



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
WEBEX TELECONFERENCE
SEPTEMBER 24, 2020**

COMMITTEE MEMBERS PRESENT

Kristine Haile, City of Folsom – **President**
Stephanie Van Steyn, City of Galt
Yvonne Kimball, City of Jackson
Veronica Rodriguez, City of Lincoln-CJPRMA Board Rep
Loree McCay, City of Nevada City
Dave Warren, City of Placerville- **Vice Chair**
Jennifer Styczynski, City of Marysville – **Secretary**

COMMITTEE MEMBERS ABSENT

Jen Lee, City of Rio Vista

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services	Conor Boughey, Alliant Insurance Services
Michael Simmons, Alliant Insurance Services	Dorienne Zumwalt, Sedgwick
Raychelle Maranan, Alliant Insurance Services	Jill Petrarca, Sedgwick
Jenna Wirkner, Alliant Insurance Services.	James Marta, James Marta & Company LLP
Dee C. Leger-Garcia, James Marta & Company LLP	

A. CALL TO ORDER

Chair Kristine Haile called the meeting to order at 11:05 a.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 28, 2020
2. Executive Committee Special Meeting Minutes- August 12, 2020
3. Check Register from May 1, 2020 to August 31, 2020
4. Investment Reports
 - a. Chandler Asset Management Short/Long Term - May 2020 to August 2020
 - b. Chandler Asset Management GASB 40 Reports as of June 30, 2020
 - c. Chandler Asset Management GASB 72 Reports as of June 30, 2020
 - d. Local Agency Investment Fund (LAIF) Report as of June 30, 2020



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- 5. Police Risk Management Grant Funds Utilization Report as of September 2020
- 6. PMIA Performance Report & LAIF Performance Report QE June 30, 2020

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

MOTION: Dave Warren **SECOND:** Loree McCay **MOTION CARRIED
UNANIMOUSLY**

Ayes: Haile, Van Steyn, Kimball, Rodriguez, McCay, Warren, Styczynski

Nays: None

E. GENERAL RISK MANAGEMENT ISSUES

Mr. Beverly discussed SB1159 and COVID Presumptions and a summary from Hanna Brophy. Doriene Zumwalt mentioned Sedgwick would be hosting a webinar next week regarding COVID Presumptions and they will be sending out the invite.

F. ADMINISTRATION REPORTS

F.1. President’s Report

Kristine Haile is leaving the City of Folsom and thanked the Committee and NCCSIF.

F.2. CJPRMA Update

Mr. Beverly discussed the concern with CJPRMA’s funding and that group’s members have begun to reach consensus on the annual premium formula as well as additional capital funding. He will have more of an update at the Board Meeting in October.

Dave Warren thanked Marcus Beverly and Liz Ehrenstrom for expressing concerns to the CJPRMA Board and representing NCCSIF.

Mike Simmons joined the meeting at 11:16 a.m.

F.3. Program Administrator’s Report

Jenna Wirkner updated the Committee that some members have yet to respond to the OSIP questions and we will need to have them completed by the end of the week



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G. FINANCIAL REPORTS

G.1. Quarterly Financial Report for Period Ending June 30, 2020

James Marta gave a brief snapshot of the Reconciliation of Claims Liabilities for previous and current years. The WC Program Shared Layer is increasing and driving the totals. Reviewed member grants for Police Risk Management, Member Training Funds and Reserve Funds. James Marta's office will be sending out updated grant funds usage reports.

Financial Highlights - increase in net position for the fiscal year ended June 30, 2020 was \$2,716,359 for the pool as a whole. Increase in prior years claims liabilities totaled \$4,656,735: \$1,224,618 increase for the liability program and \$3,432,117 increase for workers compensation. Statement of Revenues, Expenses and Changes in Net Position.

One measure of success of the program - Net refunds for the last 25 years total \$50,836,748.

Information only, no vote taken.

G.2. Budget-to-Actual as of June 30, 2020

Information only, no vote taken.

G.3. FY 19/20 Financial Audit Update

James Marta provided an update on the Financial Audit. We are on track with the financial audit and will have it wrapped up by the end of the month. The Financial Audit will be presented at the October Board of Directors Meeting.

H. CLAIMS SERVICES

H.1. FY 20/21 Workers' Compensation Claims Audit Proposals

Mr. Beverly gave a brief overview of the Workers' Compensation Claims Audit RFP that was sent out in August. We did send it to North Bay but they have the PRISM audit at the same time. The RFP was sent to Farley Consulting Services, ESM and ALC Claims Collaborations.

All three Workers' Compensation Auditors are qualified and have good references. We have used Farley Consulting Services for the last three audits and is willing to do 100 open claims and 10 closed claims. ALC is very familiar with the process and has a very detailed report. If we wanted to get a different view we could ask that they only do 80-90 files in the range of \$16,000.



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ESM Insight was recommend by a pool manager that works on a school pool. Very well qualified and highly recommended. Specialty is getting in and doing more intense oversight. If we wanted to have a more in depth audit with bill reviews and med case management they would be a good option. The pricing is not in our budget.

Members discussed the different options for the Workers' Compensation RFP Proposals and possibly making a change. It would be good to get a different opinion and a more in depth audit. The additional cost is a concern.

Dave Warren discussed the proposals and thought it might be a good time to make a change and have a more comprehensive report. Farley does a great job, but we might try giving ALC a chance this year.

Mike Simmons recommended auditing up to 80 indemnity claims for \$15,600 with ALC. If ALC wasn't interested in this we will stay with Farley.

A motion was made to give Marcus Beverly authority to negotiate a price up to \$15,600 for 80 indemnity files and if ALC doesn't agree will confirm a 1 year contract with Farley.

MOTION: Yvonne Kimball

SECOND: Stephanie Van Steyn

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Haile, Van Steyn, Kimball, Rodriguez, McCay, Warren, Styczynski

Nays: None

I. JPA BUSINESS

I.1. Policy and Procedure Revisions

A. A-03: Meal Arrangements

Mr. Beverly recommended repealing A-03.

B. A-14: Teleconferencing under the Brown Act

Mr. Beverly discussed portions of the policy being outdated and the entire policy possibly not being necessary. However, it does include housekeeping items that are good reminders and suggested language regarding roll calls for routine items.

C. A-11: Recalculation of Deposits

Mr. Beverly discussed A-11: Recalculation of Deposits, regarding a mid-year increase or decrease in payroll. Recommended changing it to Recalculation of Deposits upon change in exposure. The Policy has a 10% payroll change as the trigger and will broaden that to a



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significant increase in exposure as defined in the Policy. If the City is entering into a new agreement to provide services bring it to the Administrators and/or group for review.

Recommended that members let NCCSIF Administration know if they have any qualifying changes and have the Board of Directors approve it. If it does increase or decrease the premium we will discuss a reimbursement or additional premium.

The members discussed a 25% trigger as too high and recommended keeping at 10%.

D. A-23: NCCSIF Underwriting Policy

Not recommending any changes at this time and will be reviewing it at the Board Meeting on October. This is a broad underwriting policy.

A motion was made to recommend deletion or changes to the polices to the Board with the exception of item C. update to 10%.

MOTION: Dave Warren SECOND: Jennifer Styczynski MOTION CARRIED
Ayes: Haile, Van Steyn, Kimball, McCay, Warren, Styczynski
Nays: Veronica Rodriquez

I.2. Police Risk Management Grant Request

Mr. Beverly discussed bringing this to the Executive Committee to revisit how the funds can be used. Historically members can only use the funds for body cameras. Members that body cameras are allowed to use the funds for risk management tools.

We received a request from the City of Folsom to purchase IAPro for the Police Department, they have discontinued the body cameras because of the cost.

The Board in previous years wanted the funds to be used for the body worn cameras. In a period of time when members need resources we may need to be more flexible. Members discussed that this item should be moved to the Board Meeting so that Board can discuss this topic and the guidelines.

Mr. Beverly discussed the turnkey program that charges \$1,000 per camera and changes them out every two years and the importance of video cameras. This would be a good option for Cities and should be in the department's budgets.

Marcus Beverly will follow up with Folsom Police Chief Hillman and have the Board decide on this issue. No motion was made.



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I.3. Treasurer Nomination

Jen Lee has offered to serve as the NCCSIF Treasurer.

A motion was made to nominate Jen Lee from the City of Rio Vista as Treasurer and recommend to the Board.

MOTION: Dave Warren

SECOND: Jennifer Styczynski

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Haile, Van Steyn, Kimball, Rodriguez, McCay, Warren, Styczynski

Nays: None

I.4. Service Provider Survey Results

Mr. Beverly reviewed the Workers' Compensation Claims Administrator Survey results. Kara Kennedy will be leaving Sedgwick. Things have been better over the last few years and after implementing a performance plan with Sedgwick. Members discussed being very happy with the level of service from Catherine Clark.

Liability Claims Administration is the only contract we have coming up next year. Some negative scores maybe due to not constant contact. Jill Petrarca mentioned that if you have specific examples and are comfortable letting her know she would like to assist members and solve these issues.

Safety and Risk Control Services, overall very good responses. They have been very proactive. Consistent responses. Our goal is to provide Risk Management services to the members.

Brokerage Risk Management and Program Administrator, overall very happy and positive responses.

Information only.

I.5. Liability Claims Administrator Renewal

Mr. Beverly discussed the Liability Claims Administrator Renewal and different options for the Liability Claims Administrator Renewal. Members would like to bring it up at the Board Meeting.

Information only.



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I.6. Draft Board Long Range Planning (LRP) Meeting Agenda

Mr. Beverly discussed the three options for the Board and Long Range Planning Meeting. The three options for the meeting are both three-hour sessions on the 29th, one on the 28th and one on the 29th, or one on the 29th one on November 12th.

The committee agreed to hold the meetings on October 29th and November 12th.

Dave Warren suggested discussing potential options for Property Insurance during the Long Range Planning Meeting.

Information only.

I.7. Board Officer Handbook

Mr. Beverly will have a draft of the Board Officer Handbook at the October Board Meeting for the Board to review.

Information only

J. INFORMATION ITEMS

1. NCCSIF Organizational Chart
2. NCCSIF 2020-2021 Meeting Calendar

There was no discussion on these items.

K. ADJOURNMENT

The meeting was adjourned at

Respectfully Submitted,

Jennifer Stycynski, Secretary

3-30-2021

Date