



**PUBLIC ENTITY RISK MANAGEMENT AUTHORITY  
MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**December 5, 2024**

**1. CALL TO ORDER**

The regular meeting of the Public Entity Risk Management Authority Executive Committee was called to order by President Matthew Schenk at 8:03 a.m. on Thursday, December 5, 2024. The meeting was held at the DoubleTree Hotel, 67967 Vista Chino, Cathedral City.

**2. ROLL CALL**

It was determined that a quorum was present.

***MEMBERS PRESENT***

- 1) Matthew Schenk, President, *Perris*
- 2) Marjorie De La Cruz, *Palm Springs Aerial Tramway*
- 3) Kofi Antobam, Treasurer, *Rancho Mirage*
- 4) Darcy Wigington, *Barstow*
- 5) Tom Cody, *Colton*
- 6) Diego Chavez, *Murrieta*
- 7) Thomas Prill, *San Jacinto*

***OTHERS PRESENT***

- 1) Beth Lyons, *Executive Director, PERMA*
- 2) Jim Elledge, *Deputy Executive Director, PERMA*
- 3) Katie Achterberg, *Administrative Assistant, PERMA (left at closed session)*
- 4) Byrne Conley, *PERMA Legal Counsel*
- 5) Eric Marcinkowski, *Sedgwick (left at closed session)*
- 6) Jessica Andersen, *Eide Baily (left at closed session)*
- 7) Michael Torcaso, *Eide Baily (left at closed session)*
- 8) Kayla Sanchez, *Eide Baily (left at closed session)*
- 9) Christine Plasting, *VVTA (left at closed session)*
- 10) Michael Gray, *GTA (left at closed session)*

**3. APPROVAL OF AGENDA AS POSTED**

*Motion by Director Cody, seconded by Director Antobam to approve the agenda as posted. Directors Schenk, De La Cruz, Antobam, Wiginton, Cody, Chavez, and Prill voted to approve the motion. Motion passed unanimously.*

**4. PUBLIC COMMENTS**

None

**5. CONSENT CALENDAR**

A. Minutes of November 7, 2024 Meeting

B. Internet/Phone Allowance Policy Revisions

*Motion by Director Wigington, seconded by Director Antobam to approve items A-B and direct staff to finalize. Directors Schenk, De La Cruz, Antobam, Wigington, Cody, Chavez, and Prill voted to approve the motion. Motion passed unanimously.*



## 6. ACTION/DISCUSSION ITEMS

### A. Cost Allocation Methodology Policy

Over the past several years, the Executive Committee and Board have approved multiple revisions to the allocation formulas which are used in the annual budget and in the allocation of member contributions. While the adopted methodologies are documented throughout PERMA's minutes and budget files, staff created one centralized document, the Cost Allocation Methodology Policy, for ease of reference.

*Motion by Director Chavez, seconded by Director De La Cruz to adopt the Cost Allocation Methodology Policy. Directors Schenk, De La Cruz, Antobam, Wigington, Cody, Chavez, and Prill voted to approve the motion. Motion passed unanimously.*

### B. Benchmark Update Evidence Based Practice Compliance

At a previous meeting, the Board approved funding for Benchmark's services to improve officer performance, reduce adverse events, manage regulatory compliance, improve community outcomes, and help manage the escalating costs of insuring law enforcement risks. PRISM, PERMA's excess liability provider, also partnered with Benchmark and negotiated greater discounted pricing, which will allow PERMA members to benefit from the reduced pricing.

On May 30, staff discussed Benchmark implementation with member law enforcement agencies at the quarterly police chief's roundtable. Attendees were supportive of requiring all PERMA member police departments to participate in the Evidence-Based Practices (EBP) review which examines an agency's policies, practices, and culture and compares them to best practices. The Executive Committee then adopted a policy requiring all member law enforcement agencies to participate in the EBP review. The initial EBP review with Benchmark was to be completed by the end of November 2024. Member agencies that elected not to participate in the EBP review would have their law enforcement liability retention doubled on July 1, 2025. Nine of the ten agencies completed the initial EBP review, with the City of Westmorland being the one member not yet completing the review. Benchmark reached out to the city multiple times to ensure their EBP review took place. On November 24, staff emailed the City Manager and Police Chief requesting the review be completed in December.

Six member police departments were identified for the First Sign early intervention system implementation based upon size and losses, and one additional agency asked to be included even though it was not initially selected. Small agencies not identified for First Sign implementations were eligible for \$4,000 grants if they completed the EBP review. If the medium to large agencies completed both the EBP review and implemented First Sign, they would be eligible for \$8,000 law enforcement risk control grants.

Agencies eligible for the grants include Barstow, Blythe, Desert Hot Springs, Hesperia Recreation and Park District, La Mesa, and Murrieta. Staff will contact the departments that have qualified for risk control grants to announce availability. The Committee asked that the Board director and alternate be copied.

*Motion by Director Chavez, seconded by Director Prill to extend the deadline for Westmorland to complete the Evidence Based Practice Review to December 31, 2024. Directors Schenk, De La Cruz, Antobam, Wigington, Cody, Chavez, and Prill voted to approve the motion. Motion passed unanimously.*



**C. Reschedule 2025 January and June Executive Committee Meeting Dates**

Staff discovered a conflict in schedules and requested the following two meetings be rescheduled:

- January 9, 2025: move to January 16<sup>th</sup>
- June 5, 2025: move to June 12<sup>th</sup>

*Motion by Director Cody, seconded by Director Prill to reschedule the 2025 Executive Committee January meeting to January 16 and the June meeting to June 12. Directors Schenk, De La Cruz, Antobam, Wigington, Cody, Chavez, and Prill voted to approve the motion. Motion passed unanimously.*

**7. CLOSED SESSION**

The Executive Committee entered closed session at 8:23 a.m. with legal counsel pursuant to Government Code section 54956.95(a) to discuss the following:

- A. Sitchler, William v. City of Coachella
- B. Hernandez, Julia v. City of Jurupa Valley

Pursuant to Government Code §54957.6 for:

- Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (One potential case)

**8. REPORT FROM CLOSED SESSION**

The Executive Committee reconvened into open session at 8:39 a.m.

*No reportable action was taken.*

**9. CLOSING COMMENTS**

None

**10. ADJOURNMENT**

There being no further business, the meeting of the Executive Committee adjourned at 8:40 a.m.

Respectfully submitted,

Beth Lyons,  
Board Secretary