

Ms. Vanscourt provided an overview of the SRTW and Nurse Triage services discussing the following:

- Goals and Benefits of the SRTW Services
- Essential Job Functions of the RTW Coordinator
- Transitional Work Assignments
- Benefits of the Nurse Triage Services
- Nurse Triage Process and Possible Outcomes
- Frequently Asked Questions
- Implementation Status

Ms. Vanscourt reported the CSJVRMA is currently experiencing a 29% non-referral rate by utilizing the SRTWS. Ms. Vanscourt reminded members to return the job descriptions, sent as a binder to members in February, so staff can customize them for each member city.

Ms. Vanscourt expressed staff's excitement with the STRWS and the goal of reducing the frequency and severity of claims for CSJVRMA members. Ms. Vanscourt also encouraged Board members to remind those involved with the program within the cities to contact staff at any time with questions. In response to a question, Ms. Vanscourt reported that additional supplies of posters and stickers for city bulletin boards and to provide to employees, are available by contacting staff.

Ms. Workman reported the STRWS presentation would be available on the CSJVRMA website for member reference.

4. Report and Presentation by AIMS Regarding AIMS' Client Portal, NavRisk Central and Workers' Compensation Claims Data Conversion

Ms. Diane Wratten, AIMS, was in attendance to present the NavRisk Central system; however, due to technical difficulties this item was rescheduled to the June Board meeting. Ms. Wratten asked that members sign-up for the system prior to the June meeting.

11. CLOSING COMMENTS

A. Board of Directors

President Lewis noted this is the last meeting for Ms. Margaret Silveira, City of Gustine, and wished her the very best in her new endeavors.

President Lewis also reported that this is the last meeting for Mr. Joe Donabed, City of Hughson, and thanked him for 25 years of faithful service to the CSJVRMA.

B. Staff

Ms. Workman reported staff has encountered significant delays in receiving data by deadlines and asked that members be diligent in responding with the information. Ms. Workman recommended if a city needs additional time that they contact staff to let them know. The Board asked that emails with data requests have the first line within the email highlighted in red so that the request is more conspicuous.

Ms. Workman reminded the Board that the Department of Motor Vehicles Electronic Pull Notice (EPN) Program is being transferred from Bickmore Risk Services to TargetSafety and noted this will result in an approximate \$16,000 savings to the CSJVRMA. However, the savings will not be realized until the program is turned over to TargetSafety and in order to turn over the program, all cities currently in the program must complete their paperwork. Ms. Workman reminded the Board that the due date was the following week and that she sent a reminder email to those cities that still need to complete the EPN paperwork. Ms. Workman requested that Board members of cities in the EPN program follow up on this issue when they return to their cities.


Ms. Workman reviewed the list of members who need to submit their Form 700's which are due on April 1<sup>st</sup> of each year.

Ms. Workman noted all presentations made today will be available on the website and reminded all members to sign-in for today's meeting as non-excused absences will result in a penalty.

Ms. Workman reported that Ms. Vanscourt agreed to hold a brief SRTW training following the meeting and all members are welcome to participate.

13. ADJOURNMENT

The March 26, 2010, Board of Directors' meeting adjourned at 11:37 a.m. by general consent.

  
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Mary Ann Reilly, Board Secretary