



C. PUBLIC COMMENTS

There were no public comments made.

D. CONSENT CALENDAR

1. Minutes of the Risk Management Committee Meeting - June 18, 2015

A motion was made to approve the consent calendar.

Motion: Russell Hildebrand **Second:** Gina Wills **Motion Carried**
Ayes: Feik, Watson, Stalie, Ramsey, Haile, Michaelis, Lee, Ehrenstrom, Warren, Ryan
Nays: None.

E. RISK MANAGEMENT COMMITTEE PLANNING

E1. Current Programs, Policies, Services, and Funding

Mr. Marcus Beverly presented a PowerPoint presentation that covers an overview of the current state of NCCSIF's coverage programs and risk management policies, services, and funding.

Mr. Beverly addressed the following topics in his presentation:

- Programs offered through NCCSIF and Programs offered through Alliant
- Review of all the Service Providers
- Risk Management Policies
- Breakdown of the Risk Management funding for the various services provided by Bickmore and other safety service vendors
- Funding of Risk Management Program
- Review of Risk Exposures and Assessments
- Claims Experience Analysis for the last 10 years

Ms. Henri Castro noted there is a new requirement for Sexual Harassment training to include a Code of Conduct. Members currently using the TargetSolutions web-based course will note the new material is included per the requirement.

The Committee had lengthy discussion about ADA and the ramifications of not having a transition plan. ADA remains a hot topic and requires attention. It was noted ADA Transition plan is quite extensive and costly to roll out. Most cities have limitation in their resources or lack thereof. The possibility for NCCSIF to loan pool funds to members and charge a minimal interest to assist members in getting a transition plan in place was discussed.



Mr. Bruce Cline directed Alliant to prepare a Memo regarding Sidewalk Maintenance in terms of the legal aspects of having an appropriate inspection program that outline the legal decisions and reference some municipal ordinances that was discussed at the meeting.

E2. Bickmore Risk Management Services, Assessments, and Recommendations

Ms. Henri Castro provided a PowerPoint presentation that covers historical review of the Risk Management (RM) services, the comprehensive assessments with the 35 categories to help identify strengths and weaknesses in the city's risk management programs, the development of the Scorecard system, review of the WC and GL categories of progress from a pool-wide perspective, and steps members have taken over the last two and a half years since Bickmore came on board in 2012.

Ms. Castro handed out the group's scorecard to give members perspective to how the pool stack up as a whole. Ms. Castro explained the various progress in each category by WC and Liability. Each 35 RM category contained several best practices and the report provided a substantial list of recommendations. The Scorecard was developed based on the assessments and the progress to date by all members on those recommendations.

The scoring system is as follows:

- 70% - 100% (green color) = Strong - major elements in place
- 69% - 40% (yellow color) = Moderate - some elements in place, additional work required
- 0% - 39% (red color) = Considerable effort required to develop and implement major elements.

Collectively, Bickmore has developed 64 programs and policies for NCCSIF members. Coverage for volunteers was also discussed. Mr. Beverly indicated the City must pass a resolution to cover volunteers for WC coverage. It is not necessary for city to pass a resolution to cover volunteers for Liability coverage as the city is liable for the actions of volunteers in the course of their volunteer activity.

The Material Safety Data Sheet (MSDS) was also discussed and noted new labeling requirement will take effect in June 2016. Ms. Castro noted Bickmore recently published the managing the transition on safety communication on Bickmore's website. The model Hazard Communication Program is updated and Ms. Castro indicated she is currently working with several cities to update their program.

E3. Loss Exposures and Claims Experience

Mr. Marcus Beverly presented a PowerPoint presentation providing the Committee with loss exposures and claims experience for the last ten years valued as of September 21, 2015. Police represent the biggest exposure by payroll class, representing 33% of group's total payroll and 25% of the full time employees. For WC, police and fire departments are the driving force of claims, and strains are the number one type of injury.



The presentation concluded with the following summary:

- Focus on Police is warranted
- Sewers & trees need more focus
- Employment practices not part of RM funding
- Heart, strains subject to “healthy” risk control?
- Use more of the training budget?
- Review grant funding/member assistance

E4. Discuss Current Practices and Goals

Discussion ensued on how to get other members plugged in and be proactive in the program. The Committee discussed accountability measures by all members and the need for NCCSIF to enforce it. Different enforcement delivery approaches were discussed and possible assessments that may be imposed.

The Committee recessed for lunch at 12:28 p.m.

The meeting reconvened at 1:01 p.m.

F. COMMITTEE BUSINESS

F1. Proposed Policies - Best Practices & Scorecard

Considerable amount of discussion was held identifying which of the 35 categories to focus Risk Management efforts. The Scorecard is well received by the members and noted it is a good peer pressure mechanism. The general consensus of the Committee is to sort it by mandatory and regulatory compliance plus the loss drivers based on claims history with significant exposures.

James Marta joined the meeting at 1:09 p.m.

The Committee directed Alliant and Bickmore to work together to condense the current Policies and Procedures incorporating the risk assessment findings for additional policy.

A motion was made to update the current Risk Management policies and for Alliant and Bickmore to work together to make recommendations for any additional policies and present to the Board of Directors for review.

Motion: Sandy Ryan

Second: Tom Watson

Motion Carried

Ayes: Feik, Stalie, Ramsey, Haile, Michaelis, Lee, Ehrenstrom, Wills, Warren, Hildebrand

Nays: None.



F2. Risk Management Grant Policy Revision

Mr. Marcus Beverly indicated the Administrative Policy and Procedure (P&P) A-19: Risk Management Grant needed to be updated to reflect current practices and claim causes. The main change is the name of the policy from “Safety Grant” to “Reserve Fund”, moving this P&P A-19 to Risk Management RM-12, and revising the funding process to ensure that all members have some reserve funds for risk management purposes.

Currently, if a member has a Shared Layer refund, but in a deficit position in one or more Banking Layer that exceeds the refund, no funds available to allocate to risk management. In the proposed policy members may receive a Risk Management Reserve allocation “off the top” and can choose to contribute more to the reserve fund than is allocated by the Board.

Discussion ensued on other RM services that are not being utilized, such as conferences, that the Committee may propose reallocating to the RM Reserve Fund to help those cities in need. The Committee was mixed on the subject to impose a requirement to use refunds for risk management purposes. The Committee identified the need to dedicate some resources to ADA compliance.

Mr. James Marta indicated the money is already earmarked for risk management in the first place so the city already budgeted the money for that purpose.

Kim Stalie left the meeting at 1:33 p.m.

The Board directed Program Administrator to redo this policy to loosen up on the use of the funds to include Safety Training and not necessarily just for the use identified in the policy but for any legitimate purpose. Those with Banking Layer deficits greater than refunds who want to set aside RM reserve funds should have special approval by the Board.

F3. Employment Practices Liability (EPL) Hotline

Mr. Marcus Beverly reported members asked the Program Administrators to provide an option for Employment Practices Liability (EPL) risk management, primarily a hotline service to provide legal advice as needed. Four firms were asked to provide quotes. One firm declined to quote. The Liebert Cassidy Whitmore (LCW) proposal was previously presented to the Board at the June 18, 2015 meeting. Kristianne Seargeant from the Kronick Mozkowitz firm was recently added to the Approved List of Liability Counsel and provided a proposal. The Eyres Law Group also provided a proposal. Mr. Beverly indicated the Eyres Group is working with CJPRMA to provide a quote and their cost may be less through CJPRMA, but development on this is unknown at this time. The Kronick proposal may have room for negotiation. It was noted nine members are already in the LCW Consortium.



The Committee reviewed the proposal and was unsure whether there is a need for this service. Mr. Bruce Cline indicated when he raised this issue the whole point is for smaller city with no resources to contract with an in-house lawyer on the Approved List of Legal Counsel.

After further discussion, the Committee directed Alliant to survey the members to determine the need for EPL Hotline service through NCCSIF.

F4. Police Risk Management Committee Update

Due to time constraint, the Committee tabled this item to the Board of Directors Meeting which will immediately follow this meeting.

F5. Round Table Discussion

Due to time constraint, the Committee tabled this item to the Board of Directors Meeting which will immediately follow this meeting.

G. INFORMATION ITEMS

1. NCCSIF Travel Reimbursement Form

H. ADJOURNMENT

The meeting was adjourned at 1:55 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Corey Shaver". The signature is written in a cursive style and is positioned above a horizontal line.

Corey Shaver, Secretary

5/8/2016

Date