



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Meeting Minutes
January 19, 2018**

Member Cities Present:

Roger Frith, City of Biggs
Wes Heathcock, City of Colfax
Mark Brannigan, City of Dunsmuir
Robert Jankovitz, City of Isleton
Sandra Wadley, Town of Fort Jones
Jim Goodwin, City of Live Oak
Roger Carroll, Town of Loomis

Muriel Howarth Terrell, City of Mt. Shasta
Robert Meacher, City of Portola
Brooke Woodcox, City of Rio Dell
Laura Redwine, City of Shasta Lake
Jenny Coelho, City of Tulelake
Diana Howard, City of Weed
Steve Baker, City of Yreka

Member Cities Absent:

Sarah Griggs, City of Etna
David Dunn, City of Montague

Kathy LeBlanc, City of Loyalton
Deborah Savage, City of Susanville

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Melissa Klunby, City of Portola
Lorraine Cassidy, City of Colfax

Jennifer Zraick, Gilbert Associates, Inc.
Dorienne Zumwalt, York Risk Services
Cameron Dewey, York Risk Services
Renee Hoisington, City of Yreka

A. CALL TO ORDER

Mr. Roger Carroll called the meeting to order at 10:03 a.m.

B. ROLL CALL

The above mentioned members were present constituting a quorum. Cities absent from this meeting were the City of Etna, City of Loyalton, City of Montague, and the City of Susanville.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Robert Meacher

SECOND: Steve Baker

**MOTION CARRIED
UNANIMOUSLY**



D. PUBLIC COMMENT

There were no public comments.

E. SCORE PROGRAM COVERAGE REVIEW

E.1. Pollution

Marcus Beverly provided the Board with a review of the current APIP Pollution vs. CSAC EIA Pollution Coverage. He noted that SCORE is currently in a 3 year policy with CSAC EIA and we have started marketing this policy which is why there was a more detailed application required for renewal this year. He clarified that all SCORE members have Pollution Coverage as part of the APIP Property Program (APIP has a \$2 Million limit and \$50k deductible as compared to the \$10 million limit and \$75k deductible in CSAC EIA) but some members require Third Party Liability coverage for airports and former landfills which is why they opt to purchase the CSAC EIA Pollution policy as well.

E.2. Excess Workers' Compensation

Jim Elledge from LAWCX provide the Board with information about the Excess Workers' Compensation carrier. He mentioned LAWCX is a member-driven service which provides greater control of claims through cooperative claims management. A biennial claims audit for each member is included as part of the membership. Jim noted that LAWCX approved the rates for FY 18/19 and members could see an increase of approximately 10-15%. He highlighted that contributions are determined by payroll, chosen SIR, actuarially determined rates for both safety and non-safety exposure and then adjusted for loss experience (using an ex-mod). Excess insurance costs as well as General and Administrative expenses are allocated to members based on payroll. Members were encouraged to reach out to Terrie Norris for help with Job Analysis or other loss control needs.

F. CONSENT CALENDAR

1. Board of Directors Meeting *Draft* Minutes – October 26-27, 2017
2. US Bank Custodial Account Statement – October – December 2017
3. SCORE Checking Register as of December 31, 2017
4. Investment Statements from Chandler Asset Management – October – December 2017
5. ACI Specialty Quarterly Utilization Report – October – December 2017

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

MOTION: Wes Heathcock
Abstain: Roger Frith

SECOND: Jenny Coelho

MOTION CARRIED

G. ADMINISTRATIVE REPORTS

G1. President's Report

Mr. Roger Carroll had no issues to report for SCORE but he encouraged people to attend PARMA in Monterey, CA in February.



G.2.A. CJPRMA Update

Mr. Roger Carroll noted that CJPRMA had a Board Meeting as well as an Executive Committee meeting and have adopted rates with a 12.5% increase – he also mentioned there will be no dividends released this year.

G.2.B. ERMA Update

Marcus Beverly noted ERMA has been reviewing personnel manuals and all applicable SCORE members have responded. ERMA sent out a request to complete a survey last year and members confirmed that ERMA responded with suggestions and recommendations – it was noted these recommendations can be made by each member at the city level or ERMA will help update your policies for a cost. At the next meeting John Duckett will provide a more detailed update as he was not present for this meeting.

G.2.C. LAWCX Update

There was no discussion of this item.

G.3. Alliant Update

G.3.A. Member Interest in Wellness Program

Marcus Beverly noted there was a recent request from a member to explore options for a Wellness program – it was noted that members will receive an email asking if they are interested in a Wellness program.

G.3.B. Member Interest in APIP Property Renewal Packet

Michelle Minnick informed the members that the APIP Property Renewal Packet has just been released and we will be sending out the packet for member review soon. Members seemed generally interested in a Tutorial Webinar for help with completing the packet.

H. FINANCIAL

H.1. Quarterly Financial Report – Period Ended September 30, 2017

Jennifer Zraick was present via telephone and provided the Board with a review of the Quarterly Financial Report. It was noted there was a revised version of the Quarterly Financial Report – Period Ended September 30, 2017 that will be sent to members and was projected for all attending to review. She noted that current liabilities are down slightly and revenues are as expected for the first quarter.

A motion was made to accept and file the Quarterly Financial Report for the Period Ended September 30, 2017.

MOTION: Steve Baker

SECOND: Mark Brannigan

**MOTION CARRIED
UNANIMOUSLY**



G.4. Discussion of Long Range Work Plan Updates

Marcus Beverly noted that we have been working on items from the last planning meetings – he noted this document is meant to show the directions the Board provided to the Program Administration and when those items have been completed.

LUNCHTIME PRESENTATION – NEW DIRECTIONS IN CRISIS MANAGEMENT

Dr. Bob May from Mainstream Unlimited presented the Board with a Training regarding New Directions in Crisis Management. He noted that a successful crisis management and media response plan incorporates organizational programs such as emergency response, event recovery, risk management, communications and business continuity, among others. In addition, crisis management and media response is about developing an organization’s capability to react flexibly and thus be able to make the prompt and necessary decisions when a crisis happens.

G.3. Outstanding Assessment Payment Plan – City of Isleton

Marcus Beverly noted that the City of Isleton has been on a payment plan for their outstanding Assessments. Isleton agreed to a payment plan for outstanding assessments and the total is \$81k (banking layer \$60k and the rest is in the shared layer) they had three claims that led to a large assessment in March of 2016. City manager has indicated that he doesn’t have any issues with the payment plan but their loss experience is showing a good trend. Things are more stable in the city as compared to the past – Gilbert has set up automatic invoices so moving forward there should be no backlog.

A motion was made to accept the payment plan as presented in the agenda packet.

MOTION: Steve Baker

**SECOND: Muriel Howarth
Terrell**

**MOTION CARRIED
UNANIMOUSLY**

I. JPA BUSINESS

I.1. SCORE Service Provider Survey Results

Marcus Beverly presented an overview of the results and noted that due to the survey being sent in separate parts there was a dramatic increase of responses from last year (only 7 responses compared to 14 this year). Roger Carroll mentioned there were general positive results from this survey.

There was no motion made on this item.

I.2. FY 18/19 Renewal Marketing Plan

Marcus Beverly noted that the Board was presented with the State of the Insurance Market presentation in October and mentioned that we are not anticipating any change to programs that SCORE participates in. It was mentioned the Excess Workers’ Compensation Carrier (LAWCX) indicates that funding may go up 13% but highlighted that due to a members’ loss history it may not translate directly to a 13% increase in the WC program. SCORE Liability losses have been decreasing and we are hopeful for a flat renewal. The Property program may see an increase as a result of recent weather events and bad loss history. The ACIP Crime program doesn’t anticipate any change but members were encouraged to consider a quote for a higher limit.



This was an information item.

I.3. Alliant Program Administration Agreement

Roger Carroll provided a review of the EC meeting held to discuss the proposed contract. Marcus Beverly noted some of the key changes as listed in the agenda. First year increase to re-set the fee and then subsequent years at less than 3% each year. The fee credit was buried in the body of the current agreement and uses total compensation as the measure or cap. We have broken that out and put the fee in the compensation section to compare to just the commissions alone to make it easier to calculate (a fee credit owed of \$4,650 has been included in the analysis).

A motion was made approve the Alliant Program Administration agreement as presented.

MOTION: Robert Meacher

SECOND: Steve Baker

**MOTION CARRIED
UNANIMOUSLY**

I.4. Risk Management Scorecard Updates

John Balestrini presented the board with information about the Scorecard questions that will be included in the survey. David Patzer noted the Scorecard survey will be sent to SCORE members electronically and encouraged members to share their credentials internally so multiple people can help to complete the survey – as members update the survey it will compare the pool’s responses and will also show compliance with SCORE’s Best Practices. It was also mentioned that while CalOSHA has decreased the number of criminal prosecutions referrals the percentage of successfully prosecuted has dramatically increased. Essentially this means that CalOSHA is picking the right cases to hand over to District Attorney for prosecution. The My Safety Officer software will be increasing the number of available courses for Park Employee Training with a total of 660 new online training modules – of which 18 modules will focus on skills for Public Works Employees.

I.5. Loss Control Grant Fund Program

Michelle Minnick provided the Board with an update regarding usage of the FY 17/18 Loss Control Grant Funds. It was noted there have only been 4 requests for funds during this year and members were encouraged to make use of the funds available. Members were provided with examples of requests made in the past (ADA signage, Public Works Equipment, training sessions, bulletproof vests, etc.). It was also suggested that members consider using these funds to share services – for example Sidewalk Cutting, Arborists, etc.

I.6. Form 700 Reporting Protocol Changes

Michelle Minnick informed the Board that the FPPC required Form 700 can now be completed online. It was noted that members should have received a welcome email from the FPPC indicating this change and if not they should reach out to Alliant for assistance. If there has been a change to the Board Representative or Board Alternate please let the Program Staff know as soon as possible to ensure the Form 700 is completed within 30 days of assuming or leaving a position. Members were reminded that failure to complete the Form 700 by the April 2, 2018 deadline may result in a penalty of \$10 for every day it is late up to a maximum fine of \$100. It was also noted that some members have already completed their Form 700 and provided feedback to the Board indicating the website was very easy to use and took very little time to complete.



This was provided as an information item only.

K. TOWN HALL OPEN DISCUSSION ON MEMBER ISSUES

Cameron Dewey extended gratitude towards Michelle Minnick for her efforts for the SCORE membership. Dori Zumwalt noted that CalOSHA logs are due on Feb 1st, 2018 and she will be following up with members soon.

L. CLOSING COMMENTS

Roger Carrol encouraged members to attend the PARMA Conference in Monterey, CA to gain useful information to take back to their cities.

M. AJOURNMENT

The meeting was adjourned at 2:13 PM

NEXT MEETING DATE: March 30, 2018 in Anderson, CA

Respectfully Submitted,



Brooke Woodcox, Secretary

3/30/18
Date