

**MINUTES OF THE  
NCCSIF RISK MANAGEMENT COMMITTEE MEETING  
BONANZA INN, YUBA CITY CALIFORNIA  
JUNE 23, 2011**

**MEMBERS PRESENT**

Judy LaPorte, City of Rocklin  
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  
Natalie Walter, City of Yuba City  
Crystal Peters, Town of Paradise

**MEMBERS ABSENT**

City of Anderson  
City of Auburn  
City of Colusa  
City of Corning  
City of Dixon  
City of Folsom  
City of Gridley  
City of Ione  
City of Jackson  
City of Placerville  
City of Red Bluff  
City of Rio Vista  
City of Willows

**GUESTS & CONSULTANTS**

Susan Adams, Alliant Insurance Services  
Stacey Weeks, Alliant Insurance Services  
Johnny Yang, Alliant Insurance Services  
Marcus Beverly, York Insurance Services  
Charles Williams, CSAC EIA

**A. CALL TO ORDER**

The meeting was called to order at 10:35 a.m.

**B. PUBLIC COMMENTS**

There were no public comments made.

**C. APPROVAL OF AGENDA AS POSTED**

A motion was made to approve the meeting agenda as posted.

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

#### **D. CONSENT CALENDAR**

##### **D1. Minutes of the Risk Management Committee Meeting – April 14, 2011**

A motion was made to approve the consent calendar. Susan advised the Committee that at the Board of Directors Meeting earlier there was discussion on starting the Risk Management Committee Meeting at 9:00 a.m. prior to the Board of Directors Meeting.

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

#### **E. RISK MANAGEMENT BUSINESS**

##### **E1. CSAC Presentation**

Charles provided the committee with an overview of the CSAC website and the products and services that are available online advising that any questions or concerns can be directed toward Charles Williams or CSAC-EIA staff.

##### **E2. NCCSIF Risk Management Training Matrix**

Susan updated the committee with the status of the Risk Management Training Matrix that the committee requested Alliant compile. This matrix would show the available vendors and services and whether they are online services or workshops. Staff will include CSAC's services along with their costs. Susan requested feedback from the Committee in order to provide members with a matrix that captures the most training information possible. There was discussion on how these services are being used and possibly providing a survey of the current services provided. Staff will incorporate the current usage of the training services into the matrix.

##### **E3. Review of Final 2011/12 Risk Management Budget**

Susan explained the Risk Management Portion of the budget overall is a bit over \$400,000, which is a decrease from the 2010/11 Budget of \$425,781. The major changes from the prior year are as follows:

- Safety Services from OccuMed increased to \$23,000 to reflect additional activity in the past year
- Online Risk Management Services was reduced from \$41,800 to \$12,000 to more accurately reflect actual usage compared to anticipated usage
- FIT/Backsafe is increased from \$50,000 to \$75,000 to more accurately reflect usage
- Wellness increased slightly due to addition of the City of Ione

##### **E4. Review of York Insurance Services Risk Assessments**

Susan advised that at its March meeting, the Executive Committee (EC) directed staff to develop a procedure of reporting the outcome of the risk assessments made to the members and for

review and discussion by the Risk Management Committee. The procedure shall provide a written course of action on a case-by-base basis of the outcome from York's risk assessment. Staff suggests that York verbally discusses assessments with the City, prior to the Written Assessment provided, which will require a written response from the City within 60 days. Pending the response from the City, any assessments that are considered high risk will be brought to the attention of the Risk Management Committee. There was discussion on raising retention limits relative to City's decisions on Risk Assessments. The Risk Management Committee would like to see the Scale of Risk is proportionate to the penalty and asked the Risk Assessment to be accompanied with a Risk Level and Timeline.

No action was taken at this time. This item deferred to the Long Range Planning Meeting for further discussion.

#### **E5. NCCSIF Long Range/Strategic Planning**

Susan Adams requested the Risk Management Committee review and discusses the proposed NCCSIF Long Range Planning Timeline, and provides direction to staff for recommended Risk Management Training Long Range Planning goals.

#### **E6. Risk Control Request for Proposal**

Susan advised that at its April 14<sup>th</sup> meeting the Risk Management Committee directed staff to draft a Request for Proposal (RFP) process and timeline, for the Committee to review and discuss. The Committee discussed researching the depth and resources available for Risk Management Services, partly due to the departure of Rudy Schroeder from York and to determine, whether or not, there are additional Risk Management services available to the JPA.

There was discussion on how many hours are being used by York. Staff requests any revisions or recommendations to the RFP be sent to Staff by the first week of July.

#### **E7. Review of 2011/12 Safety Incentive Grant Utilization**

This item is presented as an informational item to update the Committee as respects the 2011/12 Safety Incentive Grant Utilization.

### **F. INFORMATION ITEMS**

Susan advised that future Risk Management Committee meetings start time has been moved to 9:00 a.m. and the Board of Directors meeting will now follow the Risk Management Committee meeting. These items are presented as informational items only.

### **G. ADJOURNMENT**

The meeting was adjourned at 3:38 p.m.