

San Joaquin Valley Insurance Authority

BOARD OF DIRECTORS

SUSAN B. ANDERSON

JUDITH CASE

MIKE ENNIS

ALLEN ISHIDA

PHIL LARSON

DEBORAH POOCHIGIAN

PETE VANDER POEL

Meeting Minutes:
December 4, 2009
10:00 AM

I. Call to order

Tim Huntley, temporary secretary, called to order the inaugural meeting of the San Joaquin Valley Insurance Authority at 10:00 AM on December 4, 2009 in the Fresno County Employee Retirement Association Board Chambers, 1111 H Street, Fresno, CA 93721.

- a. Tim Huntley called for the individual introduction of all Board Members, County Personnel, and support staff.
- b. Election of President and Vice President: Tim Huntley called for the election of President and opened nominations. Director Anderson nominated Judy Case for President, Director Vander Poel seconded the nomination. There were no other nominations for President, nominations were moved closed by Director Poochigian, seconded by Director Ennis. Tim Huntley called for the electing vote, all voted in favor. Judy Case was elected President. President Case opened nominations for Vice President. Pete Vander Poel was nominated by Director Ennis. The motion was seconded by Director Poochigian. President Judy Case called for the vote, all voted in favor, Pete Vander Poel was elected Vice President.

Tim Huntley called for roll to confirm the presence of a quorum: Five Board members were present: Director Anderson, President Case, Director Ennis, Director Poochigian, and Vice President Vander Poel. Directors Ishida and Larson were not present.

- c. Establishment of upcoming meeting date(s): President Case suggested a standing meeting time, i.e. first Friday of every other month, as meetings are needed. The location of the meetings was discussed as alternating between a County of Tulare and County of Fresno location. The next meeting to be held at County of Tulare offices, room to be determined.

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Director Anderson moved the meetings be held the first Friday of every other month, 10:00 am at alternating locations. The motion was seconded by Director Ennis. Unanimously approved. Meeting dates for 2010 are as follows:

March 5th

May 7th

July 2nd (this meeting may be moved due to July 4th holiday)

September 3rd (this meeting may be moved due to Labor Day holiday)

November 5th

- d. Execution of SJVIA participation agreement by Board President: Director Poochigian questioned 4th 'whereas' paragraph specifically whether it should state "health, vision, dental, and/or life insurance" instead of just "health, vision, dental, and life insurance". County Counsel concurred that this statement is permissive and does not state it is mandatory for SJVIA to provide all listed coverages. Vice President Vandor Poel moved that the participation agreements be approved and executed, seconded by Director Poochigian. Motion approved unanimously.

II. Overview of SJVIA: Origin and Establishment

Tim Huntley, Human Resource Director for the County of Tulare, gave a brief history of the County benefits, including increases and programs. Also presented the background of the idea for the SJIVA citing high fixed costs and frustration with services. Paul Nerland, Employee Benefits Manager for the County of Fresno, also presented a history of the County's past experience. No question or comment from the Board.

Leroy Tucker, Area President, Gallagher Benefit Services, presented an overview of the development of the SJVIA and summarized the benefit and cost impact to both counties. President Case had a question regarding embedded costs to the SJVIA and requested the availability of utilization information. She also expressed an interest in using the information to impact plan utilization, wellness, and member behavior.

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III. Action Items

a. Appointments

- i. Appoint Tim Huntley, Tulare County Human Resources Director as the Human Resources Director for the Authority. Vice President Vander Poel moved, Director Anderson seconded. Motion approved.
- ii. Appoint Paul Nerland, Fresno County Employee Benefits Manager as the Assistant Human Resources Director for the Authority. Director Ennis moved, seconded by Debbie Poochigian. Motion approved.
- iii. Appoint Vicki Crow, CPA Fresno County Auditor Controller Treasurer Tax Collector as the Treasurer for the Authority. Moved by Director Anderson, seconded by Director Ennis. Motion approved.
- iv. Appoint Kevin Briggs, Fresno County Counsel, and Kathleen Bales-Lange, Tulare County Counsel as Co-Counsels and the Legal Advisors to the Authority. Director Anderson moved, seconded by Director Poochigian. Motion Approved.

IV. Agreements

- a. Authorize the Human Resources Director or designee to execute the listed documents and/or agreements subject to review and approval by SJVIA Counsel and the Auditor. Moved by Director Anderson to approve execution of the documents upon review and approval. Seconded by Vice President Vander Poel. Motion approved for contract execution including the following:
 - i. Chimienti & Associates
 - ii. Gallagher Benefit Services
 - iii. Anthem Blue Cross
 - iv. HM Life
 - v. Walgreens

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V. Organizational Housekeeping Issues

a. Direct or Authorize Staff:

- i. To Prepare Job Descriptions for Authority Positions
- ii. The HR Director and Assistant Director to maintain time records of their work for the authority.
- iii. Auditor-Treasurer and Co-Counsels to bill the Authority for services rendered based on their standard billing rates.
- iv. To secure insurance coverage for the Authority
- v. To take and preserve minutes for the Authority meetings.

Judy case suggested taking action on all items at once, requesting a short explanation of securing insurance for the Authority. GBS explained that the liability insurance for the Authority is being researched and secured and cost is included in the \$2.00 SJVIA fee charged to the entities.

Director Poochigian requested clarification on the billing for co-counsel. Both offices are to bill by the hour and will agree upon how services are rendered. Agreed to have one co-counsel take the lead role and switching off as necessary. Counsels to agree on a single rate for services.

Director Ennis moved to approve all items above, Director Anderson seconded the motion. Motion Approved.

b. Direct Staff to prepare a proposed budget for the SJVIA

Discussion for budget preparation opened. County Counsel advised that since the Board has approved the execution of the contracts, Counselors gave their approval to move forward with preparing the budget. Vicki Crow explained that bank accounts are in the set up process and also that reconciliation and cash flow processes are in place. Paul Nerland added that contracts specify that payment must come from SJVIA accounts. This can be accommodated with Vicki Crow's authority to sign on

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behalf of the SJVIA. Board directed staff to move forward with budget preparation.

c. Next Steps

Tim Huntley spoke of SJVIA currently as a “banking” JPA and explained the interest of moving into a pooled environment in future plan years.

VI. Public Comment

No public comment at this time.

VII. Meeting adjourned by President Case