

**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
BONANZA INN HOTEL, YUBA CITY CALIFORNIA
APRIL 14, 2011**

MEMBERS PRESENT

Tom Watson, City of Corning
Kim Stalie, City of Dixon
Loo Ng, City of Folsom
Paula Islas, City of Galt
John Lee, City of Lincoln
Dixon Coulter, City of Marysville
Catrina Andes, City of Nevada City
Liz Ehrenstrom, City of Oroville
Tessa Pritchard, City of Red Bluff
Judy LaPorte, City of Rocklin

MEMBERS ABSENT

Juanita Barnett, City of Anderson
Robert Richardson, City of Auburn
Beth Penner, City of Colusa
Karin Helvey, City of Gridley
Kimberly Kerr, City of Ione
Carla Soracoo, City of Jackson
Dave Warren, City of Placerville
William Bowen, City of Rio Vista
Wayne Peabody, City of Willows
Natalie Walter, City of Yuba City
Crystal Peters, Town of Paradise

GUESTS & CONSULTANTS

Susan Adams, Alliant Insurance Services
Stacey Weeks, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Marcus Beverly, York Insurance Services
Jack Kastorff, York Insurance Services

A. CALL TO ORDER

The meeting was called to order at 2:15 p.m.

B. PUBLIC COMMENTS

There were no public comments.

C. APPROVAL OF AGENDA AS POSTED

Judy LaPorte reported on the change to the agenda, where ACI EAP Program report would be the first item on the agenda.

A motion was made to approve the meeting agenda as posted with the revised change in the order of the agenda.

MOTION: Dixon Coulter **SECOND:** Liz Ehrenstrom **MOTION CARRIED**

D. CONSENT CALENDAR

D1. Risk Management Committee Meeting – March 3, 2011

Revisions to the meeting minutes of March 3, 2011:

- Risk Management Committee meeting – location was the City of Lincoln
- Risk Management Committee meeting E2. CSAC EIA – discusses Team Trainers rather than CSAC EIA
- Risk Management Committee meeting –G1. Nomination and Selection of Committee Chair – Yuba City is not part of Committee?

A motion was made to approve the consent calendar.

MOTION: Paula Islas **SECOND:** Tom Watson **MOTION CARRIED**

E. LOSS PREVENTION SERVICE REPORTS

E1. NCCSIF Risk Management Training Matrix

Susan Adams explained the Risk Management Training Matrix is provided from the request of the Committee from the March 3, 2011 meeting. The matrix provides for an overview of all of the risk management Service Providers; detailing what services, they have available to NCCSIF members. i.e. online training or in person training sessions.. Susan explained that this is a working document. Staff was directed to expand the matrix to include all training service providers' actual usage from NCCSIF and cost. Staff was also directed to forward the matrix to the Committee in May requesting feedback and the Committee's feedback is due to Staff in June.

F. RISK MANAGEMENT BUSINESS

F1. York Insurance Risk control Services Update

Marcus Beverly introduced himself and was present at today's meeting on behalf of Tom Baber who could not be at today's meeting. Marcus reported that Rudy Schroeder left York to become an independent consultant. Jack Kastorff remains with York and will continue to be the primary risk control services contact for NCCSIF. Marcus explained that Rudy would be wrapping up his projects and would be available on an ongoing basis. Other staff at York is available to assist Jack if necessary. Marcus reported that there is no change in the risk management pricing. York Workers' Compensation Claims Service remains with Ben Berg and Kelli Vitale Carson. Marcus reported on the new claims database that will replace iVOS. The conversion will take place over the next six months.

A motion was made directing Alliant staff to send out a Request for Proposal (RFP) for Risk control services.

MOTION: Liz Ehrenstrom **SECOND:** Paula Islas **MOTION CARRIED**

F2. ACI EAP Program Report

Jenn Culver with ACI Specialty Benefits provided a report on the EAP and Wellness program. Jenn discussed the renewal proposal with the Committee and was excited to report there is no change to the contract rate at renewal and the rate is guaranteed for three years. Jenn discussed the “session models” where members elect a three or six session model. Any updates to the member’s information, should be forwarded to ACI. Jenn described the packet of information provided at today’s meeting for each member city. Jenn discussed the utilization of the program by NCCSIF, which is higher than the average rate.

F3. Review of 2010/11 Risk Management Budget

Susan Adams advised the committee that as of 3/31/11, the Risk Management budget had expended \$317,000 of the \$425,000 budgeted for the 2010/2011 program year. Dixon Coulter noted that there is not a split between liability and workers’ compensation. Susan advised that Alliant staff reviews and allocates the cost between liability and workers’ compensation. Kim Stalie stated that she does not want to see the Board of Directors make any drastic changes with the Risk Management committee input. Dixon Coulter affirmed that the Risk Management committee does have input on the Risk Management budget.

F4. Review of Preliminary 2011/12 Risk Management Budget

Susan Adams informed the committee that an Ad Hoc Budget committee was formed comprised of Judy LaPorte, Tim Sailsbery, Steve Kroeger, and Dixon Coulter. This committee is reviewing the preliminary 2011/2012 budget. The budget provides a snapshot of the current budget, actual expenses and what is anticipated. Susan reviewed the Risk Management budget with the Committee and asked the Committee for recommendations. The Ad Hoc Task Group will begin reviewing the budget in the next couple of weeks and should have a preliminary budget for review by the Committee by the end of May. The Committee directed Staff to forward the preliminary budget to the Committee after the Executive Committee has taken action. Staff was directed to forward the proposed teleconference dates to the Committee to discuss the budget after review by the Executive Committee.

Susan Adams explained that on an annual basis the Risk Management Committee reviews and approves the risk management budget for the next fiscal year. The preliminary budget is reviewed in the spring with the final budget reviewed at the June Board meeting. The preliminary budget will be discussed with the Budget Ad Hoc Committee and forwarded to the Risk Management Committee for review. If necessary, we will most likely have a teleconference Risk Management meeting to discuss the Risk Management budget after the Executive Committee meeting and prior to the Board of Directors meeting.

F5. Review of 2010/11 Safety Grant Funds Utilization and Consideration of 2011/12 Safety Incentive Grants

Susan Adams explained that historically funds are set aside for safety grant utilization for NCCSIF members. In 2009/2010, members have had available to them Safety Grant funds that provide a source for funding ADA projects. Of the \$145,238 in funds available, \$158,126 has been requested and has been disbursed. For the FY 2010/11 only two cities have utilized the funds available. Staff recommends that the Committee approve the continuation of the Safety Grant funds for 2011/12, including a stipulation that members are allowed to opt out of the grant and receive their full refunds if they so choose. Staff was directed to develop a spreadsheet indicating who has used the funds for 2010/2011; how much was used; if funds used was it used for safety grants or against another program.

A motion was made to approve the continuation of the Safety Grant fund for 2011/12 in the amount of \$250,000, including a stipulation that members are allowed to opt out of the grant and receive their full refunds if they so choose, and as presented at today's meeting.

MOTION: Kim Stalie **SECOND:** Liz Ehrenstrom **MOTION CARRIED**

F6. York Insurance Services Risk Assessments

Susan Adams explained that the Executive Committee at its last meeting discussed recommending a process to review the findings and the results of risk assessments conducted by York Insurance Services. The specific issue that was discussed was the four-page report on issues that arose from a risk assessment of playground equipment at the City of Red Bluff. The City council decided not to heed the advice, which resulted in the newspaper article in the agenda packet. The Committee discussed the pros and cons of follow-up of a Risk Management risk assessment report. Marcus Beverly offered recommendations to respond to risk assessment reports under the current budget restraints - 1) member's do not want an insurance company telling them what to do and 2) in this instance, the city should have acknowledged they were not in compliance, difficult budget times, hope to be able to address the recommendations over the next five years. This way, the community and insurance company (if a claim is filed) can see where the city acknowledged the recommendations and because of the lack of funds, has scheduled for review. The Committee discussed reviewing the assessment report recommendations of York Risk Management and when and how to respond to the members.

A motion was made to approve York Insurance Services to present to the Risk Management Committee, serious risk assessment recommendations presented to the member agency in a period not exceeding 90 days.

MOTION: Tom Watson **SECOND:** Liz Ehrenstrom **MOTION CARRIED**

The Committee discussed penalties to apply to members who do not comply with the recommendations of the JPA's Risk Manager and the Risk Management Committee.

F7. Professional Risk Management Conference Reports

Susan Adams explained the agenda item as an opportunity for those members who attend Professional Conferences to provide a verbal report describing the conference.

G. INFORMATION ITEMS

- G1. CJPRMA Training – Contracts as a Tool in risk Management**
- H2. York – Certified Pool/Spa Operators (CPO) Course**
- H3. Gordon Graham Seminar – June 2, 2011 – Lincoln Heritage Theater, Lincoln, CA**

Susan Adams reported that CJPRMA is offering “Contract as a Tool in Managing Risk” training and the dates and times are in the attached brochure. The Certified Pool/Spa Operator (CPO) course will be held on May 23 & 24, 2011. The Gordon Graham training is scheduled for June 2nd in Lincoln. The Police Risk Management meeting was cancelled for May 26, 2011 due to the Gordon Graham Seminar...

H4. NCCSIF Meeting Calendar 2011

Susan Adams reported that the 2011 Meeting Calendar revisions reflect the Risk Management meetings to follow the board meetings and to reflect all Board, Executive, and Risk Management Committee meetings will be held in Yuba City and begin at 10:30 a.m.

Susan introduced Johnny Yang who is now working out of the Alliant Sacramento office.

H. ADJOURNMENT

The meeting was adjourned at 3:20 p.m.

MOTION: Liz Ehrenstrom **SECOND:** Tessa Pritchard **MOTION CARRIED**