



**President**  
Ms. Liz Ehrenstrom  
City of Oroville

**NCCSIF  
BOARD OF DIRECTORS  
MEETING**

**Vice President**  
Mr. Russell Hildebrand  
City of Rocklin

**Treasurer**  
Mr. Tim Sailsbery  
City of Willows

**Secretary**  
Ms. Gina Will  
Town of Paradise

**Date:** Thursday, October 9, 2014  
**Time:** 11:30 a.m.

**A – Action**  
**I – Information**

**Location:** City of Rocklin Police Department  
4080 Rocklin Road  
Rocklin, CA 95677  
(916) 625-5564

**1 – Attached**  
**2 – Hand Out**  
**3 – Separate Cover**  
**4 – Verbal**  
**5 – Previously Mailed**

**MISSION STATEMENT**

*The Northern California Cities Self Insurance Fund, or NCCSIF, is an association of municipalities joined to protect member resources by stabilizing risk costs in a reliable, economical and beneficial manner while providing members with broad coverage and quality services in risk management and claims management.*

**AGENDA**

- A. CALL TO ORDER**
- B. PUBLIC COMMENTS**  
*This time is reserved for members of the public to address the Board of Directors on matters pertaining to NCCSIF that are of interest to them.*
- C. APPROVAL OF AGENDA AS POSTED** **A 1**
- pg. 01 **D. CONSENT CALENDAR** **A 1**  
*All matters listed under the consent calendar are considered routine with no separate discussion necessary. Any member of the public or the Board of Directors may request any item to be considered separately.*
  - pg. 02 1. Board of Directors Meeting Minutes – June 12, 2014
  - pg. 11 2. Check Register as of June 30, 2014
  - 3. Investment Report
    - pg. 13 a. Chandler Asset Management Short/Long Term – June 2014
    - pg. 21 b. Treasurer’s Report as of June 30, 2014
  - pg. 22 4. Utilization Report for Safety Grant Funds as of June 30, 2014
- E. NCCSIF PROGRAMS AND SERVICES LUNCHTIME PRESENTATION** **I 4**  
*The Board will receive a presentation on the Program Descriptions and Services offered by NCCSIF.*



pg. 23	<b>F. MINUTES AND COMMITTEE REPORTS</b>	<b>I</b>	
	1. Risk Management Committee Meeting – October 13, 2014		<b>4</b>
pg. 24	2. Police RMC Meeting Minutes – August 7, 2014 (Draft)		<b>1</b>
pg. 28	3. Claims Committee Meeting Minutes – August 4, 2014 (Draft)		<b>1</b>
pg. 29	4. Claims Committee Meeting Minutes – July 8, 2014 (Draft)		<b>1</b>
pg. 30	5. Risk Management Committee Meeting Minutes – June 12, 2014 (Draft)		<b>1</b>
pg. 36	<b>G. SUMMARY OF THE SEPTEMBER 25, 2014 EXECUTIVE COMMITTEE MEETING</b>	<b>I</b>	<b>1</b>
	<i>The Board will receive a summary of the actions taken by the Executive Committee during their last meeting on September 25, 2014.</i>		
	<b>H. ADMINISTRATION REPORTS</b>		
	1. <b>President’s Report</b>	<b>I</b>	<b>4</b>
	<i>Liz Ehrenstrom will address the Board on items pertaining to NCCSIF.</i>		
	2. <b>Program Administrator’s Report</b>	<b>I</b>	<b>4</b>
	<i>Alliant will address the Board of items pertaining to NCCSIF.</i>		
	<b>I. FINANCIAL REPORTS</b>		
pg. 37	1. <b>Quarterly Financial Report for Period Ending June 30, 2014</b>	<b>A</b>	<b>1</b>
	<i>James Marta Company will present the quarterly financial report ending June 30, 2014 for the Board to Receive and File.</i>		
pg. 66	2. <b>Budget to Actual as of June 30, 2014</b>	<b>I</b>	<b>1</b>
	<i>The Board will receive an update on the Budget to Actual as of June 30, 2014.</i>		
pg. 72	3. <b>2014 Year End Financial Audits</b>	<b>A</b>	<b>2</b>
	<i>Crowe Horwath will provide the Board of Directors with the Year Ending June 30, 2014 Financial Audit.</i>		
pg. 73	4. <b>Investment Policy</b>	<b>A</b>	<b>1</b>
	<i>The Board will be asked to review and approve the investment policy revisions as recommended by James Marta and Chandler Asset Management.</i>		
	<b>J. JPA BUSINESS</b>		
pg. 85	1. <b>NCCSIF 2015 Meeting Calendar</b>	<b>A</b>	<b>1</b>
	<i>The Board will be asked to review and approve the 2015 Meeting Calendar.</i>		



pg. 87	<b>2. Administrative Policy and Procedures Revisions</b>	<b>A</b>	<b>1</b>
	<i>The Board will be asked to review and approve the recommended Administrative Policy and Procedures Revisions by Program Administration.</i>		
pg. 88	a. A-1, Banking Layer Plan Fund Adjustments		
pg. 93	b. A-12, Shared Risk Layer Plan Fund Adjustments		
pg. 98	c. A-17, Shared Risk Layer Target Equity Policy		
	<b>3. Long Range Planning</b>		
pg. 104	<b>a. Review of Long Range Planning Items from December 13, 2012</b>	<b>I</b>	<b>1</b>
	<i>The Board will receive an update on the Long Range Planning Items discussed and addressed during the 2012 NCCSIF Long Range Planning Session.</i>		
pg. 106	<b>b. Discussion of December 11, 2014 Long Range Planning Meeting</b>	<b>A</b>	<b>4</b>
	<i>The Board will be asked to discuss the need for a Long Range Planning Session this year.</i>		
pg. 107	<b>4. Round Table Discussion</b>	<b>I</b>	<b>4</b>
	<i>The floor will be open to Board members for any topics or ideas that members would like to address.</i>		

**K. INFORMATION ITEMS**

pg. 108	1. NCCSIF Organizational Chart
pg. 109	2. NCCSIF Travel Reimbursement Form
pg. 110	3. NCCSIF Resource Contact Guide

**L. ADJOURNMENT**

**UPCOMING MEETINGS**

- Police Risk Management Committee Meeting – November 6, 2014
- Executive Committee Meeting – November 13, 2014
- Claims Committee Meeting – November 13, 2014
- Risk Management Committee Meeting – December 11, 2014
- Board of Directors Meeting – DEcl



*Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Johnny Yang at Alliant Insurance at (916) 643-2712.*

*The Agenda packet will be posted on the NCCSIF website at [www.nccsif.org](http://www.nccsif.org). Documents and material relating to an open session agenda item that are provided to the NCCSIF Executive Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 1792 Tribute Road, Suite 450, Sacramento, CA 95815.*

*Access to some buildings and offices may require routine provisions of identification to building security. However, NCCSIF does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3*



## CONSENT CALENDAR

### ACTION ITEM

**ISSUE:** The Board of Directors (Board) should review items listed on the Consent Calendar and, if any item requires clarification or discussion, a Member should be asked that it be removed from the consent agenda for separate action. The Board should then consider action to approve the Consent Calendar excluding those items removed. Any items removed from Consent will be agendaized later during the meeting in an order determined by the President.

**RECOMMENDATION:** The Program Administrator recommends adoption of the Consent Calendar after review by the Board. *Items removed from the Consent Calendar will be placed back on the agenda in an order determined by the President.*

**FISCAL IMPACT:** None.

**BACKGROUND:** The following items are placed on the Consent Calendar for approval. The Board may approve the Consent Calendar items as presented, or any individual may request that an item be removed for discussion and separate action may be taken during the meeting.

### ATTACHMENT(S):

1. Board of Directors Meeting Minutes – June 12, 2014
2. Check Register as of June 30, 2014
3. Investment Reports
  - a. Chandler Asset Management Short/Long Term – June 2014
  - b. Treasurer's Report as of June 30, 2014
4. Utilization Report for Safety Grant Funds as of June 30, 2014



**MINUTES OF THE  
NCCSIF TRAINING DAY/BOARD OF DIRECTORS MEETING  
LINCOLN CITY HALL, LINCOLN, CA  
JUNE 12, 2014**

**MEMBERS PRESENT**

Jeff Kiser, City of Anderson  
Shari Conley, City of Auburn  
John Brewer, City of Corning  
Jim Lindley, City of Dixon  
Bruce Cline, City of Folsom  
Elisa Arteaga, City of Gridley  
Ed Pattison, City of Ione  
Michael Daly, City of Jackson  
John Lee, City of Lincoln  
Corey Shaver, City of Nevada City  
Liz Ehrenstrom, City of Oroville  
Russell Hildebrand, City of Rocklin  
Tim Sailsbery, City of Willows  
Natalie Walter, City of Yuba City

**MEMBERS ABSENT**

Toni Benson, City of Colusa  
Brad Koehn, City of Elk Grove  
Paula Islas, City of Galt  
Leigh Keicher, City of Marysville  
Dave Warren, City of Placerville  
Sandy Ryan, City of Red Bluff  
Tim Chapa, City of Rio Vista  
Gina Will, Town of Paradise

**GUESTS & CONSULTANTS**

Michael Simmons, Alliant Insurance Services, Inc.  
Marcus Beverly, Alliant Insurance Services, Inc.  
Johnny Yang, Alliant Insurance Services, Inc.  
Henri Castro, Bickmore  
Tom Kline, Bickmore  
Craig Wheaton, York Risk Services  
D'Ana Seivert, York Risk Services  
Robin Zane, James Marta & Company



**A. CALL TO ORDER**

The meeting was called to order at 12:00 p.m.

**B. PUBLIC COMMENTS**

There were no public comments made.

**C. APPROVAL OF AGENDA AS POSTED**

**A motion was made to approve the Agenda as posted.**

**MOTION:** Bruce Cline      **SECOND:** Russell Hildebrand      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

**D. CONSENT CALENDAR**

1. Board of Directors Meeting Minutes – April 24, 2014
2. Investment Report
  - a. Chandler Asset Management Short/Long Term – March 2014
  - b. Treasurer’s Report as of March 31, 2014
3. Utilization Report for Safety Grant Funds as of April 23, 2014
4. Alliant Program Administrators Agreement
5. Crowe Horwath Engagement Letter

**A motion was made to approve the Consent Calendar.**

**MOTION:** Bruce Cline      **SECOND:** Russell Hildebrand      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

**E. YORK SUBROGATION PROGRAM (LUNCHTIME PRESENTATION)**

Mr. Craig Wheaton from York Risk Services provided the Board with a presentation regarding the subrogation program they offer to members and the results to date.



**F. MINUTES AND COMMITTEE REPORTS**

1. Risk Management Committee Meeting Minutes – June 12, 2014
2. Executive Committee Meeting Minutes – May 29, 2014 (Draft)
3. Claims Committee Meeting Minutes – May 29, 2014 (Draft)
4. Police Risk Management Committee Meeting Minutes – (Draft)

There was no discussion on this item.

**G. ADMINISTRATION REPORTS**

**G1. President’s Report**

Ms. Liz Ehrenstrom had no items to report.

**G2. Program Administrator’s Report**

**a. Bickmore Purchase by York**

Mr. Marcus Beverly advised that Bickmore has been purchased by York.

**b. Other Administrator Comments**

There were no other administrator comments.

**H. FINANCIAL REPORTS**

**H1. Quarterly Financial Report for Period Ending March 31, 2014**

Ms. Robin Zane, James Marta and Company, presented the Quarterly Financial Report for the period ending March 31, 2014.

**A motion was made to approve the Quarterly Financial Report for Period Ending March 31, 2014.**

**MOTION:** Jeff Kiser      **SECOND:** Michael Daly      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

**H2. Budget to Actual as of March 31, 2014**

Ms. Zane explained that the Budget to Actual now includes a notes section which details any items in need additional information.





**I. JPA BUSINESS**

**II. Conflict of Interest Code**

Mr. Beverly explained that the Conflict of Interest Code is approved by the Board of Directors every even-numbered year. The Multi-County Agency Biennial Notice is then sent to the California Fair Political Practices Commission (FPPC) to advise whether any there were any updates or revisions. NCCSIF's Conflict of Interest Code has been amended to comply with the new FPPC Filing requirements. Program Administrators recommend no changes this year.

**A motion was made to approve the Conflict of Interest Code as presented.**

**MOTION:** Bruce Cline      **SECOND:** Natalie Walter      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

**I2. Administrative Surplus Budget**

Mr. Beverly advised that, over time, the Administrative budget accrues a surplus as a result of expenses being less than projected. As of June 30, 2013, the administration budget had a Net Position of \$223,959 in the Liability Program and \$253,566 in the Workers' Compensation program. This Workers' Compensation Administration budget shows \$564,121 but \$310,555 is allocated to the Risk Management Grant Fund. In past years, this surplus has been used to help off-set the upcoming member contributions. At a prior meeting the Board approved using a portion of the funds, \$120,000 from each Program, to reduce administrative funding for the 2014/15, leaving approximately \$103,000 in the Liability program and \$133,000 in the Workers' Compensation program.

He explained that Program Administration and Executive Committee recommend approval of a policy which establishes a contingency reserve in the administrative budget surplus that accrues for each program of up to \$100,000. Program Administration also recommends developing and maintaining budget documents that will more clearly track and account for the accumulation and distributions of surplus in the future.

**A motion was made approve the recommendation as stated above.**

**MOTION:** Bruce Cline      **SECOND:** Michael Daly      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.



### **I3. 2014/15 NCCSIF Budget**

Mr. Beverly provided the Board with an update on the recommended 2014/15 NCCSIF Budget explaining Bickmore cost increased by about \$5,000 for the addition of Elk Grove and a decrease for Lexipol services.

Mr. Cline asked how the \$50,000 will be used. Mr. Simmons advised that the budget amount is being recommended for approval. The remaining details as respects to purchase and distribution of the cameras will be decided by the Police Risk Management Committee.

Mr. Cline recommended that the cameras be allocated according to percentage basis relative to the size of each member.

Mr. Beverly then advised that the total administrative cost has not seen much of an increase from the prior at a .03% increase. He also explained that the Administrative Surplus Offset has been shown on the budget as well.

**A motion was made to approve the 2014/15 NCCSIF Budget subject to Mr. Cline's recommendation of the cameras being allocated according to a percentage basis relative to the size of each member and brought back for the Executive Committee's review.**

**MOTION:** Bruce Cline      **SECOND:** John Brewer      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

### **I4. 2014/15 Deposit Calculations**

#### **I4a. Liability**

Mr. Beverly explained that the deposits are capped at a 25% maximum increase over the prior year. The Administrative Surplus has been applied to the Liability Administrative Expenses in the amount of \$120,000. The Board has increased the Confidence Level funding from 60% to 65% and the interest discount rate remains flat at 1.5%. He explained that a portion of the CJPRMA refund was applied to this year's deposit calculations as well as well as to help fund the deficit in the liability shared risk layer. A breakdown has been provided showing the all the refunds, assessments and administrative surplus offsets by member.

#### **I4b. Workers' Compensation**

Mr. Beverly explained that overall the Workers' Compensation program deposit is higher by about 7.2% over the prior year mostly due to deficit in the banking layer. There is a shared risk layer refund of \$131,757 but the banking layer has been assessed in the amount of \$377,636. The Administrative Surplus of \$120,000 was also applied to this program as well.



Mr. Tim Sailsbery reminded members that there was an attempt to share the banking layer deficit which was stopped as the banking is not designed to share funds throughout the members.

**A motion was made to approve the 2014/15 Liability and Workers' Compensation Deposit Calculations.**

**MOTION:** Tim Sailsbery                      **SECOND:** Bruce Cline                      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

**I5. 2014/15 NCCSIF Liability Memorandum of Coverage**

Mr. Beverly advised the Board that CJPRMA has approved two changes to their coverage effective July 1, 2014. The first change limits the coverage provided to any additional covered party to the amount specified in the contract. This amount is likely to be in excess of the coverage provided by NCCSIF therefore NCCSIF should now follow this language.

The second change is with respect to coverage provided for fireworks displays or demonstrations "sponsored or controlled" by a Member. The new language states that in the event of a fireworks loss, and Member of CJPRMA that did not require the fireworks vendor to provide evidence of coverage and additional insured status with a limit of liability of at least \$5,000,000 on a project specific basis will have to pay 150% of their retained limit for that loss. In addition, the retained limit cannot be satisfied by the vendor's insurance, as would normally be the case. He explains that NCCSIF will be subject to a retained limit of \$750,000 in the event of a fireworks loss where the fireworks vendor was NOT required to provide additional insured coverage with a \$5,000,000 limit on a project specific basis. If NCCSIF were to follow this language in its MOC then Members would be subject to a retained or Banking Layer limit of \$75,000, or \$150,000 for Folsom. Mr. Simmons provided a brief history of how CJPRMA came to this decision and advised that a survey will be done to determine how much and what type of insurance are carried by fireworks vendors. Mr. Cline asked that CJPRMA confirms if "sponsored or controlled" includes when the city issues a permit as he does not believe it should not. Cities should not be held liable for fireworks losses held within the City but hosted by a third party.

**A motion was made to approve the 2014/15 Liability Underlying Memorandum of Coverage subject to the recommendations noted above.**

**MOTION:** Tim Sailsbery                      **SECOND:** Bruce Cline                      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.



**I6. Documentation of 4850 Benefits**

Mr. Beverly advised that NCCSIF has made the policy decision to not provide coverage for full salary continuation benefits payable under Labor Code 4850 whenever a public safety officer is disabled due to employment-related injuries. He explained that the 4850 benefits are typically divided into two parts: the “regular” Temporary Disability (4850 TD) every employee receives and the amount that makes up the difference between the TD benefit and full salary (4850 Diff).

**I6a. NCCSIF Workers’ Compensation Memorandum of Coverage**

In order to document NCCSIF’s decision not to cover either portion of the 4850 benefits changes are required to the Memorandum of Coverage. He explains that the 4850 portion is handled differently for each member by York. Most members will receive a 4850 voucher from York. The 4850 benefits will also apply to the excess layer retention. Copies of the recommended changes were included in the agenda packet.

**A motion was made to approve the NCCSIF Workers’ Compensation Memorandum of Coverage with the recommended changes.**

**MOTION:** Bruce Cline      **SECOND:** Russell Hildebrand      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

**I6b. Policies and Procedures**

Mr. Beverly explained that changes to the Workers’ Compensation Policies and Procedures are also recommended to reflect how NCCSIF handles the 4850 benefits.

**A motion was made to approve the NCCSIF Workers’ Compensation Policies and Procedures as recommended.**

**MOTION:** Bruce Cline      **SECOND:** Russell Hildebrand      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

**I7. 2014/15 Property Renewal**

Mr. Johnny Yang explained that last year the Property premium was around \$900,000 which included an amount for Property Appraisals of around \$50,000. This year the property rates have decreased by 2.12% from the prior year. Total Insurable Values increased by 2.76% due to various changes throughout the year. The total premium increased by .58% over the last year with a total premium of \$850,362 based on total insured values of \$852,917,151.



Mr. Simmons also noted that the APIP (Alliant Property Insurance Program) has two “bolt on” coverages. The first is third party pollution coverage for their members. A Claims Reporting form must be signed and returned which states that all pollution losses must be reported within a week of the loss. The second is cyber liability with a limit of \$2,000,000 per City which also includes privacy notification. Mr. Simmons also reminded members that their property deductible is \$5,000 and APIP also includes a sublimit of \$25,000,000 for Course of Construction coverage.

**A motion was made to approve the 2014/15 Property Renewal.**

**MOTION:** Russell Hildebrand      **SECOND:** Natalie Walter      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

**18. 2014/15 Crime Renewal**

Mr. Yang advised that Program Administrators has not yet received a quote from the underwriter as of today. He explained that he does not expect a large increase in premium from the prior year if any, nor any changes to the coverage provided. Currently NCCSIF purchases \$1,000,000 in crime coverage and \$1,000,000 for the NCCSIF Treasurer. Mr. Yang asked that the Board approve the 2014/15 Crime Renewal with authority given to the NCCSIF President for any substantial changes to the coverage or premium.

**A motion was made to approve the 2014/15 Crime Renewal with authority given to the NCCSIF President for any substantial changes to coverage or premium.**

**MOTION:** Natalie Walter      **SECOND:** Russell Hildebrand      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.

**19. Identity Fraud Coverage**

Mr. Simmons explained that at the last EC meeting, the Program Administrator discussed the preliminary quotation to provide Fraud ID coverage to employees of NCCSIF Members. The total premium is \$9,853 at a limit of liability \$25,000 with a \$0 retention for coverage for ID Theft Resolution services for employees and their families.

**A motion was made to approve the purchase of Identity Fraud Coverage provided by Travelers Insurance Company.**

**MOTION:** Bruce Cline      **SECOND:** John Lee      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Brewer, Lindley, Cline, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Sailsbery, Walter.  
**NAYS:** None.



## **I10. Medical Provider Network Update**

Mr. Beverly advised that NCCSIF has moved over to the new Medical Provider Network offered by WellComp effective June 1, 2014. Most members have completed their application for the new MPN.

## **I11. Round Table Discussion**

Mr. Ed Pattison shared that he learned CJPRMA has a program which helps members track their required certificates for the City. Ms. Ehrenstrom recommended that Program Administration touch on the various services offered by NCCSIF's vendors at the December Board Meeting.

## **J. INFORMATION ITEMS**

1. NCCSIF Program Manual (Handout)
2. NCCSIF Organizational Chart
3. NCCSIF 2014 Meeting Calendar
4. NCCSIF Travel Reimbursement Form
5. NCCSIF Resource Contact Guide

This meeting was adjourned at 2:37 p.m.

Northern California Cities Self Insurance Fund  
 Check/Voucher Register - Check Register - Last Quarter  
 From 4/1/2014 Through 6/30/2014

11010 - Cash - General

Check Number	Vendor Name	Effective Date	Check Amount
8269	Simple Pleasures	4/3/2014	294.23 ^
8321	Chandler Asset Management, Inc.	4/11/2014	4,273.00 ^
8322	York	4/11/2014	43,682.50
8323	York Risk Services Group, Inc.	4/11/2014	32,186.45
8324	James Marta	4/11/2014	5,175.00
8325	Alliant Insurance Services	4/11/2014	22,500.00
8326	Occu-Med Inc.	4/11/2014	1,500.00
8327	Bickmore Risk Services Inc.	4/11/2014	13,806.34
8328	PDI	4/11/2014	1,000.00
8329	DKF Solutions Group, LLC	4/11/2014	1,050.00
8330	AssetWORKS	4/11/2014	16,000.00
8331	Liz Ehrenstrom	4/11/2014	136.08
8332	Simple Pleasures	4/24/2014	501.47
8333	AGRIP	4/29/2014	1,490.46
8334	City of Galt	4/29/2014	14,153.00
8335	MICHAEL DALY	4/29/2014	68.32
8336	Gina Will	4/29/2014	78.40
8337	Edwin Pattison	4/29/2014	80.64
8338	Sandy Ryan	4/29/2014	142.24
8339	Kristine Wilfong	4/29/2014	24.64
8340	Simple Pleasures	5/9/2014	287.84
8341	Simple Pleasures	5/9/2014	370.98
8342	Chandler Asset Management, Inc.	5/9/2014	4,275.00
8343	York	5/9/2014	43,682.50
8344	York Risk Services Group, Inc.	5/9/2014	26,713.21
8345	James Marta	5/9/2014	5,205.80
8346	Alliant Insurance Services	5/9/2014	22,500.00
8347	Occu-Med Inc.	5/9/2014	1,500.00
8348	Bickmore Risk Services Inc.	5/9/2014	13,806.33
8349	City of Folsom	5/9/2014	49,072.00
8350	City of Anderson	5/9/2014	5,860.00
8351	PDI	5/9/2014	1,000.00
8352	DKF Solutions Group, LLC	5/9/2014	1,050.00
8353	Liz Ehrenstrom	5/9/2014	115.36
8354	The Bank of New York Mellon	5/9/2014	2,912.50
8355	Gibbons & Conley	5/22/2014	986.56
8356	City of Nevada City	5/22/2014	2,878.00
8357	CITY OF MARYSVILLE	5/22/2014	10,875.00
8358	ACI Specialty Benefits	5/22/2014	13,838.40
8359	Simple Pleasures	5/29/2014	321.10
8360	Chandler Asset Management, Inc.	6/9/2014	4,292.00
8361	York Risk Services Group, Inc.	6/9/2014	27,113.10
8362	James Marta	6/9/2014	5,175.00
8363	Alliant Insurance Services	6/9/2014	22,500.00
8364	Occu-Med Inc.	6/9/2014	1,500.00
8365	Bickmore Risk Services Inc.	6/9/2014	13,806.33
8366	City of Dixon	6/9/2014	29,765.00 %
8368	LEXIPOL LLC	6/9/2014	0.00 %
8369	CITY OF COLUSA	6/9/2014	5,662.00
8370	PAULA ISLAS	6/9/2014	171.36
8371	City of Placerville	6/9/2014	13,594.00

Northern California Cities Self Insurance Fund  
 Check/Voucher Register - Check Register - Last Quarter  
 From 4/1/2014 Through 6/30/2014

11010 - Cash - General

Check Number	Vendor Name	Effective Date	Check Amount
8372	PDI	6/9/2014	1,000.00
8373	DKF Solutions Group, LLC	6/9/2014	1,050.00
8374	CALPELRA	6/9/2014	645.00
8375	Corey Shaver	6/9/2014	91.64 *
8377	LEXIPOL LLC	6/9/2014	96,412.50 *
8378	City of Ione	6/9/2014	9,750.00
8379	Simple Pleasures	6/12/2014	548.16
8380	City of Folsom	6/11/2014	21,073.34
8381	York	6/18/2014	43,682.50
8382	MICHAEL DALY	6/18/2014	68.32
8383	Liz Ehrenstrom	6/18/2014	115.36
8384	James C. Wheeler	6/18/2014	3,405.00
8385	Edwin Pattison	6/18/2014	80.64
8386	Corey Shaver	6/18/2014	45.82
8387	Kristine Wilfong	6/18/2014	<u>24.64</u>
Report Total			<u>666,965.06</u>

NOTES:

^Gap in check sequence listed here is due to checks 8270 - 8321 being written in Quarter 3 and not last quarter.

%Check 8368 was voided and reissued at check 8377. Accounting system printed remittance information on Check 8367.

\*Accounting system printed remittance information on Check 8376.



# Monthly Account Statement

## Northern Cal. Cities Self Ins. Fund Long Term

June 1, 2014 through June 30, 2014

### Chandler Team

For questions about your account,  
please call (800) 317-4747 or  
Email [operations@chandlerasset.com](mailto:operations@chandlerasset.com)

### Custodian

Bank of New York Mellon Trust  
Company  
Gaby Rodriguez  
213-630-6461

*Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Prices are provided by IDC, an independent pricing source.*



PORTFOLIO CHARACTERISTICS

Average Duration	3.73
Average Coupon	2.39 %
Average Purchase YTM	2.04 %
Average Market YTM	1.33 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	4.12 yrs
Average Life	3.97 yrs

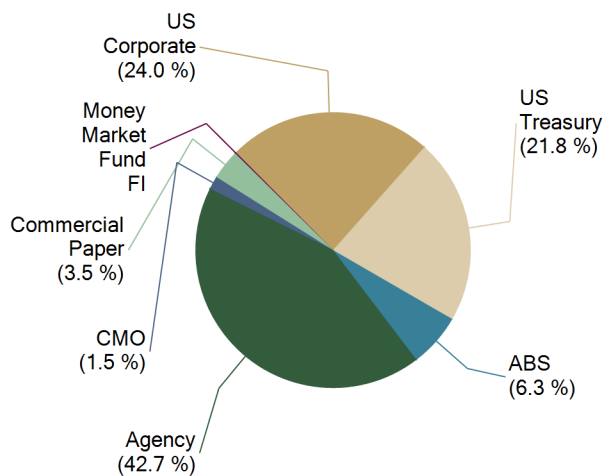
ACCOUNT SUMMARY

	Beg. Values as of 5/31/14	End Values as of 6/30/14
<b>Market Value</b>	21,007,833	20,996,837
<b>Accrued Interest</b>	128,464	119,150
<b>Total Market Value</b>	<b>21,136,296</b>	<b>21,115,988</b>
<b>Income Earned</b>	34,549	35,093
<b>Cont/WD</b>		0
<b>Par</b>	20,502,106	20,558,722
<b>Book Value</b>	20,620,612	20,665,018
<b>Cost Value</b>	20,926,912	20,976,915

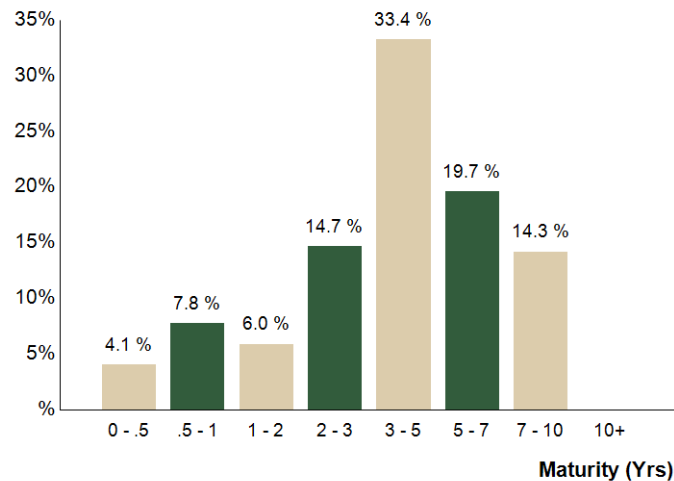
TOP ISSUERS

Issuer	% Portfolio
Government of United States	21.8 %
Federal Home Loan Mortgage Corp	11.9 %
Tennessee Valley Authority	10.1 %
Federal National Mortgage Assoc	10.0 %
Federal Home Loan Bank	6.8 %
Federal Farm Credit Bank	5.5 %
JP Morgan Chase & Co	2.4 %
Honda Motor Corporation	1.9 %
<b>Total</b>	<b>70.3 %</b>

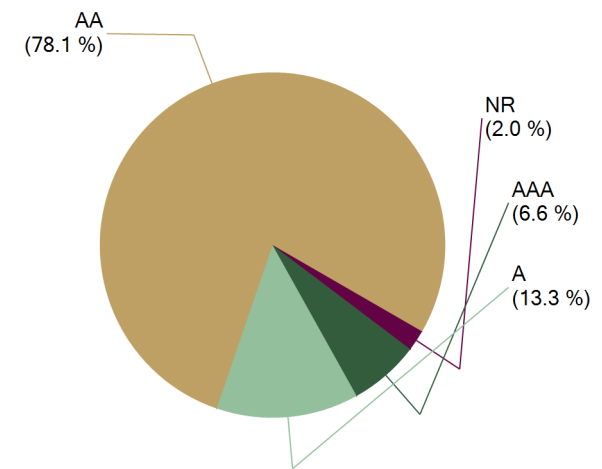
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 6/30/2014	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			Since 5/31/2006	
					3 Yrs	5 Yrs	10 Yrs		
Northern Cal. Cities Self Ins. Fund Long Term	-0.10 %	1.21 %	2.13 %	2.38 %	2.39 %	3.38 %	N/A	4.77 %	45.73 %
1-10 yr Govt	-0.14 %	1.00 %	1.73 %	1.64 %	2.02 %	2.86 %	N/A	4.37 %	41.30 %
1-10 Year Govt/A Rated or better Corporate	-0.10 %	1.13 %	2.02 %	2.34 %	2.49 %	3.60 %	N/A	4.48 %	42.46 %



## Northern California Cities Self-Insurance Fund - Long Term

June 30, 2014

### COMPLIANCE WITH INVESTMENT POLICY

*The portfolio complies with State law and with the Authority's investment policy.*

Category	Standard	Comment
Asset-backed/MBS	20% maximum	Complies*
Banker's Acceptances	A1/P1; 30% max; <180 days; L/T = AA	Complies
Commercial Paper	A1/P1; 25% max.; <270 days	Complies
LAIF	\$50 million	Complies
Medium Term Notes	30% max; A; 5 year maximum	Complies
Money Market Acct	15% maximum; AAA	Complies
Mutual Funds	15% maximum; AAA	Complies
Negotiable CDs	30% overall; 3-year maximum	Complies
Repurchase Agreements	10% overall; 30 days	Complies
Time CDs	3 year maximum	Complies
Treasury issues	No limitation	Complies
US Agencies	No limitation	Complies
Per Issuer Maximum	5% (except gov'ts)	Complies
Maximum Maturity	10 years	Complies
Futures and Options	Prohibited	Complies
Reverse Repos	Prohibited	Complies
Inverse floaters	Prohibited	Complies
Range notes	Prohibited	Complies

\*Please note that the FHMS K704 A2 Due 08/25/18 is rated AAA by Fitch.



### Reconciliation Summary

As of 6/30/2014

BOOK VALUE RECONCILIATION	
<b>Beginning Book Value</b>	<b>\$20,620,612.34</b>
<b>Acquisition</b>	
+ Security Purchases	\$483,067.19
+ Money Market Fund Purchases	\$489,548.75
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
<b>Total Acquisitions</b>	<b>\$972,615.94</b>
<b>Dispositions</b>	
- Security Sales	\$0.00
- Money Market Fund Sales	\$483,322.80
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$419,681.73
- Calls	\$0.00
- Principal Paydowns	\$19,609.96
<b>Total Dispositions</b>	<b>\$922,614.49</b>
<b>Amortization/Accretion</b>	
+/- Net Accretion	(\$5,595.39)
	(\$5,595.39)
<b>Gain/Loss on Dispositions</b>	
+/- Realized Gain/Loss	\$0.00
	\$0.00
<b>Ending Book Value</b>	<b>\$20,665,018.40</b>

CASH TRANSACTION SUMMARY	
<b>BEGINNING BALANCE</b>	<b>\$22,800.66</b>
<b>Acquisition</b>	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$49,938.79
Dividend Received	\$0.00
Principal on Maturities	\$419,681.73
Interest on Maturities	\$318.27
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$19,609.96
<b>Total Acquisitions</b>	<b>\$489,548.75</b>
<b>Disposition</b>	
Withdrawals	\$0.00
Security Purchase	\$483,067.19
Accrued Interest Paid	\$255.61
<b>Total Dispositions</b>	<b>\$483,322.80</b>
<b>Ending Book Value</b>	<b>\$29,026.61</b>

# Monthly Account Statement

## Northern CA Cities Self Ins. Fund Short Term

June 1, 2014 through June 30, 2014

### Chandler Team

For questions about your account,  
please call (800) 317-4747 or  
Email [operations@chandlerasset.com](mailto:operations@chandlerasset.com)

### Custodian

Bank of New York Mellon Trust  
Company  
Gaby Rodriguez  
213-630-6461

*Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Prices are provided by IDC, an independent pricing source.*



PORTFOLIO CHARACTERISTICS

Average Duration	2.47
Average Coupon	1.43 %
Average Purchase YTM	1.26 %
Average Market YTM	0.87 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.69 yrs
Average Life	2.52 yrs

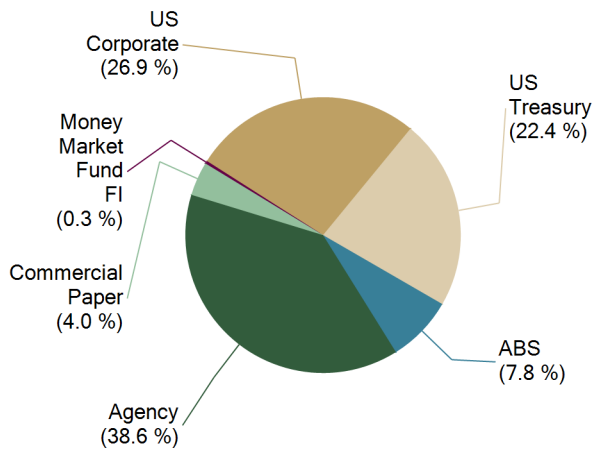
ACCOUNT SUMMARY

	Beg. Values as of 5/31/14	End Values as of 6/30/14
<b>Market Value</b>	20,419,118	20,402,337
<b>Accrued Interest</b>	70,024	73,030
<b>Total Market Value</b>	<b>20,489,142</b>	<b>20,475,368</b>
<b>Income Earned</b>	21,222	21,310
<b>Cont/WD</b>		0
<b>Par</b>	20,270,708	20,295,639
<b>Book Value</b>	20,292,321	20,310,761
<b>Cost Value</b>	20,413,019	20,434,656

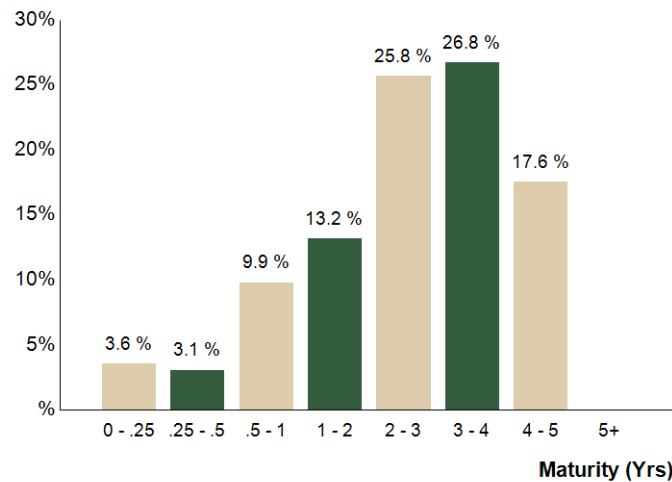
TOP ISSUERS

Issuer	% Portfolio
Government of United States	22.4 %
Federal National Mortgage Assoc	11.9 %
Federal Home Loan Bank	10.9 %
Federal Home Loan Mortgage Corp	8.9 %
Federal Farm Credit Bank	5.1 %
Honda Motor Corporation	3.0 %
JP Morgan Chase & Co	2.5 %
John Deere Security Trust	2.4 %
	<b>67.0 %</b>

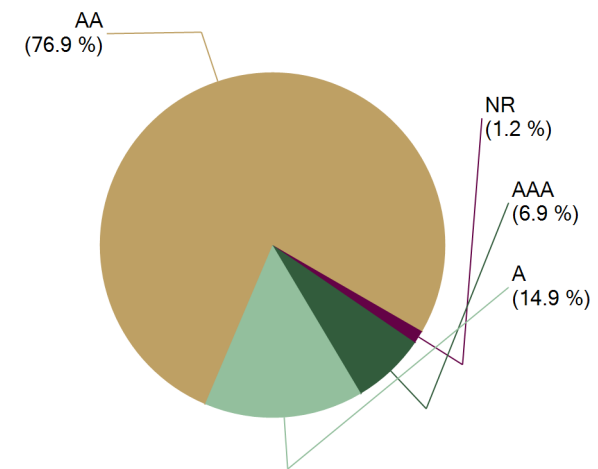
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 6/30/2014	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			Since 12/31/1997	Since 12/31/1997
					3 Yrs	5 Yrs	10 Yrs		
Northern CA Cities Self Ins. Fund Short Term	-0.07 %	0.61 %	1.02 %	1.66 %	1.47 %	2.24 %	3.56 %	4.51 %	107.03 %
1-5 yr Govt	-0.10 %	0.55 %	0.81 %	1.19 %	1.11 %	1.89 %	3.22 %	4.16 %	95.84 %
1-5 Year Govt/A Rated or better Corporate	-0.07 %	0.63 %	1.00 %	1.64 %	1.47 %	2.42 %	3.36 %	4.34 %	101.63 %



## Northern California Cities Self-Insurance Fund - Short Term

June 30, 2014

### COMPLIANCE WITH INVESTMENT POLICY

*The portfolio complies with State law and with the Authority's investment policy.*

Category	Standard	Comment
Asset-backed/MBS	20% maximum	Complies
Banker's Acceptances	A1/P1; 30% max; <180 days; L/T = AA	Complies
Commercial Paper	A1/P1; 25% max.; <270 days	Complies
LAIF	\$50 million	Complies
Medium Term Notes	30% max; A; 5 year maximum	Complies
Money Market Acct	15% maximum; AAA	Complies
Mutual Funds	15% maximum; AAA	Complies
Negotiable CDs	30% overall; 3-year maximum	Complies
Repurchase Agreements	10% overall; 30 days	Complies
Time CDs	3 year maximum	Complies
Treasury Issues	No limitation	Complies
US Agencies	No limitation	Complies
Per Issuer Maximum	5% (except gov'ts)	Complies
Maximum Maturity	10 years	Complies
Futures and Options	Prohibited	Complies
Reverse Repos	Prohibited	Complies
Inverse floaters	Prohibited	Complies
Range notes	Prohibited	Complies



## Reconciliation Summary

As of 6/30/2014

BOOK VALUE RECONCILIATION	
<b>Beginning Book Value</b>	<b>\$20,292,320.61</b>
<b>Acquisition</b>	
+ Security Purchases	\$656,044.63
+ Money Market Fund Purchases	\$656,810.42
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
<b>Total Acquisitions</b>	<b>\$1,312,855.05</b>
<b>Dispositions</b>	
- Security Sales	\$50,193.00
- Money Market Fund Sales	\$606,199.59
- MMF Withdrawals	\$0.00
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$604,693.10
- Calls	\$0.00
- Principal Paydowns	\$30,679.17
<b>Total Dispositions</b>	<b>\$1,291,764.86</b>
<b>Amortization/Accretion</b>	
+/- Net Accretion	(\$2,786.45)
	(\$2,786.45)
<b>Gain/Loss on Dispositions</b>	
+/- Realized Gain/Loss	\$136.54
	\$136.54
<b>Ending Book Value</b>	<b>\$20,310,760.89</b>

CASH TRANSACTION SUMMARY	
<b>BEGINNING BALANCE</b>	<b>\$16,930.11</b>
<b>Acquisition</b>	
Contributions	\$0.00
Security Sale Proceeds	\$50,193.00
Accrued Interest Received	\$87.09
Interest Received	\$21,131.25
Dividend Received	\$0.00
Principal on Maturities	\$604,693.10
Interest on Maturities	\$306.90
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$30,679.17
<b>Total Acquisitions</b>	<b>\$707,090.51</b>
<b>Disposition</b>	
Withdrawals	\$0.00
Security Purchase	\$656,044.63
Accrued Interest Paid	\$435.05
<b>Total Dispositions</b>	<b>\$656,479.68</b>
<b>Ending Book Value</b>	<b>\$67,540.94</b>



# NCCSIF

## Northern California Cities Self Insurance Fund

c/o Alliant Insurance Services, Inc.

Corporate Insurance License No. 0C36861

Main Location: 1792 Tribute Road, Suite 450, Sacramento, CA 95815 \* (916) 643-2700 \* Facsimile: (916) 643-2750  
Accounting Location: Mr. James Marta, James Marta & Company, 701 Howe Avenue, Suite E3, Sacramento, CA 95825 \* (916) 993-9494

### NCCSIF INVESTMENT REPORT FOR THE QUARTER ENDING JUNE 30, 2014

	<u>MARKET VALUE</u>
CASH:	
(1) Tri Counties Checking	\$ 171,053.47
(2) Local Agency Inv Fund (LAIF)	<u>2,978,797.77</u>
Total Cash	<u>3,149,851.24</u>
INVESTMENTS (Unrestricted):	
(3) Chandler Investments	
Account no. 170	20,402,337.00
Account no. 171	<u>20,996,840.00</u>
Total Unrestricted Investments	<u>41,399,177.00</u>
TOTAL CASH AND INVESTMENTS	<u><u>\$44,549,028.24</u></u>

- (1) This consists of one interest-bearing checking account and two pass-thru accounts (liability and workers comp claims). The rate of interest is 0.10%
- (2) The LAIF rate of return as of quarter ended June 30, 2014 0.22%
- (3) See attached Investment Activity Reports.

THIS PORTFOLIO IS IN COMPLIANCE WITH NCCSIF'S INVESTMENT POLICY AND IS LIQUID ENOUGH TO MEET EXPECTED CASH FLOW NEEDS OVER THE NEXT SIX MONTHS.

  
\_\_\_\_\_  
Tim Sailsbery, Treasurer

  
\_\_\_\_\_  
Date

*A Joint Powers Authority*

Members: Cities of Anderson, Auburn, Colusa, Corning, Dixon, Elk Grove, Folsom, Galt, Gridley, Ione, Jackson, Lincoln, Marysville, Nevada City, Oroville, Town of Paradise, Placerville, Red Bluff, Rio Vista, Rocklin, Willows and Yuba City.

**Northern California Cities Self Insurance Fund  
Safety Grant Historic Usage Report  
As of June 30, 2014**

Member	ADA Grants Declared in FY 2009 Board Meeting 4/24/2009	Risk Management Grants elected to be retained in WC admin by members from their WC shared refund					Total funds available FY 2009 - FY 2014 for ADA grants and Risk Management Grants	Total Disbursements Paid through Last Update	Funds Available
		FY 2010	FY 2011	FY 2012	FY 2013	FY 2014			
Anderson	\$ 6,496.00	8,039.00	7,650.00	7,540.00	7,451.00	3,860.00	41,036.00	22,185.00	18,851.00
Auburn	6,397.00	-	-	8,098.00	-	-	14,495.00	6,397.00	8,098.00
Colusa	6,258.00	-	-	5,817.00	5,662.00	-	17,737.00	17,737.00	-
Coming	6,157.00	6,149.00	5,788.00	5,678.00	-	-	23,772.00	23,772.00	-
Dixon	6,592.00	-	-	-	10,379.00	-	16,971.00	11,762.47	5,208.53
Elk Grove	-	-	-	-	-	-	-	-	-
Folsom	16,732.00	62,977.00	-	61,737.00	61,566.00	32,328.00	235,340.00	121,926.23	113,413.77
Galt	7,613.00	14,375.00	14,135.00	14,171.00	14,153.00	11,310.00	75,757.00	64,447.00	11,310.00
Gridley	6,144.00	6,391.00	-	6,507.00	6,476.00	5,152.00	30,670.00	6,144.00	24,526.00
lone	-	-	-	-	-	514.00	514.00	-	514.00
Jackson	5,627.00	3,510.00	3,487.00	-	-	-	12,624.00	5,500.00	7,124.00
Lincoln	6,303.00	8,638.00	10,028.00	-	10,854.00	-	35,823.00	24,969.00	10,854.00
Marysville	6,758.00	-	-	-	-	-	6,758.00	-	6,758.00
Nevada City	5,665.00	-	-	-	3,618.00	1,896.00	11,179.00	5,665.00	5,514.00
Oroville	7,633.00	-	-	-	-	-	7,633.00	7,633.00	-
Placerville	6,883.00	-	-	-	-	9,048.00	15,931.00	6,883.00	9,048.00
Paradise	7,182.00	-	-	-	-	-	7,182.00	7,182.00	-
Red Bluff	7,339.00	12,860.00	12,493.00	12,290.00	-	-	44,982.00	44,982.00	-
Rio Vista	5,818.00	-	4,770.00	4,766.00	-	3,759.00	19,113.00	5,818.00	13,295.00
Rocklin	9,178.00	24,019.00	25,254.00	25,419.00	25,476.00	20,260.00	129,606.00	58,451.00	71,155.00
Willows	5,856.00	4,618.00	4,412.00	-	-	3,405.00	18,291.00	14,886.00	3,405.00
Yuba City	8,607.00	-	-	22,184.00	-	-	30,791.00	30,791.00	-
<b>\$</b>	<b>145,238.00</b>	<b>151,576.00</b>	<b>88,017.00</b>	<b>174,207.00</b>	<b>145,635.00</b>	<b>91,532.00</b>	<b>796,205.00</b>	<b>487,130.70</b>	<b>309,074.30</b>



## COMMITTEE REPORTS

### INFORMATION ITEM

**ISSUE:** Committee Reports are provided to the Board for their information.

**RECOMMENDATION:** None. These items are presented as information only.

**FISCAL IMPACT:** None.

**BACKGROUND:** Committee Reports are provided to Board for their information on other committees and excess providers meetings.

#### ATTACHMENT(S):

1. Risk Management Committee Meeting – October 13, 2014
2. Police RMC Meeting Minutes – August 7, 2014 (Draft)
3. Claims Committee Meeting Minutes – August 4, 2014 (Draft)
4. Claims Committee Meeting Minutes – July 8, 2014 (Draft)
5. Risk Management Committee Meeting Minutes – June 12, 2014 (Draft)



**MINUTES OF THE  
POLICE RISK MANGEMENT COMMITTEE MEETING  
AUGUST 7, 2014**

**MEMBERS PRESENT**

John Ruffcorn, City of Auburn  
Ross Stark, City of Colusa  
Jason Browning, City of Folsom  
William Bowen, City of Galt  
Dean Price, City of Gridley  
Tracy Busby, City of Ione  
Rex Marks, City of Lincoln  
David Baker, City of Marysville  
Tim Foley, City of Nevada  
Allen Byers, City of Oroville  
Ruben Quihuiz, City of Oroville  
Steve Rowe, Town of Paradise  
Paul Nanfita, City of Red Bluff  
Ron Lawrence, City of Rocklin  
Greg Bowman, City of Rio Vista  
Rob Landon, City of Yuba City  
Chad Lizardo, City of Yuba City  
Lincoln Eden, City of Yuba City

**GUESTS & CONSULTANTS**

Liz Ehrenstrom, City of Oroville  
Crystal Peters, Town of Paradise  
Tom Kline, Bickmore Risk Services  
Marcus Beverly, Alliant Insurance Services  
Johnny Yang, Alliant Insurance Services  
James Hillary, VieVu  
Carl Fessenden, Law Offices of Porter Scott

**A. CALL TO ORDER**

The meeting was called to order at 10:05 a.m.

**B. PUBLIC COMMENTS**

There were no public comments.

**C. CONSENT CALENDAR**

**C1. 05.08.14 Draft Police Risk Management Committee Meeting Minutes**

A motion was made to approve the May 8, 2014 Draft Police Risk Management Committee Meeting Minutes.

**MOTION:** Dean Price

**SECOND:** Allen Byers

**MOTION CARRIED  
UNANIMOUSLY**

**D. RISK MANAGEMENT**

**D1. 06.12.14 Risk Management Committee Meeting Summary**

Mr. Tom Kline provided an update on the items discussed at the Risk Management Committee meeting pertaining to the Police Risk Management Committee. He explained that originally a budget of \$12,500 was budgeted for the Police Risk Management Committee and upon discussion of Police Body Cameras a recommended amount of \$25,000 was increased to \$50,000 by the Police Risk Management Committee. This amount was brought to the Risk Management Committee and Board of Directors and was approved.

**D2. Police Risk Management Committee Budget**

Mr. Kline explained that the thought process behind the proposed allocation was that it wouldn't make sense if a member only received one camera so a minimum allocation is set at two cameras. The Proposed Camera Allocation is based on VieVu body cameras and is allocated subject to the percentage of each member's administrative allocation to the fiscal year budget.

Mr. Kline then directed the Committee to the VieVu proposal which was included in the packet, explaining that VieVu does not have any additional costs with respects to software and will provide two Training Sessions in the northern and southern areas as well as individual site visits for members. Program Consultants would work with VieVu as respects to training and distribution of cameras.

Mr. Ruffcorn asked if any members had any objections to the use of VieVu cameras and explained that his City has tested the VieVu cameras and provided a brief breakdown of his experience with the cameras. Mr. Nanfito also expressed his support of VieVu cameras as well as Mr. Rowe who is currently using Vidmics.

A member advised that his City has picked up a Taser camera and is currently in the process of testing the body camera. Mr. Johnny Yang advised that Program Consultants have reached out to Taser and noticed that there were a lot of additional costs associated to accessories and storage which is why VieVu is recommended. A member noted that in testing a Wolf system by Taser officers noticed a lot of movement in footage and discomfort with respects to user interface. Mr. Ruffcorn also mentioned that the quality and reliability of cameras is also important in this determination.

The Committee also discussed whether member agencies would be able to purchase additional cameras at the discounted price offered to NCCSIF. Program Consultants will reach out to James Hillary at VieVu to discuss. The topic of policies regarding when to use the cameras will be addressed at future meetings upon reviewing Lexipol and other policies currently in use. Storage will also be contingent upon policies on how long the data is held.

Mr. Yang inquired as to how NCCSIF would like to address those members who wish to opt out of receiving their share of the VieVu camera allocation. Mr. Nanfite suggested that an amount be provided to the agency opting according to the price of how much their allocation is.

Mr. Jason Browning also advised the Committee that Ms. Renaud will be providing the presentation out the Upcoming Police Chief Association meeting in September.

**A motion was made to approve the purchase of 66 cameras with VieVu.**

**MOTION:** Paul Nanfite      **SECOND:** Steve Rowe      **MOTION CARRIED UNANIMOUSLY**

**A second motion was made to approve the allocation of VieVu Body Cameras according to Program Consultants' recommendation.**

**MOTION:** Jason Browning      **SECOND:** Dave Baker      **MOTION CARRIED UNANIMOUSLY**

### **D3. Round Table Discussion**

Mr. Dave Baker advised the Committee of the new guidelines from POST regarding officer mandate on CPR and First Aid. Basically if this new legislative mandate is approved officers will be required to provide a higher standard or expectation of First Aid for first responders on the scene which will require a higher level of training. This level of service would be similar to EMT levels as well as the pushing of medication out on the field. Mr. Baker sees an increase cost in training and expectations. The Committee discussed that the cost savings in decreased fire calls due to trained officers handling EMS calls but increased cost in training officers in EMS services.

Mr. Nanfite requested that policies be shared among the Committee. He also noted his department would like to move away from the traditional vests to low bearing vests so it would be helpful to get additional information regarding claims.

Mr. Beverly suggested reaching out to Lexipol to see if their policies address body cameras and to ask them to review policies.

Mr. Ruffcorn recommended that the Committee reach out to other Body Camera Vendors to test their products along with the VieVu body cameras to compare.

Mr. Cline asked the Committee what they would like to discuss at the next Police Risk Management Committee and gave a brief history of the topics discussed at prior meetings. The Committee suggested reaching out to Chief Cynthia Renaud at the City of Folsom regarding her course on EduChaos which addresses the first 30-45 minutes prior to an emergency response.

**E. The Intersection of Skelly and the Peace Officers Bill of Rights Training**

Mr. Carl Fessenden provided the Committee with The Intersection of Skelly and the Peace Officers Bill of Rights Training with topics focusing on The Skelly Process, Peace Officers Bill of Rights (POBR), Lessons Learned and Request for Personnel Information.

**F. INFORMATION ITEMS**

- F1. NCCSIF Organizational Chart**
- F1. NCCSIF 2014 Meeting Calendar**
- F2. NCCSIF Resource Contact Guide**

These items were provided as information only.

**G. ADJOURNMENT**

The meeting was adjourned at 1:24 p.m.

**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND**  
**MINUTES OF NCCSIF CLAIMS COMMITTEE MEETING**  
**MONDAY, AUGUST 4, 2014**

**MEMBERS PRESENT:** Liz Ehrenstrom, City of Oroville  
Russell Hildebrand, City of Rocklin  
Tim Chapa, City of Rio Vista

**MEMBERS ABSENT:** John Lee, City of Lincoln  
Corey Shaver, City of Nevada City

**CONSULTANTS:** Johnny Yang, Alliant Insurance Services  
Jennifer Nogosek, York Risk Services  
Shawn Millar, York Risk Services

**A. Call to Order**

The Claims Committee was called to order at 1:07 p.m.

**B. Public Comments**

No public comments were made.

**C. Closed Session – The Claims Committee went into closed session in accordance with Government Code Section 54956.95 at 1:38 p.m. and discussed the following claims:**

**Liability**

1. Cunningham vs. City of Colusa\*\*

**MOTION: Liz Ehrenstrom                      SECOND: Tim Chapa                      MOTION CARRIED**

**AYES:** Ehrenstrom, Hildebrand, Chapa

**NAYS:** None

**D. Adjournment – The meeting was adjourned at 1:18 p.m.**



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND**  
**MINUTES OF NCCSIF CLAIMS COMMITTEE MEETING**  
**TUESDAY, JULY 8, 2014**

**MEMBERS PRESENT:** Liz Ehrenstrom, City of Oroville  
Corey Shaver, City of Nevada City  
Tim Chapa, City of Rio Vista

**MEMBERS ABSENT:** John Lee, City of Lincoln  
Russell Hildebrand, City of Rocklin

**CONSULTANTS:** Johnny Yang, Alliant Insurance Services  
Ben Burg, York Risk Services  
Lela Casey, York Risk Services

**A. Call to Order**

The Claims Committee was called to order at 1:37 p.m.

**B. Public Comments**

No public comments were made.

**C. Closed Session – The Claims Committee went into closed session in accordance with Government Code Section 54956.95 at 1:38 p.m. and discussed the following claims:**

**Workers' Compensation**

1. NCWA-335236 City of Yuba City\*\*

**MOTION: Liz Ehrenstrom                      SECOND: Corey Shaver      MOTION CARRIED**

**AYES:** Ehrenstrom, Shaver, Chapa

**NAYS:** None

2. NCWA-554678 Town of Paradise\*\*

**MOTION: Liz Ehrenstrom                      SECOND: John Lee                      MOTION CARRIED**

**AYES:** Ehrenstrom, Shaver, Chapa

**NAYS:** None

**D. Adjournment – The meeting was adjourned at 1:56 p.m.**



**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
LINCOLN CITY HALL, LINCOLN, CA  
JUNE 12, 2014**

**MEMBERS PRESENT**

Jeff Kiser, City of Anderson  
Shari Conley, City of Auburn  
George Silva, City of Dixon  
Jim Ramsey, City of Elk Grove  
Kristine Wilfong, City of Folsom  
Elisa Arteaga, City of Gridley  
Ed Pattison, City of Ione  
Michael Daly, City of Jackson  
John Lee, City of Lincoln  
Corey Shaver, City of Nevada City  
Liz Ehrenstrom, City of Oroville  
Russell Hildebrand, City of Rocklin  
Natalie Walter, City of Yuba City

**MEMBERS ABSENT**

City of Colusa  
City of Corning  
City of Galt  
City of Marysville  
City of Placerville  
City of Red Bluff  
City of Rio Vista  
City of Willows  
Town of Paradise

**GUESTS & CONSULTANTS**

Michael Simmons, Alliant Insurance Services, Inc.  
Marcus Beverly, Alliant Insurance Services, Inc.  
Johnny Yang, Alliant Insurance Services, Inc.  
Henri Castro, Bickmore  
Tom Kline, Bickmore

**A. CALL TO ORDER**

The meeting was called to order at 10:25 a.m.



**B. PUBLIC COMMENTS**

There were no public comments made.

**C. APPROVAL OF AGENDA AS POSTED**

**A motion was made to approve the Agenda as posted.**

**MOTION:** Corey Shaver    **SECOND:** Jim Lindley    **MOTION CARRIED**  
**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.  
**NAYS:** None.

**D. CONSENT CALENDAR**

1. Minutes of the Risk Management Committee Meeting – April 24, 2014

**A motion was made to approve the consent calendar.**

**MOTION:** Russell Hildebrand    **SECOND:** John Lee    **MOTION CARRIED**  
**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.  
**NAYS:** None.

**E. RISK MANAGEMENT BUSINESS**

**E1. Risk Control Services as of June 12, 2014**

Ms. Henri Castro provided an update on the Risk Control Services as of June 12, 2014 noting that this year there has been many programs performed by Bickmore. She listed a few items that were addressed this year which were Cal/OSHA written program development, liability exposures, urban forest maintenance, mandated reporting, on-site safety training, hazard inspections, playground inspections, safety committee participation and ergonomic evaluations.

Ms. Castro advised CalOSHA has added a sub-section requiring employers to assess each employees exposures to identify what type of PPE are required and certified. There was a question as to whether a PPE Assessment is required for administrative employees. Ms. Castro will look further into this but did advise that Bickmore recommends assessments are done by job tasks versus job title. A recommended program will be provided by Bickmore regarding this new requirement.

Ms. Castro advised that with respects to Regional Training Workshops, three were provided during the year. The Hazard Communication which had 25 participants, Traffic Control and Flagger Training with 66 attendees and the Certified Pool Operator Training with 7 attendees.



She also advised that a monthly e-mail is now being sent to members with a risk control topic and a list of training resources that are immediately available. Topics include back safety, heat illness prevention, outdoor hazard awareness and tool safety.

She also touched on upcoming webinars which were aerial lift safety in July, lockout/tagout in August, confined space in September and forklift safety in October. Members also have access to over 300 online streaming videos, sample programs, development guides and safety publications on the Bickmore website.

## **E2. Upcoming Services**

Ms. Castro advised that the 2014/15 Bickmore contract is very similar to what was done last year. She noted that Bickmore was purchased by York but the service plan and contract stays with Bickmore and there will be no changes the risk control services provided to NCCSIF. Two additional consultants have been hired by Bickmore who will assist in servicing NCCSIF members as well. She also asked that members continually provide feedback on the consultants. Another thing that will be done this year is an update of member assessments.

Ms. Castro asked if NCCSIF would like Bickmore to coordinate all Regional Training Workshops for NCCSIF and how many would the group like. Currently with respects to public works the regional workshops planned are tree trimming, commercial vehicle safety, traffic control and NFPA 70 and arc flash. With respects to police the workshops planned are ergonomic for police, post driving safety and liability risk. These workshops will be separate from the PRMC meeting trainings. Other topics would be reasonable suspicion for alcohol and drug testing, slip trips and falls, driving safety, wellness and fitness programs. Ms. Castro will provide a survey to members for Regional Training Workshops. Ms. Ehrenstrom suggested having 4 regional trainings with two different sessions for northern members and southern members. She then touched on Website Resources which are webinars, on-line streaming safety videos, sample program and safety training publications.

Mr. Kline is currently developing best practices with respects to Police such as reducing injury from suspect altercation, vehicle ergonomics, training exercise injury prevention, personal fitness injury prevention, duty belt alternative, slip trip and fall prevention, sleep deprivation and return to work best practices. Ms. Castro also advised that the High Heat Hazards requirements will be decreasing and she will be updating members as the new requirements are being passed.

**A motion was made to approve the recommended NCCSIF Risk Control Service Plan for the 2014/15 policy year.**

**MOTION:** Michael Daly    **SECOND:** Natalie Walter    **MOTION CARRIED**  
**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.  
**NAYS:** None.

### **E3. Train the Trainers Program**

Ms. Castro gave a brief history of the Train the Trainers Program and explained that members discussed the idea of developing a train-the-trainer program to provide additional resources to members for training that is not, generally, paid for by NCCSIF and/or available through Bickmore. The two primary examples include CPR/AED certificate and AB1825 manager and employee training. Ms. Castro suggested that the group focus in on two or three topics to focus in on suggesting CPR training noting that members had firefighters who are able to provide this training. Ms. Ehrenstrom advised that CPR Training is usually combined with First Aid Training and so there may be a need for two instructors.

Mr. George Silva advised that at the City of Dixon, lifeguards are used to train staff on CPR and First training but the problem is usually that the equipment is too old. Ms. Ehrenstrom advised that there was discussion on NCCSIF purchasing the equipment for these types of Regional Training Sessions. Mr. Hildebrand suggested organizing a training session around the available resources. Mr. Jim Ramsey advised that there may be a need for more trainers due to the testing process. Mr. Simmons advised that equipment would be inexpensive to purchase. The majority of the costs would be the maintenance of the equipment. With respects to AED, there may be more costs associated with this equipment.

Upon further discussion it was suggested that a survey be performed to determine which member has what type of trainer available for certain types of training. Also identifying what types of training require a certified trainer will be researched. Ms. Castro suggested a trainer loan program and communication for available training slots within member agencies. Ms. Castro also advised that fit testing may be available through Bickmore in the upcoming future. Direction was given to the program consultants as suggested.

### **E4. Police Risk Management Committee Meeting Summary**

Mr. Tom Kline provided the Committee with a summary of the Police Risk Management Committee meeting on May 8, 2014. He advised that at the meeting there was a body camera presentation by VieVu. There was also discussion on the Police Risk Management Committee budget. Mr. Johnny Yang advised that according to VieVu's proposal the amount of cameras would provide 3 cameras per agency. With respects to Taser it would amount to 2 cameras per agency. Wolfcom cameras were about \$500 per unit and Scorpion cameras were about \$100 per unit. Mr. Kline noted that a Workers' Compensation Claims Analysis was provided at the meeting as well as a Wellness & Fitness Programs for Police Training provided by Mr. Ron Berryhill. During a Round Table Discussion, the PRMC decided to have an Employee Practices attorney will be invited to attend the upcoming PRMC meeting on August 7, 2014 to address concerns of the PRMC Personnel Records, Public Records and Police Officer Bill of Rights.



## **E5. Police Risk Management Funds**

Mr. Kline that the Police Risk Management Committee has discussed and requests \$50,000 for Police Risk Management Funds for the initial purchase of Body Cameras for participating member agencies which is projected to have a significant impact in reducing the severity of future claims. Ms. Ehrenstrom advised that some members currently have policies in place and will provide to assist other agencies in policy development regarding body cameras. Mr. Ed Pattison expressed his concern in the officers' discretion in when to turn the body cameras on and off.

Mr. Kline explained that there are three aspects in the purchase of body cameras. One would be the purchase of the cameras. Second would be the policies regarding the use of body cameras and the third would be the server storage required for the use of the body cameras. Mr. Ramsey expressed that the ease of use in storing the information from the body cameras play a large role in the success of the body cameras implementation.

Ms. Ehrenstrom noted that member agencies have expressed that in using the cameras have, they have seen claims dropped just knowing there was a video recording of the incident. She also noted another discussion that may be required is what happens if an agency is currently using body cameras and how NCCSIF would fairly include them into the body cameras program.

A motion was made for the approval of \$50,000 to be included in the Risk management Budget this year for the initial purchase of Body Cameras for participating member agencies' police departments.

**MOTION:** Russell Hildebrand      **SECOND:** Michael Daly      **MOTION CARRIED**  
**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.  
**NAYS:** None.

## **E6. NCCSIF 2014/15 Risk Management Budget**

Mr. Yang provided a brief summary of the major changes from the prior year for Risk Management Expenses which were as follows:

- Injury and Prevention Training has been removed from the budget this year.
- Risk Management Services & Trainings has been changed to Outside Training and was increased from \$25,000 to \$30,000. These funds will be used for Regional Training Sessions for NCCSIF.
- Increased Police Risk Management Committee Training Budget from \$12,000 to \$12,400 according to the Bickmore contract.
- Increased Bickmore Risk Control Services from \$156,260 to \$160,220. Bickmore expenses have been broken out by service this year.
- Occu-Med Health Consulting remains the same at \$18,000.



- Increased ACI/Welness from \$13,840 to \$14,150.
- A Police Risk Management Fund has been included for the initial purchase of Police Body Cameras required by the Police Risk Management Committee in the amount of \$50,000.

This amount to an increase of

A motion was made to approve the NCCSIF 2014/15 Risk Management Budget as presented.

**MOTION:** Russell Hildebrand      **SECOND:** Jim Lindley      **MOTION CARRIED**

**AYES:** Kiser, Conley, Silva, Ramsey, Wilfong, Arteaga, Pattison, Daly, Lee, Shaver, Ehrenstrom, Hildebrand, Walter.

**NAYS:** None.

**F. INFORMATION ITEMS**

**F1. NCCSIF Travel Reimbursement Form**

**G. ADJOURNMENT**

The meeting was adjourned at 11:48 a.m.

DRAFT



**SUMMARY OF THE SEPTEMBER 25, 2014 EXECUTIVE COMMITTEE  
MEETING**

**INFORMATION ITEM**

**ACTIONS TAKEN:**

1. **Selection of 2014 WC Claims Auditor** – *The Committee approved the selection of Farley Consulting Services as the 2014 Workers’ Compensation Claims Auditor.*

**RECOMMENDATIONS TO THE BOARD OF DIRECTORS:**

1. **Strategic Planning Session on December 11, 2014** - *The Committee is recommending the approval of a half day Strategic Planning Session prior to the Board of Directors meeting on December 11, 2014 with a specific focus on NCCSIF’s funding policies. See Agenda Item J.3. for details.*
2. **Approval of Revisions to the Administrative Policies & Procedures** – *The Committee is recommending approval of changes to the Administrative Policies & Procedures as proposed by Program Administration. See Agenda Item J.2. for details.*





**QUARTERLY FINANCIAL REPORT FOR PERIOD ENDING  
JUNE 30, 2014**

**ACTION ITEM**

**ISSUE:** The Board receives quarterly a report on the financial status of NCCSIF. A presentation will be provided on NCCSIF's Financials for Quarter ending June 30, 2014 to the Board for their review.

**RECOMMENDATION:** Receive and file the Quarterly Financials as presented.

**FISCAL IMPACT:** None.

**BACKGROUND:** Each quarter the Board reviews the quarterly financials for accuracy and refers questions for follow-up, or receives and files the report as presented.

**ATTACHMENT(S):** Quarterly Financial Report for Period Ending June 30, 2014

**FINANCIAL REPORT**

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**JUNE 30, 2014**

**AND FOR THE TWELVE MONTHS THEN ENDED**

# **Northern California Cities Self Insurance Fund**

**Northern California Cities Self Insurance Fund**  
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**June 30, 2014**

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**James Marta & Company LLP**

*Certified Public Accountants*

*Accounting, Auditing, Tax, and Consulting*

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**ACCOUNTANT'S REPORT**

Board of Directors  
Northern California Cities Self Insurance Fund  
701 Howe Avenue, Suite E3  
Sacramento, CA 95825

We have compiled the accompanying statement of net position of Northern California Cities Self Insurance Fund as of June 30, 2014, and the related statement of revenues, expenses and changes in net position for the twelve months then ended, and the supplementary information on pages 4 through 24 are presented for purposes of additional analysis and has been compiled from information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplementary information and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements. During our compilation, we did become aware of certain departures from accounting principles generally accepted in the United States of America that are described in the following paragraph.

A statement of cash flows for the twelve months ended June 30, 2014 has not been presented. Accounting principles generally accepted in the United States of America require that such a statement be presented when financial statements purport to present financial position and results of operations. Management has elected to present designations of net position on the Statement of Net Position as of June 30, 2014, contrary to accounting principles generally accepted in the United States of America which bar the presentation of designations of net position on the Statement of Net Position.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Northern California Cities Self Insurance Fund.

*James Marta & Company LLP*

James Marta & Company LLP  
Certified Public Accountants  
Sacramento, California  
July 24, 2014

**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Statement of Net Position**  
**June 30, 2014**

---

**Assets**

Current Assets	
Cash	\$ 3,149,852
Accounts Receivable	804,777
Interest Receivable	194,101
Excess Accounts Receivable	1,295,681
Prepaid Expense	96,413
Total Current Assets	5,540,824
Non-Current Assets	
Investments*	41,399,176
Total Assets	\$ 46,940,000

**Liabilities & Net Position**

Current Liabilities	
Accounts Payable	\$ 448,978
Total Current Liabilities	448,978
Non-Current Liabilities	
Outstanding Liabilities*	34,411,823
ULAE*	2,015,266
Total Non-Current Liabilities	36,427,089
Total Liabilities	\$ 36,876,067
Net Position	
Designated for Contingency	200,000
Designated for Safety Grants	309,074
Undesignated	9,554,859
Total Net Position	10,063,933
Liability & Net Position	\$ 46,940,000

\*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**For the Twelve Months Ended June 30, 2014**

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Operating Income	
Administration Deposit	\$ 1,096,283
Banking Layer Deposit	6,089,593
Shared Risk Layer	3,495,174
Excess Deposit/Premium	1,907,573
Property/Crime Insurance Income	925,160
Banking Layer Assessment	538,414
Shared Risk Refund	(1,331,942)
Shared Risk Layer Assessment	600,000
Banking Layer Refund	(113,392)
Risk Management Grants	145,635
Other Income	919
Excess Insurance Refund	399,360
Dividend Income	600,000
Total Operating Income	<u>14,352,777</u>
Operating Expenses	
Claims Paid	7,180,973
O/S Liability adj.	868,157
ULAE	97,418
Consultants	53,186
Administration-Other	13,226
Safety Service	449,449
Claims Administration	710,583
Program Administration	341,000
Board Expenses	9,912
Excess Insurance	1,810,687
Property/Crime Insurance Expense	925,165
Total Operating Expenses	<u>12,459,756</u>
Operating Income (Loss)	1,893,021
Non-Operating Income	
Change in Fair Market Value	(150,684)
Investment Income	928,091
Total Non-Operating Income	<u>777,407</u>
Change in Net Position	2,670,428
Beginning Net Position	<u>7,393,505</u>
Ending Net Position	<u>\$ 10,063,933</u>

See Accompanying Accountant's Report

## **SUPPLEMENTARY INFORMATION**

Selected Information  
Substantially All Disclosures Required by Generally Accepted  
Accounting Principles Are Not Included



**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Net Position - Liability**  
**June 30, 2014**

	<b>Total</b>			<b>Total</b>
	<b>All Layers</b>	<b>Admin Layer</b>	<b>Shared Layer</b>	<b>Banking Layer</b>
<b>Current Assets</b>				
Cash	\$ 1,252,993	\$ 24,628	\$ 530,469	\$ 697,896
Accounts Receivable	467,316	-	332,429	134,887
Interest Receivable	40,395	378	7,475	32,542
Excess Accounts Receivable	637,482	-	637,482	-
Prepaid Expense	96,413	96,413	-	-
<b>Total Current Assets</b>	<b>2,494,599</b>	<b>121,419</b>	<b>1,507,855</b>	<b>865,325</b>
<b>Non-Current Assets</b>				
Investments*	8,018,086	208,625	4,076,340	3,733,121
<b>Total Assets</b>	<b>\$ 10,512,685</b>	<b>\$ 330,044</b>	<b>\$ 5,584,195</b>	<b>\$ 4,598,446</b>
<b>Current Liabilities</b>				
Accounts Payable	\$ 228,328	\$ 8,222	\$ 132,853	\$ 87,253
<b>Total Current Liabilities</b>	<b>228,328</b>	<b>8,222</b>	<b>132,853</b>	<b>87,253</b>
<b>Non-Current Liabilities</b>				
Outstanding Liabilities*	8,621,107	-	6,041,127	2,579,980
<b>Total Non-Current Liabilities</b>	<b>8,621,107</b>	<b>-</b>	<b>6,041,127</b>	<b>2,579,980</b>
<b>Total Liabilities</b>	<b>\$ 8,849,435</b>	<b>\$ 8,222</b>	<b>\$ 6,173,980</b>	<b>\$ 2,667,233</b>
<b>Net Position</b>				
Designated for Contingency	100,000	100,000	-	-
Undesignated	1,563,250	221,822	(589,785)	1,931,213
<b>Total Net Position</b>	<b>1,663,250</b>	<b>321,822</b>	<b>(589,785)</b>	<b>1,931,213</b>
<b>Liability &amp; Net Position</b>	<b>\$ 10,512,685</b>	<b>\$ 330,044</b>	<b>\$ 5,584,195</b>	<b>\$ 4,598,446</b>

\*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund  
(Governmental Enterprise Fund)  
Combining Statement of Net Position - Liability  
June 30, 2014**

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Folsom	City of Galt	City of Gridley	City of Ione
<b>Current Assets</b>									
Cash	\$ 54,491	\$ 84,475	\$ 650	\$ 646	\$ 65,299	\$ 69,893	\$ 74,622	\$ 21,514	\$ 19,167
Accounts Receivable	-	-	97	28,137	-	-	35,358	1,927	2,501
Interest Receivable	650	1,202	266	337	1,890	10,428	1,847	944	205
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-
Prepaid Expense	-	-	-	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>55,141</b>	<b>85,677</b>	<b>1,013</b>	<b>29,120</b>	<b>67,189</b>	<b>80,321</b>	<b>111,827</b>	<b>24,385</b>	<b>21,873</b>
<b>Non-Current Assets</b>									
Investments*	84,146	36,500	32,167	1,446	101,822	1,418,681	82,808	126,665	4,231
<b>Total Assets</b>	<b>\$ 139,287</b>	<b>\$ 122,177</b>	<b>\$ 33,180</b>	<b>\$ 30,566</b>	<b>\$ 169,011</b>	<b>\$ 1,499,002</b>	<b>\$ 194,635</b>	<b>\$ 151,050</b>	<b>\$ 26,104</b>
<b>Current Liabilities</b>									
Accounts Payable	\$ 272	\$ 281	\$ 2,591	\$ 656	\$ 229	\$ 9,549	\$ 1,561	\$ 650	\$ 581
<b>Total Current Liabilities</b>	<b>272</b>	<b>281</b>	<b>2,591</b>	<b>656</b>	<b>229</b>	<b>9,549</b>	<b>1,561</b>	<b>650</b>	<b>581</b>
<b>Non-Current Liabilities</b>									
Outstanding Liabilities*	2,379	20,768	56,218	165,364	5,532	712,555	194,659	99,647	24,120
<b>Total Non-Current Liabilities</b>	<b>2,379</b>	<b>20,768</b>	<b>56,218</b>	<b>165,364</b>	<b>5,532</b>	<b>712,555</b>	<b>194,659</b>	<b>99,647</b>	<b>24,120</b>
<b>Total Liabilities</b>	<b>\$ 2,651</b>	<b>\$ 21,049</b>	<b>\$ 58,809</b>	<b>\$ 166,020</b>	<b>\$ 5,761</b>	<b>\$ 722,104</b>	<b>\$ 196,220</b>	<b>\$ 100,297</b>	<b>\$ 24,701</b>
<b>Net Position</b>									
Designated for Contingency	-	-	-	-	-	-	-	-	-
Undesignated	136,636	101,128	(25,629)	(135,454)	163,250	776,898	(1,585)	50,753	1,403
<b>Total Net Position</b>	<b>136,636</b>	<b>101,128</b>	<b>(25,629)</b>	<b>(135,454)</b>	<b>163,250</b>	<b>776,898</b>	<b>(1,585)</b>	<b>50,753</b>	<b>1,403</b>
<b>Liability &amp; Net Position</b>	<b>\$ 139,287</b>	<b>\$ 122,177</b>	<b>\$ 33,180</b>	<b>\$ 30,566</b>	<b>\$ 169,011</b>	<b>\$ 1,499,002</b>	<b>\$ 194,635</b>	<b>\$ 151,050</b>	<b>\$ 26,104</b>

\*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund  
(Governmental Enterprise Fund)  
Combining Statement of Net Position - Liability  
June 30, 2014**

	City of Jackson	City of Lincoln	City of Marysville	City of Oroville	City of Paradise	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
<b>Current Assets</b>										
Cash	\$ 5,226	\$ 30,848	\$ 17,415	\$ 58,389	\$ 38,870	\$ 36,302	\$ 19,177	\$ 24,483	\$ 22,781	\$ 53,648
Accounts Receivable	6,331	-	32,871	-	20,861	6,804	-	-	-	-
Interest Receivable	496	1,445	1,492	1,159	1,787	1,141	408	3,403	641	2,801
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-	-
Prepaid Expense	-	-	-	-	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>12,053</b>	<b>32,293</b>	<b>51,778</b>	<b>59,548</b>	<b>61,518</b>	<b>44,247</b>	<b>19,585</b>	<b>27,886</b>	<b>23,422</b>	<b>56,449</b>
<b>Non-Current Assets</b>										
Investments*	2,147	299,671	139,878	114,323	163,879	124,334	42,048	383,422	58,963	515,990
<b>Total Assets</b>	<b>\$ 14,200</b>	<b>\$ 331,964</b>	<b>\$ 191,656</b>	<b>\$ 173,871</b>	<b>\$ 225,397</b>	<b>\$ 168,581</b>	<b>\$ 61,633</b>	<b>\$ 411,308</b>	<b>\$ 82,385</b>	<b>\$ 572,439</b>
<b>Current Liabilities</b>										
Accounts Payable	\$ 266	\$ 1,276	\$ 1,859	\$ 13,394	\$ 1,461	\$ 633	\$ 748	\$ 21,229	\$ 6,991	\$ 23,026
<b>Total Current Liabilities</b>	<b>266</b>	<b>1,276</b>	<b>1,859</b>	<b>13,394</b>	<b>1,461</b>	<b>633</b>	<b>748</b>	<b>21,229</b>	<b>6,991</b>	<b>23,026</b>
<b>Non-Current Liabilities</b>										
Outstanding Liabilities*	21,931	136,497	284,025	58,604	155,302	179,105	23,238	169,560	35,269	235,207
<b>Total Non-Current Liabilities</b>	<b>21,931</b>	<b>136,497</b>	<b>284,025</b>	<b>58,604</b>	<b>155,302</b>	<b>179,105</b>	<b>23,238</b>	<b>169,560</b>	<b>35,269</b>	<b>235,207</b>
<b>Total Liabilities</b>	<b>\$ 22,197</b>	<b>\$ 137,773</b>	<b>\$ 285,884</b>	<b>\$ 71,998</b>	<b>\$ 156,763</b>	<b>\$ 179,738</b>	<b>\$ 23,986</b>	<b>\$ 190,789</b>	<b>\$ 42,260</b>	<b>\$ 258,233</b>
<b>Net Position</b>										
Designated for Contingency	-	-	-	-	-	-	-	-	-	-
Undesignated	(7,997)	194,191	(94,228)	101,873	68,634	(11,157)	37,647	220,519	40,125	314,206
<b>Total Net Position</b>	<b>(7,997)</b>	<b>194,191</b>	<b>(94,228)</b>	<b>101,873</b>	<b>68,634</b>	<b>(11,157)</b>	<b>37,647</b>	<b>220,519</b>	<b>40,125</b>	<b>314,206</b>
<b>Liability &amp; Net Position</b>	<b>\$ 14,200</b>	<b>\$ 331,964</b>	<b>\$ 191,656</b>	<b>\$ 173,871</b>	<b>\$ 225,397</b>	<b>\$ 168,581</b>	<b>\$ 61,633</b>	<b>\$ 411,308</b>	<b>\$ 82,385</b>	<b>\$ 572,439</b>

\*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Revenues, Expenses and Changes in Net Position - Liability**  
**For the Twelve Months Ended June 30, 2014**

	<b>Total</b>		<b>Shared</b>	<b>Total Banking</b>
	<b>All Layers</b>	<b>Admin Layer</b>	<b>Layer</b>	<b>Layer</b>
				<b>(Memo)</b>
Operating Income				
Administration Deposit	\$ 510,655	\$ 510,655	\$ -	\$ -
Banking Layer Deposit	1,531,468	-	-	1,531,468
Shared Risk Layer	1,105,060	-	1,105,060	-
Excess Deposit/Premium	1,112,469	-	1,112,469	-
Property/Crime Insurance Income	925,160	-	925,160	-
Banking Layer Assessment	134,887	-	-	134,887
Shared Risk Refund	(400,185)	-	(400,185)	-
Shared Risk Layer Assessment	600,000	-	600,000	-
Banking Layer Refund	(113,392)	-	-	(113,392)
Other Income	(10)	-	(10)	-
Excess Insurance Refund	399,360	-	399,360	-
<b>Total Operating Income</b>	<b>5,805,472</b>	<b>510,655</b>	<b>3,741,854</b>	<b>1,552,963</b>
Operating Expenses				
Claims Paid	2,890,376	-	1,779,917	1,110,459
O/S Liability adj.	749,085	-	330,280	418,805
Consultants	25,093	25,093	-	-
Administration-Other	113	113	-	-
Safety Service	206,321	206,321	-	-
Program Administration	180,625	180,625	-	-
Board Expenses	4,973	4,973	-	-
Excess Insurance	1,000,868	-	1,000,868	-
Property/Crime Insurance Expense	925,165	-	925,165	-
<b>Total Operating Expense</b>	<b>5,982,619</b>	<b>417,125</b>	<b>4,036,230</b>	<b>1,529,264</b>
Operating Income (Loss)	(177,147)	93,530	(294,376)	23,699
Non-Operating Income				
Change in Fair Market Value	(37,970)	(2,806)	(28,681)	(6,483)
Investment Income	205,018	7,139	86,745	111,134
<b>Total Non-Operating Income</b>	<b>167,048</b>	<b>4,333</b>	<b>58,064</b>	<b>104,651</b>
Change in Net Position	(10,099)	97,863	(236,312)	128,350
Beginning Net Position	1,673,349	223,959	(353,473)	1,802,863
Ending Net Position	\$ 1,663,250	\$ 321,822	\$ (589,785)	\$ 1,931,213

See Accompanying Accountant's Report

**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Revenues, Expenses and Changes in Net Position - Liability**  
**For the Twelve Months Ended June 30, 2014**

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Folsom	City of Galt	City of Gridley	City of Ione
Operating Income									
Administration Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banking Layer Deposit	37,583	64,704	30,162	19,010	39,974	436,113	99,648	35,877	12,802
Shared Risk Layer	-	-	-	-	-	-	-	-	-
Excess Deposit/Premium	-	-	-	-	-	-	-	-	-
Property/Crime Insurance Income	-	-	-	-	-	-	-	-	-
Banking Layer Assessment	-	-	97	28,137	-	-	35,358	1,927	2,501
Shared Risk Refund	-	-	-	-	-	-	-	-	-
Shared Risk Layer Assessment	-	-	-	-	-	-	-	-	-
Banking Layer Refund	(12,819)	(7,145)	-	-	(15,783)	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-
Excess Insurance Refund	-	-	-	-	-	-	-	-	-
Total Operating Income	24,764	57,559	30,259	47,147	24,191	436,113	135,006	37,804	15,303
Operating Expenses									
Claims Paid	67	10,632	45,474	55,531	3,971	404,560	70,105	30,704	5,181
O/S Liability adj.	(2,898)	(8,747)	4,500	121,361	(10,110)	(12,655)	94,290	46,872	(648)
Consultants	-	-	-	-	-	-	-	-	-
Administration-Other	-	-	-	-	-	-	-	-	-
Safety Service	-	-	-	-	-	-	-	-	-
Program Administration	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-
Excess Insurance	-	-	-	-	-	-	-	-	-
Property/Crime Insurance Expense	-	-	-	-	-	-	-	-	-
Total Operating Expense	(2,831)	1,885	49,974	176,892	(6,139)	391,905	164,395	77,576	4,533
Operating Income (Loss)	27,595	55,674	(19,715)	(129,745)	30,330	44,208	(29,389)	(39,772)	10,770
Non-Operating Income									
Change in Fair Market Value	(473)	162	(180)	53	436	(2,484)	172	(370)	(2)
Investment Income	3,005	3,258	1,186	894	4,648	36,456	5,136	3,607	614
Total Non-Operating Income	2,532	3,420	1,006	947	5,084	33,972	5,308	3,237	612
Change in Net Position	30,127	59,094	(18,709)	(128,798)	35,414	78,180	(24,081)	(36,535)	11,382
Beginning Net Position	106,509	42,034	(6,920)	(6,656)	127,836	698,718	22,496	87,288	(9,979)
Ending Net Position	\$ 136,636	\$ 101,128	\$ (25,629)	\$ (135,454)	\$ 163,250	\$ 776,898	\$ (1,585)	\$ 50,753	\$ 1,403

See Accompanying Accountant's Report

**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Revenues, Expenses and Changes in Net Position - Liability**  
**For the Twelve Months Ended June 30, 2014**

	City of Jackson	City of Lincoln	City of Marysville	City of Oroville	City of Paradise	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
Operating Income										
Administration Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banking Layer Deposit	15,741	123,257	59,507	80,199	67,658	103,056	21,075	121,477	8,283	155,342
Shared Risk Layer	-	-	-	-	-	-	-	-	-	-
Excess Deposit/Premium	-	-	-	-	-	-	-	-	-	-
Property/Crime Insurance Income	-	-	-	-	-	-	-	-	-	-
Banking Layer Assessment	6,331	-	32,871	-	20,861	6,804	-	-	-	-
Shared Risk Refund	-	-	-	-	-	-	-	-	-	-
Shared Risk Layer Assessment	-	-	-	-	-	-	-	-	-	-
Banking Layer Refund	-	(16,998)	-	(12,856)	-	-	(517)	(19,222)	(6,779)	(21,273)
Other Income	-	-	-	-	-	-	-	-	-	-
Excess Insurance Refund	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Income</b>	<b>22,072</b>	<b>106,259</b>	<b>92,378</b>	<b>67,343</b>	<b>88,519</b>	<b>109,860</b>	<b>20,558</b>	<b>102,255</b>	<b>1,504</b>	<b>134,069</b>
Operating Expenses										
Claims Paid	19,776	68,909	61,601	2,155	34,146	67,512	25,725	126,506	1,928	75,976
O/S Liability adj.	(52,657)	(44,790)	216,932	45,236	(99,040)	66,523	(22,220)	30,415	4,120	42,321
Consultants	-	-	-	-	-	-	-	-	-	-
Administration-Other	-	-	-	-	-	-	-	-	-	-
Safety Service	-	-	-	-	-	-	-	-	-	-
Program Administration	-	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-	-
Excess Insurance	-	-	-	-	-	-	-	-	-	-
Property/Crime Insurance Expense	-	-	-	-	-	-	-	-	-	-
<b>Total Operating Expense</b>	<b>(32,881)</b>	<b>24,119</b>	<b>278,533</b>	<b>47,391</b>	<b>(64,894)</b>	<b>134,035</b>	<b>3,505</b>	<b>156,921</b>	<b>6,048</b>	<b>118,297</b>
Operating Income (Loss)	54,953	82,140	(186,155)	19,952	153,413	(24,175)	17,053	(54,666)	(4,544)	15,772
Non-Operating Income										
Change in Fair Market Value	353	(1,360)	(76)	(187)	40	(408)	(177)	(283)	(24)	(1,675)
Investment Income	715	7,291	4,554	3,918	5,326	4,267	1,553	10,529	1,984	12,193
<b>Total Non-Operating Income</b>	<b>1,068</b>	<b>5,931</b>	<b>4,478</b>	<b>3,731</b>	<b>5,366</b>	<b>3,859</b>	<b>1,376</b>	<b>10,246</b>	<b>1,960</b>	<b>10,518</b>
Change in Net Position	56,021	88,071	(181,677)	23,683	158,779	(20,316)	18,429	(44,420)	(2,584)	26,290
Beginning Net Position	(64,018)	106,120	87,449	78,190	(90,145)	9,159	19,218	264,939	42,709	287,916
Ending Net Position	\$ (7,997)	\$ 194,191	\$ (94,228)	\$ 101,873	\$ 68,634	\$ (11,157)	\$ 37,647	\$ 220,519	\$ 40,125	\$ 314,206

**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Net Position – Workers’ Compensation**  
**June 30, 2014**

	<b>Total</b>			<b>Total Banking</b>
	<b>All Layers</b>	<b>Admin Layer</b>	<b>Shared Layer</b>	<b>Layer</b>
				<b>(Memo)</b>
<b>Current Assets</b>				
Cash	\$ 1,896,859	\$ 118,675	\$ 97,743	\$ 1,680,441
Accounts Receivable	337,461	-	-	337,461
Interest Receivable	153,706	2,452	68,087	83,167
Excess Accounts Receivable	658,199	-	658,199	-
<b>Total Current Assets</b>	<b>3,046,225</b>	<b>121,127</b>	<b>824,029</b>	<b>2,101,069</b>
<b>Non-Current Assets</b>				
Investments*	33,381,090	558,529	16,893,369	15,929,192
<b>Total Assets</b>	<b>\$ 36,427,315</b>	<b>\$ 679,656</b>	<b>\$ 17,717,398</b>	<b>\$ 18,030,261</b>
<b>Current Liabilities</b>				
Accounts Payable	\$ 220,650	\$ 9,306	\$ 208,501	\$ 2,843
<b>Total Current Liabilities</b>	<b>220,650</b>	<b>9,306</b>	<b>208,501</b>	<b>2,843</b>
<b>Non-Current Liabilities</b>				
Outstanding Liabilities*	25,790,716	-	12,904,289	12,886,427
ULAE*	2,015,266	-	1,008,331	1,006,935
<b>Total Non-Current Liabilities</b>	<b>27,805,982</b>	<b>-</b>	<b>13,912,620</b>	<b>13,893,362</b>
<b>Total Liabilities</b>	<b>\$ 28,026,632</b>	<b>\$ 9,306</b>	<b>\$ 14,121,121</b>	<b>\$ 13,896,205</b>
<b>Net Position</b>				
Designated for Contingency	100,000	100,000	-	-
Designated for Safety Grants	309,074	309,074	-	-
Undesignated	7,991,609	261,276	3,596,277	4,134,056
<b>Total Net Position</b>	<b>8,400,683</b>	<b>670,350</b>	<b>3,596,277</b>	<b>4,134,056</b>
<b>Liability &amp; Net Position</b>	<b>\$ 36,427,315</b>	<b>\$ 679,656</b>	<b>\$ 17,717,398</b>	<b>\$ 18,030,261</b>

\*For internal reporting purposes, investments and claim liabilities are classified as non-current.

See Accompanying Accountant’s Report

**Northern California Cities Self Insurance Fund  
(Governmental Enterprise Fund)  
Combining Statement of Net Position – Workers’ Compensation  
June 30, 2014**

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Elk Grove	City of Folsom	City of Galt	City of Gridley	City of Ione	City of Jackson
<b>Current Assets</b>											
Cash	\$ 47,100	\$ 87,946	\$ 36,111	\$ 109,670	\$ 119,783	\$ 160,259	\$ 190,942	\$ 88,400	\$ 58,872	\$ 78,916	\$ 94,879
Accounts Receivable	27,987	50,587	-	18,826	-	25,891	-	11,974	-	-	-
Interest Receivable	1,549	2,867	635	803	4,507	1,613	24,868	4,405	2,250	488	1,182
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>76,636</b>	<b>141,400</b>	<b>36,746</b>	<b>129,299</b>	<b>124,290</b>	<b>187,763</b>	<b>215,810</b>	<b>104,779</b>	<b>61,122</b>	<b>79,404</b>	<b>96,061</b>
<b>Non-Current Assets</b>											
Investments*	230,375	549,666	107,827	108,117	901,238	255,021	4,881,059	923,342	388,793	25,330	211,264
<b>Total Assets</b>	<b>\$ 307,011</b>	<b>\$ 691,066</b>	<b>\$ 144,573</b>	<b>\$ 237,416</b>	<b>\$ 1,025,528</b>	<b>\$ 442,784</b>	<b>\$ 5,096,869</b>	<b>\$ 1,028,121</b>	<b>\$ 449,915</b>	<b>\$ 104,734</b>	<b>\$ 307,325</b>
<b>Current Liabilities</b>											
Accounts Payable	\$ 54	\$ 95	\$ 22	\$ 28	\$ 149	\$ 56	\$ 842	\$ 147	\$ 80	\$ 15	\$ 39
<b>Total Current Liabilities</b>	<b>54</b>	<b>95</b>	<b>22</b>	<b>28</b>	<b>149</b>	<b>56</b>	<b>842</b>	<b>147</b>	<b>80</b>	<b>15</b>	<b>39</b>
<b>Non-Current Liabilities</b>											
Outstanding Liabilities*	374,058	667,026	71,379	173,134	487,050	477,498	3,472,393	705,739	162,262	5,113	104,949
ULAE*	29,229	52,121	5,577	13,529	38,058	37,311	271,330	55,146	12,679	400	8,201
<b>Total Non-Current Liabilities</b>	<b>403,287</b>	<b>719,147</b>	<b>76,956</b>	<b>186,663</b>	<b>525,108</b>	<b>514,809</b>	<b>3,743,723</b>	<b>760,885</b>	<b>174,941</b>	<b>5,513</b>	<b>113,150</b>
<b>Total Liabilities</b>	<b>\$ 403,341</b>	<b>\$ 719,242</b>	<b>\$ 76,978</b>	<b>\$ 186,691</b>	<b>\$ 525,257</b>	<b>\$ 514,865</b>	<b>\$ 3,744,565</b>	<b>\$ 761,032</b>	<b>\$ 175,021</b>	<b>\$ 5,528</b>	<b>\$ 113,189</b>
<b>Net Position</b>											
Designated for Contingency	-	-	-	-	-	-	-	-	-	-	-
Designated for Safety Grants	-	-	-	-	-	-	-	-	-	-	-
Undesignated	(96,330)	(28,176)	67,595	50,725	500,271	(72,081)	1,352,304	267,089	274,894	99,206	194,136
<b>Total Net Position</b>	<b>(96,330)</b>	<b>(28,176)</b>	<b>67,595</b>	<b>50,725</b>	<b>500,271</b>	<b>(72,081)</b>	<b>1,352,304</b>	<b>267,089</b>	<b>274,894</b>	<b>99,206</b>	<b>194,136</b>
<b>Liability &amp; Net Position</b>	<b>\$ 307,011</b>	<b>\$ 691,066</b>	<b>\$ 144,573</b>	<b>\$ 237,416</b>	<b>\$ 1,025,528</b>	<b>\$ 442,784</b>	<b>\$ 5,096,869</b>	<b>\$ 1,028,121</b>	<b>\$ 449,915</b>	<b>\$ 104,734</b>	<b>\$ 307,325</b>

\*For internal reporting purposes, investments and claim liabilities are classified as non-current.



**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Net Position – Workers’ Compensation**  
**June 30, 2014**

	City of Lincoln	City of Marysville	City of Nevada City	City of Oroville	City of Paradise	City of Placerville	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
<b>Current Assets</b>											
Cash	\$ 41,815	\$ 20,598	\$ 15,595	\$ 96,314	\$ 76,632	\$ 59,653	\$ 64,060	\$ 13,132	\$ 79,344	\$ 61,402	\$ 79,018
Accounts Receivable	-	34,457	-	-	3,378	618	11,647	-	-	-	152,096
Interest Receivable	3,445	3,557	1,214	2,764	4,262	2,740	2,720	973	8,116	1,529	6,680
Excess Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>45,260</b>	<b>58,612</b>	<b>16,809</b>	<b>99,078</b>	<b>84,272</b>	<b>63,011</b>	<b>78,427</b>	<b>14,105</b>	<b>87,460</b>	<b>62,931</b>	<b>237,794</b>
<b>Non-Current Assets</b>											
Investments*	543,509	758,439	306,053	475,517	846,288	670,687	503,483	187,543	1,666,683	261,450	1,127,508
<b>Total Assets</b>	<b>\$ 588,769</b>	<b>\$ 817,051</b>	<b>\$ 322,862</b>	<b>\$ 574,595</b>	<b>\$ 930,560</b>	<b>\$ 733,698</b>	<b>\$ 581,910</b>	<b>\$ 201,648</b>	<b>\$ 1,754,143</b>	<b>\$ 324,381</b>	<b>\$ 1,365,302</b>
<b>Current Liabilities</b>											
Accounts Payable	\$ 124	\$ 122	\$ 43	\$ 91	\$ 141	\$ 91	\$ 100	\$ 34	\$ 279	\$ 50	\$ 241
<b>Total Current Liabilities</b>	<b>124</b>	<b>122</b>	<b>43</b>	<b>91</b>	<b>141</b>	<b>91</b>	<b>100</b>	<b>34</b>	<b>279</b>	<b>50</b>	<b>241</b>
<b>Non-Current Liabilities</b>											
Outstanding Liabilities*	496,426	730,785	152,123	291,933	779,573	481,425	804,131	118,602	921,401	57,607	1,351,820
ULAE*	38,790	57,103	11,887	22,811	60,915	37,618	62,834	9,267	71,998	4,501	105,630
<b>Total Non-Current Liabilities</b>	<b>535,216</b>	<b>787,888</b>	<b>164,010</b>	<b>314,744</b>	<b>840,488</b>	<b>519,043</b>	<b>866,965</b>	<b>127,869</b>	<b>993,399</b>	<b>62,108</b>	<b>1,457,450</b>
<b>Total Liabilities</b>	<b>\$ 535,340</b>	<b>\$ 788,010</b>	<b>\$ 164,053</b>	<b>\$ 314,835</b>	<b>\$ 840,629</b>	<b>\$ 519,134</b>	<b>\$ 867,065</b>	<b>\$ 127,903</b>	<b>\$ 993,678</b>	<b>\$ 62,158</b>	<b>\$ 1,457,691</b>
<b>Net Position</b>											
Designated for Contingency	-	-	-	-	-	-	-	-	-	-	-
Designated for Safety Grants	-	-	-	-	-	-	-	-	-	-	-
Undesignated	53,429	29,041	158,809	259,760	89,931	214,564	(285,155)	73,745	760,465	262,223	(92,389)
<b>Total Net Position</b>	<b>53,429</b>	<b>29,041</b>	<b>158,809</b>	<b>259,760</b>	<b>89,931</b>	<b>214,564</b>	<b>(285,155)</b>	<b>73,745</b>	<b>760,465</b>	<b>262,223</b>	<b>(92,389)</b>
<b>Liability &amp; Net Position</b>	<b>\$ 588,769</b>	<b>\$ 817,051</b>	<b>\$ 322,862</b>	<b>\$ 574,595</b>	<b>\$ 930,560</b>	<b>\$ 733,698</b>	<b>\$ 581,910</b>	<b>\$ 201,648</b>	<b>\$ 1,754,143</b>	<b>\$ 324,381</b>	<b>\$ 1,365,302</b>

\*For internal reporting purposes, investments and claim liabilities are classified as non-current.

**Northern California Cities Self Insurance Fund  
(Governmental Enterprise Fund)**

**Combining Statement of Revenues, Expenses and Changes in Net Position – Workers’ Compensation  
For the Twelve Months Ended June 30, 2014**

	<b>Total All Layers</b>	<b>Admin Layer</b>	<b>Shared Layer</b>	<b>Total Banking Layer (Memo)</b>
<b>Operating Income</b>				
Administration Deposit	\$ 585,628	\$ 585,628	\$ -	\$ -
Banking Layer Deposit	4,558,125	-	-	4,558,125
Shared Risk Layer	2,390,114	-	2,390,114	-
Excess Deposit/Premium	795,104	-	795,104	-
Banking Layer Assessment	403,527	-	-	403,527
Shared Risk Refund	(931,757)	-	(931,757)	-
Risk Management Grants	145,635	145,635	-	-
Other Income	929	-	929	-
Dividend Income	600,000	-	-	600,000
<b>Total Operating Income</b>	<b>8,547,305</b>	<b>731,263</b>	<b>2,254,390</b>	<b>5,561,652</b>
<b>Operating Expenses</b>				
Claims Paid	4,290,597	-	1,238,732	3,051,865
O/S Liability adj.	119,072	-	(846,751)	965,823
ULAE	97,418	-	(18,967)	116,385
Consultants	28,093	28,093	-	-
Administration-Other	13,113	13,113	-	-
Safety Service	243,128	243,128	-	-
Claims Administration	710,583	186,394	-	524,189
Program Administration	160,375	160,375	-	-
Board Expenses	4,939	4,939	-	-
Excess Insurance	809,819	-	809,819	-
<b>Total Operating Expenses</b>	<b>6,477,137</b>	<b>636,042</b>	<b>1,182,833</b>	<b>4,658,262</b>
<b>Operating Income (Loss)</b>	<b>2,070,168</b>	<b>95,221</b>	<b>1,071,557</b>	<b>903,390</b>
<b>Non-Operating Income</b>				
Change in Fair Market Value	(112,714)	(1,886)	(62,752)	(48,076)
Investment Income	723,073	12,894	347,937	362,242
<b>Total Non-Operating Income</b>	<b>610,359</b>	<b>11,008</b>	<b>285,185</b>	<b>314,166</b>
<b>Change in Net Position</b>	<b>2,680,527</b>	<b>106,229</b>	<b>1,356,742</b>	<b>1,217,556</b>
<b>Beginning Net Position</b>	<b>5,720,156</b>	<b>564,121</b>	<b>2,239,535</b>	<b>2,916,500</b>
<b>Ending Net Position</b>	<b>\$ 8,400,683</b>	<b>\$ 670,350</b>	<b>\$ 3,596,277</b>	<b>\$ 4,134,056</b>

See Accompanying Accountant’s Report

**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Revenues, Expenses and Changes in Net Position – Workers’ Compensation**  
**For the Twelve Months Ended June 30, 2014**

	City of Anderson	City of Auburn	City of Colusa	City of Corning	City of Dixon	City of Elk Grove	City of Folsom	City of Galt	City of Gridley	City of Ione	City of Jackson
Operating Income											
Administration Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banking Layer Deposit	105,628	133,352	52,034	77,318	223,397	538,054	972,517	210,879	54,863	38,345	83,650
Shared Risk Layer	-	-	-	-	-	-	-	-	-	-	-
Excess Deposit/Premium	-	-	-	-	-	-	-	-	-	-	-
Banking Layer Assessment	40,806	57,732	-	18,826	-	25,891	-	11,974	-	-	-
Shared Risk Refund	-	-	-	-	-	-	-	-	-	-	-
Risk Management Grants	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-	-
Dividend Income	17,580	19,746	13,325	13,290	25,287	-	147,215	33,930	15,456	1,541	8,377
Total Operating Income	164,014	210,830	65,359	109,434	248,684	563,945	1,119,732	256,783	70,319	39,886	92,027
Operating Expenses											
Claims Paid	181,142	88,503	62,635	23,302	42,702	115,230	681,416	173,210	31,249	-	8,931
O/S Liability adj.	(73,721)	(18,054)	(63,179)	(37,231)	(54,711)	477,498	438,414	(266,570)	(47,924)	2,343	(51,391)
ULAE	(4,224)	941	(4,475)	(2,187)	(2,416)	37,311	44,671	(17,492)	(3,023)	193	(3,479)
Consultants	-	-	-	-	-	-	-	-	-	-	-
Administration-Other	-	-	-	-	-	-	-	-	-	-	-
Safety Service	-	-	-	-	-	-	-	-	-	-	-
Claims Administration	16,016	20,271	7,531	10,214	15,996	10,307	135,638	30,076	9,806	-	5,354
Program Administration	-	-	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-	-	-
Excess Insurance	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	119,213	91,661	2,512	(5,902)	1,571	640,346	1,300,139	(80,776)	(9,892)	2,536	(40,585)
Operating Income (Loss)	44,801	119,169	62,847	115,336	247,113	(76,401)	(180,407)	337,559	80,211	37,350	132,612
Non-Operating Income											
Change in Fair Market Value	(901)	(1,714)	(527)	(574)	(2,671)	779	(13,233)	(3,280)	(1,092)	(227)	(932)
Investment Income	6,768	12,733	3,099	3,776	19,818	3,541	105,408	20,929	9,253	2,005	5,799
Total Non-Operating Income	5,867	11,019	2,572	3,202	17,147	4,320	92,175	17,649	8,161	1,778	4,867
Change in Net Position	50,668	130,188	65,419	118,538	264,260	(72,081)	(88,232)	355,208	88,372	39,128	137,479
Beginning Net Position	(146,998)	(158,364)	2,176	(67,813)	236,011	0	1,440,536	(88,119)	186,522	60,078	56,657
Ending Net Position	\$ (96,330)	\$ (28,176)	\$ 67,595	\$ 50,725	\$ 500,271	\$ (72,081)	\$ 1,352,304	\$ 267,089	\$ 274,894	\$ 99,206	\$ 194,136

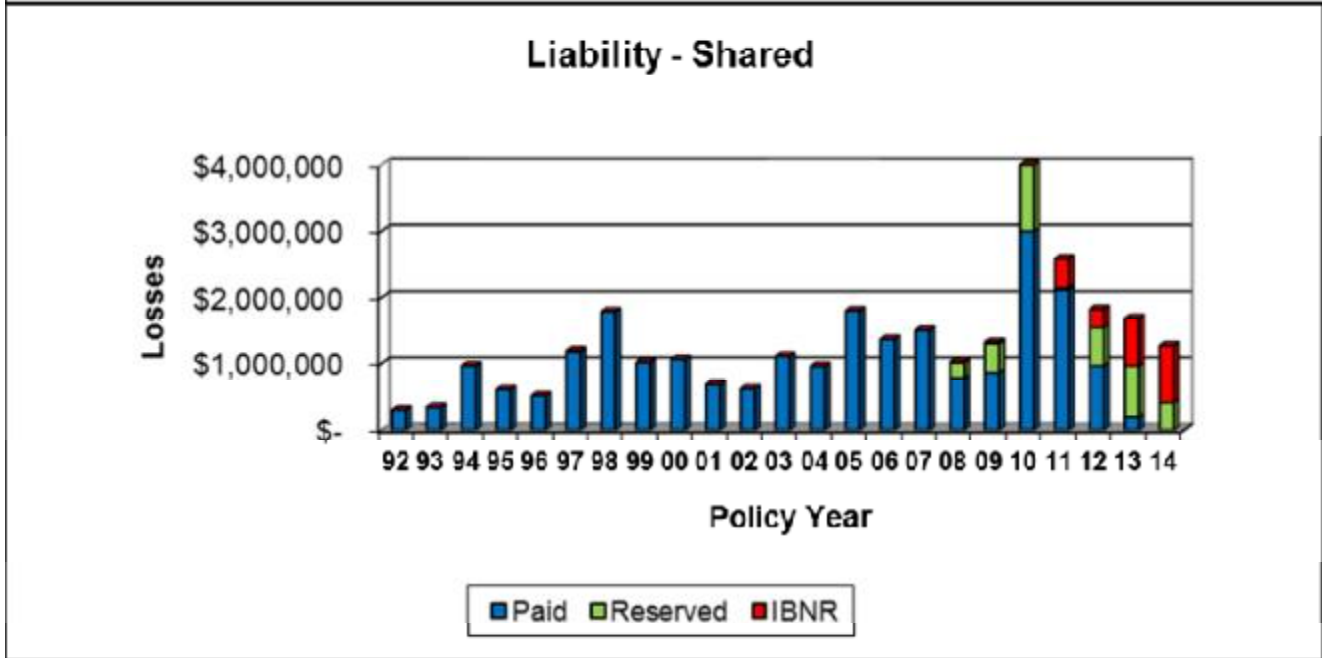
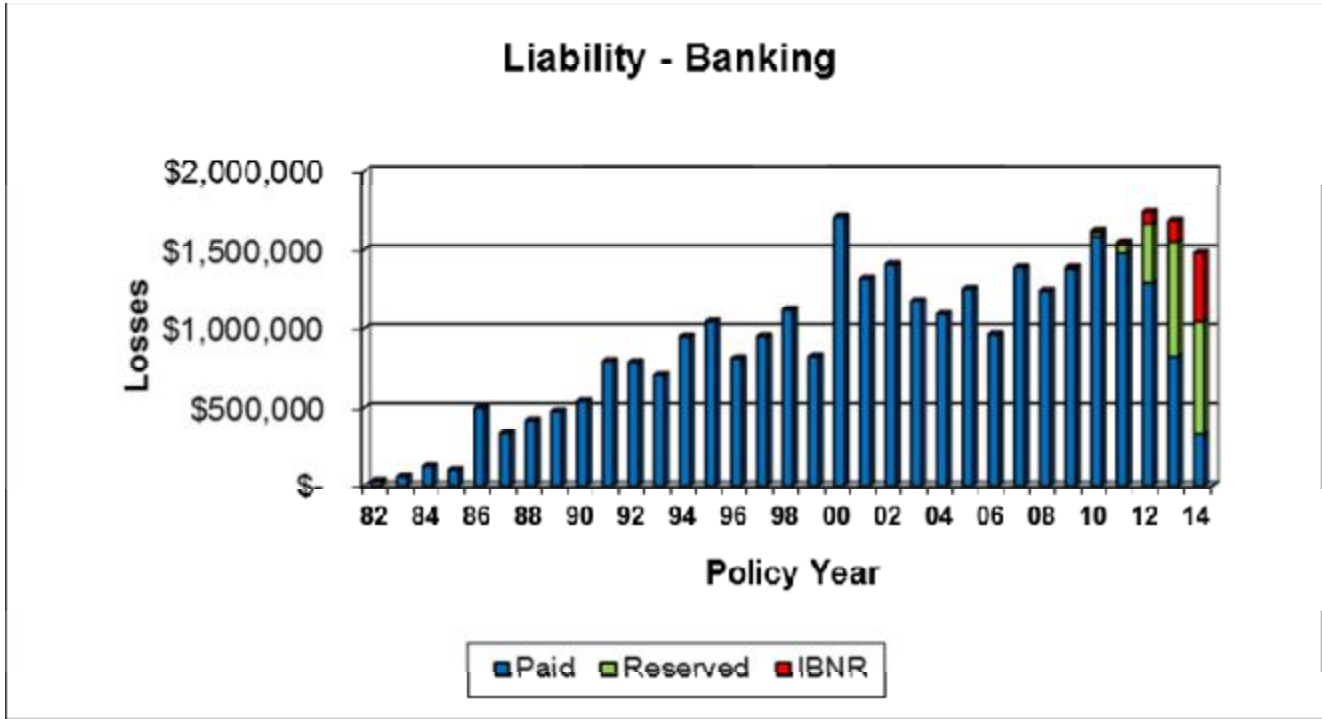
**Northern California Cities Self Insurance Fund**  
**(Governmental Enterprise Fund)**  
**Combining Statement of Revenues, Expenses and Changes in Net Position – Workers’ Compensation**  
**For the Twelve Months Ended June 30, 2014**

	City of Lincoln	City of Marysville	City of Nevada City	City of Oroville	City of Paradise	City of Placerville	City of Red Bluff	City of Rio Vista	City of Rocklin	City of Willows	City of Yuba City
Operating Income											
Administration Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Banking Layer Deposit	229,615	136,102	60,490	169,748	192,741	198,346	229,259	42,657	334,230	83,834	391,066
Shared Risk Layer	-	-	-	-	-	-	-	-	-	-	-
Excess Deposit/Premium	-	-	-	-	-	-	-	-	-	-	-
Banking Layer Assessment	30,156	34,457	-	-	3,378	618	27,593	-	-	-	152,096
Shared Risk Refund	-	-	-	-	-	-	-	-	-	-	-
Risk Management Grants	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	-	-	-	-
Dividend Income	27,172	19,668	8,635	31,700	27,145	24,586	28,838	11,276	60,781	10,214	54,238
Total Operating Income	286,943	190,227	69,125	201,448	223,264	223,550	285,690	53,933	395,011	94,048	597,400
Operating Expenses											
Claims Paid	272,687	144,250	28,424	48,192	80,002	84,969	261,956	59,181	193,456	12,962	457,466
O/S Liability adj.	(20,901)	27,432	(3,526)	23,444	76,503	77,344	254,000	24,106	131,453	(71,530)	142,024
ULAE	142	4,558	259	2,753	8,391	7,431	21,736	2,208	12,983	(5,146)	15,250
Consultants	-	-	-	-	-	-	-	-	-	-	-
Administration-Other	-	-	-	-	-	-	-	-	-	-	-
Safety Service	-	-	-	-	-	-	-	-	-	-	-
Claims Administration	16,319	24,802	7,296	16,804	27,156	23,884	37,141	9,971	42,734	9,287	47,586
Program Administration	-	-	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	-	-	-	-	-	-	-
Excess Insurance	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	268,247	201,042	32,453	91,193	192,052	193,628	574,833	95,466	380,626	(54,427)	662,326
Operating Income (Loss)	18,696	(10,815)	36,672	110,255	31,212	29,922	(289,143)	(41,533)	14,385	148,475	(64,926)
Non-Operating Income											
Change in Fair Market Value	(1,370)	(2,662)	(1,146)	(936)	(2,232)	(2,317)	(1,961)	(1,109)	(5,929)	(668)	(3,374)
Investment Income	13,426	16,748	6,246	10,658	18,276	13,741	12,627	5,341	37,654	6,224	28,172
Total Non-Operating Income	12,056	14,086	5,100	9,722	16,044	11,424	10,666	4,232	31,725	5,556	24,798
Change in Net Position	30,752	3,271	41,772	119,977	47,256	41,346	(278,477)	(37,301)	46,110	154,031	(40,128)
Beginning Net Position	22,677	25,770	117,037	139,783	42,675	173,218	(6,678)	111,046	714,355	108,192	(52,261)
Ending Net Position	\$ 53,429	\$ 29,041	\$ 158,809	\$ 259,760	\$ 89,931	\$ 214,564	\$ (285,155)	\$ 73,745	\$ 760,465	\$ 262,223	\$ (92,389)

**Northern California Cities Self Insurance Fund  
(Governmental Enterprise Fund)  
Reconciliation of Claims Liability by Program  
As of June 30, 2014 and June 30, 2013**

	<b>Liability Banking 2014</b>	<b>Liability Shared Risk 2014</b>	<b>Total Liability Program</b>		<b>WC Banking 2014</b>	<b>WC Shared Risk 2014</b>	<b>Total WC Program</b>		<b>Totals</b>	
			<b>2014</b>	<b>2013</b>			<b>2014</b>	<b>2013</b>	<b>2014</b>	<b>2013</b>
Unpaid claims and claim adjustment expenses at beginning of the fiscal year	\$ 2,161,176	\$ 5,710,847	\$ 7,872,023	\$ 9,524,918	\$ 12,811,158	\$ 14,778,338	\$ 27,589,496	\$ 24,047,879	\$ 35,461,519	\$ 33,572,797
Incurred claims and claim adjustment expenses:										
Provision for insured events of the current fiscal year	1,482,188	1,270,359	2,752,547	2,769,500	4,799,598	1,848,544	6,648,142	6,075,112	9,400,689	8,844,612
Increases (Decreases) in provision for insured events of prior fiscal years	47,077	839,837	886,914	485,712	(781,908)	(1,456,562)	(2,238,470)	1,229,056	(1,351,556)	1,714,767
Change in provision for ULAE in current year	-	-	-	-	116,383	(18,967)	97,416	348,561	97,416	348,561
Total incurred claims and claim adjustment expenses	<u>1,529,265</u>	<u>2,110,196</u>	<u>3,639,461</u>	<u>3,255,212</u>	<u>4,134,073</u>	<u>373,015</u>	<u>4,507,088</u>	<u>7,652,729</u>	<u>8,146,549</u>	<u>10,907,940</u>
Payments:										
Claims and claim adjustment expenses attributable to insured events of the current fiscal year	331,504	-	331,504	628,325	912,428	-	912,428	802,974	1,243,932	1,431,299
Claims and claim adjustment expenses attributable to insured events of prior fiscal years	778,956	1,779,916	2,558,872	4,279,783	2,139,441	1,238,733	3,378,174	3,308,138	5,937,046	7,587,921
Total Payments	<u>1,110,460</u>	<u>1,779,916</u>	<u>2,890,376</u>	<u>4,908,108</u>	<u>3,051,869</u>	<u>1,238,733</u>	<u>4,290,602</u>	<u>4,111,112</u>	<u>7,180,978</u>	<u>9,019,220</u>
Total unpaid claims and claim adjustment expenses at end of the fiscal year	<u>\$ 2,579,981</u>	<u>\$ 6,041,127</u>	<u>\$ 8,621,108</u>	<u>\$ 7,872,022</u>	<u>\$ 13,893,362</u>	<u>\$ 13,912,620</u>	<u>\$ 27,805,982</u>	<u>\$ 27,589,496</u>	<u>\$ 36,427,090</u>	<u>\$ 35,461,518</u>
Claims Liability	\$ 2,579,981	\$ 6,041,127	\$ 8,621,108	\$ 7,872,022	\$ 12,886,427	\$ 12,904,289	\$ 25,790,716	\$ 25,671,646	\$ 34,411,824	\$ 33,543,668
Claims ULAE	-	-	-	-	1,006,935	1,008,331	2,015,266	1,917,850	2,015,266	1,917,850
Total Claim Liabilities	<u>\$ 2,579,981</u>	<u>\$ 6,041,127</u>	<u>\$ 8,621,108</u>	<u>\$ 7,872,022</u>	<u>\$ 13,893,362</u>	<u>\$ 13,912,620</u>	<u>\$ 27,805,982</u>	<u>\$ 27,589,496</u>	<u>\$ 36,427,090</u>	<u>\$ 35,461,518</u>

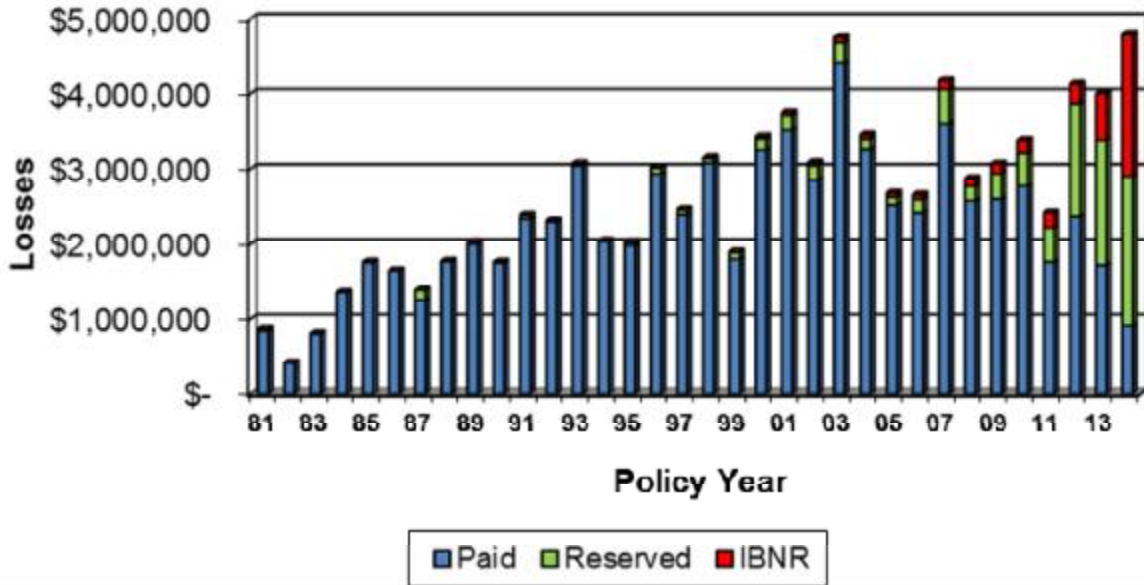
**Northern California Cities Self Insurance Fund**  
**Graphical Summary of Claims**  
**As of June 30, 2014**



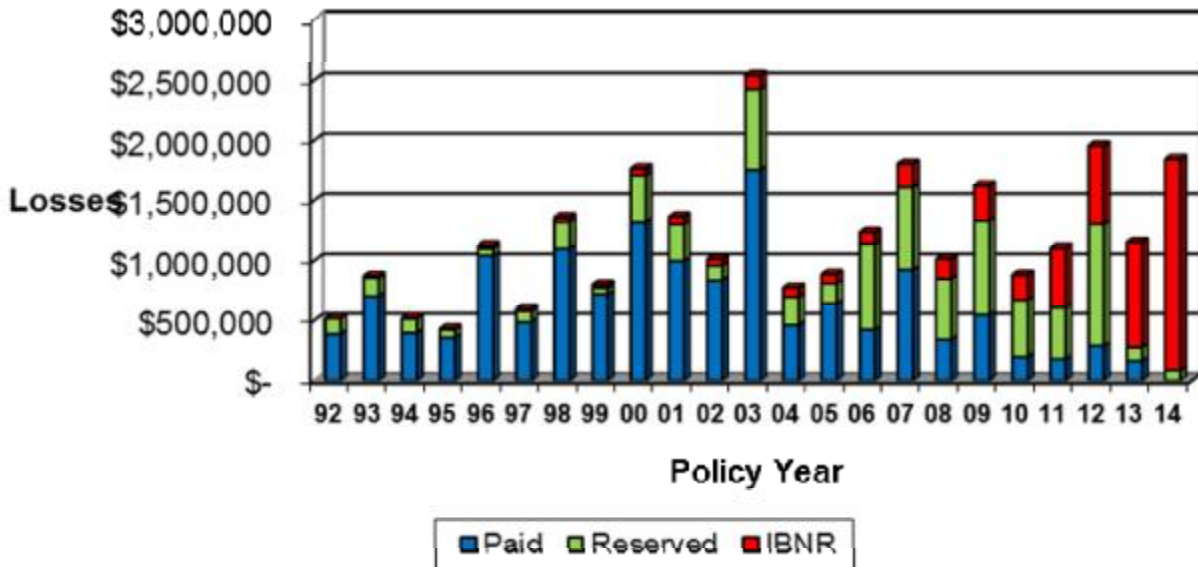
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**Northern California Cities Self Insurance Fund**  
**Graphical Summary of Claims**  
**As of June 30, 2014**

**Workers Compensation - Banking**



**Workers Compensation - Shared**



See Accompanying Accountant's Report

**Northern California Cities Self Insurance Fund**  
**Budget to Actual**  
**As of June 30, 2014**

	Budget 2013-2014			YTD Expended 2013-2014			Remaining 2013-2014			
	Total	WC	Liab	Total	WC	Liab	Total \$	Total %	WC	Liab
<b>ADMIN BUDGET</b>										
<b>Administrative Revenue</b>										
41010 Administrative Deposit - See Note 1	\$ 1,045,750	\$ 535,095	\$ 510,655	\$ 1,096,283	\$ 585,628	\$ 510,655	\$ (50,533)	-5%	\$ (50,533)	\$ -
44030 Change in Fair Value - See Note 2	-	-	-	(4,692)	(1,886)	(2,806)	4,692		1,886	2,806
44040 Interest Income - See Note 2	-	-	-	20,034	12,895	7,139	(20,034)		(12,895)	(7,139)
44080 Risk Management Grants - See Note 3	-	-	-	145,635	145,635	-	(145,635)		(145,635)	-
Total Admin Revenue	\$ 1,045,750	\$ 535,095	\$ 510,655	\$ 1,257,260	\$ 742,272	\$ 514,988	\$ (65,875)	-6%	\$ (207,177)	\$ (4,333)
<b>Administrative Expenses</b>										
52100 Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
52101 Claims Audit	7,000	7,000	-	-	-	-	7,000	100%	7,000	-
52102 Financial Audit	26,100	13,050	13,050	26,100	13,050	13,050	-	0%	-	-
52103 Legal Services	15,000	7,500	7,500	987	494	493	14,013	93%	7,006	7,007
52104 Actuarial Services	10,000	4,000	6,000	23,600	13,300	10,300	(13,600)	-136%	(9,300)	(4,300)
52105 Computer Services	-	-	-	-	-	-	-		-	-
52106 JPA Accreditation	-	-	-	-	-	-	-		-	-
52107 Fidelity Bonds	2,000	1,000	1,000	2,500	1,250	1,250	(500)	-25%	(250)	(250)
52109 Miscellaneous Consultants	5,000	2,500	2,500	-	-	-	5,000	100%	2,500	2,500
XXXX Errors & Omissions	-	-	-	-	-	-	-		-	-
Total Admin Expenses	\$ 65,100	\$ 35,050	\$ 30,050	\$ 53,187	\$ 28,094	\$ 25,093	\$ 11,913	18%	\$ 6,956	\$ 4,957
<b>Safety Services</b>										
52200 Safety Service	\$ 25,000	\$ -	\$ 25,000	\$ 11,300	\$ 5,650	\$ 5,650	\$ 13,700	55%	\$ (5,650)	\$ 19,350
52201 Risk Mgmt Comm Services	25,000	12,500	12,500	89,252	45,376	43,876	(64,252)	-257%	(32,876)	(31,376)
52202 Risk Mgmt Comm Mtg Expense	1,000	500	500	-	-	-	1,000	100%	500	500
52203 Police Risk Mgmt Comm Svcs	12,000	6,000	6,000	58	29	29	11,942	100%	5,971	5,971
52204 On Site	155,260	77,630	77,630	85,908	42,954	42,954	69,352	45%	34,676	34,676
XXXX Yuba City On Site	-	-	-	-	-	-	-		-	-
52205 Hot Line	-	-	-	-	-	-	-		-	-
52206 Safety Library	-	-	-	-	-	-	-		-	-
52207 Seminars and PARMA	63,200	23,200	40,000	11,176	5,217	5,959	52,024	82%	17,983	34,041
52208 Police Risk Mgmt Manual	100,000	-	100,000	106,300	-	106,300	(6,300)	-6%	-	(6,300)
52209 Safety Contingency	-	-	-	-	-	-	-		-	-
52210 Process Safety Mgmt Program	-	-	-	-	-	-	-		-	-
52211 Website Development	-	-	-	-	-	-	-		-	-
XXXX TargetSolutions Fire Training Module	-	-	-	-	-	-	-		-	-
52212 Safety Service - Other do not use	-	-	-	-	-	-	-		-	-
52213 Property Appraisals	-	-	-	-	-	-	-		-	-
52214 OCCUMED	18,000	18,000	-	16,500	16,500	-	1,500	8%	1,500	-
52215 Online Risk Management Services	20,000	10,000	10,000	3,104	1,552	1,552	16,896	84%	8,448	8,448
52216 Backsafe	-	-	-	-	-	-	-		-	-
52217 Wellness Optional	13,840	13,840	-	27,677	27,677	-	(13,837)	-100%	(13,837)	-
Total Safety Services Expenses	\$ 433,300	\$ 161,670	\$ 271,630	\$ 351,275	\$ 144,955	\$ 206,320	\$ 82,025	19%	\$ 16,715	\$ 65,310



**Northern California Cities Self Insurance Fund**  
**Budget to Actual**  
**As of June 30, 2014**

	Budget 2013-2014			YTD Expended 2013-2014			Remaining 2013-2014				
	Total	WC	Liab	Total	WC	Liab	Total	Total %	WC	Liab	
<b>ADMIN BUDGET CONTINUED</b>											
<b>Claims Administration</b>											
52302 Claims Administration Fee	\$ 49,250	\$ 28,350	\$ 20,900	\$ 28,350	\$ 28,350	\$ -	\$ 20,900	42%	\$ -	\$ 20,900	
52303 Fraud Hotline	-	-	-	-	-	-	-	-	-	-	
52305 MPN Services	12,000	12,000	-	13,000	13,000	-	(1,000)	-8%	(1,000)	-	
52304 State Funding/Fraud Assessment	135,000	135,000	-	158,044	158,044	-	(23,044)	-17%	(23,044)	-	
Total Claims Admin Expenses	\$ 196,250	\$ 175,350	\$ 20,900	\$ 199,394	\$ 199,394	\$ -	\$ (3,144)	-2%	\$ (24,044)	\$ 20,900	
<b>Program Administration</b>											
52401 Program Administration Fee	\$ 270,000	\$ 122,475	\$ 147,525	\$ 278,766	\$ 129,258	\$ 149,508	\$ (8,766)	-3%	\$ (6,783)	\$ (1,983)	
52403 Accounting Services	62,100	31,050	31,050	62,234	31,117	31,117	(134)	0%	(67)	(67)	
Total Program Admin Expenses	\$ 332,100	\$ 153,525	\$ 178,575	\$ 341,000	\$ 160,375	\$ 180,625	\$ (8,900)	-3%	\$ (6,850)	\$ (2,050)	
<b>Board Expenses</b>											
52501 Executive Committee	\$ 2,000	\$ 1,000	\$ 1,000	\$ 322	\$ 161	\$ 161	\$ 1,678	84%	\$ 839	\$ 839	
52502 Executive Committee Member Travel	5,000	2,500	2,500	3,046	1,506	1,540	1,954	39%	994	960	
52503 Board of Directors Meetings (includes Travel)	6,000	3,000	3,000	4,626	2,313	2,313	1,374	23%	687	687	
XXXX Board of Directors Long Range Planning Session (every 3 years, 2012)	-	-	-	-	-	-	-	-	-	-	
52504 Association Memberships	6,000	3,000	3,000	1,490	745	745	4,510	75%	2,255	2,255	
Total Board Expenses	\$ 19,000	\$ 9,500	\$ 9,500	\$ 9,484	\$ 4,725	\$ 4,759	\$ 9,516	50%	\$ 4,775	\$ 4,741	
<b>Other Administration Expenses - Not identified with above budget line items</b>											
52000 Administrative Expense	\$ -	\$ -	\$ -	\$ 219	\$ 109	\$ 110	\$ (219)	-	\$ (109)	\$ (110)	
52001 Administration Expense - Other	-	-	-	6	3	3	(6)	-	(3)	(3)	
Total Other Admin	\$ -	\$ -	\$ -	\$ 225	\$ 112	\$ 113	\$ (225)	-	\$ (112)	\$ (113)	
Contingency Reserves	-	-	-	-	-	-	-	-	-	-	
<b>Total Admin Expenses</b>	\$ 1,045,750	\$ 535,095	\$ 510,655	\$ 954,565	\$ 537,655	\$ 416,910	\$ 91,185	9%	\$ (2,560)	\$ 93,745	
<b>TOTAL ADMIN REVENUE OVER EXPENSES</b>	\$ -	\$ -	\$ -	\$ 302,695	\$ 204,617	\$ 98,078	\$ (157,060)	-	\$ (204,617)	\$ (98,078)	

**Northern California Cities Self Insurance Fund**  
**Budget to Actual**  
**As of June 30, 2014**

	Budget 2013-2014			YTD Expended 2013-2014			Remaining 2013-2014			
	Total	WC	Liab	Total	WC	Liab	Total	Total %	WC	Liab
<b>BANKING LAYER BUDGET</b>										
<b>Banking Layer Revenue</b>										
41020 Banking Layer Deposit - See Note 1	\$ 5,551,540	\$ 4,020,072	\$ 1,531,468	\$ 6,089,593	\$ 4,558,125	\$ 1,531,468	\$ (538,053)	-10%	\$ (538,053)	\$ -
41050 Banking Layer Refund	-	-	-	(113,392)	-	(113,392)	113,392	-	-	113,392
43010 Banking Layer Assessment	-	-	-	538,414	403,527	134,887	(538,414)	-	(403,527)	(134,887)
41060 Liab Shared Risk Layer Transfer	-	-	-	-	-	-	-	-	-	-
44020 CJPRMA Refund Transfer - See Note 4	(414,401)	-	(414,401)	-	-	-	(414,401)	100%	-	(414,401)
44030 Change in Fair Value - See Note 2	-	-	-	(54,558)	(48,075)	(6,483)	54,558	-	48,075	6,483
44040 Interest Income - See Note 2	-	-	-	473,368	362,239	111,129	(473,368)	-	(362,239)	(111,129)
44010 Other Income	-	-	-	919	929	(10)	(919)	-	(929)	10
Total Banking Layer Revenue	\$ 5,137,139	\$ 4,020,072	\$ 1,117,067	\$ 6,934,344	\$ 5,276,745	\$ 1,657,599	\$ (1,797,205)	-35%	\$ (1,256,673)	\$ (540,532)
<b>Banking Layer Expenses</b>										
51100 Claims Paid - See Note 5	\$ 5,308,000	\$ 3,892,000	\$ 1,416,000	\$ 3,788,962	\$ 3,051,868	\$ 737,094	\$ 1,519,038	29%	\$ 840,132	\$ 678,906
51110 Claims Refunds	-	-	-	(11,202)	(3,037)	(8,165)	11,202	-	3,037	8,165
51000 Claims Adjusting Fee - See Note 5	924,000	540,000	432,000	-	-	-	924,000	100%	519,000	405,000
43030 Banking Layer Refund	-	-	-	-	-	-	-	-	-	-
51050 Voids - claims	-	-	-	(34,212)	(22,005)	(12,207)	34,212	-	22,005	12,207
51115 Claims Subrogation/Recoveries	-	-	-	(258,271)	(257,466)	(805)	258,271	-	257,466	805
51130 Claims Investigation Liab and WC	-	-	-	-	-	-	-	-	-	-
51135 Claims Admin - Liability	-	-	-	373,364	-	373,364	(373,364)	-	-	(373,364)
51140 Claims Excess Adj	-	-	-	(327,308)	(282,237)	(45,071)	327,308	-	282,237	45,071
51400 OS Liability Adjustment	-	-	-	868,155	119,070	749,085	(868,155)	-	(119,070)	(749,085)
51800 ULAE Adjustment	-	-	-	97,416	97,416	-	(97,416)	-	(97,416)	-
52300 Claims Admin - Monthly WC Only	-	-	-	524,190	524,190	-	(524,190)	-	(524,190)	-
Total Banking Layer Expenses	\$ 6,232,000	\$ 4,432,000	\$ 1,848,000	\$ 5,021,094	\$ 3,227,799	\$ 1,793,295	\$ 1,210,906	19%	\$ 1,183,201	\$ 27,705
<b>TOTAL BANKING REVENUE OVER EXPENSES</b>	\$ (1,094,861)	\$ (411,928)	\$ (730,933)	\$ 1,913,250	\$ 2,048,946	\$ (135,696)	\$ (3,008,111)		\$ (2,439,874)	\$ (568,237)

**Northern California Cities Self Insurance Fund**  
**Budget to Actual**  
**As of June 30, 2014**

	Budget 2013-2014			YTD Expended 2013-2014			Remaining 2013-2014			
	Total	WC	Liab	Total	WC	Liab	Total	Total %	WC	Liab
<b>SHARED RISK LAYER BUDGET</b>										
<b>Shared Layer Revenue</b>										
41030 Shared Risk Layer Deposit - See Note 1	\$ 3,179,888	\$ 2,074,828	\$ 1,105,060	\$ 3,495,174	\$ 2,390,114	\$ 1,105,060	\$ (315,286)	-10%	\$ (315,286)	\$ -
41040 Excess Deposit/Premium - See Note 1	1,789,713	677,244	1,112,469	1,907,573	795,104	1,112,469	(117,860)	-7%	(117,860)	-
41060 Shared Risk Refund	-	-	-	(1,331,942)	(931,757)	(400,185)	1,331,942		931,757	400,185
42000 CJP/MA / Shared Risk Admin	-	-	-	-	-	-	-		-	-
43020 Shared Risk Layer Assessment	-	-	-	600,000	-	600,000	(600,000)		-	(600,000)
XXXXX CJP/MA Refund	-	-	-	-	-	-	-		-	-
44030 Change in Fair Value	-	-	-	(91,433)	(62,752)	(28,681)	91,433		62,752	28,681
44040 Interest Income	-	-	-	434,682	347,937	86,745	(434,682)		(347,937)	(86,745)
44060 Property Premium - See Note 1	901,440	-	901,440	901,439	-	901,439	1	0%	-	1
44070 Crime Premium - See Note 1	23,723	-	23,723	23,721	-	23,721	2	0%	-	2
Total Shared Layer Revenue	\$ 5,894,764	\$ 2,752,072	\$ 3,142,692	\$ 5,939,214	\$ 2,538,646	\$ 3,400,568	\$ (44,450)	-1%	\$ 213,426	\$ (257,876)
<b>Shared Layer Expenses</b>										
51100 Claims Paid - See Note 5	\$ 3,396,000	\$ 2,030,000	\$ 1,366,000	\$ 3,649,642	\$ 1,803,477	\$ 1,846,165	\$ (253,642)	-7%	\$ 226,523	\$ (480,165)
52401 CJP/MA/Shared Risk Layer Admin	-	-	-	-	-	-	-		-	-
54100 Excess Deposit/Premium Exp - See Note 6	1,378,682	792,215	586,467	1,810,687	809,819	1,000,868	(432,005)	-31%	(17,604)	(414,401)
54200 Safety Grant Fund	250,000	150,000	-	98,173	98,173	-	151,827	61%	151,827	-
54150 Member Property Coverage - See Note 6	901,440	-	901,440	925,165	-	925,165	(23,725)	-3%	-	(23,725)
54150 Member Crime Coverage - See Note 6	23,723	-	23,723	-	-	-	23,723	100%	-	23,723
Total Shared Layer Expenses	\$ 5,949,845	\$ 2,972,215	\$ 2,877,630	\$ 6,483,667	\$ 2,711,469	\$ 3,772,198	\$ (533,822)	-9%	\$ 360,746	\$ (894,568)
<b>TOTAL SHARED REVENUE OVER EXPENSES</b>	<b>\$ (55,081)</b>	<b>\$ (220,143)</b>	<b>\$ 265,062</b>	<b>\$ (544,453)</b>	<b>\$ (172,823)</b>	<b>\$ (371,630)</b>	<b>\$ 489,372</b>	<b>\$ 0</b>	<b>\$ (147,320)</b>	<b>\$ 636,692</b>
<b>OTHER INCOME/(EXPENSE)</b>										
44020 Dividend Income	-	-	-	999,360	600,000	399,360	(999,360)		(600,000)	(399,360)
52500 Board Expenses	-	-	-	(428)	(214)	(214)	428		214	214
Rounding	-	-	-	4	1	3	-		-	-
Total Other Income/(Expense)	\$ -	\$ -	\$ -	\$ 998,936	\$ 599,787	\$ 399,149	\$ (998,932)		\$ (599,786)	\$ (399,146)
<b>TOTAL INCOME/(EXPENSE)</b>	<b>(1,149,942)</b>	<b>(632,071)</b>	<b>(465,871)</b>	<b>2,670,428</b>	<b>2,680,527</b>	<b>(10,099)</b>	<b>(2,675,799)</b>	<b>-61%</b>	<b>(3,391,597)</b>	<b>(428,769)</b>

**Northern California Cities Self Insurance Fund**  
**Notes to Budget to Actual**  
**As of June 30, 2014**

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**1. Revenue Recognition**

The budget presents revenue to be earned during the entire fiscal year. In accordance with the accrual basis of accounting, the YTD Expended columns show only the amount earned by the organization, year-to-date.

**2. Investment Income**

No budget is developed for the Change in Fair Value and Interest Income amounts, as it is difficult to predict the yield on the organization's portfolio.

**3. Risk Management Grants**

Individual members have elected to have amounts withheld from past refunds to fund risk management specific to their City. There is no budget for this income as it will be used for individual members' risk management, not for the organization as a whole.

**4. CJPRMA Refund**

For budgeting purposes, the CJPRMA refund is recorded in the year following its approval. In accordance with the accrual basis of accounting, the refund to the organization is recorded on the books in the period it was declared.

**5. Claims Expenses**

Claims related expenses are budgeted based on the "claims paid" and "claims adjusting fee" estimates only. Claims related expenses are recorded on the books in several additional categories. Review of the budget to actual performance of claims related items should take this into consideration.

**6. Insurance Expense Recognition**

The budget presents excess and other insurance expense based on the policy fee paid for entire fiscal year. In accordance with the accrual basis of accounting, the YTD Expended columns show only the portion of the policy used by the organization, year-to-date. The remainder of the policy fee paid, but not used to date is recorded in Prepaid Expenses on the Statement of Net Position, as applicable.

**Northern California Cities Self Insurance Fund  
Safety Grant Historic Usage Report  
As of June 30, 2014**

Member	ADA Grants Declared in FY 2009 Board Meeting	Risk Management Grants elected to be retained in WC admin by members from their WC shared refund					Total funds available FY 2009 - FY 2014 for ADA grants and Risk Management Grants	Total Disbursements Paid through Last Update	Funds Available
	4/24/2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014			
Anderson	\$ 6,496.00	8,039.00	7,650.00	7,540.00	7,451.00	3,860.00	41,036.00	22,185.00	18,851.00
Auburn	6,397.00	-	-	8,098.00	-	-	14,495.00	6,397.00	8,098.00
Colusa	6,258.00	-	-	5,817.00	5,662.00	-	17,737.00	17,737.00	-
Coming	6,157.00	6,149.00	5,788.00	5,678.00	-	-	23,772.00	23,772.00	-
Dixon	6,592.00	-	-	-	10,379.00	-	16,971.00	11,762.47	5,208.53
Elk Grove	-	-	-	-	-	-	-	-	-
Folsom	16,732.00	62,977.00	-	61,737.00	61,566.00	32,328.00	235,340.00	121,926.23	113,413.77
Galt	7,613.00	14,375.00	14,135.00	14,171.00	14,153.00	11,310.00	75,757.00	64,447.00	11,310.00
Gridley	6,144.00	6,391.00	-	6,507.00	6,476.00	5,152.00	30,670.00	6,144.00	24,526.00
lone	-	-	-	-	-	514.00	514.00	-	514.00
Jackson	5,627.00	3,510.00	3,487.00	-	-	-	12,624.00	5,500.00	7,124.00
Lincoln	6,303.00	8,638.00	10,028.00	-	10,854.00	-	35,823.00	24,969.00	10,854.00
Marysville	6,758.00	-	-	-	-	-	6,758.00	-	6,758.00
Nevada City	5,665.00	-	-	-	3,618.00	1,896.00	11,179.00	5,665.00	5,514.00
Oroville	7,633.00	-	-	-	-	-	7,633.00	7,633.00	-
Placerville	6,883.00	-	-	-	-	9,048.00	15,931.00	6,883.00	9,048.00
Paradise	7,182.00	-	-	-	-	-	7,182.00	7,182.00	-
Red Bluff	7,339.00	12,860.00	12,493.00	12,290.00	-	-	44,982.00	44,982.00	-
Rio Vista	5,818.00	-	4,770.00	4,766.00	-	3,759.00	19,113.00	5,818.00	13,295.00
Rocklin	9,178.00	24,019.00	25,254.00	25,419.00	25,476.00	20,260.00	129,606.00	58,451.00	71,155.00
Willows	5,856.00	4,618.00	4,412.00	-	-	3,405.00	18,291.00	14,886.00	3,405.00
Yuba City	8,607.00	-	-	22,184.00	-	-	30,791.00	30,791.00	-
	<b>\$ 145,238.00</b>	<b>151,576.00</b>	<b>88,017.00</b>	<b>174,207.00</b>	<b>145,635.00</b>	<b>91,532.00</b>	<b>796,205.00</b>	<b>487,130.70</b>	<b>309,074.30</b>



## BUDGET TO ACTUAL AS OF JUNE 30, 2014

### INFORMATION ITEM

**ISSUE:** Members have asked to review this item at each meeting to ensure NCCSIF's progress. The Program Administrator will address items pertaining to the budget, updating members on the status of the current budget-to-actual.

**RECOMMENDATION:** None.

**FISCAL IMPACT:** Admin expenses were \$91,185 (9%) less than budgeted. Banking Layer expenses were \$1,210,906 (19%) less than budgeted. Shared Layer expenses were \$533,822 (9%) over budget due to the Liability Program incurring expenses of \$894,568 over budget.

**BACKGROUND:** None.

**ATTACHMENT(S):** Budget to Actual as of June 30, 2014.

**Northern California Cities Self Insurance Fund**  
**Budget to Actual**  
**As of June 30, 2014**

	Budget 2013-2014			YTD Expended 2013-2014			Remaining 2013-2014			
	Total	WC	Liab	Total	WC	Liab	Total \$	Total %	WC	Liab
<b>ADMIN BUDGET</b>										
<b>Administrative Revenue</b>										
41010 Administrative Deposit - See Note 1	\$ 1,045,750	\$ 535,095	\$ 510,655	\$ 1,096,283	\$ 585,628	\$ 510,655	\$ (50,533)	-5%	\$ (50,533)	\$ -
44030 Change in Fair Value - See Note 2	-	-	-	(4,692)	(1,886)	(2,806)	4,692		1,886	2,806
44040 Interest Income - See Note 2	-	-	-	20,034	12,895	7,139	(20,034)		(12,895)	(7,139)
44080 Risk Management Grants - See Note 3	-	-	-	145,635	145,635	-	(145,635)		(145,635)	-
Total Admin Revenue	\$ 1,045,750	\$ 535,095	\$ 510,655	\$ 1,257,260	\$ 742,272	\$ 514,988	\$ (65,875)	-6%	\$ (207,177)	\$ (4,333)
<b>Administrative Expenses</b>										
52100 Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
52101 Claims Audit	7,000	7,000	-	-	-	-	7,000	100%	7,000	-
52102 Financial Audit	26,100	13,050	13,050	26,100	13,050	13,050	-	0%	-	-
52103 Legal Services	15,000	7,500	7,500	987	494	493	14,013	93%	7,006	7,007
52104 Actuarial Services	10,000	4,000	6,000	23,600	13,300	10,300	(13,600)	-136%	(9,300)	(4,300)
52105 Computer Services	-	-	-	-	-	-	-		-	-
52106 JPA Accreditation	-	-	-	-	-	-	-		-	-
52107 Fidelity Bonds	2,000	1,000	1,000	2,500	1,250	1,250	(500)	-25%	(250)	(250)
52109 Miscellaneous Consultants	5,000	2,500	2,500	-	-	-	5,000	100%	2,500	2,500
XXXX Errors & Omissions	-	-	-	-	-	-	-		-	-
Total Admin Expenses	\$ 65,100	\$ 35,050	\$ 30,050	\$ 53,187	\$ 28,094	\$ 25,093	\$ 11,913	18%	\$ 6,956	\$ 4,957
<b>Safety Services</b>										
52200 Safety Service	\$ 25,000	\$ -	\$ 25,000	\$ 11,300	\$ 5,650	\$ 5,650	\$ 13,700	55%	\$ (5,650)	\$ 19,350
52201 Risk Mgmt Comm Services	25,000	12,500	12,500	89,252	45,376	43,876	(64,252)	-257%	(32,876)	(31,376)
52202 Risk Mgmt Comm Mtg Expense	1,000	500	500	-	-	-	1,000	100%	500	500
52203 Police Risk Mgmt Comm Svcs	12,000	6,000	6,000	58	29	29	11,942	100%	5,971	5,971
52204 On Site	155,260	77,630	77,630	85,908	42,954	42,954	69,352	45%	34,676	34,676
XXXX Yuba City On Site	-	-	-	-	-	-	-		-	-
52205 Hot Line	-	-	-	-	-	-	-		-	-
52206 Safety Library	-	-	-	-	-	-	-		-	-
52207 Seminars and PARMA	63,200	23,200	40,000	11,176	5,217	5,959	52,024	82%	17,983	34,041
52208 Police Risk Mgmt Manual	100,000	-	100,000	106,300	-	106,300	(6,300)	-6%	-	(6,300)
52209 Safety Contingency	-	-	-	-	-	-	-		-	-
52210 Process Safety Mgmt Program	-	-	-	-	-	-	-		-	-
52211 Website Development	-	-	-	-	-	-	-		-	-
XXXX TargetSolutions Fire Training Module	-	-	-	-	-	-	-		-	-
52212 Safety Service - Other do not use	-	-	-	-	-	-	-		-	-
52213 Property Appraisals	-	-	-	-	-	-	-		-	-
52214 OCCUMED	18,000	18,000	-	16,500	16,500	-	1,500	8%	1,500	-
52215 Online Risk Management Services	20,000	10,000	10,000	3,104	1,552	1,552	16,896	84%	8,448	8,448
52216 Backsafe	-	-	-	-	-	-	-		-	-
52217 Wellness Optional	13,840	13,840	-	27,677	27,677	-	(13,837)	-100%	(13,837)	-
Total Safety Services Expenses	\$ 433,300	\$ 161,670	\$ 271,630	\$ 351,275	\$ 144,955	\$ 206,320	\$ 82,025	19%	\$ 16,715	\$ 65,310

**Northern California Cities Self Insurance Fund**  
**Budget to Actual**  
**As of June 30, 2014**

	Budget 2013-2014			YTD Expended 2013-2014			Remaining 2013-2014			
	Total	WC	Liab	Total	WC	Liab	Total	Total %	WC	Liab
<b>ADMIN BUDGET CONTINUED</b>										
<b>Claims Administration</b>										
52302 Claims Administration Fee	\$ 49,250	\$ 28,350	\$ 20,900	\$ 28,350	\$ 28,350	\$ -	\$ 20,900	42%	\$ -	\$ 20,900
52303 Fraud Hotline	-	-	-	-	-	-	-	-	-	-
52305 MPN Services	12,000	12,000	-	13,000	13,000	-	(1,000)	-8%	(1,000)	-
52304 State Funding/Fraud Assessment	135,000	135,000	-	158,044	158,044	-	(23,044)	-17%	(23,044)	-
Total Claims Admin Expenses	\$ 196,250	\$ 175,350	\$ 20,900	\$ 199,394	\$ 199,394	\$ -	\$ (3,144)	-2%	\$ (24,044)	\$ 20,900
<b>Program Administration</b>										
52401 Program Administration Fee	\$ 270,000	\$ 122,475	\$ 147,525	\$ 278,766	\$ 129,258	\$ 149,508	\$ (8,766)	-3%	\$ (6,783)	\$ (1,983)
52403 Accounting Services	62,100	31,050	31,050	62,234	31,117	31,117	(134)	0%	(67)	(67)
Total Program Admin Expenses	\$ 332,100	\$ 153,525	\$ 178,575	\$ 341,000	\$ 160,375	\$ 180,625	\$ (8,900)	-3%	\$ (6,850)	\$ (2,050)
<b>Board Expenses</b>										
52501 Executive Committee	\$ 2,000	\$ 1,000	\$ 1,000	\$ 322	\$ 161	\$ 161	\$ 1,678	84%	\$ 839	\$ 839
52502 Executive Committee Member Travel	5,000	2,500	2,500	3,046	1,506	1,540	1,954	39%	994	960
52503 Board of Directors Meetings (includes Travel)	6,000	3,000	3,000	4,626	2,313	2,313	1,374	23%	687	687
XXXX Board of Directors Long Range Planning Session (every 3 years, 2012)	-	-	-	-	-	-	-	-	-	-
52504 Association Memberships	6,000	3,000	3,000	1,490	745	745	4,510	75%	2,255	2,255
Total Board Expenses	\$ 19,000	\$ 9,500	\$ 9,500	\$ 9,484	\$ 4,725	\$ 4,759	\$ 9,516	50%	\$ 4,775	\$ 4,741
<b>Other Administration Expenses - Not identified with above budget line items</b>										
52000 Administrative Expense	\$ -	\$ -	\$ -	\$ 219	\$ 109	\$ 110	\$ (219)		\$ (109)	\$ (110)
52001 Administration Expense - Other	-	-	-	6	3	3	(6)		(3)	(3)
Total Other Admin	\$ -	\$ -	\$ -	\$ 225	\$ 112	\$ 113	\$ (225)		\$ (112)	\$ (113)
Contingency Reserves	-	-	-	-	-	-	-	-	-	-
<b>Total Admin Expenses</b>	\$ 1,045,750	\$ 535,095	\$ 510,655	\$ 954,565	\$ 537,655	\$ 416,910	\$ 91,185	9%	\$ (2,560)	\$ 93,745
<b>TOTAL ADMIN REVENUE OVER EXPENSES</b>	\$ -	\$ -	\$ -	\$ 302,695	\$ 204,617	\$ 98,078	\$ (157,060)		\$ (204,617)	\$ (98,078)



**Northern California Cities Self Insurance Fund**  
**Budget to Actual**  
**As of June 30, 2014**

	Budget 2013-2014			YTD Expended 2013-2014			Remaining 2013-2014			
	Total	WC	Liab	Total	WC	Liab	Total	Total %	WC	Liab
<b>BANKING LAYER BUDGET</b>										
<b>Banking Layer Revenue</b>										
41020 Banking Layer Deposit - See Note 1	\$ 5,551,540	\$ 4,020,072	\$ 1,531,468	\$ 6,089,593	\$ 4,558,125	\$ 1,531,468	\$ (538,053)	-10%	\$ (538,053)	\$ -
41050 Banking Layer Refund	-	-	-	(113,392)	-	(113,392)	113,392	-	-	113,392
43010 Banking Layer Assessment	-	-	-	538,414	403,527	134,887	(538,414)	-	(403,527)	(134,887)
41060 Liab Shared Risk Layer Transfer	-	-	-	-	-	-	-	-	-	-
44020 CJPRMA Refund Transfer - See Note 4	(414,401)	-	(414,401)	-	-	-	(414,401)	100%	-	(414,401)
44030 Change in Fair Value - See Note 2	-	-	-	(54,558)	(48,075)	(6,483)	54,558	-	48,075	6,483
44040 Interest Income - See Note 2	-	-	-	473,368	362,239	111,129	(473,368)	-	(362,239)	(111,129)
44010 Other Income	-	-	-	919	929	(10)	(919)	-	(929)	10
Total Banking Layer Revenue	\$ 5,137,139	\$ 4,020,072	\$ 1,117,067	\$ 6,934,344	\$ 5,276,745	\$ 1,657,599	\$ (1,797,205)	-35%	\$ (1,256,673)	\$ (540,532)
<b>Banking Layer Expenses</b>										
51100 Claims Paid - See Note 5	\$ 5,308,000	\$ 3,892,000	\$ 1,416,000	\$ 3,788,962	\$ 3,051,868	\$ 737,094	\$ 1,519,038	29%	\$ 840,132	\$ 678,906
51110 Claims Refunds	-	-	-	(11,202)	(3,037)	(8,165)	11,202	-	3,037	8,165
51000 Claims Adjusting Fee - See Note 5	924,000	540,000	432,000	-	-	-	924,000	100%	519,000	405,000
43030 Banking Layer Refund	-	-	-	-	-	-	-	-	-	-
51050 Voids - claims	-	-	-	(34,212)	(22,005)	(12,207)	34,212	-	22,005	12,207
51115 Claims Subrogation/Recoveries	-	-	-	(258,271)	(257,466)	(805)	258,271	-	257,466	805
51130 Claims Investigation Liab and WC	-	-	-	-	-	-	-	-	-	-
51135 Claims Admin - Liability	-	-	-	373,364	-	373,364	(373,364)	-	-	(373,364)
51140 Claims Excess Adj	-	-	-	(327,308)	(282,237)	(45,071)	327,308	-	282,237	45,071
51400 OS Liability Adjustment	-	-	-	868,155	119,070	749,085	(868,155)	-	(119,070)	(749,085)
51800 ULAE Adjustment	-	-	-	97,416	97,416	-	(97,416)	-	(97,416)	-
52300 Claims Admin - Monthly WC Only	-	-	-	524,190	524,190	-	(524,190)	-	(524,190)	-
Total Banking Layer Expenses	\$ 6,232,000	\$ 4,432,000	\$ 1,848,000	\$ 5,021,094	\$ 3,227,799	\$ 1,793,295	\$ 1,210,906	19%	\$ 1,183,201	\$ 27,705
<b>TOTAL BANKING REVENUE OVER EXPENSES</b>	\$ (1,094,861)	\$ (411,928)	\$ (730,933)	\$ 1,913,250	\$ 2,048,946	\$ (135,696)	\$ (3,008,111)		\$ (2,439,874)	\$ (568,237)

**Northern California Cities Self Insurance Fund**  
**Budget to Actual**  
**As of June 30, 2014**

	Budget 2013-2014			YTD Expended 2013-2014			Remaining 2013-2014			
	Total	WC	Liab	Total	WC	Liab	Total	Total %	WC	Liab
<b>SHARED RISK LAYER BUDGET</b>										
<b>Shared Layer Revenue</b>										
41030 Shared Risk Layer Deposit - See Note 1	\$ 3,179,888	\$ 2,074,828	\$ 1,105,060	\$ 3,495,174	\$ 2,390,114	\$ 1,105,060	\$ (315,286)	-10%	\$ (315,286)	\$ -
41040 Excess Deposit/Premium - See Note 1	1,789,713	677,244	1,112,469	1,907,573	795,104	1,112,469	(117,860)	-7%	(117,860)	-
41060 Shared Risk Refund	-	-	-	(1,331,942)	(931,757)	(400,185)	1,331,942		931,757	400,185
42000 CJP/MA / Shared Risk Admin	-	-	-	-	-	-	-		-	-
43020 Shared Risk Layer Assessment	-	-	-	600,000	-	600,000	(600,000)		-	(600,000)
XXXXX CJP/MA Refund	-	-	-	-	-	-	-		-	-
44030 Change in Fair Value	-	-	-	(91,433)	(62,752)	(28,681)	91,433		62,752	28,681
44040 Interest Income	-	-	-	434,682	347,937	86,745	(434,682)		(347,937)	(86,745)
44060 Property Premium - See Note 1	901,440	-	901,440	901,439	-	901,439	1	0%	-	1
44070 Crime Premium - See Note 1	23,723	-	23,723	23,721	-	23,721	2	0%	-	2
Total Shared Layer Revenue	\$ 5,894,764	\$ 2,752,072	\$ 3,142,692	\$ 5,939,214	\$ 2,538,646	\$ 3,400,568	\$ (44,450)	-1%	\$ 213,426	\$ (257,876)
<b>Shared Layer Expenses</b>										
51100 Claims Paid - See Note 5	\$ 3,396,000	\$ 2,030,000	\$ 1,366,000	\$ 3,649,642	\$ 1,803,477	\$ 1,846,165	\$ (253,642)	-7%	\$ 226,523	\$ (480,165)
52401 CJP/MA/Shared Risk Layer Admin	-	-	-	-	-	-	-		-	-
54100 Excess Deposit/Premium Exp - See Note 6	1,378,682	792,215	586,467	1,810,687	809,819	1,000,868	(432,005)	-31%	(17,604)	(414,401)
54200 Safety Grant Fund	250,000	150,000	-	98,173	98,173	-	151,827	61%	151,827	-
54150 Member Property Coverage - See Note 6	901,440	-	901,440	925,165	-	925,165	(23,725)	-3%	-	(23,725)
54150 Member Crime Coverage - See Note 6	23,723	-	23,723	-	-	-	23,723	100%	-	23,723
Total Shared Layer Expenses	\$ 5,949,845	\$ 2,972,215	\$ 2,877,630	\$ 6,483,667	\$ 2,711,469	\$ 3,772,198	\$ (533,822)	-9%	\$ 360,746	\$ (894,568)
<b>TOTAL SHARED REVENUE OVER EXPENSES</b>	<b>\$ (55,081)</b>	<b>\$ (220,143)</b>	<b>\$ 265,062</b>	<b>\$ (544,453)</b>	<b>\$ (172,823)</b>	<b>\$ (371,630)</b>	<b>\$ 489,372</b>	<b>\$ 0</b>	<b>\$ (147,320)</b>	<b>\$ 636,692</b>
<b>OTHER INCOME/(EXPENSE)</b>										
44020 Dividend Income	-	-	-	999,360	600,000	399,360	(999,360)		(600,000)	(399,360)
52500 Board Expenses	-	-	-	(428)	(214)	(214)	428		214	214
Rounding	-	-	-	4	1	3	-		-	-
Total Other Income/(Expense)	\$ -	\$ -	\$ -	\$ 998,936	\$ 599,787	\$ 399,149	\$ (998,932)		\$ (599,786)	\$ (399,146)
<b>TOTAL INCOME/(EXPENSE)</b>	<b>(1,149,942)</b>	<b>(632,071)</b>	<b>(465,871)</b>	<b>2,670,428</b>	<b>2,680,527</b>	<b>(10,099)</b>	<b>(2,675,799)</b>	<b>-61%</b>	<b>(3,391,597)</b>	<b>(428,769)</b>

**Northern California Cities Self Insurance Fund**  
**Notes to Budget to Actual**  
**As of June 30, 2014**

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**1. Revenue Recognition**

The budget presents revenue to be earned during the entire fiscal year. In accordance with the accrual basis of accounting, the YTD Expended columns show only the amount earned by the organization, year-to-date.

**2. Investment Income**

No budget is developed for the Change in Fair Value and Interest Income amounts, as it is difficult to predict the yield on the organization's portfolio.

**3. Risk Management Grants**

Individual members have elected to have amounts withheld from past refunds to fund risk management specific to their City. There is no budget for this income as it will be used for individual members' risk management, not for the organization as a whole.

**4. CJPRMA Refund**

For budgeting purposes, the CJPRMA refund is recorded in the year following its approval. In accordance with the accrual basis of accounting, the refund to the organization is recorded on the books in the period it was declared.

**5. Claims Expenses**

Claims related expenses are budgeted based on the "claims paid" and "claims adjusting fee" estimates only. Claims related expenses are recorded on the books in several additional categories. Review of the budget to actual performance of claims related items should take this into consideration.

**6. Insurance Expense Recognition**

The budget presents excess and other insurance expense based on the policy fee paid for entire fiscal year. In accordance with the accrual basis of accounting, the YTD Expended columns show only the portion of the policy used by the organization, year-to-date. The remainder of the policy fee paid, but not used to date is recorded in Prepaid Expenses on the Statement of Net Position, as applicable.



## 2014 YEAR END FINANCIAL AUDITS

### ACTION ITEM

**ISSUE:** NCCSIF has a financial audit conducted annually. A representative from Crowe Horwath LLP will be in attendance to present the audited financials to the Board.

**FISCAL IMPACT:** \$26,100 is the *Not to Exceed* amount as outlined in the agreement.

**RECOMMENDATION:** The Board of Directors should review and consider acceptance of the draft 2014 financial audit as presented.

**BACKGROUND:** NCCSIF is required to have a financial audit conducted annually. The financial audit is filed with the County in which its primary office is located and with the State Controller.

**ATTACHMENT(S):** Audited Financial Statement for the Year Ended June 30, 2014 (Handout)



## INVESTMENT POLICY

### ACTION ITEM

**ISSUE:** Chandler Investments, NCCSIF's Investment Manager, and James Marta have reviewed NCCSIF's Investment policy and recommend changes to NCCSIF's Investment Policy. NCCSIF is required by the State of California to annually review and approve the Investment Policy.

This year the California Government Code was expanded to include investments in three specific supranational organization's debt. A supranational is an international organization that supports international development and commerce. Three specific organizations were included in the amendment to CGC 53601, they are the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and the Inter-American Development Bank (IADB).

Chandler recommends adopting the inclusion of the Supranationals as additional high quality, highly liquid permitted investments, as allowed under California Government Code 53601(q), effective 1/1/2015. Adding this permitted investment can provide NCCSIF with additional opportunities for further diversification with similar credit quality and yield potential as US Agencies investments.

**FISCAL IMPACT:** None.

**RECOMMENDATION:** Approve the NCCSIF Statement of Investment Policy.

**BACKGROUND:** Pursuant to Government Section Code 43646 (a) (2), the NCCSIF Statement of Investment Policy must be reviewed annually and amended as necessary. James Marta and Company and Chandler Asset Management reviewed the Policy and recommended changes to this policy. The last update was made in December 2012.

**ATTACHMENTS:** Proposed Revised NCCSIF Statement of Investment Policy.



## STATEMENT OF INVESTMENT POLICY

### A. PURPOSE

This statement provides guidelines for the prudent investment of the funds of the Northern California Cities Self Insurance Fund (NCCSIF) and outlines the policies and procedures for maximizing the efficiency of NCCSIF's cash management system. The ultimate goal is to enhance the economic status of NCCSIF, while protecting its pooled funds.

### B. SCOPE

NCCSIF's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling NCCSIF to invest funds to the fullest extent possible. NCCSIF will attempt to obtain the highest yield obtainable, as long as investments meet the criteria established for safety and liquidity.

NCCSIF operates its pooled idle fund investments under the prudent person rule (Civil Code Section 2261, et seq.)

### C. PRUDENCE

NCCSIF shall strive to invest 100 % of all idle funds based upon, projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the NCCSIF Finance Committee, of which the NCCSIF Treasurer is a committee member.

Persons authorized to make investment decisions on behalf of local agencies are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity considering individual investments as part of an overall strategy, a trustee is authorized to acquire investments as authorized by law. (Government Code Section 53600.3)

# NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

## STATEMENT OF INVESTMENT POLICY

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### D. OBJECTIVES

NCCSIF shall use the following criteria, in order of priority, when selecting investment options:

**1. Safety**

The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. All "allowable investments" are of a very high quality and would be considered extremely safe and conservative. Safety of principal is the foremost objective of the investment program.

**2. Liquidity**

An adequate percentage of the portfolio will be maintained in liquid short-term securities that can be converted to cash as necessary to meet disbursement requirements. The liquidity percentage will be determined and adjusted as necessary based upon projected cash flow reports. Investments will be made in securities with active secondary or resale markets.

**3. Yield**

Within the constraints of safety and liquidity, the highest and best return will be sought. The portfolio will be designed to attain a market average rate of return, taking into account NCCSIF's risk constraints, the cash flow characteristics of the portfolio and state law.

**4. Maturity**

Maturities shall be selected to anticipate cash needs, thus avoiding forced liquidations. Since funds are invested for the specific purpose of providing for medium and long-term growth, and since the cash flow requirements of NCCSIF are met through investment in LAIF, the Board of Directors hereby grants authority for the purchase of securities with maturities in excess of five years. Such purchases shall be of U.S. Treasury and federal agency securities only (including mortgage-backed securities). The maximum maturity of individual securities is limited to ten years. Not more than 25% of the investment portfolio will be at the maximum maturity term.

## NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

### STATEMENT OF INVESTMENT POLICY

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#### 5. Diversification

The portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions. No more than 5% of the portfolio may be invested in any one security issuer or institution, excluding U.S. government and agency securities.

#### 6. Public Trust

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. In a diversified portfolio, it must be recognized that occasional measured losses are inevitable and must be considered within the context of the overall investment return.

#### 7. Non Discriminatory

NCCSIF shall not knowingly make or allow investments in any institution, company, corporation, subsidiary or affiliate that practices or supports, directly or indirectly through its actions, discrimination on the basis of race, religion, creed, national or ethnic origin, age, sex, sexual preference or physical disability.

#### E. AUTHORITY TO INVEST MONIES

Section 53600 et seq. of the California Government Code provides legal authorization for investment of funds of local agencies. All investments of NCCSIF shall conform to the provisions of those laws.

#### F. DELEGATION OF AUTHORITY

The NCCSIF Board of Directors has designated the Finance Committee as investment managers of NCCSIF and responsible for ensuring that all investment activities are within the guidelines of these policies. Administrative procedures for the operation of the investment program are established under NCCSIF Administration Policy and Procedure A-13, *Review and Control of Investment Activities*. In order to optimize total return through active portfolio management, resources shall be allocated to the investment program. This commitment of resources shall include financial and staffing considerations.

The Agency may engage the services of external investment managers to assist in the management of the Agency's investment portfolio in a manner consistent with the



# NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

## STATEMENT OF INVESTMENT POLICY

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Agency's objectives. The external manager may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. In addition, the manager must be registered under the Investment Advisers Act of 1940.

### G. REPORTING

#### 1. Monthly

The investment advisor shall submit a monthly report to the NCCSIF Finance Committee **Chair**, the Accounting Services Provider and the NCCSIF Treasurer. This report will include all items required by Government Code Section 53646.

**Comment [JPM1]:** Is this done? I think this is an ad hoc committee. Should we change?

These items are:

- a. Type of investment;
- b. Issuer;
- c. Date of Maturity;
- d. Amount of deposit and cost of the security;
- e. Current market value of securities and the source of the valuation;
- f. Interest rate;
- g. A statement of compliance with the investment policy;
- h. Accrued interest;
- i. Interest earned to date;
- j. Average weighted book yield;
- k. Average term to maturity;
- l. Transactions;
- m. Percentage distribution of investment types;
- n. Modified duration;
- o. Total rate of return.

# NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

## STATEMENT OF INVESTMENT POLICY

### 2. Quarterly

The NCCSIF Treasurer shall submit quarterly a report to the Board of Directors of all cash and investments of NCCSIF in compliance with Government Code Sections §53646 and §53607.

### 3. Annually

The NCCSIF Treasurer ~~receive from the investment advisor shall prepare and provide to the Board of Directors~~ an annual portfolio investment performance report as of June 30. The annual report and the Investment Policy shall be submitted for review and approval annually at the meeting of the Board of Directors.

## H. INVESTMENT GOALS

~~In the context of "Safety", "Liquidity" and "Earnings",~~ funds available for investment shall be invested to meet two specific goals:

1. To match its duration to the duration of NCCSIF's actuarially determined ~~liabilities~~;
2. To provide funds to pay losses as they come due and to pay the expenses of operating NCCSIF.

The NCCSIF Finance Committee ~~Chair~~ will inform the investment advisor from time to time of amounts of funds needed to pay claims and operating expenses. The NCCSIF Program Administrator will provide current actuarial information to the investment advisor in order to determine the appropriate duration.

## I. INVESTMENT PARAMETERS

1. Investments shall be managed to a duration not to exceed the current duration of loss payment liabilities.
2. The maximum stated final maturity of securities in the account shall be ten years.
3. The NCCSIF Treasurer shall maintain sufficient short-term liquidity to pay claims and operating expenses as they arise.

**Comment [JPM2]:** We don't invest to in the same duration of the liabilities; we consider the investment policy and the nature of the market and then in these confines ensure there is enough liquidity. Consider rewording.

**Comment [JPM3]:** This is managed by the financial consultant James Marta with consultation with the finance committee annually and the treasurer for transactions. I think this should be revised

# NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

## STATEMENT OF INVESTMENT POLICY

### J. INVESTMENT INSTRUMENTS AND MATURITIES

#### 1. Permitted Investments

Securities purchased will be maintained within statutory limits imposed by California Government Code Section 53601. The Government Code currently allows for the following:

Comment [MA4]: Adds Suprnationals per 53601(q)

PERMITTED INVESTMENTS – Summary of CGC 53601	MAXIMUM % OF PORTFOLIO	MINIMUM QUALITY BY S&P or MOODY	MAXIMUM MATURITY
Asset Backed and Mortgage Backed Securities	20%	AA	5 years
Bankers Acceptances	40%	None	180 days
Collateralized Bank Deposits	None	None	5 years
Commercial Paper	25%	A-1/P-1	270 days
LAIF	As law permits	None	N/A
Medium Term Notes – corporate debt	30%	A	5 years
Money Market Mutual Funds	20%	As law permits	N/A
Mutual Funds	20%	As law permits	N/A
Municipal Obligations of California or other States	None	None	5 years
Municipal Obligations of California local agencies	None	None	5 years
Negotiable Certificates of Deposit	30%	None	5 years
Repurchase Agreements	None	None	1 year
Reverse Repurchase Agreements	20%	None	92 days
Time Certificates of Deposit	None	None	5 years
U.S. Treasury Obligations	None	None	10 years*
U.S. Government and Agency Obligations	None	None	10 years*
Supranationals: IBRD, IFC, IADB	30%	AA	5 years

\*as specified by this investment policy, Section I, 2.; as permitted by California Government Code

Credit criteria listed in this section refers to the credit of the issuing organization at the time the security is purchased. NCCSIF may from time to time be invested in a security whose rating is downgraded. If a rating drops below “A,” the investment advisor shall notify the Treasurer and recommend a plan of action. The Treasurer shall contact the Finance Committee to appraise it of the downgrade and the investment advisor’s recommendation. The Committee shall report both the downgrade and any action taken to the Board of Directors at the Board of Directors’ next regularly scheduled meeting.

# NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

## STATEMENT OF INVESTMENT POLICY

If the Government Code adopts more restrictive investment restrictions, then those restrictions will have precedence over those listed above.

Investments shall be purchased according to the minimum credit standards listed. NCCSIF will own no more than 5% of any single issuer; except for U.S. Treasury and U.S. Agency issuers.

**Comment [MA5]:** This clarify the intention to have the 5% limit apply to non U.S. Government issuers.

### 2. Excluded Investments

The following investments are not permitted under this Statement of Investment policy.

- a. Investments not specifically stated under "allowable investments," such as common or preferred stock, convertible or junk bonds, commodities, options, limited partnerships, GIC's, reverse repurchase agreements, uninsured deposits, inverse floaters, range notes, mortgage derived, interest only strips, or in any security that could result in zero interest if held to maturity, etc.;
- b. Investments denominated in any currency other than US dollars; or
- c. Collateralized Mortgage Obligations with collateral not specifically GNMA, FHLMC or FNMA.

d. Inverse floaters, range notes, mortgage-derived interest only strips, or any security that could result in zero interest accrual if held to maturity.

### K. PERFORMANCE EVALUATION

As a reference point for the performance of NCCSIF's portfolio, the quarterly total return of the portfolio will be compared with the quarterly return for LAIF, the quarterly total return of a 1 to 5 year government index benchmark, and the quarterly total return for a 1 to 10 year government index benchmark.

## NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

### STATEMENT OF INVESTMENT POLICY

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#### **L. SAFEKEEPING AND CUSTODY**

Securities purchased from broker/dealers will be held in a third-party custodian safekeeping account except the collateral for time deposits in banks and savings and loans. Collateral for time deposits shall be held in accordance with California law.

#### **M. CONFLICT OF INTEREST**

Officers involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials shall disclose to the NCCSIF Finance Committee any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of NCCSIF's portfolio.

<b>Adopted:</b>	January 6, 2005
First Revision:	April 14, 2006
Second Revision:	June 20, 2008
Third Revision:	October 21, 2010
Fourth Revision:	December 14, 2011
Fifth Revision:	October 18, 2012

# NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

## STATEMENT OF INVESTMENT POLICY

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### Appendix A Explanation of Allowable Instruments

**Asset Backed and Mortgage Backed Securities:** Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable-backed bond of a maximum of five years' maturity.

**Bankers' Acceptances:** A bankers' acceptance is a time draft drawn on and accepted by a bank for payment of the shipment or storage of merchandise. The initial obligation of payment rests with the drawer, but the bank substitutes its credit standing for that borrower and assumes the obligation to pay face value at maturity.

**Commercial Paper:** Commercial Paper is a short-term unsecured obligation issued by both financial companies and non-financial companies to help satisfy their short term funding needs.

**Local Agency Investment Fund (LAIF):** LAIF is a voluntary program offering local agencies the opportunity to participate in a multi-billion dollar portfolio. LAIF is part of the State of California' Pooled Money Investment Account (PMIA). Oversight of the PMIA is provided by a board whose members include the State Treasurer, Director of Finance and the State controller. All securities are purchased under the authority of the California Government Code.

**Medium-Term Notes (MTNs):** MTNs are unsecured promissory notes issued by corporations and financial institutions. MTNs are typically issued through a shelf registration process filed with the Securities and Exchange Commission, with original maturities of one to five years. MTNs offer higher yields than Treasury or agency securities because of the additional risk of purchasing unsecured corporate debt for a period of years. Credit quality varies with the issuer and MTNs are rated by several national securities rating services such as Standard and Poor's or Moody's.

**Money Market Mutual Funds:** Pooled investment funds, which legally are shares of beneficial interest issued by diversified management companies registered with the Securities and Exchange Commission. Money market funds operate under strict guidelines regarding maximum maturities and diversification requirements and seek to maintain a constant net asset value of \$1.00 per share.

**Mutual Funds:** An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

# NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND

## STATEMENT OF INVESTMENT POLICY

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**Municipal Obligations:** Debt obligations issued by state and local governments.

**Negotiable Certificates of Deposit:** Negotiable CDs are a marketable receipt for funds deposited in a bank for a fixed time period at a stated rate of interest. Negotiable CDs are not required to be collateralized.

**Repurchase Agreement and Reverse Repurchase Agreement:** A repurchase agreement (or reverse repurchase agreement) is a contractual arrangement between a financial institution or dealer and an investor. This agreement normally can run for one or more days. The investor puts up his funds for a certain number of days at a stated yield. In return, he takes a given block of securities as collateral. At maturity, the securities are repurchased and the funds repaid plus interest.

**Time Certificates of Deposit (CDs):** Time CDs are a receipt for funds deposited in a Bank or Savings and Loan Association for a specified period of time at a specific rate of interest. The first \$100,000 of a certificate of deposit is guaranteed by the Federal Deposit Insurance Corporation (FDIC) if with a bank. Time CDs with California institutions are required to be collateralized by the financial institution, as specified in the California Government Code.

**Supranational:** an international organization that supports international development and commerce. Three specified organizations permitted under CGC 53601, as of January 2015 are the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB).

Comment [MA6]: Defines Supranationals

### U.S. Treasuries:

**U.S. Treasury Bills:** U.S. Treasury bills, commonly referred to as T-Bills, are short-term marketable securities sold as obligations of the U.S. Government. They are offered in three-month, six month and one-year maturities. T-Bills do not accrue interest but are sold at a discount to pay face value at maturity.

**U.S. Treasury Notes:** U.S. Treasury Notes are marketable, interest-bearing securities sold as obligations of the U.S. Government with original maturities of one to ten years. Interest is paid semi-annually.

**U.S. Treasury Bonds:** U.S. treasury Bonds are the same as U.S. Treasury Notes, except they have original maturities of ten year or longer.

**U.S. Government Agency Issues:** U.S. Government Agency issues include securities which fall into these categories: 1) Issues which are unconditionally backed by the full faith and credit of the United States, 2) Issues which are conditionally backed by the full faith and credit of the United States, and 3) Issues which are not backed by the full faith and credit of the United States.

## **NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND**

### **STATEMENT OF INVESTMENT POLICY**

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Issues that are unconditionally backed by the full faith and credit of the United States include the Small business Administration and the General Services Administration (GSA).

Issues that are issued by corporations under the Federal Deposit Insurance Corporation (FDIC) Temporary Liquidity Guarantee Program (TLGP). These notes are backed by the full faith and credit of the United States Government.

Issues which are not backed by the full faith and credit of the United States include the Federal National Mortgage Association (FNMA), Federal Home Loan Bank (FHLB), Farm Credit System (FFCB), Banks for Cooperation (Co-ops), Federal Lands Banks (FLB), Federal Immediate Credit Banks (FICB), Federal Home Loan Mortgage Corporation (FHLMC), Tennessee Valley Authority (TVA), or other government sponsored enterprises (GSEs).

While all of the above issues are not unconditionally backed by the full faith and credit of the United States, they do in fact have de facto backing from the federal government, and it would be most unlikely that the government would let any of these agencies default on its obligations.





## NCCSIF 2015 MEETING CALENDAR

### ACTION ITEM

**ISSUE:** The Board of Directors annually approves the JPA's meeting dates and is asked to review the proposed *NCCSIF 2015 Meeting Calendar* to determine if any dates should be modified due to conflicts with other meetings and advise staff so that the calendar can be finalized at today's meeting.

**RECOMMENDATION:** Staff recommends the Board approve the proposed meeting dates or agree to any changes made at today's meeting.

**FISCAL IMPACT:** None.

**BACKGROUND:** Annually, the Executive Committee reviews and approves the meeting calendar for NCCSIF Board, Executive, Risk Management, Claims, Police Risk Management and Finance Committees.

**ATTACHMENT(S):** *NCCSIF 2015 Meeting Calendar.*

# 2015 MEETING CALENDAR

BOARD OF DIRECTORS 12:00 p.m.	EXECUTIVE COMMITTEE 10:30 a.m.	CLAIMS COMMITTEE 12:30 p.m.
April 16	March 19	March 19
June 18	May 21	May 21
October 15	September 24	September 24
December 10	November 19	November 19

RISK MANAGEMENT COMMITTEE 9:30 a.m.	POLICE RISK MANAGEMENT COMMITTEE 10:30 a.m.	FINANCE COMMITTEE 10:30 a.m.
April 16	February	As Needed
June 18	May	
October 15	September	
December 10	December	

**ALL MEETINGS ARE SCHEDULED ON THURSDAYS**

*Risk Management Committee meetings are scheduled for 10:00 a.m.*

*Board of Director Meetings will start at 12:00 p.m.*

*\*This meeting will follow the EC meeting, as the Claims Committee members will be selected at that meeting.*

## CJPRMA 2015 MEETING DATES –

EXECUTIVE COMMITTEE	BOARD OF DIRECTORS
TBD	TBD



## ADMINISTRATIVE POLICY AND PROCEDURES REVISIONS

### ACTION ITEM

**ISSUE:** NCCSIF maintains three policies that guide its funding decisions, including Banking Layer adjustments, Shared Layer adjustments, and target funding benchmarks. Terms used in the policies need updating in part due to changes in the accounting terms they refer to. Minor revisions have also been recommended to clarify some provisions. In addition, the Target Equity Policy benchmark for refunds (funds above liabilities at a 90% confidence level) has been added to the Shared Risk Layer Adjustments policy.

**RECOMMENDATION:** The Executive Committee and Program Administrators recommend acceptance of the suggested revisions as indicated in the attached policies.

**FISCAL IMPACT:** None.

**BACKGROUND:** Policy A-1, *Banking Layer Adjustments*, was first approved in 1989 and is now on its ninth proposed revision. Policy A-12, *Shared Risk Layer Adjustments*, was first enacted in 2000 and has been revised twice previously. Policy A-17, *Target Equity Policy*, was passed in 2005 and revised in 2013.

Many of the current recommended changes are made to replace references to Equity with the more precise and current terms Net Assets or Net Position. Changes are also recommended to the definition of “Outstanding Claims Liabilities” to refer to the Actuary’s calculations rather than the Financial Consultant. Lastly, the addition of a benchmark to the Shared Risk Layer Policy reflects the benchmark for refunds in the Target Equity (Funding) Policy.

**ATTACHMENT(S):** Redline Strikeout and Final Versions of:

- a. *A-1, Banking Layer Plan Fund Adjustments*
- b. *A-12, Shared Risk Layer Plan Fund Adjustments*
- c. *A-17, Shared Risk Layer Target Equity Policy*

## ADMINISTRATIVE POLICY AND PROCEDURE #A-1

**SUBJECT: BANKING LAYER PLAN FUND ADJUSTMENTS**

### Policy Statement:

It shall be the policy of the Northern California Cities Self Insurance Fund to review annually each ~~Plan's Program's~~ financial status and ~~to~~ evaluate the appropriateness ~~for~~ of declaring either a refund or an assessment to Members ~~Agencies~~.

When ~~so~~ determined to be fiscally responsible by the Board of Directors, ~~the~~ any adjustments shall be in accordance with the provisions outlined in this policy and procedure.

### Provisions:

1. The refund/assessment calculations shall be performed annually and presented to the Board of Directors at its meeting in April.

2. The ~~“Total Equity Net Assets” at December 31, “Gross Equity Assets” at December 31, “Outstanding Claims Expected Liabilities” at December 31, “Buffer Allocation” and “Net Equity Available Refund”, as defined below,~~ shall be used for purposes of calculating any adjustments.

~~Net Assets” is the shall be that figure amount of Net Position in the Financial Consultant’s Financial Report representing total equity at December 31.~~

~~Outstanding Claims Expected Liabilities” are the Discounted Loss and Loss Adjustment Expenses (LAE) shall be that figure developed by the Financial Consultant based on the Actuarial Report and IBNR factors, which represents the total amount of reserves on open claims and Incurred But Not Reported (IBNR) at the 90% Expected Confidence Level, at December 31, as calculated in the annual Actuarial Report.~~

~~Gross Equity Assets” shall be are the sum of the “Total Equity Net Assets” minus the “Outstanding Claims Expected Liabilities” at the 90% Confidence Level.”~~

~~Buffer Allocation” is shall be the allocation among Members Agencies with a positive “Gross Equity Assets” of the sum of the negative “Gross Assets Equity” and 10 times the Banking Layer Limit.~~

~~Available Refund Net Equity” shall be is the sum of the “Gross Assets Equity” minus the “Buffer Allocation”.~~

### Assessments:

1. A Member ~~with Agency reflecting a~~ negative "~~Gross Equity~~Gross Assets" shall be required to pay ~~to the Treasurer~~ twenty percent (20%) of the negative amount in two installments, due September 15 and December 15, in the calendar year is in which the ~~a~~Assessment is declared. If 20% of the negative "~~Gross Assets Equity~~" is less than \$10,000, ~~then~~ the full amount ~~is due will be paid to NCCSIF~~ in the first installment of September 15, rather than two installments.
2. A Member ~~Agency~~ failing to meet the payment schedule above shall be charged interest in the ~~manner and~~ amount earned on funds deposited in LAIF.

Refunds:

1. A Member ~~Agency~~ shall be eligible for a refund by meeting the following conditions:
  - A. Participation in the ~~Program~~lan for three years
  - B. A positive ~~Plan~~ "Net Equity Available Refund"
2. The ~~a~~Amount of the Available Refund available distributed to Members be refunded will ~~shall~~ be ~~the "Net Equity" as~~ determined annually by the Board of Directors.
3. ~~Members Agencies~~ may decline the refund and leave such funds or a portion of the funds in their ~~account~~Banking Layer.
4. ~~Members Agencies~~ may elect to allocate the remaining amount available as follows:
  - A. If funds are not being retained in their ~~Account~~Banking Layer, then a negative balance in ~~the an~~other Program must first be offset.
  - B. If not used for "35." or "6a4.A." above, remaining available funds, or any portion thereof, may be used to offset the next fiscal year deposits, used for Risk Management Grants, or may be requested in the form of a check.

<b>Effective Date:</b>	May 26, 1989
First Revision Date:	June 14, 1996
Second Revision Date:	June 13, 1997
Third Revision Date:	December 17, 1999
Fourth Revision Date:	December 15, 2000
Fifth Revision Date:	March 16, 2007
Sixth Revision Date:	December 13, 2007
Seventh Revision Date:	April 25, 2008

Eighth Revision Date: January 24, 2013

Ninth Revision Date: TBD



## ADMINISTRATIVE POLICY AND PROCEDURE #A-1

**SUBJECT: BANKING LAYER PLAN FUND ADJUSTMENTS**

### Policy Statement:

It shall be the policy of the Northern California Cities Self Insurance Fund to review annually each Program's financial status and evaluate the appropriateness of declaring either a refund or an assessment to Members.

When determined to be fiscally responsible by the Board of Directors, any adjustment shall be in accordance with the provisions outlined in this policy and procedure.

### Provisions:

1. The refund/assessment calculations shall be performed annually and presented to the Board of Directors at its meeting in April.
2. The Net Assets, Gross Assets, Expected Liability, Buffer Allocation and Available Refund, as defined below, shall be used for purposes of calculating any adjustments.

Net Assets is the amount of Net Position in the Financial Consultant's Financial Report at December 31.

Expected Liabilities are the Discounted Loss and Loss Adjustment Expenses (LAE) at the Expected Confidence Level at December 31, as calculated in the annual Actuarial Report.

Gross Assets are the sum of the Net Assets minus the Expected Liabilities at the 90% Confidence Level.

Buffer Allocation is the allocation among Members with positive Gross Assets of the sum of the negative Gross Assets and 10 times the Banking Layer Limit.

Available Refund is the sum of Gross Assets minus the Buffer Allocation.

### Assessments:

1. A Member with negative Gross Assets shall be required to pay twenty percent (20%) of the negative amount in two installments, due September 15 and December 15, in the calendar year in which the assessment is declared. If 20% of the negative Gross Assets is less than \$10,000, then the full amount is due in the first installment of September 15, rather than two installments.

2. A Member failing to meet the payment schedule above shall be charged interest in the amount earned on funds deposited in LAIF.

Refunds:

1. A Member shall be eligible for a refund by meeting the following conditions:
  - A. Participation in the Program for three years
  - B. A positive Available Refund
2. The amount of the Available Refund distributed to Members will be determined annually by the Board of Directors.
3. Members may decline the refund and leave such funds or a portion of the funds in their Banking Layer.
4. Members may elect to allocate the remaining amount available as follows:
  - A. If funds are not being retained in their Banking Layer, then a negative balance in another Program must first be offset.
  - B. If not used for “3.” or “4.A.” above, remaining available funds, or any portion thereof, may be used to offset the next fiscal year deposits, used for Risk Management Grants, or may be requested in the form of a check.

<b>Effective Date:</b>	May 26, 1989
First Revision Date:	June 14, 1996
Second Revision Date:	June 13, 1997
Third Revision Date:	December 17, 1999
Fourth Revision Date:	December 15, 2000
Fifth Revision Date:	March 16, 2007
Sixth Revision Date:	December 13, 2007
Seventh Revision Date:	April 25, 2008
Eighth Revision Date:	January 24, 2013
Ninth Revision Date:	TBD





## ADMINISTRATIVE POLICY AND PROCEDURE # A-12

**SUBJECT: SHARED RISK LAYER PLAN FUND ADJUSTMENTS**

### Policy Statement:

It shall be the goal of the Northern California Cities Self Insurance Fund (NCCSIF) to retain funds in the Shared Risk Layer Programs sufficient to meet an expected discounted level of ~~“outstanding liabilities”~~ plus a reasonable contingency margin, for all program years combined. NCCSIF shall annually review the financial position for each ~~open~~ program based on NCCSIF’s actuarial study, and evaluate the claims payment pattern to determine if the current assets and projected payments are sufficient to maintain ~~the~~ program liquidity. The review will evaluate the appropriateness for declaring either a refund or an assessment to Members.

When determined to be fiscally responsible by the Board of Directors, the adjustments will be in accordance with the provisions outlined in this policy and procedure.

### Procedure:

1. The evaluation shall be performed annually and presented to the Board of Directors at its meeting in the spring of each year.
2. The ~~“Total Assets”~~ at December 31, ~~“outstanding claims Expected Liabilities”~~ at December 31 and ~~“adjustment balance”~~ Net Assets, as defined below, will be used for the purposes of calculating any adjustments.
  - ~~“Total Assets” at December 31 shall be that figure~~ are the amount of Total Assets in the ~~Auditor’s Financial Report Statements representing total assets~~ at June 30, minus claims paid between June 30 and December 31.
  - ~~“Expected outstanding claims Liabilities” shall be~~ are the Discounted Loss and Loss Adjustment Expenses (LAE) that figure in the annual Actuarial Review which represents the total amount of reserves on open claims and Incurred But Not Reported (IBNR) claims stated at an Expected Confidence Level and optionally at a 60% and 70% confidence level, discounted or at present value, for open shared risk layer program years, ~~but~~ based upon the December 31, loss statistics.
  - ~~“adjustment Net Assets balance” shall be~~ are the sum for each applicable shared risk layer program year of the “Total Assets” minus the ~~chosen~~ “Expected outstanding Liabilities”.
3. Refunds:

A Member shall be eligible for a refund by meeting the following conditions:

- a. Participation in the Program plan for three years;
- b. Applicable program years ~~determined~~ evaluated separately for liability and workers' compensation results in a positive adjustment-Net Assets balance when Expected Liabilities are calculated at a 90% Confidence Level.
- c. ~~Any The~~ amount above the 90% Confidence Level to be refunded shall be ~~a certain percentage of the "adjustment balance"~~ as determined annually by the Board of Directors.

4. Assessments:

~~A~~Members will be assessed if the ~~"adjustment balance"~~Net Assets for the open Shared Risk Layer Program Years (determined separately for liability and workers' compensation) ~~is/~~are negative.

The ~~amount of the~~ assessment declared will be 100% of the deficit ~~"adjustment balance"~~Net Assets. The amount of the assessment will be collected over a period of seven (7) years. ~~The~~ Each member shall be required to pay their proportional share for each program year in a deficit position. The proportional share is the Member's<sup>2</sup> % of total contributions for that program year. Payment will be made as part of the September 15 program billings.

5. A Member failing to meet the payment schedule above shall be charged interest in the manner and amount earned on funds deposited in LAIF, at the time they are delinquent.
6. Refunds from positive years will first go to offset negative years before being refunded to Members.
7. Refunds from positive years will first go to offset negative years in another program before being refunded to Members.
8. Effective July 1, 2013, "Participants" that withdraw from NCCSIF's Workers' Compensation plan, agree that any available funds' allocated to them in the Shared Risk Layer, will remain with NCCSIF until such time as the "Program Year" is closed. This includes funds allocated to them via the "Shared Risk Layer Plan Adjustment" or any other manner of distribution other than the declaration of a dividend by the Board or in accordance with distribution described in the Joint Powers Agreement upon the dissolution of NCCSIF. If a "Program Year" is not closed and the "Participating Member" would be eligible for a distribution, they may annually send a written request for release of their funds to the Board of Directors. This action will require approval of the Board of Directors as specified in the JPA Bylaws, Section 3, paragraph A.

**Effective Date:** June 16, 2000  
First Revision Date: April 11, 2003  
Second Revision Date: January 24, 2013  
Third Revision Date: **TBD**



## **ADMINISTRATIVE POLICY AND PROCEDURE # A-12**

**SUBJECT: SHARED RISK LAYER PLAN FUND ADJUSTMENTS**

### Policy Statement:

It shall be the goal of the Northern California Cities Self Insurance Fund (NCCSIF) to retain funds in the Shared Risk Layer Programs sufficient to meet an expected discounted level of outstanding liabilities plus a reasonable contingency margin, for all program years combined. NCCSIF shall annually review the financial position for each program based on NCCSIF's actuarial study, and evaluate the claims payment pattern to determine if the current assets and projected payments are sufficient to maintain program liquidity. The review will evaluate the appropriateness for declaring either a refund or an assessment to Members.

When determined to be fiscally responsible by the Board of Directors, the adjustments will be in accordance with the provisions outlined in this policy and procedure.

### Procedure:

1. The evaluation shall be performed annually and presented to the Board of Directors at its meeting in the spring of each year.
2. The Total Assets at December 31, Expected Liabilities at December 31 and Net Assets, as defined below, will be used for the purposes of calculating any adjustments.
  - Total Assets at December 31 are the amount of Total Assets in the Audited Financial Statements at June 30, minus claims paid between June 30 and December 31.
  - Expected Liabilities are the Discounted Loss and Loss Adjustment Expenses (LAE) in the annual Actuarial Review stated at an Expected Confidence Level for open shared risk layer program years, based upon the December 31, loss statistics.
  - Net Assets are the sum for each applicable shared risk layer program year of the Total Assets minus the Expected Liabilities.
3. Refunds:

A Member shall be eligible for a refund by meeting the following conditions:

- a. Participation in the Program for three years;
- b. Applicable program years evaluated separately for liability and workers' compensation results in a positive Net Assets balance when Expected Liabilities are calculated at a 90% Confidence Level.

- c. Any amount above the 90% Confidence Level to be refunded shall be determined annually by the Board of Directors.
4. Assessments:
- Members will be assessed if the Net Assets for the open Shared Risk Layer Program Years (determined separately for liability and workers' compensation) are negative.
- The assessment declared will be 100% of the deficit Net Assets. The amount of the assessment will be collected over a period of seven (7) years. Each member shall be required to pay their proportional share **for each program year in a deficit position**. The proportional share is the Member's % of total contributions for that program year. Payment will be made as part of the September 15 program billings.
- 5. A Member failing to meet the payment schedule above shall be charged interest in the manner and amount earned on funds deposited in LAIF, at the time they are delinquent.
  - 6. **Refunds from positive years will first go to offset negative years before being refunded to Members.**
  - 7. **Refunds from positive years will first go to offset negative years in another program before being refunded to Members.**
  - 8. Effective July 1, 2013, "Participants" that withdraw from NCCSIF's Workers' Compensation plan, agree that any available funds' allocated to them in the Shared Risk Layer, will remain with NCCSIF until such time as the "Program Year" is closed. This includes funds allocated to them via the "Shared Risk Layer Plan Adjustment" or any other manner of distribution other than the declaration of a dividend by the Board or in accordance with distribution described in the Joint Powers Agreement upon the dissolution of NCCSIF. If a "Program Year" is not closed and the "Participating Member" would be eligible for a distribution, they may annually send a written request for release of their funds to the Board of Directors. This action will require approval of the Board of Directors as specified in the JPA Bylaws, Section 3, paragraph A.

**Effective Date:** June 16, 2000  
**First Revision Date:** April 11, 2003  
**Second Revision Date:** January 24, 2013  
**Third Revision Date:** TBD



## ADMINISTRATIVE POLICY AND PROCEDURE # A-17

**SUBJECT:** SHARED RISK LAYER PLAN TARGET ~~EQUITY FUNDING~~ POLICY

### Policy Statement:

This policy will operate in conjunction with the following policies and procedures:

**L – 1: SHARED RISK LAYER LIABILITY DEPOSIT DEVELOPMENT PLAN**

**WC – 1: SHARED RISK LAYER WORKERS’ COMPENSATION DEPOSIT DEVELOPMENT PLAN**

**A – 12: SHARED RISK LAYER PLAN FUND ADJUSTMENTS**

It ~~shall be~~ the goal of ~~NCCSIF this policy is~~ to develop guidelines setting target funding levels for the Shared Risk Layers in the Liability and Workers’ Compensation programs. ~~This~~ policy seeks to establish a prudent funding threshold to ensure the programs are ~~actuarially sound. – able to meet their financial obligations.~~ When ~~Net Asset~~equity exceeds ~~or fall below~~ the target(s) the Board may ~~determine any surplus to be distributed through a dividend~~ make adjustments by issuing refunds or declaring assessments in accordance with Policy and Procedure A – 12, Shared Risk Layer Plan Fund Adjustments.

~~Funding shortfalls under the target may lead the Board to raise funding rates to re-capitalize a program.~~

### 1. DEFINITIONS

This policy contains terms and words with special meaning to risk funding. Those terms and others are defined below:

**Claims Reserves:** Estimate of the funds needed to pay for known claims against members that have been reported to NCCSIF. The Third Party Claims Administrator will establish a reserve for each open claim.

**Confidence Level (CL):** The probability premium collected or program assets are sufficient to pay the ~~-actual claim costs~~ . Expected value is approximately equal to a 55% probability funds are sufficient to pay claims. A 90% confidence level refers to an estimate for which there is only a 10% probability there is insufficient funding to pay the Ultimate net Loss.

**Risk Margin Fund:** Net Aassets held to pay claims above “Expected Liabilities”.

~~**Dividend:** Amount payable to members from Net Assets in a program.~~

**Expected Liabilities:** Claim ~~R~~eserves plus IBNR and Loss Adjustment Expenses (LAE), discounted, and reported at an ~~approximately 55%~~ Expected CL for all program years, as calculated by an actuary.

**Net Assets:** Total assets less Expected Liabilities. Stated as Net Position in the Statement of Net Position (Balance Sheet).

**Incurred But Not Reported (IBNR) Claims:** Estimate of the funds needed to pay for covered losses that have occurred but have not been reported; and expected future loss development on claims already reported.

**Self Insured Retention (SIR):** Dollar amount of pooled risk before any excess coverage is triggered.

**Ultimate ~~Net~~ Loss:** The sum of claims paid to date, claim reserves and IBNR. This is an actuarial estimate of the total value of all claims that will ultimately be paid at a given point in time.

## 2. FUNDING CRITERIA

The programs shall utilize ~~E~~xpected ~~L~~iabilities ~~\_at a 55% confidence level (CL)~~ when reporting liabilities in the NCCSIF Financial Statements and Audit.

~~Each~~ ~~The~~ program's goals ~~is will be~~ to maintain a "~~contingency fund~~ Risk Margin Fund" with assets equal to the difference between ~~E~~xpected ~~L~~iabilities ~~(55% CL)~~ and ~~D~~iscounted ~~L~~iabilities at a ~~(90% CL)~~.

The programs may pay ~~dividends-refunds~~ when ~~surplus equity~~ Net Assets exceeds the 90% discounted CL and as per Policy and Procedure A – 12 ~~above~~.

The programs may use Net Assets surplus for rate stabilization.

The programs will initially fund ~~each program~~ current years at a 60% CL or higher.

## 3. FUNDING BENCHMARKS

In addition to the program maintaining ~~a discounted target equity of~~ assets equal to Liabilities at a 90% CL, other benchmark ratios will be reviewed annually to ensure prudent funding levels ~~are~~ be maintained.

The programs will endeavor to meet the following ratios:

☞ Equity-Net Assets to SIR

**Target = 3 to 5:1**

This ratio is a measure of the ~~maximum amount equity could decline due to a single full number of full SIR losses that could be paid from Net Assets-limits loss~~. It also measures the funds available to take a higher SIR. A high ratio is desirable.

- ☞ **Net Contributions to Equity/Net Assets** Target  $\leq$  2 to 1  
 This ratio measures whether inadequate funding for new years could adversely affect Net Asset/equity. A low ratio is desirable.
  
- ☞ **Claims Reserves plus IBNR/Expected Liabilities to Net Assets** Target =  
Less than  $\leq$  3 to 1  
 This ratio is a measure of how equity/Net Assets are leveraged against total reserves/Expected Liabilities. A low ratio is desirable.
  
- ☞ **Change in Prior Year's Ultimate Loss Development** Target  $-20\% < x < 20\%$   
 This ratio is a measure of the development in prior years' Ultimate net Loss run from one year to the next. Increases over successive years indicate a trend that may need addressing through additional funding.
  
- ☞ **Change in Member Equity/Net Assets** Target  $\geq -10\%$   
 This ratio measures the annual change in Net Assets. if a decline in equity in excess of 10% has taken place. If it has then NCCSIF may want to consider an increase in pricing.  
Decreases over successive years indicate a trend that may need addressing through additional funding.

#### 4. POLICY REVIEW

The Program Administrator will submit a yearly report summarizing the programs' financial positions against the guidelines established in this policy. The policy will be periodically reviewed by the Board and revised as necessary.

**Effective Date:** December 18, 2005

**First Revision Date:** January 24, 2013

**Second Revision Date:** TBD





## **ADMINISTRATIVE POLICY AND PROCEDURE # A-17**

**SUBJECT: SHARED RISK LAYER PLAN TARGET FUNDING POLICY**

### **Policy Statement:**

This policy will operate in conjunction with the following policies and procedures:

**L – 1: SHARED RISK LAYER LIABILITY DEPOSIT DEVELOPMENT PLAN**

**WC – 1: SHARED RISK LAYER WORKERS’ COMPENSATION DEPOSIT DEVELOPMENT PLAN**

**A – 12: SHARED RISK LAYER PLAN FUND ADJUSTMENTS**

It is the goal of NCCSIF to develop guidelines setting target funding levels for the Shared Risk Layers in the Liability and Workers’ Compensation programs. This policy seeks to establish a prudent funding threshold to ensure the programs are able to meet their financial obligations. When Net Assets exceed or fall below the target(s) the Board may make adjustments by issuing refunds or declaring assessments in accordance with Policy and Procedure A – 12, Shared Risk Layer Plan Fund Adjustments.

### **1. DEFINITIONS**

This policy contains terms and words with special meaning to risk funding. Those terms and others are defined below:

**Claim Reserves:** Estimate of the funds needed to pay for known claims against members that have been reported to NCCSIF. The Third Party Claims Administrator will establish a reserve for each open claim.

**Confidence Level (CL):** The probability premium collected or program assets are sufficient to pay the actual claim costs . Expected value is approximately equal to a 55% probability funds are sufficient to pay claims. A 90% confidence level refers to an estimate for which there is only a 10% probability there is insufficient funding to pay the Ultimate Loss.

**Risk Margin Fund:** Net Assets held to pay claims above Expected Liabilities.

**Expected Liabilities:** Claim Reserves plus IBNR and Loss Adjustment Expenses (LAE), discounted, and reported at an Expected CL for all program years, as calculated by an actuary.

**Net Assets:** Total assets less Expected Liabilities. Stated as Net Position in the Statement of Net Position (Balance Sheet).

**Incurred But Not Reported (IBNR) Claims:** Estimate of the funds needed to pay for covered losses that have occurred but have not been reported and expected future loss development on claims already reported.

**Self Insured Retention (SIR):** Dollar amount of pooled risk before any excess coverage is triggered.

**Ultimate Loss:** The sum of claims paid to date, claim reserves and IBNR. This is an actuarial estimate of the total value of all claims that will ultimately be paid at a given point in time.

## 2. FUNDING CRITERIA

The programs shall utilize Expected Liabilities when reporting liabilities in the NCCSIF Financial Statements and Audit.

Each program's goal is to maintain a Risk Margin Fund with assets equal to the difference between Expected Liabilities and Discounted Liabilities at a 90% CL.

The programs may pay refunds when Net Assets exceed the 90% discounted CL and as per Policy and Procedure A – 12.

The programs may use Net Assets for rate stabilization.

The programs will initially fund each program year at a 60% CL or higher.

## 3. FUNDING BENCHMARKS

In addition to the program maintaining assets equal to Liabilities at a 90% CL, other benchmark ratios will be reviewed annually to ensure prudent funding levels are maintained.

The programs will endeavor to meet the following ratios:

☞ **Net Assets to SIR** **Target = 3 to 5:1**  
This ratio is a measure of the number of full SIR losses that could be paid from Net Assets. It also measures the funds available to take a higher SIR. A high ratio is desirable.

☞ **Net Contributions to Net Assets** **Target =  $\leq$  2 to 1**  
This ratio measures whether inadequate funding for new years could adversely affect Net Assets. A low ratio is desirable.

☞ **Expected Liabilities to Net Assets** **Target =  $\leq$  3 to 1**

This ratio is a measure of how Net Assets are leveraged against Expected Liabilities. A low ratio is desirable.

☞ **Change in Ultimate Loss Development**      **Target  $-20\% < x < 20\%$**

This is a measure of the development in Ultimate Loss from one year to the next. Increases over successive years indicate a trend that may need addressing through additional funding.

☞ **Change in Net Assets**      **Target  $\geq -10\%$**

This measures the annual change in Net Assets. Decreases over successive years indicate a trend that may need addressing through additional funding.

#### 4. POLICY REVIEW

The Program Administrator will submit a yearly report summarizing the programs' financial positions against the guidelines established in this policy. The policy will be periodically reviewed by the Board and revised as necessary.

**Effective Date:**      December 18, 2005

**First Revision Date:** January 24, 2013

Second Revision Date: TBD



**LONG RANGE PLANNING**  
**REVIEW OF LONG RANGE PLANNING ITEMS FROM DECEMBER 13, 2012**

**INFORMATION ITEM**

**ISSUE:** The Long Range Planning (LRP) *Items List* provides the Board with a summary of items that were addressed at the last planning meeting and confirms their completion or ongoing monitoring.

**RECOMMENDATION:** None. This is provided as information only.

**FISCAL IMPACT:** None.

**BACKGROUND:** The NCCSIF Board of Directors is tasked with the development of goals and objectives to establish its long-range vision for NCCSIF and assigns action items and responsibilities in order to accomplish its vision. The meetings are held at least every three years, with the last LRP planning meeting on December 21, 2012.

**ATTACHMENT(S):** December 13, 2012 Long Range Planning *Items List*.

## **NCCSIF 2012 Long Range Planning Items List**

### **Workers' Compensation**

**Claims Administration:** York addressed the Board's concerns regarding the decline in claims handling services to members. Most members stated they are currently satisfied with York Risk Services but will continue to assess improvement for those members who have had service problems due to turnover.

**Self-Insured Retention:** Members decided not to increase the SIR of \$500,000 at this time. The current pricing is more attractive to purchase excess coverage at the current SIR than to fund an additional \$500,000 per occurrence of loss.

**Confidence Level Funding:** NCCSIF has since increased their Confidence Level from 60% to 65% and have plans to gradually increase in the upcoming years.

**Discount Funding for Investment Income:** NCCSIF has lowered their Discount Funding for Investment Income from 3% to 1.5% to more accurately reflect the current returns.

**Excess Pooling Partner (CSAC-EIA):** Members expressed that they are currently satisfied with the coverage and services provided by CSAC-EIA. NCCSIF receives a \$7,500 credit annually from CSAC-EIA due to the CAJPA Accreditation with Excellence.

### **Liability**

**Self-Insured Retention:** NCCSIF has since lowered their Liability SIR from \$1,000,000 to \$500,000. To reduce the cost of lowering the SIR CJPRMA agreed to a "corridor deductible" option of an additional \$113,000 for any loss that reaches the excess layer in the first three years.

**Confidence Level Funding:** NCCSIF has since increased their Confidence Level from 60% to 65% and have plans to gradually increase in the upcoming years.

**Discount Funding for Investment Income:** NCCSIF has lowered their Discount Funding for Investment Income from 2% to 1.5% to more accurately reflect current returns.

**Excess Pooling Partner (CJPRMA):** Members expressed that they are currently satisfied with the coverage and services provided by CJPRMA. NCCSIF is currently in the second year of a three year corridor deductible option of \$113,000 for claims over the \$500,000 SIR..



**Agenda Item J.3.b.**

**LONG RANGE PLANNING  
DISCUSSION OF DECEMBER 11, 2014 LONG RANGE PLANNING MEETING**

**ACTION ITEM**

**ISSUE:** The Board is asked to discuss the need for a Long Range Planning (LRP) meeting to be held in December 11, 2014.

**RECOMMENDATION:** Program Administration and Executive Committee recommends holding a half day Long Range Planning Session prior to the Board of Directors meeting on December 11, 2014 with a specific focuses on NCCSIF's funding policies.

**FISCAL IMPACT:** The cost of the meeting is included in the current NCCSIF budget for meetings.

**BACKGROUND:** The NCCSIF Board of Directors is tasked with the development of a LRP to establish its strategic vision for NCCSIF, and as part of this process, to assign responsibilities of tasks in order to accomplish this vision. The last LRP meeting was held on December 21, 2012 in combination with the Board of Directors meeting.

**ATTACHMENT(S):** None.



**ROUND TABLE DISCUSSION**

**INFORMATION ITEM**

**ISSUE:** The floor will be open to the Board for discussion.

**RECOMMENDATION:** None.

**FISCAL IMPACT:** None.

**BACKGROUND:** The item is to the Board members for any topics or ideas that members would like to address.

**ATTACHMENT(S):** None.

## NCCSIF Organizational Chart

BOARD OF DIRECTORS			
Jeff	Kiser		City of Anderson
Shari	Conley		City of Auburn
Toni	Benson		City of Colusa
John	Brewer		City of Corning
Michelle	Pellegrino	EC	City of Dixon
Brad	Koehn		City of Elk Grove
Bruce	Cline		City of Folsom
Paula	Islas		City of Galt
Matt	Michaelis		City of Gridley
Ed	Pattison		City of Lone
Michael	Daly		City of Jackson
John	Lee	EC	City of Lincoln
Leigh	Keicher		City of Marysville
Corey	Shaver	EC	City of Nevada City
Liz	Ehrenstrom	P	City of Oroville
Gina	Will		Town of Paradise
Dave	Warren		City of Placerville
Sandy	Ryan		City of Red Bluff
Tim	Chapa	EC	City of Rio Vista
Russell	Hildebrand	VP	City of Rocklin
Tim	Sailsbery	T	City of Willows
Natalie	Walter		City of Yuba City

ALTERNATES		
TBD		City of Anderson
Tim	Rundel	City of Auburn
TBD		City of Colusa
Tom	Watson	City of Corning
George	Silva	City of Dixon
Jonathan	Hobbs	City of Elk Grove
Kristine	Wilfong	City of Folsom
Jason	Behrmann	City of Galt
Elisa	Arteaga	City of Gridley
Jane	Wright	City of Lone
TBD		City of Jackson
Sheila	Vanzandt	City of Lincoln
Walter	Munchheimer	City of Marysville
Catrina	Olson	City of Nevada City
TBD		City of Oroville
Crystal	Peters	Town of Paradise
John	Driscoll	City of Placerville
Cheryl	Smith	City of Red Bluff
Marni	Rittburg	City of Rio Vista
Michael	Green	City of Rocklin
Steve	Holsinger	City of Willows
Robin	Bertagna	City of Yuba City

EXECUTIVE COMMITTEE			
Liz	Ehrenstrom	P	City of Oroville
Russell	Hildebrand	VP	City of Rocklin
Paula	Islas	S	City of Galt
Tim	Sailsbery	T	City of Willows
Michelle	Pellegrino	EC	City of Dixon
John	Lee	EC	City of Lincoln
Corey	Shaver	EC	City of Nevada City
Tim	Chapa	EC	City of Rio Vista

RISK MANAGEMENT COMMITTEE		
Juanita	Barnett	City of Anderson
Robert	Richardson	City of Auburn
Shelly	Kittle	City of Colusa
Tom	Watson	City of Corning
Kim	Stalie	City of Dixon
Brad	Koehn	City of Elk Grove
Bruce	Cline	City of Folsom
Paula	Islas	City of Galt
Karin	Helvey	City of Gridley
Ed	Pattison	City of Lone
Carla	Soracco	City of Jackson
John	Lee	City of Lincoln
Leigh	Keicher	City of Marysville
Catrina	Olson	City of Nevada City
Liz	Ehrenstrom	City of Oroville
Crystal	Peters	Town of Paradise
Dave	Warren	City of Placerville
Sandy	Ryan	City of Red Bluff
Marni	Rittburg	City of Rio Vista
Russell	Hildebrand	City of Rocklin
Wayne	Peabody	City of Willows
Natalie	Walter	City of Yuba City

PROGRAM ADMINISTRATORS		
Marcus	Beverly	Alliant Insurance Services
Michael	Simmons	Alliant Insurance Services
Joan	Crossley	Alliant Insurance Services
Johnny	Yang	Alliant Insurance Services

ADVISORS		
Byrne	Conley	Byrne and Conleys
James	Marta	James Marta & Company

RISK CONTROL CONSULTANTS		
Henri	Castro	Bickmore
Jeff	Johnston	Bickmore
Tom	Kline	Bickmore

P = President	VP = Vice President
S = Secretary	T = Treasurer



# Northern California Cities State Self Insurance Fund

## Travel Reimbursement Expense Form

Member Representative: \_\_\_\_\_

Entity: \_\_\_\_\_

Payee Address: \_\_\_\_\_

Meeting or Committee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Total Mileage: \_\_\_\_\_

Payment Made to: 


 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2014 NCCSIF RESOURCE CONTACT GUIDE

<b>PROGRAM ADMINISTRATION</b> <b>Alliant Insurance Services, Inc.</b> <b>www.alliantinsurance.com</b> <b>Main: (916) 643-2700      Fax: (916) 643-2750</b>		
<b>SUBJECT</b>	<b>MAIN CONTACT</b>	
<b>COVERAGE / RISK MANAGEMENT ISSUES –</b> <ul style="list-style-type: none"> <li>➤ Certificates of coverage, additions/deletions of coverages, special events liability coverage, automobile identification cards, auto/mobile equipment physical damage programs</li> <li>➤ Coverage questions, quotations, new members, development of shared risk program coverage agreements, RFPs for actuarial services, actuary liaison, excess insurance/additional coverage marketing (Crime coverage, etc.), program development</li> <li>➤ Insurance Requirements in Contracts (IRIC), hold harmless agreements, indemnification clauses, safety program planning, RFPs for JPA services &amp; audits, third party contract review</li> </ul>	<b>Marcus Beverly</b> Michael Simmons Johnny Yang Joan Crossley	
<b>JPA MANAGEMENT ISSUES –</b> program budget/funding, financial analysis, coordination w/financial auditor/JPA accountant	<b>Marcus Beverly</b> Marylin Kelley Johnny Yang Joan Crossley	
<b>JPA ADMINISTRATIVE ISSUES –</b> meeting agendas; minutes; development/maintenance of governing documents, development/interpretation of policies & procedures, JPA state compliance, Form 700, changes in Board members.	<b>Johnny Yang</b> Marcus Beverly Joan Crossley	
<b>COVERAGE ISSUES -</b> coverage questions, quotations, new members, development of shared risk program coverage agreements, RFPs for actuarial services, actuary liaison, excess insurance/additional coverage marketing (Crime coverage, etc.), program development	<b>Marcus Beverly</b> Michael Simmons Johnny Yang Joan Crossley	
Mike Simmons	(415) 403-1425 / (925) 708-3374 (cell)	msimmons@alliant.com
Marcus Beverly	(916) 643-2704	marcus.beverly@alliant.com
Johnny Yang	(916) 643-2712	jyang@alliant.com
Joan Crossley	(916) 643-2708	jcrossley@alliant.com
Marylin Kelley	(415) 403-1448	mkelley@alliant.com

# 2014 NCCSIF RESOURCE CONTACT GUIDE

<p style="text-align: center;"><b><u>ACCOUNTING SERVICES</u></b>  <b>James Marta &amp; Company CPAs</b>                  701 Howe Avenue, Suite E3                  Sacramento, California 95825                  Main: (916) 993-9494 • Fax: (916) 993-9489                  www.jpmpca.com                  Jim Marta - jmarta@jpmpca.com</p>	<p style="text-align: center;"><b><u>EMPLOYEE ASSISTANCE PROGRAM</u></b>  <b>ACI Specialty Benefits Corporation</b>                  5414 Oberlin Drive, Suite 240                  San Diego, California 92121                  Main: (858) 452-1254 • Fax: (858) 452-7819                  www.acieap.com                  Tori Barr - tbarr@acieap.com</p>		
<p><b><u>CLAIMS ADMINISTRATION / LOSS CONTROL</u></b>  <b>York Risk Services Group, Inc.</b>  <a href="http://www.yorkrsg.com">www.yorkrsg.com</a>                  P.O. Box 619058                  Roseville, CA 95661-9058                  (800) 922-5020 • Fax (800) 921-7683</p>			
<b>LIABILITY CONTACTS</b>	<b>WORKERS' COMPENSATION</b>		
<p>Jennifer Nogosek                  Unit Manager                  (916) 960-0997  <a href="mailto:jennifer.nogosek@yorkrsg.com">jennifer.nogosek@yorkrsg.com</a>                  Cameron Dewey                  Senior Adjuster - Redding                  (530) 243-3249  <a href="mailto:cameron.dewey@yorkrsg.com">cameron.dewey@yorkrsg.com</a>                  Shawn Millar                  Senior Adjuster - Chico                  (530) 345-5998  <a href="mailto:shawn.millar@yorkrsg.com">shawn.millar@yorkrsg.com</a>                  Olivia Doney                  Adjuster - Chico                  (530) 345-5883  <a href="mailto:olivia.doney@yorkrsg.com">olivia.doney@yorkrsg.com</a>                  Dan Lamb                  Senior Adjuster - Foothills                  (209) 795-0742  <a href="mailto:dan.lamb@yorkrsg.com">dan.lamb@yorkrsg.com</a></p> <p style="text-align: center;"><b><u>RESOURCES</u></b></p> <p>Tom Baber                  Vice President                  Liability                  (916) 746-8834  <a href="mailto:tom.baber@yorkrsg.com">tom.baber@yorkrsg.com</a>                  Mike Berndt                  Assistant Vice President                  (916) 746-8828  <a href="mailto:mike.berndt@yorkrsg.com">mike.berndt@yorkrsg.com</a></p>	<p>Bernard Sarmiento                  Senior Adjuster - Roseville                  (916) 960-0902  <a href="mailto:bernard.sarmiento@yorkrsg.com">bernard.sarmiento@yorkrsg.com</a>                  D'Ana Seivert                  Adjuster - Roseville                  (916) 960-0987  <a href="mailto:d'ana.seivert@yorkrsg.com">d'ana.seivert@yorkrsg.com</a>                  Erica Nichols                  Adjuster - Roseville                  (916) 960-1026  <a href="mailto:erica.nichols@yorkrsg.com">erica.nichols@yorkrsg.com</a>                  Erik Baldwin                  Adjuster - Roseville                  (916) 746-8856  <a href="mailto:erik.baldwin@yorkrsg.com">erik.baldwin@yorkrsg.com</a>                  John Tucker                  Senior Adjuster - Stockton                  (209) 320-0804  <a href="mailto:john.tucker@yorkrsg.com">john.tucker@yorkrsg.com</a></p> <p style="text-align: center;"><b><u>RESOURCES</u></b></p> <p>Craig Wheaton, J.D.                  Assistant Vice President                  Liability - Roseville                  (916) 960-0988  <a href="mailto:craig.wheaton@yorkrsg.com">craig.wheaton@yorkrsg.com</a></p>	<p>Deborah DeMuynck                  Senior Claims Examiner                  (916) 960-0983  <a href="mailto:deborah.demuynck@yorkrsg.com">deborah.demuynck@yorkrsg.com</a>                  Anderson, Auburn, Dixon, Galt,                  Marysville, Placerville, Red Bluff,                  Rio Vista</p> <p>Carol Arbaugh                  Senior Claims Examiner                  (916) 960-0963  <a href="mailto:carol.arbaugh@yorkrsg.com">carol.arbaugh@yorkrsg.com</a>                  Colusa, Corning, Elk Grove, Gridley,                  Ione, Jackson, Lincoln, Nevada City,                  Town of Paradise, Willows, Yuba City</p> <p>Christine Stillwell                  Future Medical Examiner                  (916) 960-0950  <a href="mailto:christine.stillwell@yorkrsg.com">christine.stillwell@yorkrsg.com</a></p> <p style="text-align: center;"><b><u>RESOURCES</u></b></p> <p>Sara Ramirez                  Assistant Vice President                  Workers' Compensation                  (916) 960-0905  <a href="mailto:sara.ramirez@yorkrsg.com">sara.ramirez@yorkrsg.com</a></p>	<p>Teresa Utterback                  Senior Claims Examiner                  (916) 960-0975  <a href="mailto:teresa.utterback@yorkrsg.com">teresa.utterback@yorkrsg.com</a>                  Oroville, Rocklin</p> <p>Sara Marshall (Teng Her)                  Senior Claims Examiner                  (916) 960-0982  <a href="mailto:sara.marshall@yorkrsg.com">sara.marshall@yorkrsg.com</a>                  Folsom</p> <p>Elaina Cordova                  Medical Only Examiner                  (916) 960-0919  <a href="mailto:elaina.cordova@yorkrsg.com">elaina.cordova@yorkrsg.com</a></p> <p style="text-align: center;"><b><u>RESOURCES</u></b></p> <p>Ben Burg                  Unit Manager                  (916) 960-0946  <a href="mailto:Ben.burg@yorkrsg.com">Ben.burg@yorkrsg.com</a></p> <p>Dori Zumwalt                  Senior Account Manager                  Client Services                  (916) 960-1017  <a href="mailto:dorienne.zumwalt@yorkrsg.com">dorienne.zumwalt@yorkrsg.com</a></p>