

Tuolumne Joint Powers Authority

Our mission is to protect member resources and strive to maintain a safe and healthy school workplace.



Committee Meeting Minutes

January 16, 2020

9:00 a.m.

Bret Harte Union High School District Board Room
323 South Main St, Angels Camp, CA

This meeting was conducted by teleconference with:

*TJPA Committee Member Klaus Leitenbauer Alpine COE/USD Representative
at the following location:*

*Alpine County Unified School District
43 Hawkside Drive
Markleeville, CA 96120*

In Attendance:

Michael Chimente, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Joe Aldridge, Columbia USD

Leigh Shampain, Sonora El

Dana Vaccarezza, Sonora UHSD

Also in attendance were Klaus Leitenbauer of Alpine County COE/USD (via video conference), Lisa Rico of Tuolumne County Superintendent of Schools, Allison Gregg of Sampson, Sampson, and Patterson and Norma Wallace and Jean Wolfgang of the Tuolumne JPA.

1.0 Opening Business

1.1 Call to Order

The Meeting was called to order by Leigh Shampain at 9:01.

The Teleconference Script was read by Leigh Shampain.

Approval of Action Items were made by Roll Call Vote.

1.2 Adoption of the Agenda

Items to be deleted or added according to G.C. 54954

**Addition to the Agenda, Discussion/Action Item 3.10 – Workers’
Compensation Broker Contract USI/ABD**

The agenda was adopted unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Joe Aldridge.

1.3 Public Comment

There were no public comments.

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2.0 Reports

2.1 Quarterly Investment Report through September 30, 2019

Norma Wallace presented the Quarterly Investment Report through September 30, 2019.

3.0 Action Items

3.1 Acceptance of 2018-2019 Audit Report – Sampson, Sampson & Patterson

Allison Gregg of Sampson, Sampson & Patterson presented the 2018-2019 Audit Report. The 2018-2019 Audit Report was accepted unanimously, with a roll call vote, after a motion from Michael Chimente and a second from Joe Aldridge.

3.2 Approval of Committee Meeting Minutes for August 22, 2019

The Committee Meeting minutes for August 22, 2019 were approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Kathy Griggs.

3.3 Approval of Pay Voucher Report for July 1, 2019 – December 31, 2019

Norma Wallace presented the Pay Voucher Report for the period of July 1, 2019 through December 31, 2019. The Pay Voucher Report was approved unanimously, with a roll call vote, after a motion from Michael Chimente and a second from Joe Aldridge.

3.4 Approval of Financial Reports for July 1, 2019 – October 31, 2019

Norma Wallace presented the Financial Reports for July 1, 2019 – October 31, 2019. The Financial Reports for July 1, 2019 – October 31, 2019 were approved unanimously, with a roll call vote, after a motion from Joe Aldridge and a second from Dana Vaccarezza.

3.5 Approval of 1st Interim Budget Revisions through October 31, 2019

Norma Wallace presented the 1st Interim Budget Revisions through October 31, 2019. The 1st Interim Budget Revisions through October 31, 2019 were approved unanimously, with a roll call vote, after a motion from Joe Aldridge and a second from Kathy Griggs.

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- 3.6 Approval of 1st Interim Administrative Costs through October 31, 2019**
Norma Wallace presented the 1st Interim Administrative Costs through October 31, 2019. The 1st Interim Administrative Costs through October 31, 2019 were approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Dana Vaccarezza.
- 3.7 Discussion/Approval of TJPA Email Retention Policy**
Norma Wallace presented the TJPA Email Retention Policy. The TJPA Committee requested to table the TJPA Email Retention Policy to take to TJPA Committee Meeting on March 19, 2020.
- 3.8 Approval of Revised Structured Return to Work Program Exhibits for BP 4157.3, BP 4257.3, and BP 4357.3**
Norma Wallace presented the Revised Structured Return to Work Program Exhibits for BP 4157.3, BP 4257.3, and BP 4357.3 The Revised Structured Return to Work Program Exhibits for BP 4157.3, BP 4257.3, and BP 4357.3 were approved unanimously, with a roll call vote, after a motion from Joe Aldridge and a second from Claudia Davis.
- 3.9 Discussion/Approval of WorkSTEPS Revised Pre-Employment Physical Form**
Norma Wallace presented the WorkSTEPS Revised Pre-Employment Physical Form. She discussed the changes with the Committee. The WorkSTEPS Revised Pre-Employment Physical Form was approved unanimously, with a roll call vote, with revisions “Clinic Reserves the Right to Refuse Service” and name change from Sonora Regional to Adventist Health after a motion from Claudia Davis and a second from Dana Vaccarezza.
- 3.10 Workers’ Compensation Broker Contract USI/ABD**
Norma Wallace discussed the current USI Broker Contract. The Committee gave Norma Wallace authority to terminate USI Broker Contract and to negotiate a Broker Contract with ABD if in best interest for the TJPA. The authorization was approved unanimously, with a roll call vote, after a motion from Michael Chimente and a second from Claudia Davis.

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4.0 Information/Discussion Items

4.1 2019-2020 Loss Control Facility Inspection Follow-Up

Norma Wallace discussed the 2019-2020 Loss Control Facility Inspection Follow-Up with the Committee and presented the winners.

4.2 Animals on Campus

Norma Wallace discussed Animals on Campus and presented a video of a student who was victim to a dog attack at an elementary school in our SISC pool.

4.3 Student Accident Reports

Norma Wallace discussed Student Accident Reports and noted hot glue guns and “rocket spinner” injuries as incidents of concern.

4.4 Food Allergies in Schools

Norma Wallace discussed Food Allergies in Schools and provided Committee with a Food Allergy Action Plan/Emergency Care Plan form.

4.5 Storm Water Board Policy and Resolution

Norma Wallace discussed Storm Water Board Policy and Resolution.

4.6 Tuolumne JPA First Aid Claims Policy – Review

Norma Wallace reviewed the Tuolumne JPA First Aid Claims Policy with the Committee.

4.7 AB 218 – Damages: Childhood Sexual Assault: Statue of Limitations

Norma Wallace discussed AB 218 and SISCII updates.

4.8 2019-2020 Training Date Reminders

Norma Wallace discussed the TJPA 2019-2020 training dates.

4.9 2019-2020 Updated Tuolumne JPA Member List

Norma Wallace provided the Committee with an updated TJPA Member List to review for accuracy.

4.10 Tuolumne JPA Ergonomics Program

Norma Wallace discussed the Tuolumne JPA Ergonomics Program and noted that ergonomic evaluations will be conducted by the JPA unless it is a workers’ compensation ergonomic evaluation which will be conducted by a third party.

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5.0 Adjournment

The JPA Committee meeting was adjourned at 11:20

Next Regular Committee Meeting of the Tuolumne JPA

Thursday, March 19, 2020 at 9:00 a.m.

Bret Harte Union High School District Board Room

323 South Main St, Angels Camp, CA

Respectfully Submitted,

Jean Wolfgang

Executive Assistant, Account Specialist JPA