



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 16, 2021**

COMMITTEE MEMBERS PRESENT

Kristina Miller, City of Corning
Kara Reddig, City of Elk Grove
Michael Rock, City of Ione
Dave Warren, City of Placerville- **Vice Chair**
Sandy Ryan, City of Red Bluff
Jen Lee, City of Rio Vista
Jose Jasso, City of Rio Vista
Jennifer Styczynski, City of Marysville – **Secretary**
Spencer Morrison, City of Yuba City

COMMITTEE MEMBERS ABSENT

Yvonne Kimball, City of Jackson

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Jenna Wirkner, Alliant Insurance Services.
James Marta, James Marta & Company LLP
Joseph Kowalczyk, Crowe LLP
Jill Pettraca, Sedgwick

Conor Boughey, Alliant Insurance Services
Dorienne Zumwalt, Sedgwick
Michelle Duda, Crowe LLP
Summer Simpson, Sedgwick

A. CALL TO ORDER

Chair Dave Warren called the meeting to order at 9:05 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 27, 2021
2. Executive Committee Special Meeting Minutes- August 12, 2021
3. Check Register from May 1, 2021 to August 31, 2021
4. Investment Reports
 - a. Chandler Asset Management Short/Long Term - May 2021 to August 2021
 - b. Chandler Asset Management GASB 41 Reports as of June 30, 2021



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 16, 2021**

- c. Chandler Asset Management GASB 72 Reports as of June 30, 2021
- d. Local Agency Investment Fund (LAIF) Report as of June 30, 2021
- 5. Police Risk Management Grant Funds Utilization Report as of September 2021
- 6. PMIA Performance Report & LAIF Performance Report QE June 30, 2021

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

MOTION: Jose Jasso

SECOND: Kara Reddig

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison

Nays: None

E. GENERAL RISK MANAGEMENT ISSUES

Members discussed the current CAL-OSHA and White House Regulations. Members also discussed that they haven't required employees to be vaccinated.

James Marta discussed that we had a difficult renewal for Cyber this year. Members discussed completing Cyber Coverage applications from carriers. The City of Elk Grove works with a company to send out phishing emails, if members respond to the email the employee has to attend a training.

Members discussed strengthening Cyber Security and doing trainings with staff.

F. ADMINISTRATION REPORTS

F.1. President's Report

Mr. Dave Warren let the Committee know that, Michael Simmons retired as of September 1st, 2021.

F.2. CJPRMA Update

Mr. Beverly mentioned we should have the preliminary budget from CJPRMA by the October Board Meeting.

F.3. Program Administrator's Report

Mr. Beverly mentioned that we still need a CJPRMA Alternate Board Member. Members are encouraged to reach out to Program Administrators about the position.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 16, 2021**

Mr. Beverly discussed doing an IRIC Training for members in the future. Mr. Beverly will do a webinar the first week or two in October.

Mr. Beverly mentioned including the Investment Report and Holdings report. Do members want the reports and summary in the Executive Committee Report? Mr. Warren would prefer that we include the reports in the Executive Committee Agenda Packet.

G. FINANCIAL REPORTS

G.1. Quarterly Financial Report for Period Ending June 30, 2021

James Marta gave a brief over view of the Quarterly Financial Report for Period Ending June 30, 2021. Results for the FY 20/21 include an Operating Loss of (-\$645,693) largely due to an increase in the group's Outstanding Liabilities. The net position as a whole decreased by (\$566,837). The decrease included member dividends of \$3,071,640. For both Workers' Compensation and Liability were funding at 80% confidence level.

The provision of claims cost is increasing, administration costs are good overall, the dividends are driving the decrease.

Claims Summary for Workers' Compensation seems to be more even. We have seen some flattening because of COVID.

In conclusion the financial position of the pool eroded for FY 2021, mainly due to member dividends. Liability Shared Layer Net Assets eroded by (\$731,982) due to increased claim costs. We are funding at the 80% Confidence Level.

Mr. Warren discussed the refund assessments to members.

Jennifer Styczynski joined the meeting at 9:33 a.m.

A motion was made to approve the Quarterly Financial Report for Period Ending June 30,2021.

MOTION: Jose Jasso **SECOND:** Sandy Ryan **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays: None

G.2. Budget-to-Actual as of June 30, 2021

Mr. Beverly gave a brief overview of the Budget-to- Actual as of June 30, 2021. We did go below the Administration Report due to not having in person meetings or traveling.
Information only, no vote taken.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 16, 2021**

G.3. FY 20/21 Financial Audit Update

Michelle Duda and Joseph Kowalczyk from Crowe gave a brief overview on the FY 20/21 Financial Audit update. The audit was sent to Jim Marta on 9/15/21. No adjustments were noted at this time. We should be right on schedule for the final financial audit.

Information only, no vote taken.

H. CLAIMS SERVICES

H.1. FY 21/22 Liability Claims Audit Agreement

Mr. Beverly gave a brief overview of the FY 21/22 Liability Claims Audit Agreement. The auditors will review a maximum of 60 open claims (this would include all open claims with a total of incurred \$50K). If we approve the agreement it will be completed by the end of the year. The cost of the audit is \$6,625 which is below what we have budgeted.

A motion was made to approve the FY 21/22 Liability Claims Audit Agreement from Risk Management Services.

MOTION: Jose Jasso

SECOND: Sandy Ryan

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison

Nays: None

I. JPA BUSINESS

I.1. Policy and Procedure Revisions

A. L-04: Formula for Determining Liability Annual Deposit

The Policy and Procedure has been revised to clean up the language describing the formulas for the Banking Layer and Excess Insurance allocations and the allocation of administrative expenses, with no changes to the formulas themselves.

B. A-02: Service Provider Performance Evaluation

We have been doing the audit every year recently. We should be doing the Service Provider Performance Evaluation prior to the year that we have a contract renewal. We have also included the updated Survey Monkey questions



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 16, 2021**

C. A-10: Annual Calendar of Reports, Audits and Filings

No changes were made to A-10, we want to make sure we review the Policy and Procedures every year.

A motion was made to recommend changes to the Policy and Procedures to the Board.

MOTION: Sandy Ryan **SECOND:** Kristina Miller **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays: None

I.2. CAJPA Re-Accreditation Report and Requirements

A. CAJPA Re-Accreditation Report

We have received conditional accreditation with excellence. We do need to do a few things in order to have the accreditation.

Mr. Beverly discussed why we do the CAJPA Accreditation. We do show this to show the state that were managing everything correctly. This does show members that Program Administrators are doing our job.

A motion was made to approve the re-accreditation report.

MOTION: Sandy Ryan **SECOND:** Jose Jasso **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays: None

B. Resolution Non-Claim Disputes

Mr. Beverly discussed the Resolution for Non-Claim Disputes. Members discussed adding this to our Bylaws.

A motion was made to recommend the approval of the Non-Claim Disputes Resolution to the Board of Directors.

MOTION: Sandy Ryan **SECOND:** Kara Reddig **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays: None



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 16, 2021**

C. NCCSIF MOC Amendment naming NCCSIF

Mr. Beverly discussed naming the JPA as a Covered Party for Liability purposes is a common practice and recommended by the Program Administrators to protect the JPA and Board Members from claims.

Mr. Beverly also discussed Board E&O Coverage with APPL. This would cover the decision making of the Committee or Board.

A motion was made to recommend recommended that the Board of Directors add NCCSIF to the MOC.

MOTION: Jose Jasso **SECOND:** Spencer Morrison **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays:

D. Chandler Contract Amendment

Mr Beverly reviewed the Chandler Contract Amendment required for the CAJPA Accreditation.

A motion was made to recommend to approve the Chandler Contract Amendment

MOTION: Jennifer Styczynski **SECOND:** Jose Jasso **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays: None

I.3. Claims Committee Membership Appointment

A motion was made to nominate Kristina Miller, Spencer Morrison and Michael Rock to the Claims Committee.

MOTION: Sandy Ryan **SECOND:** Jennifer Styczynski **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays: None
UNANIMOUSLY

I.4. Service Provider Survey Results

Mr. Beverly reviewed the Service Provider Survey Results. Sedgwick Management and the Program Administrators have reached out to members with concerns.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 16, 2021**

Dori Zumwalt from Sedgwick reviewed the Surveys Results for the Workers' Compensation results. Sedgwick has reached out to the Cities to adjust the caseloads to different examiners.

Members discussed what they should be doing and reporting to Sedgwick. Ms., Zumwalt discussed doing Work Cop 101 Trainings with members.

Eric Lucero from Sedgwick reviewed the Safety and Risk Control Services Survey 2021. Mr. Lucero will be working with members to make sure they use the days available to them.

Members discussed getting back on track with Risk Management.

Jill Petrarca from Sedgwick reviewed the Liability Claims Survey Results. Sedgwick has reached out to members regarding the concerning comments on the Survey, Sedgwick is available to do open file reviews with members.

A motion was made to receive these surveys and recommend they be brought to the Board.

MOTION: Sandy Ryan **SECOND:** Jose Jasso **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays: None

I.5. NCCSIF Service Provider Contract Renewal Review

- A. Sedgwick Workers' Compensation
- B. Sedgwick Safety and Risk Control
- C. ACI Employee Assistance Program
- D. James Marta and company Financial Accounting and Consulting

Mr. Beverly discussed that the contracts will renew June of 2022. The Committee will need to decide if they want to renew contracts or go through an RFP process for any of the contracts.

Summer Simpson left the meeting at 10:50 a.m.
Jill Petrarca left the meeting at 10:50 a.m.
Dori Zumwalt left the meeting at 10:50a.m.
James Marta left the meeting at 10:50 a.m.

The Service Providers removed themselves from the Meeting. We should request renewal terms from the providers and have the meeting before the end of the year.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 16, 2021**

A motion was made to recommend having a Special Executive Committee Meeting.

MOTION: Sandy Ryan **SECOND:** Michael Rock **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays: None

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

A motion was made to recommend the meeting starting at 10 a.m. and including a member 101.

MOTION: Sandy Ryan **SECOND:** Jose Jasso **MOTION CARRIED**
Ayes: Miller, Reddig, Rock, Warren, Ryan, Jasso, Styczynski, Morrison
Nays: None

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 11:11 a.m.

Respectfully Submitted,



Jennifer Styczynski, Secretary

4-1-2022
Date