



**MINUTES OF THE  
NCCSIF BOARD OF DIRECTORS MEETING  
LINCOLN CITY HALL, LINCOLN, CA  
OCTOBER 10, 2013**

**MEMBERS PRESENT**

Juanita Barnett, City of Anderson  
Steve Johnson, City of Dixon  
Brad Koehn, City of Elk Grove  
Bruce Cline, City of Folsom  
Karin Helvey, City of Gridley  
John Lee, City of Lincoln  
Matt Michaelis, City of Marysville  
Catrina Olson, City of Nevada City  
Liz Ehrenstrom, City of Oroville  
Dave Warren, City of Placerville  
Sandy Ryan, City of Red Bluff  
Russell Hildebrand, City of Rocklin  
Tim Sailsbery, City of Willows  
Steve Kroeger, City of Yuba City  
Gina Will, Town of Paradise

**MEMBERS ABSENT**

Shari Conley, City of Auburn  
Shelly Kittle, City of Colusa  
John Brewer, City of Corning  
Paula Islas, City of Galt  
Ed Pattison, City of Ione  
Michael Daly, City of Jackson  
Joe Tanner, City of Rio Vista

**GUESTS & CONSULTANTS**

Michael Simmons, Alliant Insurance Services, Inc.  
Johnny Yang, Alliant Insurance Services, Inc.  
James Marta, James Marta & Company  
Marcus Beverly, York Risk Services  
Matthew Nethaway, Crowe Horwath LLP  
Stephen Buckner, Crowe Horwath LLP  
Sean Edin, Occu-Med



**A. CALL TO ORDER**

The meeting was called to order at 11:36 a.m.

**B. PUBLIC COMMENTS**

Ms. Liz Ehrenstrom introduced Mr. Brad Koehn from the City of Elk Grove as a new NCCSIF member.

**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. CONSENT CALENDAR**

1. Board of Directors Teleconference Meeting Minutes – August 21, 2013
2. Board of Directors Meeting Minutes – June 13, 2013
3. Check Registers at June 30, 2013
4. Investment Reports
  - a. Chandler Asset Management Short/Long Term – August 2013
  - b. Treasurer's Report as of June 30, 2013
5. Utilization Report for Safety Grant Funds as of June 30, 2013
6. Budget to Actual Report as of June 30, 2013

Mr. Steve Kroeger explained that at previous Board of Directors meetings, he has requested that the Budget to Actual Report be agendized as a separate item to allow the opportunity for staff to address the Board regarding any budget items that may be of concern.

**A motion was made to approve the Consent Calendar and have Item D6. Budget to Actual Report provided as a separate item for discussion going forward.**

**MOTION:** Steve Kroeger    **SECOND:** Dave Warren    **MOTION CARRIED**

**LUNCHTIME SPEAKER**

Mr. Sean Edin from Occu-Med provided the Board of Directors with a presentation on the services available to NCCSIF members through Occu-Med.

**E. SUMMARY OF SEPTEMBER 19, 2013 EXECUTIVE COMMITTEE MEETING**

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



## **F. MINUTES AND COMMITTEE REPORTS**

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

## **G. ADMINISTRATION REPORTS**

### **G1. President's Report**

Ms. Ehrenstrom asked that members continue to provide topics for discussion at the December 12, 2013 Long Range Planning or Training Day meeting.

### **G2. Program Administration's Report**

Mr. Michael Simmons advised that Alliant is currently looking for a replacement for Ms. Susan Adams as NCCSIF Program Administrator. Ms. Marilyn Kelley will be assisting in Ms. Adam's absence and Mr. Simmons will also be spending additional time to address NCCSIF's issues. Mr. Simmons also provided a lesson learned story regarding high dives and advised that City's are obligated to have a lifeguard on duty at all times for which the pool is being utilized.

## **H. FINANCIAL REPORT**

### **H1. Quarterly Financial Report for Period Ending June 30, 2013**

Mr. James Marta provided the Board of Directors with a presentation on the Quarterly Financial Report for Period Ending June 30, 2013. He noted that the Total Assets for NCCSIF have decreased due to member dividends and large losses in the liability program.

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

**MOTION:** Dave Warren      **SECOND:** Russell Hildebrand      **MOTION CARRIED:**

### **H2. NCCSIF YE 2013 Financial Audit**

Mr. Matthew Nethaway provided the Board of Directors with a presentation on the Year End 2013 Financial Audit conducted for NCCSIF.

**A motion was made to approve the NCCSIF Year End 2013 Financial Audits.**

**MOTION:** Tim Sailsbery      **SECOND:** Steve Johnson      **MOTION CARRIED**



### **H3. NCCSIF Investment Policy**

Mr. Marta explained that the Investment Policy is required to be reviewed and approved annually. The policy has been reviewed by himself and Chandler Asset Management and has no recommended changes this year. The last update was made in December 2012.

**A motion was made to approve the NCCSIF Investment Policy.**

**MOTION:** Tim Sailsbery      **SECOND:** Gina Will      **MOTION CARRIED**

### **I. JPA BUSINESS**

#### **I1. Update on City of Elk Grove**

Mr. Brad Koehn introduced himself to the Board of Directors and explained that the City of Elk Grove is an “up and coming” city with most their services contracted out. The City of Elk Grove’s major workers’ compensation exposure is their police department.

#### **I2. Review of Preliminary 2014 Meeting Calendar**

Mr. Johnny Yang explained the preliminary calendar will be approved at the December 12, 2013 Board of Directors meeting and asked members to review and confirm if there are any conflicts with the preliminary 2014 dates. Currently the CJPRMA meeting dates are unknown but will be implemented upon receipt.

Mr. Simmons asked that members review and advise staff of any conflicting dates.

#### **I3. Appointment of Mr. Russell Hildebrand as NCCSIF Vice President**

Ms. Ehrenstrom explained that Mr. Andy Heath is no longer with the City of Auburn. Staff has reached out to Mr. Hildebrand and he is willing to accept the office of NCCSIF Vice President. The Executive Committee has also met and recommends approval of the appointment of Mr. Hildebrand as the NCCSIF Vice President.

**A motion was made to appoint Mr. Russell Hildebrand as NCCSIF Vice President.**

**MOTION:** Bruce Cline      **SECOND:** Catrina Olson      **MOTION CARRIED**

#### **I4. Medical Services Provider Network Services**

Mr. Simmons explained that NCCSIF’s current Medical Provider Network Management Services Vendor, Professional Dynamics, Inc., has been unresponsive to inquiries from members and staff as respects to services, billings and/or general questions. Staff has been in contact with York Risk Services to determine the possibilities of utilizing MPN Services by WellComp



Managed Care Services which is a subsidiary of York. He also explained that the current contract with Professional Dynamics, Inc. has expired on June 18, 2013.

Mr. Marcus Beverly advised that Ms. Gale Chmidling provided the Executive Committee with a presentation regarding WellComp's services. He explained that the MPN Services are already in York's WC Claims handling contract and in order to move to WellComp as a MPN Service Provider, an amendment to York's contract will be needed to address pricing.

Mr. Bruce Cline asked what the costs would be in switching over to WellComp for which Mr. Beverly explained that currently with PDI, NCCSIF is billed \$1,000 monthly or \$12,000 annually. PDI also charges 7% of any savings above that. WellComp charges an initial set up fee of \$1,500 and a per claim access fee of \$50. Any savings will be shared 50/50 with York and the member. Mr. Beverly then expressed the importance of an active Medical Provider Network.

Members have asked that staff provide a pricing comparison between PDI and WellComp to determine if the costs will be comparable and also if there are service providers in the current MPN that would not be available in WellComp.

Mr. Beverly then advised that WellComp can offer two pricing models and briefly explained the two models.

Mr. Simmons suggested that staff provide a price comparison between PDI, WellComp and a third vendor and bring it back for discussion.

Mr. Hildebrand suggested that this item be brought back to the Executive Committee for approval contingent to the Executive Committee receiving a staff report.

Mr. Cline also asked that another provider be evaluated as well.

Ms. Ehrenstrom advised that if WellComp is a selected MPN Provider then training is provided to members accordingly.

**A motion was made to give authority to the Executive Committee to select new MPN Services Vendor contingent to staff report. Staff was directed to provide a Pricing Comparison between PDI, WellCOMP and one other vendor to the Executive Committee to be approved for a 1-year term.**

**MOTION:** Bruce Cline      **SECOND:** Catrina Olson      **MOTION CARRIED**

## **I5. NCCSIF Rating Plan Review Update**

Mr. Simmons explained that Ms. Susan Adams and Ms. Marilyn Kelley performed a review of NCCSIF's Rating Plan to determine if NCCSIF should make any changes to the current rating formula. Staff has reviewed several possible options and at the Executive Committee meeting Ms. Adams proposed no changes to the rating plan. Mr. Marta and Mr. Simmons would like to



take a second look to determine if a capped experience modification factor should be introduced. Mr. Simmons advised that this item will be presented and reviewed at the Long Range Planning or Training Day on December 12, 2013.

Staff will provide a rating plan option for capped experience modification factors to the Long Range Planning or Training Day on December 12, 2013.

## **I6. Long Range Planning**

### **I6.a. Update on the December 13, 2012 Long Range Planning Meeting**

Mr. Simmons explained that this item is provided as information only, showing members of the action items from the last Long Range Planning Meeting on December 13, 2012 and the status of those items.

### **I6.b. Consideration of December 12, 2013 Long Range Planning Session or Training Day**

Mr. Simmons explained that at least every three years the Board conducts a Long Range Planning Session to consider and develop Action Items to further address during the year(s). NCCSIF has held a Long Range Planning Session, each year, for the past three years.

Mr. Tim Sailsbery expressed that he felt that consistently having a Long Range Planning session will adversely affect Long Range Planning. Mr. Marta explained that the issues at the Long Range Planning directly addressed concerns of the organization.

Mr. Steve Johnson noted that as Alliant is still looking for a replacement for Ms. Adams it may be more beneficial to hold a Long Range Planning Session after a replacement has been found.

Mr. Bruce Cline suggested a Training Day that discusses NCCSIF and the services offered by the organization.

Staff requested any additional topics be provided to staff no later than October 17, 2013.

**A motion was made to approve a December 13, 2012 Training Day. Staff was directed to bring Training Day topics and an outline to the next Executive Committee meeting.**

**MOTION:** Bruce Cline      **SECOND:** Tim Sailsbery      **MOTION CARRIED**

## **I7. NCCSIF Services Provider Evaluations – P&P A-2**

Mr. Simmons suggested that a NCCSIF Service Provider Evaluation be performed this year via Survey Monkey. All Vendor Surveys will be completed by member cities and reviewed at the December 12, 2013 Board of Directors meeting. (All vendor surveys except Program Administration will be returned to Alliant; Alliant's survey will be returned to the NCCSIF President.)



**A motion was made to adopt the administrative changes to Policy and Procedure A-2. Staff was instructed to send out vendor surveys, via survey monkey, to be completed by member cities and their employees to be reviewed at the December 12, 2013 Board of Directors meeting. All vendor surveys, except Program Administration, will be returned to Alliant; Alliant's survey will be returned to the NCCSIF President.**

**MOTION: Steve Johnson    SECOND: Sandy Ryan    MOTION CARRIED**

**I8.    CSAC-EIA Payroll Audit 12/13 Assessment**

Mr. Bruce Cline inquired as to why NCCSIF's payroll increased by \$4 million. Mr. Yang explained that the original payroll estimated was provided by members on their 12/13 CSAC Application. Staff then used DE9 numbers provided by members which shown an increase of \$4 million over the original estimated payroll.

Mr. Marta suggested paying the 12/13 CSAC-EIA Payroll Audit Assessment using the NCCSIF's Shared Risk Equity.

**A motion was made to pay the CSAC-EIA Payroll Audit 12/13 Assessment using NCCSIF funds out of the 2013/14 NCCSIF Budget.**

**MOTION: Karin Helvey    SECOND: Steve Kroeger    MOTION CARRIED**

**I9.    Approval of Revision to Defense Counsel Selection Admin P&P A-9**

Ms. Liz Ehrenstrom advised that the revisions include the addition of Liability Defense Attorney Stephanie Quinn and the removal for Liability Defense Attorney Scott Smith as he is no longer employed by Angelo, Kilday and Kilduff, LLP.

Mr. Scott Smith is currently assisting Mr. Douglas Thorne on a couple NCCSIF cases and the Executive Committee recommends that he is retained for those cases. Upon completion of those cases, Mr. Scott Smith will need to be referred by an NCCSIF member to be added to NCCSIF's Defense Counsel List.

**A motion was made to approve the proposed revisions to the Defense Counsel Selection Admin P&P A-9.**

**MOTION: Bruce Cline    SECOND: Catrina Olson    MOTION CARRIED**

**J.    INFORMATION ITEMS**

**J1.    PARMA Conference (February 9 – 12, 2014)**

**J2.    NCCSIF Organizational Chart**

The meeting was adjourned at 2:30 p.m.