



**MINUTES OF THE
NCCSIF TRAINING DAY/BOARD OF DIRECTORS MEETING
THE WESTIN, SACRAMENTO, CA
DECEMBER 12, 2013**

MEMBERS PRESENT

Jeff Kiser, City of Anderson
Brad Koehn, City of Elk Grove
Paula Islas, City of Galt
Elisa Arteaga, City of Gridley
Ed Pattison, City of Ione
Michael Daly, City of Jackson
John Lee, City of Lincoln
Matt Michaelis, City of Marysville
Corey Shaver, City of Nevada City
Liz Ehrenstrom, City of Oroville
Dave Warren, City of Placerville
Russell Hildebrand, City of Rocklin (left at 11:52 a.m.)
Natalie Walter, City of Yuba City
Tim Sailsbery, City of Willows
Gina Will, Town of Paradise

MEMBERS ABSENT

Shari Conley, City of Auburn
Shelly Kittle, City of Colusa
John Brewer, City of Corning
Steve Johnson, City of Dixon
Bruce Cline, City of Folsom
Sandy Ryan, City of Red Bluff
Joe Tanner, City of Rio Vista

GUESTS & CONSULTANTS

George Silva, City of Dixon
Catrina Olson, City of Nevada City
CarolAnn Whiteman, City of Rocklin
Ronda Rivera, City of Citrus Heights
Stefani Daniell, City of Citrus Heights
Michael Simmons, Alliant Insurance Services, Inc.
Johnny Yang, Alliant Insurance Services, Inc.
James Marta, James Marta & Company
Marcus Beverly, York Risk Services
Jennifer Nogosek, York Risk Services



A. CALL TO ORDER

The meeting was called to order at 8 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: Tim Sailsbery **SECOND:** Steve Johnson **MOTION CARRIED**

D. TRAINING DAY PRESENTATIONS

D1. Introductions/Expectations

Mr. Liz Ehrenstrom asked that all in attendance introduce themselves.

D2. History of NCCSIF

Mr. Michael Simmons hosted the NCCSIF Family Feud.

D3. Board Governance and Leadership

Mr. Marcus Beverly provided a presentation on Board Governance and Leadership.

D4. NCCSIF Program Services and Resources

Mr. Johnny Yang provided a presentation on NCCSIF Program Services and Resources.

D5. The Importance of Risk Pool Policies and Procedures

Mr. Yang provided a presentation on The Importance of Risk Pool Policies and Procedures.

D6. Understanding Pool Equity and Funding

Mr. James Marta provided a presentation on Understand Pool Equity and Funding.

D7. Volunteer Programs (City of Rocklin Portal Demo)

Ms. CarolAnn Whiteman provided a demonstration of the City of Rocklin's Volunteer web portal.



D7. Rating Plan Options – To CAP or Not to CAP’

Mr. Simmons provided a presentation on Rating Plan Options – To CAP or Not to CAP.

D8. General Discussion

Ms. Ehrenstrom explained that during the Police Risk Management Committee meeting they discussed the severity and frequency of Civil Rights/Excessive Force and False Arrest. She suggested the funding for cameras for the police department. Ms. Islas agreed and explained that the use of cameras for the Police department has been helpful with respects to the losses. There was further discussion on the process of having the records securely saved which amounts to an added cost.

Mr. Beverly advised that Police departments tend to dislike settling nuisance claims for a low amount. He then added that as a risk management standpoint, cameras have a great value to help avoid frequency and severity of claims.

Ms. Ehrenstrom also advised that Auto claims are also a frequency cause of loss for the police department. This led to the discussion of driver training and the different vehicle development of standard police vehicles.

Ms. Ehrenstrom then reminded members to take advantage of the Training Matrix provided by Bickmore as it is a great resource to NCCSIF. She also mentioned the My Safety Officer service provided by David Patzer which keeps track of the training needed for Safety Officers.

There was discussion on assessing which members needs more risk management consultation from Bickmore. Mr. Simmons suggested that during the budgeting process, NCCSIF discuss how much more NCCSIF is willing to pay for additional consultation from Henri Castro as Bickmore.

Members expressed satisfaction with a round table item to be included on the Agenda and staff was advised to continue adding a round table discussion item of Agendas going forward.

E. CONSENT CALENDAR

1. Board of Directors Meeting Minutes – October 13, 2013
2. Check Register at September 30, 2013
3. Investment Report
 - a. Chandler Asset Management Short/Long Term – November 2013
 - b. Treasurer’s Report as of September 30, 2013
4. Utilization Report for Safety Grant Funds as of September 30, 2013

A motion was made to approve the Consent Calendar.

MOTION: Gina Will **SECOND:** Dave Warren **MOTION CARRIED**



F. MINUTES AND COMMITTEE REPORTS

1. Executive Committee Meeting Minutes – November 13, 2013 (Draft)
2. Claims Committee Meeting Minutes – November 13, 2013 (Draft)
3. Risk Management Committee Meeting Minutes – October 10, 2013 (Draft)
4. Police Risk Management Committee Meeting Minutes – August 15, 2013

This item was provided as information only. There was no discussion on these items.

G. ADMINISTRATION REPORTS

G1. President's Report

Ms. Ehrenstrom had no items to report.

G2. Program Administration's Report

Program Administration had no items to report.

G3. CJPRMA Report

Ms. Paula Islas asked for direction regarding two items being addressed by CJPRMA which are Fireworks and Settlement recommendations as described in the agenda packet. CJPRMA is planning to amend the Memorandum of Coverage to require \$5 million minimum in coverage with respects to fireworks. CJPRMA is also is looking to amend language in the bylaws allowing members to litigate a claim but CJPRMA will only pay the amount of their recommended settlement amount. Currently CJPRMA can take control of claims if a determination is made that the member is handling a claim in such a manner that would pose an adverse financial impact to the organization.

The Board agrees to direct Ms. Islas to vote no on both the items and Mr. Simmons agrees to attend the upcoming CJPRMA meeting to address NCCSIF's concerns.

G4. Executive Committee Reportable Actions

Ms. Ehrenstrom advised that at the last Executive Committee meeting the Committee discussed the a new MPN service provider through WellComp which is a subsidiary of York.

Mr. Simmons advised that program administration is recommending a one year agreement with WellComp. Ms. Ehrenstrom also advised it is not mandatory that members utilize the new Medical Provider Network through WellComp.

Mr. Beverly advised that the biggest benefit to an MPN is the exclusion of a "problem doctors". Members are also able to request certain physicians be added to the MPN as well.



H. FINANCIAL REPORT

H1. Quarterly Financial Report for Period Ending September 30, 2013

Mr. Michael Simmons provided an update on the Quarterly Financial Report for Period Ending September 30, 2013.

A motion was made to accept and file the Quarterly Financial Report for Period Ending September 30, 2013.

MOTION: Michael Daly **SECOND:** Dave Warren **MOTION CARRIED:**

H2. NCCSIF Budget to Actual Report as of September 30, 2013

Mr. Simmons provided an update on the Budget to Actual explaining that nothing is out of the ordinary.

A motion was made to approve the NCCSIF Budget to Actual Report as of September 30, 2013.

MOTION: Gina Will **SECOND:** Michael Daly **MOTION CARRIED**

I. JPA BUSINESS

I1. 2013 Liability Claims Audit

Mr. Simmons explained that every other year a claims audit is done. A workers' compensation claims audit is performed on even years and a liability claims audit is performed on odd years. The claims audit was completed by Mr. Ken Maiolini and there were no outstanding recommendations found from the audit.

A motion was made to approve the 2013 Liability Claims Audit.

MOTION: Dave Warren **SECOND:** Corey Shaver **MOTION CARRIED**

I2. Terms of Officers and Executive Committee Rotation Schedule

Mr. Simmons provide a brief explanation of the Executive Committee Rotation schedule and advised the recommended amendments to eliminate the office of Past President and the extension of terms of office for President, Vice President and Secretary from one year to two years.

Mr. Dave Warren brought up, on behalf of Mr. Bruce Cline, a concern regarding the City of Rio Vista's lack of attendance and how that may affect the Executive Committee as they would be



rotating onto the Committee. Ms. Islas advised that Mr. Tim Chapa is now the new City Manager for the City of Rio Vista. Staff will reach out to Mr. Chapa on behalf of NCCSIF.

A motion was made to approve the proposed changes to the Terms of Officers and Executive Committee Rotation Schedule.

MOTION: Michael Daly **SECOND:** Jeff Kiser **MOTION CARRIED**

I3. Resolution 14-02 Amendment to the NCCSIF Bylaws

Mr. Simmons explained that Resolution 14-02 is needed to amend the NCCSIF Bylaws reflecting the language to the Terms of Officers section.

A motion was made to approve Resolution 14-02 Amendment to the NCCSIF Bylaws.

MOTION: Gina Will **SECOND:** Dave Warren **MOTION CARRIED**

I4. 2014 Slate of Officers

Ms. Gina Will explained an error on the item as she will be coming off as NCCSIF Secretary. Ms. Catrina Olson advised that Ms. Corey Shaver will now be the Board member on behalf of the City of Nevada City and will also sit on the Executive Committee instead of Ms. Olson.

A motion was made to approve the 2014 Slate of Officers with the correction of the removal of Gina Will and correction of Paula Islas as Secretary.

MOTION: Jeff Kiser **SECOND:** Gina Will **MOTION CARRIED**

I5. Resolution 14-01 Authorizing Investment of Monies in LAIF

Mr. Simmons advised that annually the Board is asked to approve Resolution 14-01 allowing the officers and the financial consultant the ability to move monies within NCCSIF's LAIF account.

A motion was made to approve Resolution 14-01 Authorizing Investment of Monies in LAIF.

MOTION: Gina Will **SECOND:** Robin Bertagna **MOTION CARRIED**



I6. NCCSIF Administrative Surplus

Mr. Simmons explained that the 2012-2013 year-end report advises that the year-end administrative equity of \$477,525. A potential credit of up to \$238,763 could be applied to next year's budget to offset some of the administrative budget costs. The administrative surplus would be reduced by 50% leaving \$238,763 of unrestricted equity.

A motion was made to approve to use 50% the Administrative Surplus to offset next year's administrative budget costs.

MOTION: Michael Daly **SECOND:** Dave Warren **MOTION CARRIED**

I7. 2014 NCCSIF Meeting Calendar

Mr. Simmons explained that the Executive Committee has reviewed the 2014 NCCSIF Meeting Calendar.

A motion was made to approve the 2014 NCCSIF Meeting Calendar.

I8. 2014 NCCSIF Service Calendar

Mr. Simmons advised that NCCSIF Service Calendar is provided to members for their information showing the ongoing deadlines and project throughout the year. The service calendar will be made available on the NCCSIF website.

A motion was made to approve the 2014 NCCSIF Service Calendar.

MOTION: Michael Daly **SECOND:** Gina Will **MOTION CARRIED**

I9. 2014/15 Insurance Market Update and Renewal Marketing Plan

Mr. Simmons explained that the Board of Directors annually review the insurance market update and approves or amends the renewal marketing plan for the coming fiscal year. He then provided a presentation on the State of Marketplace for 2014. He advised that staff recommends that NCCSIF renew coverage with CSAC-EIA for excess Workers' Compensation coverage as traditional Excess WC Insurance care in California are still not competitive with CSAC-EIA's program. With respects to Liability staff recommends continued participation in CJPRMA who has been a strong partner and a valuable alternative to traditional excess insurance.

He then explained that two years ago Alliant marketed the Property program and found that the current program provided members with the broadest coverages and the lowest cost which continues in today's environment.



And for Crime, NCCSIF has remained with AIG, in part, because the Alliant Crime program (ACIP), would not provide an alternative. Staff will approach CSAC EIA this year for competitive pricing and higher limits.

I10. 2013 NCCSIF Annual Report

Mr. Simmons advised that the NCCSIF Annual Report is provided to members as a resource showing NCCSIF's financial stability of the programs ending June 30, 2013. Copies are made available via electronic copies or hardcopies if requested.

I11. CAPPING EXPERIENCE MODIFICATION FACTORS OR CONTRIBUTIONS

Mr. Simmons explained that at the last Board of Directors meeting, no formal action was ever taken on this item. He then proceeded to provide a presentation on Rating Plan Options. He advised that staff recommends formal action be taken to stay with status quo, continuing to use Five Years of Losses and Total Incurred to determine the calculations. He noted that staff will continue to examine capping the experience modification factor rather than the final deposit.

A motion was made to approve using Five Years of Losses, Total Incurred Losses and continue examining capping the experience modification rather than the final deposit.

MOTION: Jeff Kiser **SECOND:** Dave Warren **MOTION CARRIED**

This meeting was adjourned at 3:43 p.m.