



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 21, 2023**

COMMITTEE MEMBERS PRESENT

Christy White, City of Anderson
Jennifer Leal, City of Auburn
Rachel Ancheta, City of Dixon- **Chair**
Allison Garcia, City of Folsom
Jen Lee, City of Rio Vista
Amanda Tonks, City of Rocklin
Jennifer Styczynski, City of Marysville – **Secretary**
Spencer Morrison, City of Yuba City

COMMITTEE MEMBERS ABSENT

Sean Greyson, City of Nevada City
Marti Brown, City of Willows

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Jenna Wirkner, Alliant Insurance Services.
James Marta, James Marta & Company LLC
Tom Kline, Sedgwick
Dori Zumwalt, Sedgwick
Brian Davis, Sedgwick

Conor Boughey, Alliant Insurance Services
Evan Washburn, Alliant Insurance Services
Summer Simpson, Sedgwick
Shane Baird, Sedgwick
Summer Simpson, Sedgwick
Ryan Deming, Crowe

A. CALL TO ORDER

Chair Rachel Ancheta called the meeting to order at 10:31a.m.

B. ROLL CALL

Roll call was made, and the above-mentioned members were present constituting a quorum.

C. PUBLIC COMMENTS

There were no public comments.

D. CONSENT CALENDAR

1. Executive Committee Meeting Minutes - May 25, 2023
2. Executive Committee Special Meeting Minutes – July 27, 2023
3. Check Register from May 1, 2023, to August 31, 2023
4. Investment Reports
 - a. Chandler Asset Management Short/Long Term - May 2023 to August 2023



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 21, 2023**

- b. Chandler Asset Management GASB 40 Reports as of June 30, 2023
- c. Chandler Asset Management GASB 72 Reports as of June 30, 2023
- d. Treasurer’s Report as of June 30, 2023
- 5. PMIA Performance Report & LAIF Performance Report QE June 30, 2023
- 6. Police Risk Management Grant Funds Utilization Report as of September 2023
- 7. FY 22/23 Liability Claims Audit Agreement
- 8. SB 623 (Laird) – Workers’ compensation: post-traumatic stress disorder Oppose.

A motion was made to approve the Consent Calendar as presented.

MOTION: Spencer Morrison

SECOND: Jennifer Styczynski

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Garcia, Lee, Tonks, Styczynski, Morrison

Nays: None

E. GENERAL RISK MANAGEMENT ISSUES

Members discussed a walking program for wellness. Members discussed the sidewalk ordinance.

Members had no discussion.

F. ADMINISTRATION REPORTS

F.1. President’s Report

Ms. Rachel Ancheta discussed the CAJPA conference and encouraged members to attend. Ms. Wirkner will share the presentations and guidebook with members.

F.2. CJPRMA Update

Mr. Marcus Beverly gave an update on CJPRMA and assessments. The possibility remains that we might have an assessment. We will have more details at the October meeting. We may have a special BOD meeting before December to prepare for increased liability premiums.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 21, 2023**

F.3. Program Administrator’s Report

- Workers’ Compensation Survey

Ms. Wirkner discussed the Workers’ Compensation survey going out in October.

- Sedgwick Liability Team Update

Ms. Simpson discussed the Sedgwick Liability Team Update. Ms. Simpson is transitioning into a manager role and Brian Davis will transition into her job as the claims team lead. The examiners are dedicated to specific cities.

G. FINANCIAL REPORTS

G.1. Quarterly Financial Report for Period Ending June 30, 2023

Mr. James Marta presented the quarterly financial report for period ending June 30, 2023.

Results for FY 22/23 include Operating Income of \$1,120,766 and Investment Income of \$1,129,160. However, the Change in Fair Market Value, while still negative, decreased over the year to (\$774,484), compared to (\$4,487,873) in FY 21/22, resulting in an increase in Net Position of \$1,475,442 compared to \$422,604 the prior year.

The net amount includes over \$2,600,000 in refunds to members, \$2,069,791 from the Banking Layers and \$675,751 from the Workers’ Compensation Shared Layer, with a total of \$254,913 in Banking Layer Assessments.

A motion was made to recommend approval of the Quarterly Financial Report for Period Ending June 30, 2023 to the Board of Directors.

MOTION: Jennifer Styczynski **SECOND:** Spencer Morrison **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Lee, Tonks, Styczynski, Morrison
Nays: None

G.2. Budget-to-Actual as of June 30, 2023

Mr. Marta discussed the Budget-to- Actual as of June 30, 2023. Claims expenses are higher for the year. Members were reminded to use Risk Management Funds, Member Training Funds and Police Risk Management Grant Funds.

Information only, no vote taken.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 21, 2023**

G.3. FY 22/23 Financial Audit Update

Mr. Ryan Deming and Alicia Santanio discussed an update on the financial audit for FY 22/23. They will have a final audit prepared for the October 19th Board of Directors Meeting.

Ryan Deming and Alicia Satarino left the call at 10:52a.m.

H. JPA Business

H.1. Sedgwick Risk Control Services Update

Mr. Shane Baird from Sedgwick provided an update on Sedgwick Risk Control Services. We have had 48 service requests as of July 1st. The requests have been for training development, physical inspections, and phone calls. Sedgwick is working on the assessment forms and getting the items updated. Sedgwick will send the self- assessment tool to members. The Cash for Safety program is still active. Members are encouraged to submit ideas to Sedgwick.

Mr. Baird discussed the risk management framework self-assessment and encourages members to complete the self-assessment. Mr. Baird will reach out to members and make sure they received the self-assessment.

Information only, no vote taken.

H.2. Policy and Procedure Reviews

Mr. Beverly discussed RM:20: Ergonomic Risk Management best practices and the Ergonomic Request Form.

A motion was made to recommend approval of RM-20: Ergonomic Risk Management to the Board of Directors.

MOTION: Jennifer Styczynski **SECOND:** Spencer Morrison **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Lee, Tonks, Styczynski, Morrison
Nays: None

H.3. Draft Board Strategic Planning Meeting Agenda

Mr. Beverly discussed the 2023 Strategic Planning Meeting. We gave a lot of new Board Members and would like to focus on training for new Board Members. Mr. Beverly discussed a Liability training and overview.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 21, 2023**

Members discussed mental health and cyber issues. Members like the idea of training for new Board Members.

Information only, no action taken.

H.4. Addition to Workers' Compensation Defense Attorney List

Mr. Beverly and Ms. Evan Washburn discussed the addition to the workers' compensation defense attorney list.

A motion was made to recommend the addition of Richard Gilbert to the WC defense attorney list to the Board of Directors.

MOTION: Rachel Ancheta SECOND: Jennifer Styczynski MOTION CARRIED
Ayes: White, Leal, Ancheta, Garcia, Lee, Tonks, Styczynski, Morrison
Nays: None

H.5. Transition to US Bank

Mr. Beverly discussed the transition to US Bank. Bank of NY Mellon increased our yearly fee from \$650 to \$15,000. We have options from US Bank and Huntington. Both came in lower and would be the preferred provider. We will have to pay the first quarter and will change the custodianship. It's recommended to move based on the price and the quality of service.

Members discussed transitioning to US Bank.

A motion was made to approve the change to US Bank as our custodial bank.

MOTION: Spencer Morrison SECOND: Jennifer Styczynski MOTION CARRIED
Ayes: White, Leal, Ancheta, Garcia, Lee, Tonks, Styczynski, Morrison
Nays: None

H.6. Service Provider Survey Results

Mr. Beverly discussed the service provider survey results for Liability, Safety and Risk Control and Brokerage Risk Management and Program Administration Results.

1. Liability Claims Administrator Results

We did have some poor and fair comments and concerns from members. Ms. Dori Zumwalt discussed the service provider results and having examiners assigned to specific members. Ms.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 21, 2023**

Summer Simpson discussed members reaching out to her or the Liability team if they have any issues or concerns.

2. Safety and Risk Control Services Results

The results were better for some responses this year. Mr. Baird is reaching out to members regarding utilizing the Safety and Risk Control Services Results.

Mr. Baird discussed the vendor and training matrix. Member mentioned that Mr. Baird has been very helpful with IIPP and Covid updates.

3. Brokerage Risk Management and Program Administration Results

Mr. Beverly discussed the Brokerage Risk Management and Program Administration Results.

Information only, no vote taken.

H.7. Service Provider Contract Renewal

Mr. Beverly discussed the Service Provider Contract Renewals.

NorCal Cities Service Provider Contract Renewal Review

a. Sedgwick Liability- Members discussed reviewing a draft contract and pricing at the Board Meeting.

b. ACI Employee Assistance Program – Members discussed looking at other options and asking how members like ACI.

c. Crowe Financial Auditing – Member will revisit after the financial audit.

A motion was made to bring the three contracts for discussion at the BOD Meeting, Sedgwick contract and discuss Crowe after the Financial Presentation.

MOTION: Rachel Ancheta SECOND: Jennifer Styczynski MOTION CARRIED

Ayes: White, Leal, Ancheta, Garcia, Lee, Tonks, Styczynski, Morrison

Nays: None

I. INFORMATION ITEMS

1. NCCSIF Organizational Chart
2. NCCSIF 2023-2024 Meeting Calendar

There was no discussion on these items.

J. ADJOURNMENT

The meeting was adjourned at 12:39p.m.



NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 21, 2023

Respectfully Submitted,

Jennifer Styczynski, Secretary

4-2-24

Date