



President
Mr. Roger Carroll
Town of Loomis

Vice President
Mr. Steve Baker
City of Yreka

Secretary
Ms. Brooke Woodcox
City of Rio Dell

Treasurer
Ms. Linda Romaine
Town of Fort Jones

**SMALL CITIES ORGANIZED RISK EFFORT
BOARD OF DIRECTORS
MEETING**

A	Action
I	Information
1	Attached
2	Hand Out
3	Separate Cover
4	Verbal

Date: Friday, January 19, 2018
Time: 10:00 AM
Location: Gaia Hotel & Spa
4125 Riverside Place
Anderson, CA

PAGE **A. CALL TO ORDER**

B. ROLL CALL

C. APPROVAL OF AGENDA AS POSTED

A 1

D. PUBLIC COMMENTS

I 4

This time is reserved for members of the public to address the Board of Directors on matters of SCORE that are of interest to them.

E. SCORE PROGRAM COVERAGE REVIEW

I 4

The Board will receive a review of the SCORE coverage documents and will be provided with a summary of coverage for lines of coverage.

Est. Time

10:05 a

1. Pollution

10:30 a

2. Excess Workers' Compensation – LAWCX

Jim Elledge from Bickmore will present information regarding services and rates.

11:00 a

F. CONSENT CALENDAR

A 1

All matters listed in consent calendar are considered routine with no separate discussion necessary. Any member of the public or Board of Directors may request an item to be considered separately. If not, the Board will take action to accept and file the items below.

Pg. 6

1. Board of Directors Meeting Draft Minutes – October 26-27, 2017

Pg. 20

2. US Bank Custodial Account Statement – October – December 2017

Pg. 55

3. SCORE Checking Register as of December 31, 2017

Pg. 58

4. Investment Statements from Chandler Asset Management – October – December 2017

Pg. 70

5. ACI Specialty Quarterly Utilization Report – October – December 2017

G. ADMINISTRATIVE REPORTS

1. President's Report

I 4

Roger Carroll will address the Board on items pertaining to SCORE.

2. Excess Pool Reports I 4

The Board will receive updates from the Excess Representatives of each Pool.

- a. CJPRMA (Rep. Roger Carroll)** Minutes of the last meeting can be found at www.cjprma.org.
- b. ERMA (Rep. John Duckett)** Minutes of the last meeting can be found at www.ermajpa.org.
- c. LAWCX (Rep. Steve Baker)** Minutes of the last meeting can be found at lawcx.org.

3. Alliant Update I 4

Marcus Beverly will update the Board on Alliant matters pertinent to SCORE.

- a.** Member Interest in Wellness program? Exploring Wellness program opportunities
- b.** Member Interest in APIP Property Renewal Packet training session?

Pg. 78

4. Discussion of Long Range Work Plan Updates

The Board will receive status of Long Range Planning items from the October meeting.

H. FINANCIAL

Pg. 81

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

Gilbert Associates will present the September 30, 2017 Quarterly Financial Report and the Board may take action to Accept and File or give direction.

Pg. 98

2. Outstanding Assessment Payment Plan – City of Isleton A 1

The Board will be presented with information about current outstanding assessment balances and may take action.

Time

Lunch Presentation – Directions in Crisis Management and Media Response I 2

Certain Bob May will present the Board with information regarding Crisis Management & Media Response.

11:45a

I. JPA BUSINESS

Pg. 101

1. SCORE Service Provider Survey Results A 1

The Board will receive the results of the Service Provider Survey and may take action or give direction.

Pg. 118

2. FY 18/19 Renewal Marketing Plan I 3

Marcus Beverly will provide the Board with the marketing plan for FY 18/19 and an estimate of coverage rate trends.

Pg. 119

3. Alliant Program Administration Agreement A 1

The Board will be presented with the Executive Committee’s recommendation.

Pg. 139

4. Risk Management Scorecard Updates I 4

David Patzer with DKF Solutions will provide the Board with an update of the Risk Management Scorecard for each member.



Pg. 144	5. Loss Control Grant Fund Program	I	1
	<i>The Board will be presented with the current funding available in the Loss Control Grant Program for the FY 17/18.</i>		
Pg. 146	6. Form 700 Reporting – Annual Filing Deadline April 2, 2018	I	4
	<i>The Board will be reminded of the Annual Filing deadline and how to submit required forms via the online platform.</i>		
Pg. 151	7. LAWCX Representative	A	1
	<i>The Board will be informed that SCORE may appoint a member of the Program Administration to act either as a Representative or Alternate for the SCORE JPA.</i>		
Pg. 152	8. FY 18/19 Meeting Dates and Locations	A	1
	<i>The Board is asked to approve dates and locations for the FY 18/19 meetings.</i>		
Pg. 154	9. FY 18/19 Service Calendar	A	1
	<i>Michelle Minnick will present the Board with the FY 18/19 Service Calendar and the Board will have the opportunity to approve or make changes.</i>		
	J. INFORMATION ITEMS	I	
Pg. 164	1. PARMA Conference – February 14 – 16, 2018 in Monterey, CA		1
Pg. 170	2. Glossary of Terms		1
Pg. 180	3. FY 17/18 Resource Contact Guide		1
Pg. 188	4. SCORE Travel Reimbursement Form		1
	K. TOWN HALL OPEN DISCUSSION ON MEMBER ISSUES	I	4
	L. CLOSING COMMENTS		
	M. ADJOURNMENT		

UPCOMING MEETING: Board of Directors Meeting – March 30, 2018, Gaia Hotel, Anderson, CA

IMPORTANT NOTICES AND DISCLAIMERS:

Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Michelle Minnick at Alliant Insurance at (916) 643-2715. The Agenda packet will be posted on the SCORE website at www.scorejpa.org. Documents and material relating to an open session agenda item that are provided to the SCORE Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard Street, Suite 460, Sacramento, CA 95815. Access to some buildings and offices may require routine provisions of identification to building security. However, SCORE does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.



SCORE PROGRAM COVERAGE REVIEW
CSAC-EIA POLLUTION COVERAGE SUMMARY
INFORMATION ITEM

ISSUE: SCORE has two programs which provide Pollution Coverage; APIP and CSAC-EIA. The coverages are similar though the CSAC-EIA coverage provides higher limits and a few coverage features that are important to SCORE members. This presentation will focus on the CSAC-EIA coverage and the key differences in the two coverages will be outlined as they are discussed.

RECOMMENDATION: None – this item is presented as information only.

FISCAL IMPACT: None.

BACKGROUND: The Board of Directors receive regular overviews of SCORE’s coverage programs. The CSAC-EIA Pollution Coverage is being presented at this meeting in part because members have recently completed applications for the upcoming renewal. Since this is a three-year policy members have not completed applications for some time, so this is a good opportunity to review the coverage and answer questions.

ATTACHMENT(S): CSAC-EIA Pollution Summary Presentation



**SCORE PROGRAM COVERAGE REVIEW
EXCESS WORKERS' COMPENSATION—LAWCX**

INFORMATION ITEM

ISSUE: The Board of Directors will receive a presentation from Jim Elledge, Executive Director of SCORE's Excess Workers' Compensation Carrier, LAWCX, regarding the JPA's programs and services.

RECOMMENDATION: None – this item is presented as information only.

FISCAL IMPACT: None.

BACKGROUND: Seventeen of the eighteen SCORE members participate in the Workers' Compensation Program. The Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX) has been providing excess coverage to SCORE members since 1994, the inception of the SCORE program.

ATTACHMENT(S): Handout at the meeting



Small Cities Organized Risk Effort (SCORE) Training & Long Range Planning Meeting October 26, 2017

Member Cities Present:

Wes Heathcock, City of Colfax
Mark Brannigan, City of Dunsmuir
Sarah Griggs, City of Etna
Linda Romaine, Town of Fort Jones
Robert Jankovitz, City of Isleton
Jim Goodwin, City of Live Oak
Roger Carroll, Town of Loomis
Cricket Strock, Town of Loomis
Shelley Gray, City of Montague

Muriel Howarth Terrell, City of Mt. Shasta
Robert Meacher, City of Portola
Melissa Klunby, City of Portola
Brooke Woodcox, City of Rio Dell
John Duckett, City of Shasta Lake
Penny Velador, City of Tulelake
Diana Howard, City of Weed
Rene Hoisington, City of Yreka

Member Cities Absent:

City of Biggs
City of Loyalton

City of Susanville

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Mike Harrington, Bickmore Risk Services
Kathryn Mullis, ACI
Colleen Shuster, ACI
Carlos Oblites, Chandler Asset Management

Don Freeman
David Patzer, DKF Solutions
John Balestrini, DKF Solutions
Charles Anderson, League of California Cities
Cameron Dewey, York Risk Services

SCORE ORIENTATION FOR NEW MEMBERS

Marcus Beverly presented the Board with an introduction to the SCORE JPA to help orientate new members and provide a refresher for returning Board members. He provided a background of the composition of SCORE and its members, the documents that govern the pool, how the pool is funded, the layers of coverage available, programs that are available for members to participate in, and vendors who provide services to our members.

SCORE MEMBER SERVICES

Marcus Beverly provided a review of the services available to members through their SCORE membership which included visiting vendor websites. There was mention of the need for training for potential EPL Exposures. Recent review of ERMA Claims reports show that while SCORE has no



claims there are other ERMA members who are paying out large claims and SCORE members may have the same type of exposure.

SCORE ADVANCED SESSION

Marcus Beverly provided the members with a review of the SCORE Funding Formula in the Liability and Workers' Compensation programs reviewing each piece of the formula in detail.

A. CALL TO ORDER

Mr. Roger Carroll called the meeting to order at 10:01 am

B. ROLL CALL

The above mentioned members were present constituting a quorum. Cities absent from this meeting were the City of Biggs, City of Loyalton 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: Mark Brannigan

**MOTION CARRIED
UNANIMOUSLY**

D. PUBLIC COMMENT

Charles Anderson from the League of California Cities and noted that most all of the SCORE members are part of the League of California Cities. The Sacramento Valley division is geographically the largest but is comprised of smaller cities and towns.

E. OPENING COMMENTS

E1. PRESIDENT'S REPORT

Mr. Roger Carroll pointed out that he attended the Fall into Education that it was a great opportunity which provided an OSHA Update for Public Works and informed members that you are required to provide Hepatitis B vaccinations (Hepatitis A is also recommend) and if the vaccination is declined the employee must sign a form. He also noted there is a training session regarding silica exposure in Rocklin which is free of cost to attend and he will send out information once the date is finalized. Lastly CJPRMA has a Law Enforcement conference coming up and member cities should consider sending employees to attend the session Nov. 29 in Sacramento (also free to attend) – send chief and supervisors. Coming up in the late winter/early spring Gordon Graham will be doing another training session for Employment Liability for Fire Departments.



E2. PROGRAM ADMINISTRATOR REPORT

Marcus Beverly provided the Board with a copy of the FY 17/18 Annual Report and noted the format has been updated and the Program Administration contact information is listed on the back cover. The Program Administration will send out a PDF version of the report but members were also encouraged to share the Annual Report with City Councils—it was noted that we can have more printed if need be.

F. FINANCIAL REPORT

F1. TARGET FUNDING BENCHMARKS

Marcus Beverly provided a review of the Target Funding Benchmarks set for the pool which included definitions of keywords. He noted the three main risks to a pool from an insurance or financing perspective – large losses, reserving errors, pricing errors.

-) Overall the SCORE programs remain well funded and within target benchmarks.
-) Significant dividends paid over the last several years have been offset this year by a decrease in liabilities in GL but not in WC.
-) WC and GL programs still have less room for error and dictate a more conservative approach until the trends change.

SCORE is well funded to meet its future claims liabilities and the margin for error has improved for the GL program somewhat this year. The programs will continue to be closely monitored to try to anticipate and mitigate any negative trends.

F2. UNDERSTANDING THE ACTUARIAL REPORT

Mike Harrington from Bickmore Risk Services presented information about how to read an Actuarial Report. He reviewed commonly used terminology and provided members with information about what an actuary needs to help develop rates—loss data, exposure data, asset info and budget—as well as outstanding liabilities and FY 17/18 funding guidelines.

There was a question regarding how SCORE charges for volunteers (fire and police) – it was noted that SCORE has followed the same process for the last 15 years – DE-9 Payroll information is inflated by 3% and losses are included in the Experience Modified (ExMod) which is how we account for the volunteers. It was mentioned if we were to change this it could skew the numbers.

F3. CHANDLER ASSET MANAGEMENT FINANCIAL PORTFOLIO REVIEW

Carlos Oblietes from Chandler Asset Management presented the SCORE Board with the Investment Portfolio. He noted the types of investments that a JPA are allowed to make are subject to California Code which restricts where you are allowed to invest. He noted that the portfolio objectives focus on the safety of principal, liquidity and provide returns when purchasing bonds which are allowed by code (1-5 years investments) and mentioned while there is more yield with longer term investments there is also more volatility. Chandler confirmed they work to ensure compliance with Government



Code and SCORE's Investment policy. Carlos mentioned SCORE has been more conservative with their portfolio which has helped to offset the rise of interest rates over the last two years.

G. TRAINING PRESENTATIONS

LUNCHTIME PRESENTATION – FUNCTIONAL CAPACITY EVALUATIONS

Don Freeman presented the Board with information about Functional Capacity Evaluations and the importance of accurate job descriptions which include lift requirements.

G.1. EMPLOYMENT LAW HOT TOPICS AND TRENDS

Michael Christian from Jackson Lewis will present the Board with a legal update. He noted the cost of claims is rising as a result of Jury's awarding several hundred thousand dollars per claim.

Recent Passed Legislation Update

AB 168 – Gov. signed 10/12/17 prohibits an employer from relying on the salary history info of an application for employment as a factor in determining whether to offer an applicant employment or what salary to offer the applicant. Unless the potential candidate that offers this information voluntarily then the employer may consider this information.

AB 1008 – Gov. signed 10/14/17 Repeals (2013 law) the prohibition on state or local agency from asking an application for employment to disclose information regarding a criminal conviction. Until you have made a conditional offer of employment then you can seek this information. Also requires the employer who makes a preliminary decision to deny employment based upon its individualized assessment to provide written notice to the application and would grant the application 5 business days to respond to that notification before the employer may make a final decision.

Or you can do an individual's position and if a criminal history has a direct and adverse relationship with the duties

SB 396 – amends GNMT Code 12950 as to require employer conducting mandatory sexual harassment to include gender identity, gender expression, and sexual orientation.

SB 63 – Gov. signed 10/12/17 prohibits an employer from refusing to allow an employee with more than 12 months of service to take up to 12 weeks of parental leave – prohibits an employer from refusing to maintain and pay for coverage under a group health plan for an employee who takes this leave. Prohibits an employer from refusing to hire or discharging, fining, suspending, expelling or discriminating against an individual for exercising the right to parental leave provided by the bill

New Regulations eff. July 1, 2017

Transgender protections

Preferred pro-nouns

Employee rights to use restroom they identify with

Employers cannot seek gender or sex-related information from applications and employers



Members requested a letter from SCORE to member city councils to address the AB 1732 required training effective March 1, 2017 (noting that training must be completed within 6 months of assuming the position) – the letter should also ensure members are aware of the mandatory signage requirements for single use toilet facilities in any business establishment, place of public accommodation or government agency which are now required to be identified as all-gender toilet facilities.

G.2. RISK CONTROL SERVICES – DKF SCORE CARD UPDATE

David Patzer and John Balestrini were present to discuss the recent claim trends for SCORE members. John Balestrini provided a Loss Analysis and noted that Slips Trips & Falls is most comment for Emergency Services and Field Workers, followed by Stuck By/Strains. Ageing infrastructure will be contributing to sewer backup claims and water main break claims. DKF will be providing a significant number of training sessions in the upcoming year and members are encouraged to attend.

Upcoming Regional Trainings – Winter/Spring (Likely Redding/Yuba City)
Sewer Cleaning Nozzle Selection Best Practices
Biomechanics for the Non-Office Employee

Members were reminded of the My Safety Officer Subscription which includes 100 Computer Based Training (CBT's) topics and mentioned DKF will notify members what is required by CalOSHA as follow up training. John Balestrini noted over the next month he will be reaching out to each SCORE member to determine what they would like to focus on at their upcoming site visit (training sessions, review of SOP procedures, creation of SOP's, etc.)

G.3. ACI – EMPLOYEE ASSISTANCE PROGRAM

Kathryn Mullis and Colleen Shuster presented the Board with information about the ACI EAP program and services available to members.

G.4. STATE OF THE INSURANCE MARKET 2017

Marcus Beverly presented the Board with information about the current state of the insurance market and what should be expected in 2018. He mentioned the Property/Casualty Industry Performance Combined Ratio at 3/31/17 was 99.6% – this means for every dollar an insurance company receives they are paying out almost the same. Cyber Security and Data Breaches have been increasing in numbers and members should continue to monitor credit reports (as the data has already been breached and can be used). Catastrophic losses are increasing in frequency and severity and will affect rates in the upcoming year. Lastly, he mentioned Disruption (i.e. UC Berkeley Republican Speakers, Charlottesville, Virginia riots) as an upcoming exposure that is not an insurable risk at this time but does impact our public agencies costs, and more importantly have a direct social impact.



H. CLOSING COMMENTS

Michelle Minnick reminded members that the Social Hour will begin in the same room at 6:00 pm followed by dinner served at 7:00 pm. Members were encouraged to enter from the hallway to receive nametags.

I. AJOURNMENT

The meeting was adjourned at 4:20 PM

NEXT MEETING DATE: October 27, 2017 in Anderson, CA

Respectfully Submitted,

Brooke Woodcox, Secretary

Date

DRAFT



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Meeting
October 27, 2017**

Member Cities Present:

Wes Heathcock, City of Colfax
Mark Brannigan, City of Dunsmuir
Sarah Griggs, City of Etna
Linda Romaine, Town of Fort Jones
Robert Jankovitz, City of Isleton
Jim Goodwin, City of Live Oak
Roger Carroll, Town of Loomis
Cricket Strock, Town of Loomis
Kathy LeBlanc, City of Loyalton
Muriel Howarth Terrell, City of Mt. Shasta

Robert Meacher, City of Portola
Melissa Klunby, City of Portola
Brooke Woodcox, City of Rio Dell (late)
John Duckett, City of Shasta Lake
Debi Savage, City of Susanville
Penny Velador, City of Tulelake
Diana Howard, City of Weed
Steve Baker, City of Yreka
Renee Hoisington, City of Yreka

Member Cities Absent:

Roger Frith, City of Biggs

Shelley Gray, City of Montague

Consultants & Guests

Michael Simmons, Alliant Insurance Services
Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Kevin Wong, Gilbert & Associates
Jen Hall, Crowe Horwath

Dori Zumwalt, York Risk Services
Cameron Dewey, York Risk Services
Ariel Leonhard, York Risk Services
Teng Her, York Risk Services

SCORE PROGRAM COVERAGE REVIEW

- a. **LIABILITY MEMORANDUM OF COVERAGE (MOC)***
- b. **POLLUTION***
- c. **ERMA – EMPLOYMENT PRACTICES LIABILITY (EPL)***
- d. **CRIME – ID Fraud & ACIP***
- e. **WORKERS’ COMPENSATION MEMORANDUM OF COVERAGE (MOC)**
- f. **PROPERTY – (APIP INCLUDING CYBER & POLLUTION)**

A. CALL TO ORDER

Mr. Roger Carroll called the meeting to order at 9:39 am.



B. ROLL CALL

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

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Robert Meacher

SECOND: John Duckett

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Teleconference Meeting Minutes – August 25, 2017
2. SCORE Checking Register – August—September 2017
3. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – September 30, 2017
4. Treasurer’s Report as of September 30, 2017
5. Investment Statements from Chandler Asset Management – August—September 2017
6. US Bank Account Statement – August—September 2017
7. ACI Quarterly Utilization Report – July—September 2017
8. Alliant Commission Disclosure Letter and Fact Sheet Retail vs. Wholesale Commissions
9. Company Nurse Injury Summary Report – August—September 2017
10. Farley Consulting Workers’ Compensation Claims Audit Proposal

***NOTE:** A request was made to pull E.10. for separate discussion.

A motion was made to accept the Consent Calendar Items E.1.-E.9.

MOTION: Steve Baker

**SECOND: Muriel
Howarth Terrell**

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.



E.10. Farley Consulting Workers’ Compensation Claims Audit Proposal

It was requested that a cover sheet be included with each item for things like this as it was unclear regarding the action. Marcus Beverly noted that Farley has completed the Workers’ Compensation Audit for the last three years and has provided a proposal which falls within budget.

A motion was made to accept the Consent Calendar Item E.10.

MOTION: Linda Romine

SECOND: Robert Meacher

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

F. ADMINISTRATIVE REPORT

F.1. PRESIDENT’S REPORT

Mr. Carroll recommended that all SCORE members attend the “Fall into Education” training session provided for free by York Risk Services. If your member city has Fire Operations there are a number of vaccinations that you the employer are required to provide. He noted if the employee would like to receive the vaccination the City is required to pay for it and conversely if the employee declines the vaccination you are required to have them sign a waiver. Parks and Recreation employees who are servicing areas frequented by homeless people you are required to provide HepB inoculations (and they also recommend HepA). He also noted that CJPRMA is providing upcoming training on Police Liability presented by Dale Neilson on Tues November 28, 2017 in Livermore, CA or on Wednesday November 29, 2017 at the Embassy Suites in Old Sacramento – both sessions are free to attend for CJPRMA members. The next training session for Fire Management Operations will take place sometime between January and March focuses on Employment Practices Liability for Fire Departments presented by Gordon Graham – there will be three locations of the training but none have been announced.

F.2. ALLIANT UPDATE

- a. **Annual Vendor Service Provider Survey** – Members were reminded that the Program Administration will be sending out the Annual Survey after this meeting and the survey will close before Christmas to allow the Program Administration to compile the responses for presentation to the Board at the January meeting. Michelle Minnick noted the survey will be broken into one survey for each Service Providers to increase the number of responses.
- b. **Media Response Training** – Members were polled to determine if there was any interest in a Media Response Training Session being offered up north – members expressed interest in having a session at the upcoming January meeting. Program Administration will book the speaker and will send a Save the Date to members in the event the Public Relations or Media Relations person from the city would like to attend.



- c. **CSAC EIA Pollution Program Renewal** – Members were reminded that the FY 18-21 CSAC EIA Pollution Application has been sent out to members. The Program Administration will send out information about the CSAC EIA Pollution webinar which provides training on how to complete the application.
- d. **Recent Cyber Incidents** – There has been a recent increase in the number of email phishing attempts. Members are reminded to follow internal procedures for payment requests to ensure no member falls victim to the scams that are occurring.

Marcus Beverly mentioned we distributed the FY 17-18 Annual Report to members yesterday which has been revamped from last year – he noted there is a letter from the SCORE President and we were able to include the Audited Financials this year.

G. FINANCIAL

G.1. AUDITED FINANCIAL REPORT FOR YEAR ENDING JUNE 30, 2017

Kevin Wong from Gilbert Associates noted that the audit has been completed and presented Jen Hall from Crowe Horwath. Jen noted that they are required to notify the Board of any issues in the audit process and there were no issues and no findings or recommendations – it was a clean year and a good audit. She went on to mention they provided an Unmodified Opinion.

A motion was made to accept the Audited Financial Report as presented.

MOTION: Steve Baker

SECOND: Mark Brannigan

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H. JPA BUSINESS

H.1.A CAJPA—ACCREDITATION UPDATE

Marcus Beverly presented the Board with a copy of the CAJPA Accreditation Report – we have received conditional Accreditation with Excellence. He mentioned the four requirements needed to be fulfilled to receive the certificate of Accreditation with Excellence which will be addressed later in the meeting. Program Administrators were pleased to announce that we have completed two of the requirements and the next two agenda items will satisfy all the outstanding requirements.

A motion was made to accept the CAJPA Accreditation report.

MOTION: Kathy LeBlanc

SECOND: Wes Heathcock

**MOTION CARRIED
UNANIMOUSLY**



AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H.1.B. CAJPA—2017 CONFERENCE FEEDBACK

Roger Carroll mentioned that he attends the CAJPA Conference each year and mentioned he thought this year was good. He mentioned Mike Madrid who spoke at the wrap-up and trends in politics. There was another comment made about when hiring millennials you schedule an Ergonomic Evaluation to determine what their preexisting symptoms are.

H.1.C CAJPA—SCORE UNDERWRITING POLICY

Marcus Beverly presented the Board with the SCORE Underwriting Policy and noted there are no changes to current practice as this was simply the consolidation of the information into one location. He mentioned the Underwriting Policy is a new requirement to receive CAJPA Accreditation with Excellence. If accepted SCORE will be asked to review this policy every three years. Lastly it was mentioned that the Administrative Expense Allocation has changed and so we have been completing the LRP review of the MC in the past year.

A motion was made to accept the SCORE Underwriting Policy as presented.

MOTION: Robert Meacher

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H.1.D. CAJPA—YORK RISK SERVICES CONTRACT AMENDMENTS

Marcus Beverly noted that the last requirement for CAJPA Accreditation with Excellence is an amendment to the York agreements for Liability Claims and WC Claims Administration which should include Conflict of Interest language.

A motion was made to accept the York Contract amendments as presented.

MOTION: Mark Brannigan

SECOND: John Duckett

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.



H.2. TARGET SOLUTIONS CONTRACT RENEWAL OPTIONS

Marcus Beverly mention that Target Solutions has been the provider of online training including Fire and Police Training. It was noted that a number of members rely on this training platform to ensure compliance with Fire and Police Training requirements. The number of courses offered has increased over the years by almost 50%. Currently Target Solutions is offering two renewal options:

Option 1 – One year agreement at an increased rate of \$25,911.71

Option 2 – Three year agreement at current rate of \$25,157

There were questions about what other types of training offered through Target Solutions and it was noted there are several Human Relations courses as well as training targeted toward Public Works employees. It was also mentioned while DKF offers My Safety Officer (MSO) there are more courses available through Target Solutions (specifically Fire Training).

A motion was made to approve Option 2 for a three year contact.

MOTION: Robert Meacher

**SECOND: Muriel Howarth
Terrell**

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H.3. PROGRAM ADMINSTRAION CONTRACT EXPIRATION JUNE 30, 2018

Marcus Beverly notified the Board that the Program Administrators contract will expire on June 30, 2017 and the Board should consider their options. Mike Simmons noted that it is no longer a requirement to have a substantive intervening review but we would recommend assigning an Ad Hoc committee to complete and analysis.

A motion was made to assign the Executive Committee to review and an Executive Committee Teleconference will be held in December.

MOTION: Robert Meacher

SECOND: John Duckett

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H.4. LIABILITY MEMORANDUM OF COVEARGE (MOC)

Marcus Beverly reminded members that the City of Live Oak has constructed a Skate and Bike Park which opens tomorrow and the Board is asked to add the address to the SCORE Liability MOC.



A motion was made to approve the addition of the City of Live Oak Skate and Bike Park to the Liability MOC endorsement #1.

MOTION: Steve Baker

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

H.5. LIABILITY CLAIMS REPORTING AND LESSONS LEARNED

Cameron Dewey provided members with a presentation of Lessons Learned from claims and included examples of hazardous conditions (i.e. floating sidewalk in Louisiana, broken sewer grate, sidewalk issues). It was noted that CJPRMA has opined that paved walkways and sidewalks can be given trail immunity if it is reported as a trail and included in the Trail map. It was also mentioned that Natural Condition Immunity trumps the Dangerous Condition theory.

YORK WORKERS' COMPENSATION 101/102 LUNCHTIME PRESENTATION

Dori Zumwalt from York Risk Services provided the Board with information related to Workers' Compensation and provided members with instructions on how to complete the DWC-1 Form and how to report a claim. She provided a brief history of Workers' Compensation as well as a description of the different types of claims: Medical Only (no lost time), Indemnity (lost time), and Future Medical (after claim resolves via Stipulation or Compromise and Release).

H.7. SCORE FY 17/18 CLAIMS REPORTING MANUAL

Michelle Minnick presented the first Claims Reporting Manual for FY 17/18 SCORE lines of coverage and noted that each section includes: a list of participating members in the program, vendor providing claims services, policy period, contact information for claims persons, as well as reporting instructions. It was mentioned this resource was created so members could have a document for all city employees to use in the event of a claim at the city.

I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

****REQUESTING AUTHORITY**

At _____ pm, pursuant to Government code section 54956.95, the Board held a closed session to discuss the following claims for payment.

1. Workers' Compensation Program

- a. SWCA-320321 vs. City of Yreka**
- b. SWCA-555977 Rio Dell**
- c. SWCA-555847 Town of Fort Jones**
- d. SWCA-176713 Mt. Shasta**



J. REPORT FROM CLOSED SESSION

The Board returned from closed session at 12:44 pm. Mr. Carroll reported that the above closed session items were discussed and appropriate direction was given to Program Consultants.

K. ROUNDTABLE DISCUSSION

Natural Condition exemption - (trees)
Learn more about the Natural Condition

L. INFORMATION ITEMS

1. PARMA Conference, February 14-16, 2018, Monterey, CA
2. Glossary of Terms
3. SCORE Resource Contact Guide
4. SCORE Travel Reimbursement Form

M. CLOSING COMMENTS

There were no closing comments.

N. AJOURNMENT

The meeting was adjourned at 12:46 PM

NEXT MEETING DATE: January 19, 2018 in Anderson, CA

Respectfully Submitted,

Brooke Woodcox, Secretary

Date

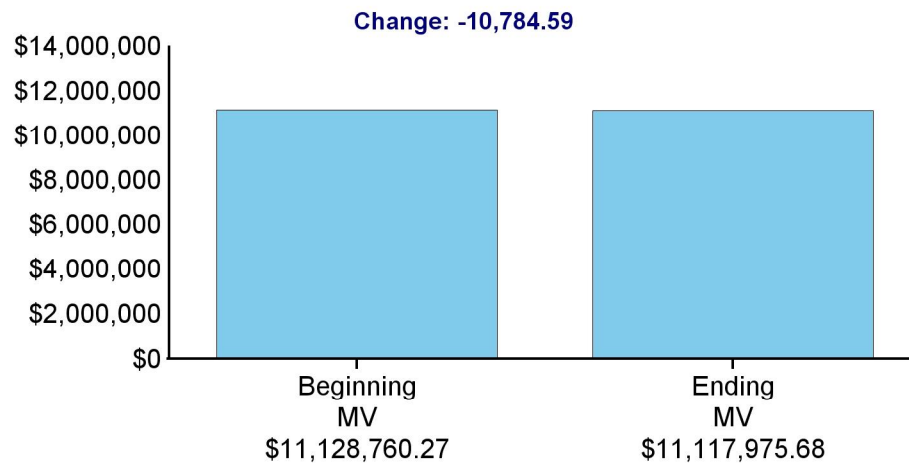


SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

Page 1 of 22
October 1, 2017 to October 31, 2017

MARKET VALUE SUMMARY

	Current Period 10/01/17 to 10/31/17
Beginning Market Value	\$11,128,760.27
Taxable Interest	10,642.59
Fees and Expenses	-1,222.70
Long Term Gains/Losses	48,435.77
Short Term Gains/Losses	0.13
Change in Investment Value	-68,640.38
Ending Market Value	\$11,117,975.68



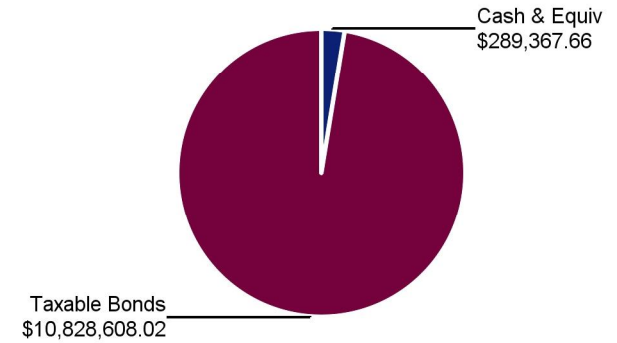


SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

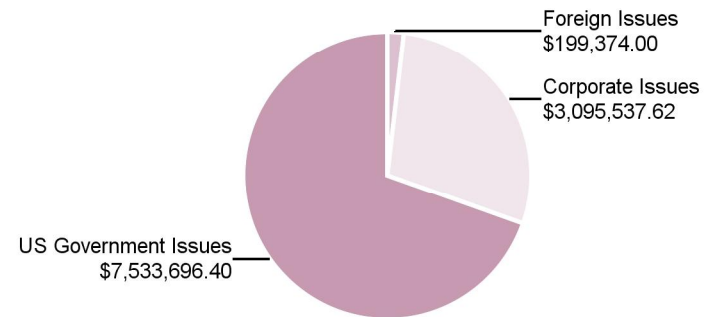
Page 2 of 22
October 1, 2017 to October 31, 2017

ASSET SUMMARY

Assets	Current Period Market Value	% of Total	Estimated Annual Income
Cash & Equivalents	289,367.66	2.60	3,441.46
Taxable Bonds	10,828,608.02	97.40	183,134.20
Total Market Value	\$11,117,975.68	100.00	\$186,575.66



Fixed Income Summary



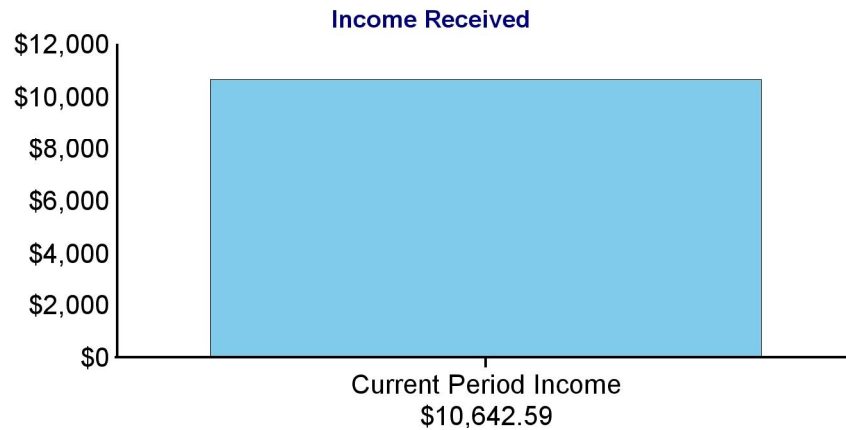


SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

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October 1, 2017 to October 31, 2017

INCOME SUMMARY

	Income Received Current Period
Taxable Interest	10,642.59
Total Current Period Income	\$10,642.59





SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

Page 4 of 22
October 1, 2017 to October 31, 2017

CASH SUMMARY

	Principal Cash	Income Cash	Total Cash
Beginning Cash 10/01/2017	-\$671,151.19	\$671,151.19	\$0.00
Taxable Interest		10,642.59	10,642.59
Fees and Expenses	-1,222.70		-1,222.70
Purchases	-396,992.94		-396,992.94
Sales	411,449.72		411,449.72
Net Money Market Activity	-23,876.67		-23,876.67
Ending Cash 10/31/2017	-\$681,793.78	\$681,793.78	\$0.00



SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

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October 1, 2017 to October 31, 2017

ASSET DETAIL

Security Description

Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Cash & Equivalents							
Cash/Money Market							
Bank Of Tokyo Mitsubis C P - 06538BY80 11/08/2017							
225,000.000	99.9760	224,946.00	223,969.25	976.75	2.0	3,034.06	1.35
First American Government - 31846V203 Oblig Fd Cl Y #3763							
64,421.660	1.0000	64,421.66	64,421.66	0.00	0.6	407.40	0.63
Total Cash/Money Market		\$289,367.66	\$288,390.91	\$976.75	2.6	\$3,441.46	
Cash							
Principal Cash		-681,793.78	-681,793.78		-6.1		
Income Cash		681,793.78	681,793.78		6.1		
Total Cash		\$0.00	\$0.00	\$0.00	0.0	\$0.00	
Total Cash & Equivalents		\$289,367.66	\$288,390.91	\$976.75	2.6	\$3,441.46	

Taxable Bonds

US Government Issues

Federal Home Loan Bks - 313378A43 1.375 03/09/2018							
215,000.000	100.0510	215,109.65	213,970.15	1,139.50	1.9	2,956.25	1.37
F N M A Deb - 3135G0WJ8 0.875 05/21/2018							
250,000.000	99.7510	249,377.50	245,652.50	3,725.00	2.2	2,187.50	0.88

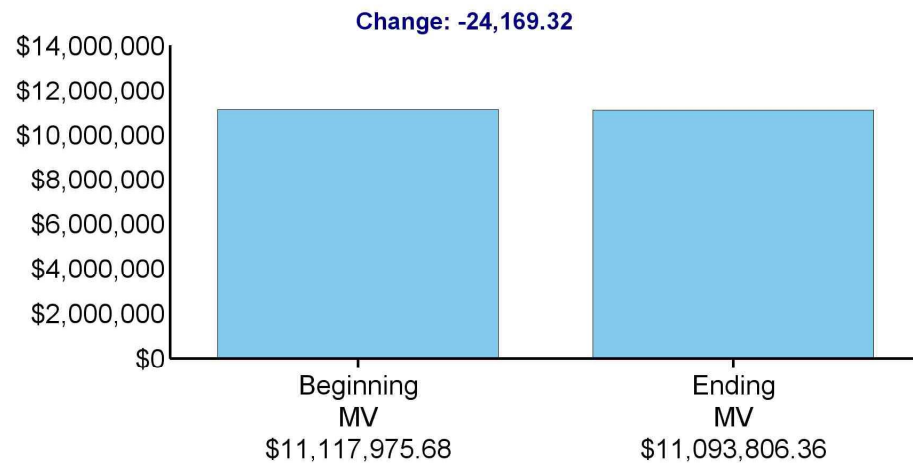


SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

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November 1, 2017 to November 30, 2017

MARKET VALUE SUMMARY

	Current Period 11/01/17 to 11/30/17
Beginning Market Value	\$11,117,975.68
Taxable Interest	22,612.31
Fees and Expenses	-1,221.04
Long Term Gains/Losses	3.28
Short Term Gains/Losses	0.13
Change in Investment Value	-45,564.00
Ending Market Value	\$11,093,806.36



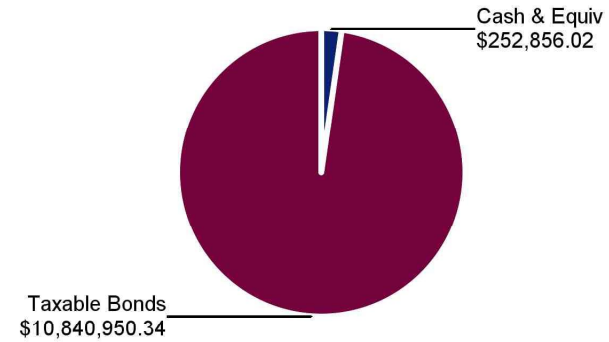


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ACCOUNT NUMBER: 001050986308

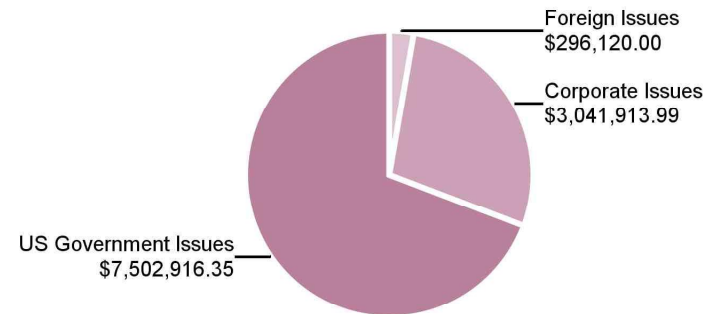
Page 2 of 24
November 1, 2017 to November 30, 2017

ASSET SUMMARY

Assets	Current Period Market Value	% of Total	Estimated Annual Income
Cash & Equivalents	252,856.02	2.30	3,501.24
Taxable Bonds	10,840,950.34	97.70	184,420.23
Total Market Value	\$11,093,806.36	100.00	\$187,921.47



Fixed Income Summary





SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

Page 3 of 24
November 1, 2017 to November 30, 2017

INCOME SUMMARY

	Income Received Current Period
Taxable Interest	22,612.31
Total Current Period Income	\$22,612.31

SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308Page 4 of 24
November 1, 2017 to November 30, 2017**CASH SUMMARY**

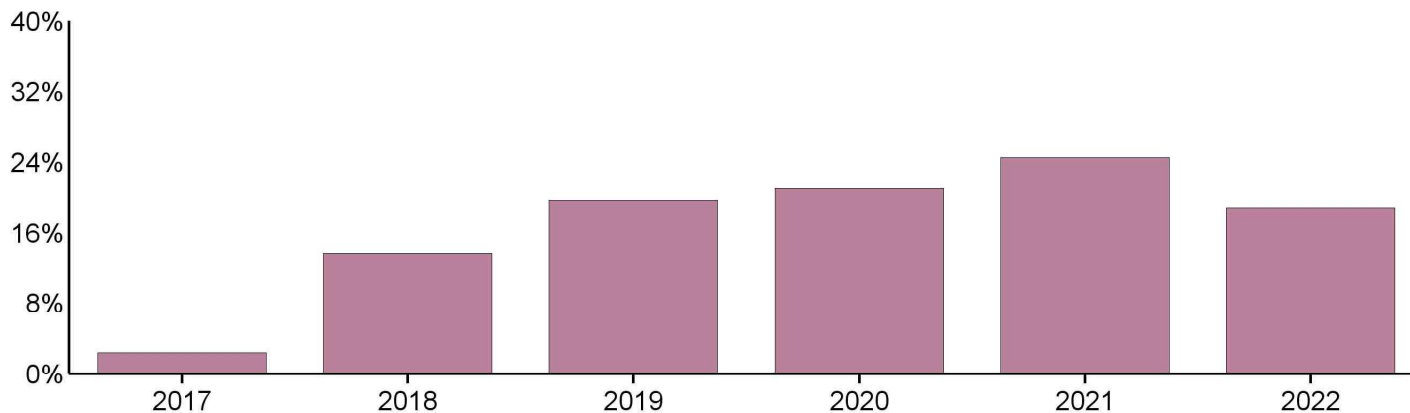
	Principal Cash	Income Cash	Total Cash
Beginning Cash 11/01/2017	-\$681,793.78	\$681,793.78	\$0.00
Taxable Interest		22,612.31	22,612.31
Fees and Expenses	-1,221.04		-1,221.04
Purchases	-321,934.19		-321,934.19
Sales	264,933.53		264,933.53
Net Money Market Activity	35,609.39		35,609.39
Ending Cash 11/30/2017	-\$704,406.09	\$704,406.09	\$0.00



SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

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November 1, 2017 to November 30, 2017

BOND SUMMARY



	Par Value	Market Value	Percentage of Category
MATURITY			
2017	255,000.00	255,019.65	2.36
2018	1,475,000.00	1,474,225.30	13.60
2019	2,130,396.18	2,128,812.52	19.64
2020	2,308,517.74	2,289,694.97	21.12
2021	2,710,000.00	2,654,218.00	24.48
2022	2,060,000.00	2,038,979.90	18.80
Total of Category	\$10,938,913.92	\$10,840,950.34	100.00

MOODY'S RATING

Aaa	8,351,284.46	8,260,848.52	76.20
Aa1	135,000.00	134,678.70	1.24
Aa2	145,000.00	143,671.80	1.33
A1	865,000.00	863,311.90	7.96
A2	800,000.00	800,834.10	7.39
A3	285,000.00	285,001.80	2.63

SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308Page 24 of 24
November 1, 2017 to November 30, 2017**BOND SUMMARY (continued)**

	Par Value	Market Value	Percentage of Category
N/A	357,629.46	352,603.52	3.25
Total of Category	\$10,938,913.92	\$10,840,950.34	100.00

S&P RATING			
	Par Value	Market Value	Percentage of Category
AAA	263,139.44	259,418.58	2.39
AA+	4,450,000.00	4,409,914.55	40.68
AA-	550,000.00	549,001.80	5.06
A+	515,000.00	515,667.75	4.76
A	895,000.00	893,260.75	8.25
A-	135,000.00	134,889.30	1.24
N/A	4,130,774.48	4,078,797.61	37.62
Total of Category	\$10,938,913.92	\$10,840,950.34	100.00

BOND SUMMARY MESSAGES

Data contained within this section excluded Mutual Funds, Exchange Traded Funds, and Closed-Ended Funds.

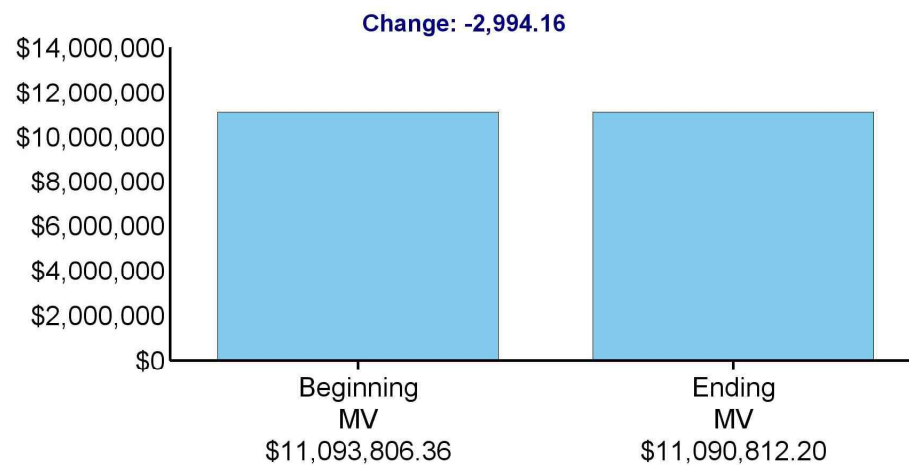


SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

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December 1, 2017 to December 31, 2017

MARKET VALUE SUMMARY

	Current Period 12/01/17 to 12/31/17
Beginning Market Value	\$11,093,806.36
Taxable Interest	10,542.87
Fees and Expenses	-1,219.20
Long Term Gains/Losses	-15,739.54
Short Term Gains/Losses	0.15
Change in Investment Value	3,421.56
Ending Market Value	\$11,090,812.20



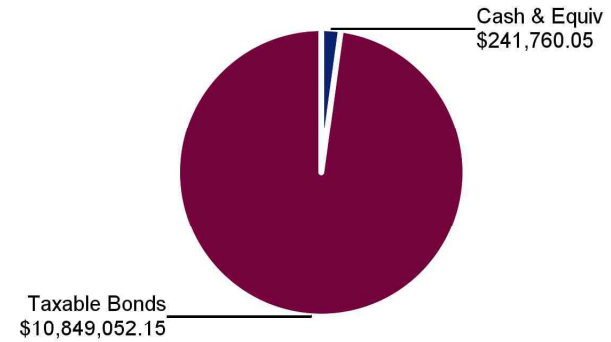


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ACCOUNT NUMBER: 001050986308

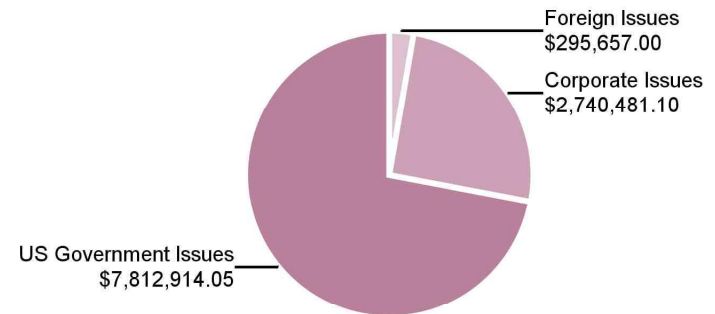
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December 1, 2017 to December 31, 2017

ASSET SUMMARY

Assets	Current Period Market Value	% of Total	Estimated Annual Income
Cash & Equivalents	241,760.05	2.20	3,461.27
Taxable Bonds	10,849,052.15	97.80	180,862.24
Total Market Value	\$11,090,812.20	100.00	\$184,323.51



Fixed Income Summary





SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

Page 3 of 24
December 1, 2017 to December 31, 2017

INCOME SUMMARY

	Income Received Current Period
Taxable Interest	10,542.87
Total Current Period Income	\$10,542.87

SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308Page 4 of 24
December 1, 2017 to December 31, 2017**CASH SUMMARY**

	Principal Cash	Income Cash	Total Cash
Beginning Cash 12/01/2017	-\$704,406.09	\$704,406.09	\$0.00
Taxable Interest		10,542.87	10,542.87
Fees and Expenses	-1,219.20		-1,219.20
Purchases	-320,764.22		-320,764.22
Sales	300,128.58		300,128.58
Net Money Market Activity	11,311.97		11,311.97
Ending Cash 12/31/2017	-\$714,948.96	\$714,948.96	\$0.00



SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

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December 1, 2017 to December 31, 2017

ASSET DETAIL

Security Description

Security Description	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Cash & Equivalents								
Cash/Money Market								
Bank Of Tokyo Mitsubis C P - 06538CCD1 03/13/2018	225,000.000	99.6710	224,259.75	223,867.19	392.56	2.0	3,307.81	1.47
First American Government - 31846V203 Oblig Fd Cl Y #3763	17,500.300	1.0000	17,500.30	17,500.30	0.00	0.2	153.46	0.88
Total Cash/Money Market			\$241,760.05	\$241,367.49	\$392.56	2.2	\$3,461.27	
Cash								
Principal Cash			-714,948.96	-714,948.96		-6.4		
Income Cash			714,948.96	714,948.96		6.4		
Total Cash			\$0.00	\$0.00	\$0.00	0.0	\$0.00	
Total Cash & Equivalents			\$241,760.05	\$241,367.49	\$392.56	2.2	\$3,461.27	

Taxable Bonds

US Government Issues

Federal Home Loan Bks - 313385SE7 Discount Note 01/24/2018	125,000.000	99.9210	124,901.25	124,881.41	19.84	1.1	1,603.16	1.28
Federal Home Loan Bks - 313378A43 1.375 03/09/2018	215,000.000	100.0070	215,015.05	213,970.15	1,044.90	1.9	2,956.25	1.38



SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

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December 1, 2017 to December 31, 2017

ASSET DETAIL (continued)

Security Description

	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
F N M A Deb - 3135G0WJ8 0.875 05/21/2018	250,000.000	99.7380	249,345.00	245,652.50	3,692.50	2.2	2,187.50	0.88
Federal Home Loan Bks - 313379DT3 1.250 06/08/2018	150,000.000	99.8590	149,788.50	150,552.00	-763.50	1.4	1,875.00	1.25
Federal Home Loan Bks - 313375K48 2.000 09/14/2018	200,000.000	100.1670	200,334.00	204,446.00	-4,112.00	1.8	4,000.00	2.00
F N M A Deb - 3135G0YT4 1.625 11/27/2018	400,000.000	99.8420	399,368.00	400,556.00	-1,188.00	3.6	6,500.00	1.63
U S Treasury Note - 912828B33 1.500 01/31/2019	225,000.000	99.6330	224,174.25	225,516.80	-1,342.55	2.0	3,375.00	1.51
F H L M C M T N - 3137EADG1 1.750 05/30/2019	150,000.000	99.8530	149,779.50	150,455.70	-676.20	1.4	2,625.00	1.75
U S Treasury Note - 912828WL0 1.500 05/31/2019	175,000.000	99.5000	174,125.00	172,977.15	1,147.85	1.6	2,625.00	1.51
U S Treasury Note - 912828WW6 1.625 07/31/2019	200,000.000	99.6330	199,266.00	199,586.61	-320.61	1.8	3,250.00	1.63
F N M A - 3135G0ZG1 1.750 09/12/2019	175,000.000	99.7170	174,504.75	174,616.75	-112.00	1.6	3,062.50	1.75
U S Treasury Note - 912828G61 1.500 11/30/2019	125,000.000	99.2770	124,096.25	126,162.53	-2,066.28	1.1	1,875.00	1.51



SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

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December 1, 2017 to December 31, 2017

ASSET DETAIL (continued)

Security Description

	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
U S Treasury Note - 912828H52 1.250 01/31/2020	150,000.000	98.6760	148,014.00	147,846.21	167.79	1.3	1,875.00	1.27
U S Treasury Note - 912828XE5 1.500 05/31/2020	250,000.000	99.0160	247,540.00	247,973.49	-433.49	2.2	3,750.00	1.51
Federal Home Loan Bks - 313383HU8 1.750 06/12/2020	225,000.000	99.3230	223,476.75	227,929.50	-4,452.75	2.0	3,937.50	1.76
F N M A Deb - 3135G0D75 1.500 06/22/2020	225,000.000	98.8140	222,331.50	223,287.75	-956.25	2.0	3,375.00	1.52
U S Treasury Note - 912828XM7 1.625 07/31/2020	125,000.000	99.2310	124,038.75	125,635.18	-1,596.43	1.1	2,031.25	1.64
U S Treasury Note - 912828L99 1.375 10/31/2020	350,000.000	98.3870	344,354.50	345,124.22	-769.72	3.1	4,812.50	1.40
F N M A - 3135G0F73 1.500 11/30/2020	200,000.000	98.5310	197,062.00	196,460.00	602.00	1.8	3,000.00	1.52
U S Treasury Note - 912828N89 1.375 01/31/2021	150,000.000	98.0940	147,141.00	149,162.61	-2,021.61	1.3	2,062.50	1.40
Federal Home Loan Bks - 3130A7CV5 1.375 02/18/2021	225,000.000	97.7630	219,966.75	224,140.60	-4,173.85	2.0	3,093.75	1.41
F N M A Deb - 3135G0J20 1.375 02/26/2021	500,000.000	97.8950	489,475.00	503,455.50	-13,980.50	4.4	6,875.00	1.40

SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308Page 8 of 24
December 1, 2017 to December 31, 2017**ASSET DETAIL (continued)****Security Description**

	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Federal Home Loan Bks - 313379RB7 1.875 06/11/2021	225,000.000	99.1500	223,087.50	226,696.50	-3,609.00	2.0	4,218.75	1.89
Federal Home Loan Bks - 3130A8QS5 1.125 07/14/2021	100,000.000	96.6780	96,678.00	99,259.00	-2,581.00	0.9	1,125.00	1.16
U S Treasury Note - 912828S76 1.125 07/31/2021	175,000.000	96.7030	169,230.25	169,080.66	149.59	1.5	1,968.75	1.16
F H L M C M T N - 3137EAEC9 1.125 08/12/2021	250,000.000	96.5290	241,322.50	247,300.00	-5,977.50	2.2	2,812.50	1.16
U S Treasury Note - 912828T34 1.125 09/30/2021	200,000.000	96.4880	192,976.00	196,680.36	-3,704.36	1.7	2,250.00	1.17
F N M A - 3135G0Q89 1.375 10/07/2021	125,000.000	97.2520	121,565.00	124,557.75	-2,992.75	1.1	1,718.75	1.41
U S Treasury Note - 912828T67 1.250 10/31/2021	100,000.000	96.8750	96,875.00	96,914.40	-39.40	0.9	1,250.00	1.29
U S Treasury Note - 912828U65 1.750 11/30/2021	125,000.000	98.6060	123,257.50	123,223.08	34.42	1.1	2,187.50	1.77
F N M A - 3135G0S38 2.000 01/05/2022	150,000.000	99.3410	149,011.50	149,695.75	-684.25	1.3	3,000.00	2.01
U S Treasury Note - 912828V72 1.875 01/31/2022	125,000.000	98.9610	123,701.25	125,200.61	-1,499.36	1.1	2,343.75	1.89



SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308

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December 1, 2017 to December 31, 2017

ASSET DETAIL (continued)

Security Description

	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Federal Home Loan Bks - 313378CR0 2.250 03/11/2022	150,000.000	100.1490	150,223.50	152,646.00	-2,422.50	1.4	3,375.00	2.25
U S Treasury Note - 912828J76 1.750 03/31/2022	175,000.000	98.3590	172,128.25	174,173.44	-2,045.19	1.6	3,062.50	1.78
F N M A - 3135G0T45 1.875 04/05/2022	250,000.000	98.7540	246,885.00	248,625.00	-1,740.00	2.2	4,687.50	1.90
U S Treasury Note - 912828XR6 1.750 05/31/2022	125,000.000	98.2580	122,822.50	124,668.39	-1,845.89	1.1	2,187.50	1.78
U S Treasury Note - 912828XW5 1.750 06/30/2022	150,000.000	98.1910	147,286.50	149,203.63	-1,917.13	1.3	2,625.00	1.78
U S Treasury Note - 912828L24 1.875 08/31/2022	300,000.000	98.5940	295,782.00	299,391.63	-3,609.63	2.7	5,625.00	1.90
U S Treasury Note - 912828L57 1.750 09/30/2022	400,000.000	97.9960	391,984.00	393,843.75	-1,859.75	3.5	7,000.00	1.79
Total US Government Issues			\$7,812,914.05	\$7,881,548.61	-\$68,634.56	70.4	\$122,184.41	

Corporate Issues

John Deere Capital Corp - 24422EST7 Medium Term Note 1.350 01/16/2018	125,000.000	99.9800	124,975.00	124,937.50	37.50	1.1	1,687.50	1.35
Apple Inc - 037833AJ9 1.000 05/03/2018	135,000.000	99.7530	134,666.55	109,594.10	25,072.45	1.2	1,350.00	1.00



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ASSET DETAIL (continued)

Security Description

	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
Wells Fargo Company - 94974BFQ8 Medium Term Note 2.150 01/15/2019	135,000.000	100.1610	135,217.35	135,160.65	56.70	1.2	2,902.50	2.15
John Deere Owner Trust - 47788NAB4 C M O Ser 2016 B CI A2 1.090 02/15/2019	26,269.890	99.9380	26,253.60	26,268.29	-14.69	0.2	286.34	1.09
Toyota Auto Receivables Owner Trust - 89236WAC2 A B S Ser 2015 A CI A3 1.440 02/15/2019	14,843.660	99.9250	14,832.53	14,841.42	-8.89	0.1	166.25	1.12
Honda Auto Receivables Owner Trust - 43813NAC0 A B S Ser 2015 2 CI A3 1.040 02/21/2019	21,785.100	99.8640	21,755.47	21,781.76	-26.29	0.2	226.57	1.04
Cisco Systems Inc - 17275RAR3 2.125 03/01/2019	135,000.000	100.1120	135,151.20	135,315.90	-164.70	1.2	2,868.75	2.12
Eli Lilly Co - 532457BF4 1.950 03/15/2019	150,000.000	99.9180	149,877.00	149,341.50	535.50	1.4	2,925.00	1.95
Nissan Auto Receivables Owner - 65478WAB1 C M O Ser 2016 C CI A2a 1.070 05/15/2019	24,125.790	99.9270	24,108.18	24,124.84	-16.66	0.2	258.15	1.07
Toyota Auto Receivables Owner - 89231LAB3 C M O Ser 2016 D CI A2a 1.060 05/15/2019	40,109.590	99.8470	40,048.22	40,106.39	-58.17	0.4	425.16	1.06
Honda Auto Receivables Owner - 43814TAB8 A B S Ser 2017 1 CI A2 1.420 07/22/2019	43,805.300	99.8650	43,746.16	43,804.25	-58.09	0.4	622.04	1.42



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ASSET DETAIL (continued)

Security Description

	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
American Honda Finance - 02665WAH4 Medium Term Note 2.250 08/15/2019	135,000.000	100.1500	135,202.50	136,318.95	-1,116.45	1.2	3,037.50	2.25
Bank Of Ny Mellon - 06406HCW7 Medium Term Note 2.300 09/11/2019	135,000.000	100.2610	135,352.35	135,334.80	17.55	1.2	3,105.00	2.29
John Deere Owner Trust - 47787XAB3 A B S Ser 2017 A CI A2 1.500 10/15/2019	49,615.730	99.8690	49,550.73	49,615.53	-64.80	0.4	744.24	1.50
Hsbc USA Inc - 40428HPN6 2.375 11/13/2019	135,000.000	100.1160	135,156.60	135,329.40	-172.80	1.2	3,206.25	2.37
Nissan Auto Receivables Owner - 654747AB0 A B S Ser 2017 A CI 2Ab 1.470 01/15/2020	41,230.790	99.8200	41,156.57	41,230.58	-74.01	0.4	606.09	1.47
Honda Auto Receivables Owner Tr - 43814PAB6 A B S Ser 2017 3 CI A2 1.570 01/21/2020	30,000.000	99.7220	29,916.60	29,997.33	-80.73	0.3	471.00	1.57
Jpmorgan Chase Co - 46625HKA7 2.250 01/23/2020	135,000.000	99.9330	134,909.55	134,410.05	499.50	1.2	3,037.50	2.25
Honda Auto Recievables Owner Tr - 43814QAC2 C M O Ser 2016 2 CI A3 1.390 04/15/2020	58,483.310	99.6700	58,290.32	58,482.18	-191.86	0.5	812.92	1.39
John Deere Owner Trust - 47788MAC4 A B S Ser 2016 A CI A3 1.360 04/15/2020	78,516.180	99.7210	78,297.12	78,503.82	-206.70	0.7	1,067.82	1.36

SMALL CITIES ORGANIZED
ACCOUNT NUMBER: 001050986308Page 12 of 24
December 1, 2017 to December 31, 2017**ASSET DETAIL (continued)****Security Description**

	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
John Deere Owner Trust - 47788BAB0 A B S Ser 2017 B CI A2a 1.590 04/15/2020	30,000.000	99.7520	29,925.60	29,997.39	-71.79	0.3	477.00	1.59
Pepsico Inc - 713448CS5 1.850 04/30/2020	110,000.000	99.1940	109,113.40	109,937.30	-823.90	1.0	2,035.00	1.86
Qualcomm Inc - 747525AD5 2.250 05/20/2020	140,000.000	99.2290	138,920.60	139,254.40	-333.80	1.3	3,150.00	2.27
Ace Ina Holdings - 00440EAT4 2.300 11/03/2020	150,000.000	99.8410	149,761.50	150,180.00	-418.50	1.4	3,450.00	2.30
Exxon Mobil Corporation - 30231GAV4 2.222 03/01/2021	150,000.000	99.7760	149,664.00	151,124.80	-1,460.80	1.3	3,333.00	2.23
Chevron Corp - 166764BG4 2.100 05/16/2021	145,000.000	99.1810	143,812.45	144,150.30	-337.85	1.3	3,045.00	2.12
State Street Corp - 857477AV5 1.950 05/19/2021	75,000.000	98.5570	73,917.75	74,961.00	-1,043.25	0.7	1,462.50	1.98
Microsoft Corp - 594918BP8 1.550 08/08/2021	140,000.000	97.3670	136,313.80	139,739.55	-3,425.75	1.2	2,170.00	1.59
John Deere Owner Trust - 47788BAD6 A B S Ser 2017 B CI A3 1.820 10/15/2021	25,000.000	99.2540	24,813.50	24,998.17	-184.67	0.2	455.00	1.83



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ASSET DETAIL (continued)

Security Description

	Shares/Face Amt	Price	Market Value	Tax Cost	Unrealized Gain/Loss	Percent of Total Portfolio	Estimated Annual Income	Estimated Current Yield
US Bancorp - 91159HHP8 Medium Term Note 2.625 01/24/2022	135,000.000	100.5740	135,774.90	136,571.40	-796.50	1.2	3,543.75	2.61
Total Corporate Issues			\$2,740,481.10	\$2,725,413.55	\$15,067.55	24.7	\$52,927.83	
Foreign Issues								
International Bank - 459058FY4 2.000 01/26/2022	200,000.000	99.0370	198,074.00	199,032.00	-958.00	1.8	4,000.00	2.02
Inter American Devel Bk - 4581X0CZ9 1.750 09/14/2022	100,000.000	97.5830	97,583.00	98,067.00	-484.00	0.9	1,750.00	1.79
Total Foreign Issues			\$295,657.00	\$297,099.00	-\$1,442.00	2.7	\$5,750.00	
Total Taxable Bonds			\$10,849,052.15	\$10,904,061.16	-\$55,009.01	97.8	\$180,862.24	
Total Assets			\$11,090,812.20	\$11,145,428.65	-\$54,616.45	100.0	\$184,323.51	
Estimated Current Yield								1.66

ASSET DETAIL MESSAGES

Time of trade execution and trading party (if not disclosed) will be provided upon request.



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ASSET DETAIL MESSAGES (continued)

Publicly traded assets are valued in accordance with market quotations or valuation methodologies from financial industry services believed by us to be reliable. Assets that are not publicly traded may be reflected at values from other external sources. Assets for which a current value is not available may be reflected at a previous value or as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could be bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.



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TRANSACTION DETAIL

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
Beginning Balance 12/01/2017			\$704,406.09	-\$704,406.09	\$11,151,844.37
12/01/17	Asset Income	Interest Earned On First Am Govt Ob Fd Cl Y Interest From 11/1/17 To 11/30/17	47.42		
12/06/17	Sale	Matured 120,000 Par Value Of General Electric Co 5.250% 12/06/17 Trade Date 12/6/17 120,000 Par Value At 100 %		120,000.00	-136,032.00
12/06/17	Asset Income	Interest Earned On General Electric Co 5.250% 12/06/17 0.02625 USD/\$1 Pv On 120,000 Par Value Due 12/6/17	3,150.00		
12/07/17	Cash Disbursement	Cash Disbursement Paid To Chandler Asset Management Investment Counsel Fee For Pe Ending 11/30/2017		-1,115.03	
12/08/17	Asset Income	Interest Earned On F H L B Deb 1.250% 6/08/18 0.00625 USD/\$1 Pv On 150,000 Par Value Due 12/8/17	937.50		
12/11/17	Asset Income	Interest Earned On F H L B Deb 1.875% 6/11/21 0.009375 USD/\$1 Pv On 225,000 Par Value Due 12/11/17	2,109.38		
12/12/17	Asset Income	Interest Earned On F H L B Deb 1.750% 6/12/20 0.00875 USD/\$1 Pv On 225,000 Par Value Due 12/12/17	1,968.75		
12/15/17	Asset Income	Interest Earned On John Deere Owner 1.500% 10/15/19 \$0.00125/Pv On 50,000.00 Pv Due 12/15/17	62.50		
12/15/17	Sale	Paid Down 384.27 Par Value Of John Deere Owner 1.500% 10/15/19 Trade Date 12/15/17		384.27	-384.27
12/15/17	Asset Income	Interest Earned On John Deere Owner 1.820% 10/15/21 \$0.00152/Pv On 25,000.00 Pv Due 12/15/17	37.92		



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TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
12/15/17	Asset Income	Interest Earned On John Deere Owner 1.090% 2/15/19 \$0.00091/Pv On 34,028.19 Pv Due 12/15/17	30.91		
12/15/17	Sale	Paid Down 7,758.3 Par Value Of John Deere Owner 1.090% 2/15/19 Trade Date 12/15/17		7,758.30	-7,757.83
12/15/17	Asset Income	Interest Earned On John Deere Owner 1.590% 4/15/20 0.001325 USD/\$1 Pv On 30,000 Par Value Due 12/15/17	39.75		
12/15/17	Asset Income	Interest Earned On John Deere Owner 1.360% 4/15/20 \$0.00113/Pv On 83,743.97 Pv Due 12/15/17	94.91		
12/15/17	Sale	Paid Down 5,227.79 Par Value Of John Deere Owner 1.360% 4/15/20 Trade Date 12/15/17		5,227.79	-5,226.97
12/15/17	Asset Income	Interest Earned On Nissan Auto 1.470% 1/15/20 \$0.00123/Pv On 44,773.77 Pv Due 12/15/17	54.85		
12/15/17	Sale	Paid Down 3,542.98 Par Value Of Nissan Auto 1.470% 1/15/20 Trade Date 12/15/17		3,542.98	-3,542.96
12/15/17	Asset Income	Interest Earned On Nissan Auto 1.070% 5/15/19 \$0.00089/Pv On 29,068.10 Pv Due 12/15/17	25.92		
12/15/17	Sale	Paid Down 4,942.31 Par Value Of Nissan Auto 1.070% 5/15/19 Trade Date 12/15/17		4,942.31	-4,942.11
12/15/17	Asset Income	Interest Earned On Honda Auto 1.390% 4/15/20 \$0.00116/Pv On 60,000.00 Pv Due 12/15/17	69.50		
12/15/17	Sale	Paid Down 1,516.69 Par Value Of Honda Auto 1.390% 4/15/20 Trade Date 12/15/17		1,516.69	-1,516.66



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TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
12/15/17	Asset Income	Interest Earned On Toyota Auto 1.060% 5/15/19 \$0.00088/Pv On 46,570.72 Pv Due 12/15/17	41.14		
12/15/17	Sale	Paid Down 6,461.13 Par Value Of Toyota Auto 1.060% 5/15/19 Trade Date 12/15/17		6,461.13	-6,460.61
12/15/17	Asset Income	Interest Earned On Toyota Auto 1.120% 2/15/19 \$0.00093/Pv On 18,939.26 Pv Due 12/15/17	17.68		
12/15/17	Sale	Paid Down 4,095.6 Par Value Of Toyota Auto 1.120% 2/15/19 Trade Date 12/15/17		4,095.60	-4,094.98
12/15/17	Sale	Matured 135,000 Par Value Of Intel Corp 1.350% 12/15/17 Trade Date 12/15/17 135,000 Par Value At 100 %		135,000.00	-134,711.10
12/15/17	Asset Income	Interest Earned On Intel Corp 1.350% 12/15/17 0.00675 USD/\$1 Pv On 135,000 Par Value Due 12/15/17	911.25		
12/18/17	Asset Income	Interest Earned On Honda Auto 1.570% 1/21/20 \$0.00131/Pv On 30,000.00 Pv Due 12/18/17	39.25		
12/21/17	Asset Income	Interest Earned On Honda Auto 1.040% 2/21/19 \$0.00087/Pv On 27,629.46 Pv Due 12/21/17	23.95		
12/21/17	Sale	Paid Down 5,844.36 Par Value Of Honda Auto 1.040% 2/21/19 Trade Date 12/21/17		5,844.36	-5,843.46
12/21/17	Asset Income	Interest Earned On Honda Auto 1.420% 7/22/19 \$0.00118/Pv On 49,160.45 Pv Due 12/21/17	58.17		
12/21/17	Sale	Paid Down 5,355.15 Par Value Of Honda Auto 1.420% 7/22/19 Trade Date 12/21/17		5,355.15	-5,355.02



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TRANSACTION DETAIL (continued)

Date Posted	Activity	Description	Income Cash	Principal Cash	Tax Cost
12/22/17	Asset Income	Interest Earned On F N M A Deb 1.500% 6/22/20 0.0075 USD/\$1 Pv On 225,000 Par Value Due 12/22/17	1,687.50		
12/26/17	Fee	Trust Fees Collected Charged For Period 11/01/2017 Thru 11/30/2017		-104.17	
12/28/17	Purchase	Purchased 125,000 Par Value Of F H L B Disc Nts 1/24/18 Trade Date 12/28/17 Purchased Through Goldman Sachs & Co. LLC Swift External Ref#: 8736203133583559 125,000 Par Value At 99.905128 %		-124,881.41	124,881.41
12/29/17	Purchase	Purchased 200,000 Par Value Of U S Treasury Nt 1.750% 9/30/22 Trade Date 12/28/17 Purchased Through Goldman Sachs & Co. LLC Swift External Ref#: 8736203133589726 200,000 Par Value At 97.941405 %		-195,882.81	195,882.81
12/29/17	Purchase Accrued Interest	Paid Accrued Interest On Purchase Of U S Treasury Nt 1.750% 9/30/22 Income Debit 865.38- USD	-865.38		
	Purchase	Combined Purchases For The Period 12/ 1/17 - 12/31/17 Of First Am Govt Ob Fd Cl Y		-311,536.83	311,536.83
	Sale	Combined Sales For The Period 12/ 1/17 - 12/31/17 Of First Am Govt Ob Fd Cl Y		322,848.80	-322,848.80
Ending Balance 12/31/2017			\$714,948.96	-\$714,948.96	\$11,145,428.65



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SALE/MATURITY SUMMARY

Settlement Date	Description	Tax Cost	Proceeds	Estimated Gain/Loss
Taxable Bonds				
General Electric Co				
5.250 12/06/2017				
369604BC6				
12/06/17	Matured 120,000 Par Value Trade Date 12/6/17 120,000 Par Value At 100 %	-136,032.00	120,000.00	-16,032.00
Honda Auto Receivables Owner				
A B S Ser 2017 1 CI A2				
1.420 07/22/2019				
43814TAB8				
12/21/17	Paid Down 5,355.15 Par Value Trade Date 12/21/17	-5,355.02	5,355.15	0.13
Honda Auto Receivables Owner Trust				
A B S Ser 2015 2 CI A3				
1.040 02/21/2019				
HA11019				
12/21/17	Paid Down 5,844.36 Par Value Trade Date 12/21/17	-5,843.46	5,844.36	0.90
Honda Auto Recievables Owner Tr				
C M O Ser 2016 2 CI A3				
1.390 04/15/2020				
43814QAC2				
12/15/17	Paid Down 1,516.69 Par Value Trade Date 12/15/17	-1,516.66	1,516.69	0.03



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SALE/MATURITY SUMMARY (continued)

	Settlement Date	Description	Tax Cost	Proceeds	Estimated Gain/Loss
Intel Corp 1.350 12/15/2017 458140AL4	12/15/17	Matured 135,000 Par Value Trade Date 12/15/17 135,000 Par Value At 100 %	-134,711.10	135,000.00	288.90
John Deere Owner Trust A B S Ser 2016 A CI A3 1.360 04/15/2020 47788MAC4	12/15/17	Paid Down 5,227.79 Par Value Trade Date 12/15/17	-5,226.97	5,227.79	0.82
John Deere Owner Trust A B S Ser 2017 A CI A2 1.500 10/15/2019 47787XAB3	12/15/17	Paid Down 384.27 Par Value Trade Date 12/15/17	-384.27	384.27	
John Deere Owner Trust C M O Ser 2016 B CI A2 1.090 02/15/2019 47788NAB4	12/15/17	Paid Down 7,758.3 Par Value Trade Date 12/15/17	-7,757.83	7,758.30	0.47



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SALE/MATURITY SUMMARY (continued)

Settlement Date	Description	Tax Cost	Proceeds	Estimated Gain/Loss
Nissan Auto Receivables Owner				
A B S Ser 2017 A CI 2Ab				
1.470 01/15/2020				
654747AB0				
12/15/17	Paid Down 3,542.98 Par Value Trade Date 12/15/17	-3,542.96	3,542.98	0.02
Nissan Auto Receivables Owner				
C M O Ser 2016 C CI A2a				
1.070 05/15/2019				
65478WAB1				
12/15/17	Paid Down 4,942.31 Par Value Trade Date 12/15/17	-4,942.11	4,942.31	0.20
Toyota Auto Receivables Owner				
C M O Ser 2016 D CI A2a				
1.060 05/15/2019				
89231LAB3				
12/15/17	Paid Down 6,461.13 Par Value Trade Date 12/15/17	-6,460.61	6,461.13	0.52
Toyota Auto Receivables Owner Trust				
A B S Ser 2015 A CI A3				
1.440 02/15/2019				
TA11119				
12/15/17	Paid Down 4,095.6 Par Value Trade Date 12/15/17	-4,094.98	4,095.60	0.62
Total Taxable Bonds		-\$315,867.97	\$300,128.58	-\$15,739.39
Total Sales & Maturities		-\$315,867.97	\$300,128.58	-\$15,739.39



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SALE/MATURITY SUMMARY MESSAGES

Estimated Year-To-Date Short-Term Gain (Loss): \$5.41

Estimated Year-To-Date Long-Term Gain (Loss): \$174,113.56

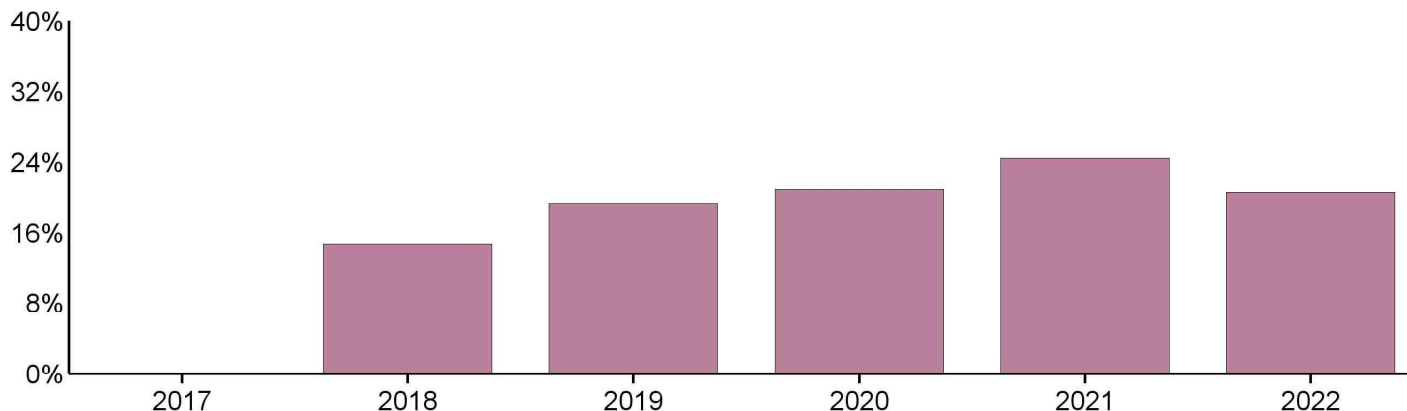
Estimates should not be used for tax purposes



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BOND SUMMARY



	Par Value	Market Value	Percentage of Category
MATURITY			
2017	0.00	0.00	0.00
2018	1,600,000.00	1,598,393.35	14.74
2019	2,095,555.06	2,092,197.64	19.29
2020	2,298,230.28	2,277,108.76	20.99
2021	2,710,000.00	2,650,096.00	24.42
2022	2,260,000.00	2,231,256.40	20.56
Total of Category	\$10,963,785.34	\$10,849,052.15	100.00

MOODY'S RATING

Aaa	8,512,000.24	8,406,025.13	77.49
Aa1	135,000.00	134,666.55	1.24
Aa2	145,000.00	143,812.45	1.33
A1	730,000.00	728,230.20	6.71
A2	680,000.00	680,428.45	6.27
A3	285,000.00	284,671.05	2.62

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December 1, 2017 to December 31, 2017**BOND SUMMARY (continued)**

	Par Value	Market Value	Percentage of Category
N/A	476,785.10	471,218.32	4.34
Total of Category	\$10,963,785.34	\$10,849,052.15	100.00

S&P RATING			
	Par Value	Market Value	Percentage of Category
AAA	246,738.35	242,866.62	2.24
AA+	4,450,000.00	4,403,550.35	40.59
AA-	430,000.00	428,840.65	3.95
A+	380,000.00	380,090.80	3.50
A	895,000.00	893,301.15	8.24
A-	135,000.00	134,909.55	1.24
N/A	4,427,046.99	4,365,493.03	40.24
Total of Category	\$10,963,785.34	\$10,849,052.15	100.00

BOND SUMMARY MESSAGES

Data contained within this section excluded Mutual Funds, Exchange Traded Funds, and Closed-Ended Funds.

Small Cities Organized Risk Effort
Check Detail - Scotts Valley Bank 100-01
 October through December 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2928	10/02/2017	City of Biggs	100-01 · Scott Valley Bank		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	2929	10/02/2017	Town of Loomis	100-01 · Scott Valley Bank		-837.42
Bill	CAJP...	10/02/2017	Loomis	610 · Member Conference Reimbursement	-837.42	837.42
TOTAL					-837.42	837.42
Bill Pmt -Check	2930	10/02/2017	DKF Soutlions Group, LLC	100-01 · Scott Valley Bank		-8,750.00
Bill	Invoic...	10/02/2017		675 · Loss Control Services - DKF	-8,750.00	8,750.00
TOTAL					-8,750.00	8,750.00
Bill Pmt -Check	2931	10/02/2017	City of Biggs	100-01 · Scott Valley Bank		-2,354.12
Bill	Grant ...	10/02/2017	Biggs	Account Payable	-2,354.12	2,354.12
TOTAL					-2,354.12	2,354.12
Bill Pmt -Check	2932	10/23/2017	DKF Soutlions Group, LLC	100-01 · Scott Valley Bank		-8,750.00
Bill	Invoic...	10/23/2017		675 · Loss Control Services - DKF	-8,750.00	8,750.00
TOTAL					-8,750.00	8,750.00
Bill Pmt -Check	2933	10/23/2017	Elliot Herzer	100-01 · Scott Valley Bank		-299.80
Bill	Inv 10...	10/23/2017		606 · LRP & Training Day Mtg Expenses	-299.80	299.80
TOTAL					-299.80	299.80
Bill Pmt -Check	2934	10/23/2017	Michelle Minnick	100-01 · Scott Valley Bank		-58.99
Bill	Suppli...	10/23/2017		606 · LRP & Training Day Mtg Expenses	-22.95	22.95
Bill	Suppli...	10/23/2017		606 · LRP & Training Day Mtg Expenses	-36.04	36.04
TOTAL					-58.99	58.99
Bill Pmt -Check	2935	10/23/2017	York Insurance Services Group, Inc-CA	100-01 · Scott Valley Bank		-16,663.31
Bill	50001...	10/23/2017		721 · Claims Admin - WC	-8,375.81	8,375.81
Bill	Inv 50...	10/23/2017		722 · Claims Admin - GL	-8,287.50	8,287.50
TOTAL					-16,663.31	16,663.31
Bill Pmt -Check	2936	10/23/2017	Gaia Hotel	100-01 · Scott Valley Bank		-5,514.65
Bill	SCO...	10/23/2017		606 · LRP & Training Day Mtg Expenses	-1,797.27	1,797.27
				606 · LRP & Training Day Mtg Expenses	-1,693.83	1,693.83
				606 · LRP & Training Day Mtg Expenses	-2,023.55	2,023.55
TOTAL					-5,514.65	5,514.65
Check	2937	10/27/2017	Gaia Hotel	100-01 · Scott Valley Bank		-2,444.35
				606 · LRP & Training Day Mtg Expenses	-2,444.35	2,444.35
TOTAL					-2,444.35	2,444.35
Bill Pmt -Check	2938	10/24/2017	Michelle Minnick	100-01 · Scott Valley Bank		-83.53
Bill	BOD ...	10/24/2017		606 · LRP & Training Day Mtg Expenses	-59.53	59.53
				606 · LRP & Training Day Mtg Expenses	-24.00	24.00
TOTAL					-83.53	83.53
Bill Pmt -Check	2939	11/10/2017	Allied Printing Company	100-01 · Scott Valley Bank		-313.93
Bill	Inv 39...	11/09/2017		606 · LRP & Training Day Mtg Expenses	-313.93	313.93
TOTAL					-313.93	313.93
Bill Pmt -Check	2940	11/10/2017	City of Colfax	100-01 · Scott Valley Bank		-157.29
Bill	BOD ...	11/10/2017		610 · Member Conference Reimbursement	-157.29	157.29
TOTAL					-157.29	157.29
Bill Pmt -Check	2941	11/10/2017	City of Cresnet City	100-01 · Scott Valley Bank		-13,369.00
Bill	ERM...	11/03/2017		ERMA Dividend	-13,369.00	13,369.00
TOTAL					-13,369.00	13,369.00

Small Cities Organized Risk Effort
Check Detail - Scotts Valley Bank 100-01
 October through December 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2942	11/10/2017	City of Dorris	100-01 · Scott Valley Bank		-321.00
Bill	ERM...	11/03/2017		ERMA Dividend	-321.00	321.00
TOTAL					-321.00	321.00
Bill Pmt -Check	2943	11/10/2017	City of Live Oak	100-01 · Scott Valley Bank		-2,441.00
Bill	ERM...	11/03/2017		ERMA Dividend	-2,441.00	2,441.00
TOTAL					-2,441.00	2,441.00
Bill Pmt -Check	2944	11/10/2017	City of Mt. Shasta	100-01 · Scott Valley Bank		-6,235.00
Bill	ERM...	11/03/2017		ERMA Dividend	-6,235.00	6,235.00
TOTAL					-6,235.00	6,235.00
Bill Pmt -Check	2945	11/10/2017	City of Portola	100-01 · Scott Valley Bank		-1,572.00
Bill	ERM...	11/03/2017		ERMA Dividend	-1,572.00	1,572.00
TOTAL					-1,572.00	1,572.00
Bill Pmt -Check	2946	11/10/2017	City of Rio Dell	100-01 · Scott Valley Bank		-1,622.00
Bill	ERM...	11/03/2017		ERMA Dividend	-1,622.00	1,622.00
TOTAL					-1,622.00	1,622.00
Bill Pmt -Check	2947	11/10/2017	City of Shasta Lake	100-01 · Scott Valley Bank		-6,947.00
Bill	ERM...	11/03/2017		ERMA Dividend	-6,947.00	6,947.00
TOTAL					-6,947.00	6,947.00
Bill Pmt -Check	2948	11/10/2017	City of Susanville	100-01 · Scott Valley Bank		-14,604.00
Bill	ERM...	11/03/2017		ERMA Dividend	-14,604.00	14,604.00
TOTAL					-14,604.00	14,604.00
Bill Pmt -Check	2949	11/10/2017	City of Williams	100-01 · Scott Valley Bank		-3,134.00
Bill	ERM...	11/03/2017		ERMA Dividend	-3,134.00	3,134.00
TOTAL					-3,134.00	3,134.00
Bill Pmt -Check	2950	11/10/2017	City of Yreka	100-01 · Scott Valley Bank		-6,325.00
Bill	ERM...	11/03/2017		ERMA Dividend	-6,325.00	6,325.00
TOTAL					-6,325.00	6,325.00
Bill Pmt -Check	2951	11/10/2017	Crowe Horwath LLP	100-01 · Scott Valley Bank		-18,810.00
Bill	Inv 74...	11/09/2017		506 · Financial Audit	-18,810.00	18,810.00
TOTAL					-18,810.00	18,810.00
Bill Pmt -Check	2952	11/10/2017	DKF Soutions Group, LLC	100-01 · Scott Valley Bank		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	2953	11/10/2017	Shelley Gray	100-01 · Scott Valley Bank		-110.84
Bill	SCO...	11/09/2017		610 · Member Conference Reimbursement	-110.84	110.84
TOTAL					-110.84	110.84
Bill Pmt -Check	2954	11/10/2017	York Insurance Services Group, Inc-CA	100-01 · Scott Valley Bank		-16,663.31
Bill	Inv 50...	11/10/2017		722 · Claims Admin - GL	-8,287.50	8,287.50
Bill	50001...	11/10/2017		721 · Claims Admin - WC	-8,375.81	8,375.81
TOTAL					-16,663.31	16,663.31
Bill Pmt -Check	2955	11/10/2017	DKF Soutions Group, LLC	100-01 · Scott Valley Bank		-8,750.00
Bill	Invoic...	11/09/2017		675 · Loss Control Services - DKF	-8,750.00	8,750.00
TOTAL					-8,750.00	8,750.00

Small Cities Organized Risk Effort
Check Detail - Scotts Valley Bank 100-01
 October through December 2017

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2956	12/01/2017	Bickmore Risk Services	100-01 · Scott Valley Bank		-2,500.00
Bill	Inv B...	12/01/2017		507 · Actuarial Review & Studies	-2,500.00	2,500.00
TOTAL					-2,500.00	2,500.00
Bill Pmt -Check	2957	12/01/2017	City of Montague	100-01 · Scott Valley Bank		-450.00
Bill	Conf ...	12/01/2017		610 · Member Conference Reimbursement	-450.00	450.00
TOTAL					-450.00	450.00
Bill Pmt -Check	2958	12/01/2017	City of Yreka	100-01 · Scott Valley Bank		-332.00
Bill	Conf ...	12/01/2017		610 · Member Conference Reimbursement	-332.00	332.00
TOTAL					-332.00	332.00
Bill Pmt -Check	2959	12/01/2017	Crowe Horwath LLP	100-01 · Scott Valley Bank		-2,090.00
Bill	Inv 74...	12/01/2017		506 · Financial Audit	-2,090.00	2,090.00
TOTAL					-2,090.00	2,090.00
Bill Pmt -Check	2960	12/01/2017	DKF Soutlions Group, LLC	100-01 · Scott Valley Bank		-8,750.00
Bill	Inv 13...	12/01/2017		675 · Loss Control Services - DKF	-8,750.00	8,750.00
TOTAL					-8,750.00	8,750.00
Bill Pmt -Check	2961	12/01/2017	TargetSolutions.Com, Inc.	100-01 · Scott Valley Bank		0.00
TOTAL					0.00	0.00
Bill Pmt -Check	2962	12/01/2017	TargetSolutions.Com, Inc.	100-01 · Scott Valley Bank		-2,500.00
Bill	Inv 21...	12/01/2017		677 · Target Solutions	-2,500.00	2,500.00
TOTAL					-2,500.00	2,500.00
Bill Pmt -Check	2963	12/14/2017	Department of Industrial Relations	100-01 · Scott Valley Bank		-22,100.75
Bill	Inv O...	12/01/2017		699 · CA DIR OSIP Self Ins. Assessmen	-22,100.75	22,100.75
TOTAL					-22,100.75	22,100.75
Bill Pmt -Check	2964	12/14/2017	Gilbert Associates, Inc.	100-01 · Scott Valley Bank		-13,200.00
Bill	Inv 31...	11/30/2017		505 · Accounting Services- Gilbert	-13,200.00	13,200.00
TOTAL					-13,200.00	13,200.00
Bill Pmt -Check	2965	12/14/2017	York Insurance Services Group, Inc-CA	100-01 · Scott Valley Bank		-16,663.31
Bill	Inv 50...	12/01/2017		Workers' Compensation Claims	-8,375.81	8,375.81
Bill	Inv 50...	12/01/2017		Liability Claim Payments	-8,287.50	8,287.50
TOTAL					-16,663.31	16,663.31

Monthly Account Statement

Small Cities Organized Risk Effort

October 1, 2017 through October 31, 2017

Chandler Team

For questions about your account,
please call (800) 317-4747 or
Email operations@chandlerasset.com

Custodian

US Bank
Christopher Isles
(503)-464-3685

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PORTFOLIO CHARACTERISTICS

Average Duration	2.44
Average Coupon	1.67 %
Average Purchase YTM	1.68 %
Average Market YTM	1.76 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.62 yrs
Average Life	2.54 yrs

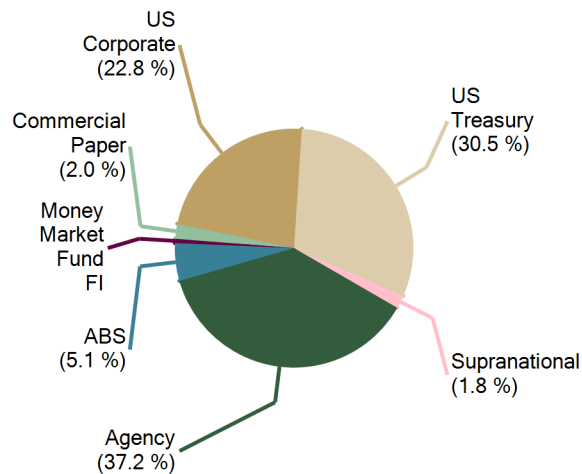
ACCOUNT SUMMARY

	Beg. Values as of 9/30/17	End Values as of 10/31/17
Market Value	11,130,677	11,116,991
Accrued Interest	41,080	48,543
Total Market Value	11,171,758	11,165,534
Income Earned	15,076	15,537
Cont/WD		-1,223
Par	11,160,170	11,169,300
Book Value	11,142,721	11,148,711
Cost Value	11,148,474	11,155,240

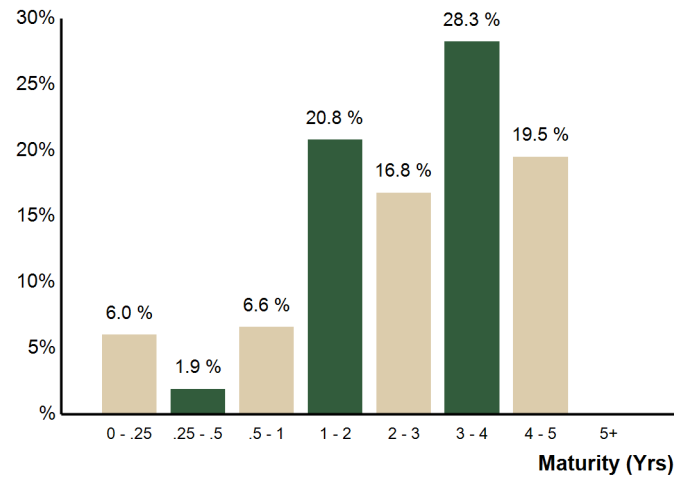
TOP ISSUERS

Issuer	% Portfolio
Government of United States	30.5 %
Federal National Mortgage Assoc	20.3 %
Federal Home Loan Bank	13.4 %
Federal Home Loan Mortgage Corp	3.5 %
John Deere ABS	2.1 %
Bank of Tokyo-Mit UFJ	2.0 %
Intl Bank Recon and Development	1.8 %
Honda ABS	1.6 %
Total	75.2 %

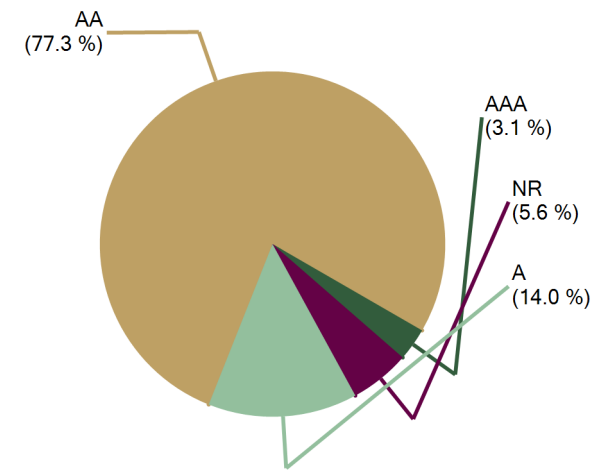
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 10/31/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			3/31/2006	Since 3/31/2006
					3 Yrs	5 Yrs	10 Yrs		
Small Cities Organized Risk Effort	-0.04 %	0.03 %	1.25 %	0.54 %	1.25 %	1.02 %	2.59 %	3.05 %	41.58 %
BAML 1-5 Yr US Treasury/Agency Index	-0.09 %	-0.08 %	0.95 %	0.07 %	1.00 %	0.85 %	2.31 %	2.79 %	37.57 %
BAML 1-5 Yr US Issuers Corp/Govt Rated AAA-A Index	-0.07 %	-0.04 %	1.13 %	0.26 %	1.14 %	0.99 %	2.40 %	2.87 %	38.73 %



**Small Cities Organized Risk Effort
Joint Powers Authority
October 31, 2017**

COMPLIANCE WITH INVESTMENT POLICY

Assets managed by Chandler Asset Management are in full compliance with state law and with the Client's investment policy.

Category	Standard	Comment
U.S. Treasury Issues	No limitations	Complies
Government Agencies	No limitations	Complies
Municipal Securities	"A-" rated by a NRSRO; 20% maximum; 5% per issuer	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or higher by a NRSRO; 30% maximum; 10% per issuer	Complies
Negotiable CDs	"A" or better by a NRSRO; 30% maximum; 5% per issuer	Complies
Banker's Acceptances	A-1 rated or equivalent by a NRSRO; 30% maximum; 5% per issuer; 180 days max maturity	Complies
Commercial Paper	A-1 rated or equivalent by a NRSRO; 25% maximum; 5% per issuer; 270 days max maturity; Issuing Corp must be organized and operating within U.S., having total assets in excess of \$500 million.	Complies
Medium Term Notes	"A-" or better by a NRSRO; 30% maximum; 5% per issuer	Complies
Asset-Backed Securities	AAA rated or equivalent by a NRSRO; 20% maximum with Mort. Pass-Throughs; 5% per issuer	Complies
Mortgage Pass-Through Securities	AAA rated or equivalent by a NRSRO; 20% maximum with Asset Backs; 5% per issuer	Complies
Money Market Funds	AAA/Aaa rated by two NRSROs; 20% maximum; 10 per fund	Complies
Repurchase Agreements	5% per issuer; 1 year max maturity; Not used by investment adviser	Complies
LAIF	Not used by investment adviser	Complies
Max Per Issuer	5% per issuer (except US Government, Agencies, Supranationals, and LAIF)	Complies
Maximum maturity	5 years	Complies



Reconciliation Summary

As of 10/31/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$11,142,720.50
Acquisition	
+ Security Purchases	\$396,992.94
+ Money Market Fund Purchases	\$244,926.23
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$641,919.17
Dispositions	
- Security Sales	\$374,359.18
- Money Market Fund Sales	\$222,483.11
- MMF Withdrawals	\$1,222.70
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$0.00
- Calls	\$0.00
- Principal Paydowns	\$37,090.54
Total Dispositions	\$635,155.53
Amortization/Accretion	
+/- Net Accretion	\$88.56
	\$88.56
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	(\$861.94)
	(\$861.94)
Ending Book Value	\$11,148,710.76

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$43,201.24
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$374,359.18
Accrued Interest Received	\$1,195.84
Interest Received	\$7,842.31
Dividend Received	\$50.32
Principal on Maturities	\$0.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$37,090.54
Total Acquisitions	\$420,538.19
Disposition	
Withdrawals	\$1,222.70
Security Purchase	\$396,992.94
Accrued Interest Paid	\$1,102.13
Total Dispositions	\$399,317.77
Ending Book Value	\$64,421.66

Monthly Account Statement

Small Cities Organized Risk Effort

November 1, 2017 through November 30, 2017

Chandler Team

For questions about your account,
please call (800) 317-4747 or
Email operations@chandlerasset.com

Custodian

US Bank
Christopher Isles
(503)-464-3685

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PORTFOLIO CHARACTERISTICS

Average Duration	2.41
Average Coupon	1.68 %
Average Purchase YTM	1.69 %
Average Market YTM	1.96 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.57 yrs
Average Life	2.50 yrs

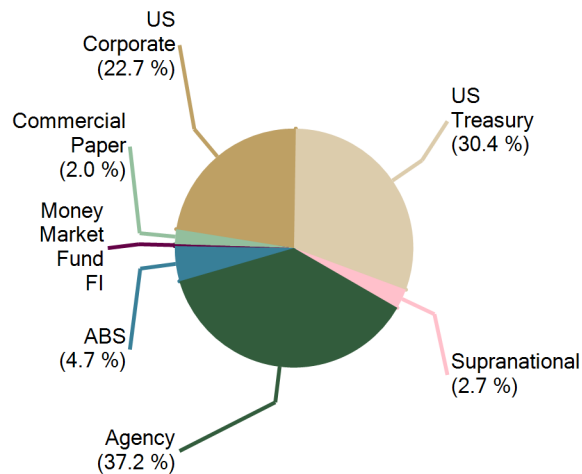
ACCOUNT SUMMARY

	Beg. Values as of 10/31/17	End Values as of 11/30/17
Market Value	11,116,991	11,093,628
Accrued Interest	48,543	41,394
Total Market Value	11,165,534	11,135,022
Income Earned	15,537	15,556
Cont/WD		-1,221
Par	11,169,300	11,192,726
Book Value	11,148,711	11,170,194
Cost Value	11,155,240	11,176,635

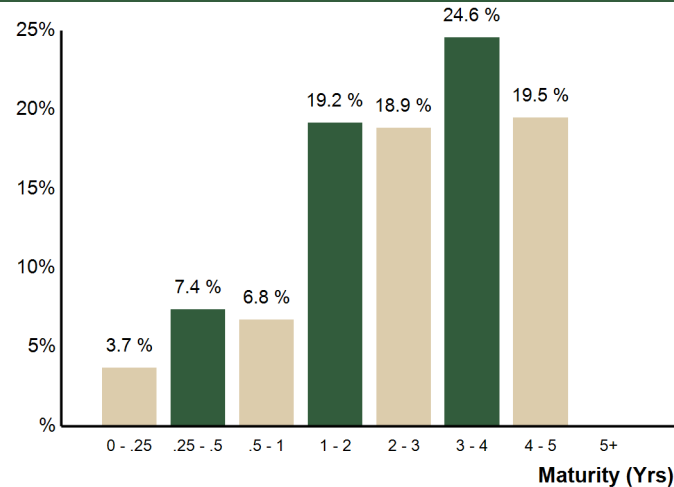
TOP ISSUERS

Issuer	% Portfolio
Government of United States	30.4 %
Federal National Mortgage Assoc	20.3 %
Federal Home Loan Bank	13.4 %
Federal Home Loan Mortgage Corp	3.5 %
Bank of Tokyo-Mit UFJ	2.0 %
John Deere ABS	2.0 %
Intl Bank Recon and Development	1.8 %
Honda ABS	1.5 %
Total	74.9 %

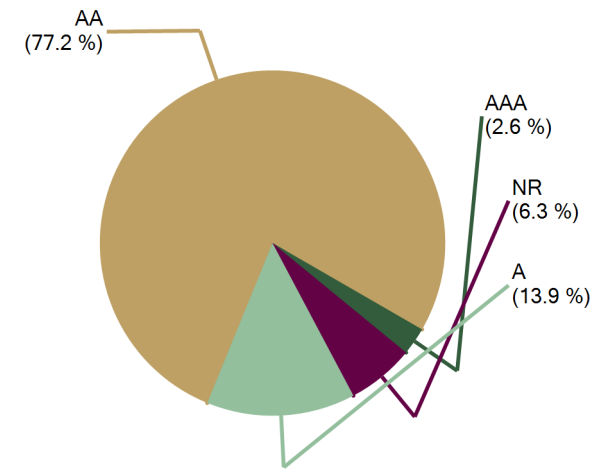
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 11/30/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			Since 3/31/2006	
					3 Yrs	5 Yrs	10 Yrs		
Small Cities Organized Risk Effort	-0.26 %	-0.54 %	0.99 %	1.06 %	1.06 %	0.92 %	2.40 %	3.00 %	41.20 %
BAML 1-5 Yr US Treasury/Agency Index	-0.28 %	-0.70 %	0.67 %	0.69 %	0.80 %	0.75 %	2.08 %	2.75 %	37.18 %
BAML 1-5 Yr US Issuers Corp/Govt Rated AAA-A Index	-0.28 %	-0.66 %	0.84 %	0.88 %	0.94 %	0.89 %	2.18 %	2.82 %	38.33 %



**Small Cities Organized Risk Effort
Joint Powers Authority
November 30, 2017**

COMPLIANCE WITH INVESTMENT POLICY

Assets managed by Chandler Asset Management are in full compliance with state law and with the Client's investment policy.

Category	Standard	Comment
U.S. Treasury Issues	No limitations	Complies
Government Agencies	No limitations	Complies
Municipal Securities	"A-" rated by a NRSRO; 20% maximum; 5% per issuer	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or higher by a NRSRO; 30% maximum; 10% per issuer	Complies
Negotiable CDs	"A" or better by a NRSRO; 30% maximum; 5% per issuer	Complies
Banker's Acceptances	A-1 rated or equivalent by a NRSRO; 30% maximum; 5% per issuer; 180 days max maturity	Complies
Commercial Paper	A-1 rated or equivalent by a NRSRO; 25% maximum; 5% per issuer; 270 days max maturity; Issuing Corp must be organized and operating within U.S., having total assets in excess of \$500 million.	Complies
Medium Term Notes	"A-" or better by a NRSRO; 30% maximum; 5% per issuer	Complies
Asset-Backed Securities	AAA rated or equivalent by a NRSRO; 20% maximum with Mort. Pass-Throughs; 5% per issuer	Complies
Mortgage Pass-Through Securities	AAA rated or equivalent by a NRSRO; 20% maximum with Asset Backs; 5% per issuer	Complies
Money Market Funds	AAA/Aaa rated by two NRSROs; 20% maximum; 10 per fund	Complies
Repurchase Agreements	5% per issuer; 1 year max maturity; Not used by investment adviser	Complies
LAIF	Not used by investment adviser	Complies
Max Per Issuer	5% per issuer (except US Government, Agencies, Supranationals, and LAIF)	Complies
Maximum maturity	5 years	Complies



Reconciliation Summary

As of 11/30/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$11,148,710.76
Acquisition	
+ Security Purchases	\$321,934.19
+ Money Market Fund Purchases	\$287,915.28
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$609,849.47
Dispositions	
- Security Sales	\$0.00
- Money Market Fund Sales	\$322,303.63
- MMF Withdrawals	\$1,221.04
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$223,969.25
- Calls	\$0.00
- Principal Paydowns	\$40,964.28
Total Dispositions	\$588,458.20
Amortization/Accretion	
+/- Net Accretion	\$91.71
	\$91.71
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$0.00
	\$0.00
Ending Book Value	\$11,170,193.74

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$64,421.66
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$21,917.91
Dividend Received	\$33.09
Principal on Maturities	\$223,969.25
Interest on Maturities	\$1,030.75
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$40,964.28
Total Acquisitions	\$287,915.28
Disposition	
Withdrawals	\$1,221.04
Security Purchase	\$321,934.19
Accrued Interest Paid	\$369.44
Total Dispositions	\$323,524.67
Ending Book Value	\$28,812.27

Monthly Account Statement

Small Cities Organized Risk Effort

December 1, 2017 through December 31, 2017

Chandler Team

For questions about your account,
please call (800) 317-4747 or
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Custodian

US Bank
Christopher Isles
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PORTFOLIO CHARACTERISTICS

Average Duration	2.40
Average Coupon	1.64 %
Average Purchase YTM	1.71 %
Average Market YTM	2.01 %
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	2.57 yrs
Average Life	2.50 yrs

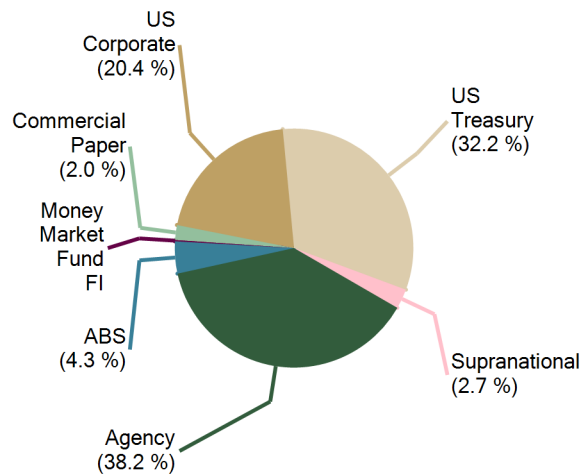
ACCOUNT SUMMARY

	Beg. Values as of 11/30/17	End Values as of 12/31/17
Market Value	11,093,628	11,091,710
Accrued Interest	41,394	44,826
Total Market Value	11,135,022	11,136,536
Income Earned	15,556	15,740
Cont/WD		-1,219
Par	11,192,726	11,207,598
Book Value	11,170,194	11,181,283
Cost Value	11,176,635	11,171,532

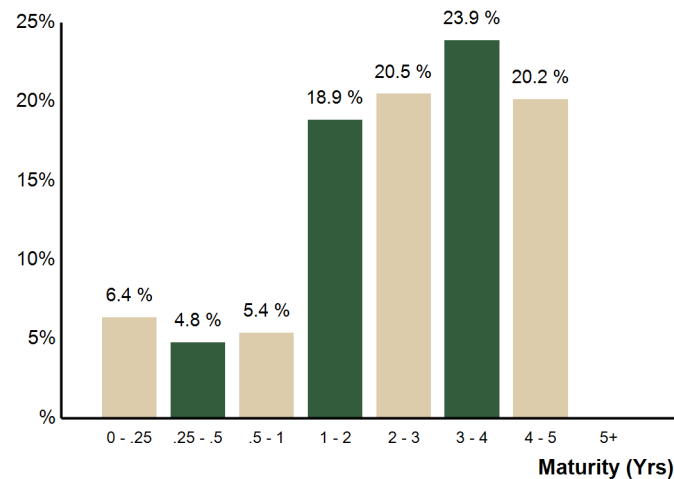
TOP ISSUERS

Issuer	% Portfolio
Government of United States	32.2 %
Federal National Mortgage Assoc	20.3 %
Federal Home Loan Bank	14.4 %
Federal Home Loan Mortgage Corp	3.5 %
Bank of Tokyo-Mit UFJ	2.0 %
John Deere ABS	1.9 %
Intl Bank Recon and Development	1.8 %
Honda ABS	1.4 %
Total	77.5 %

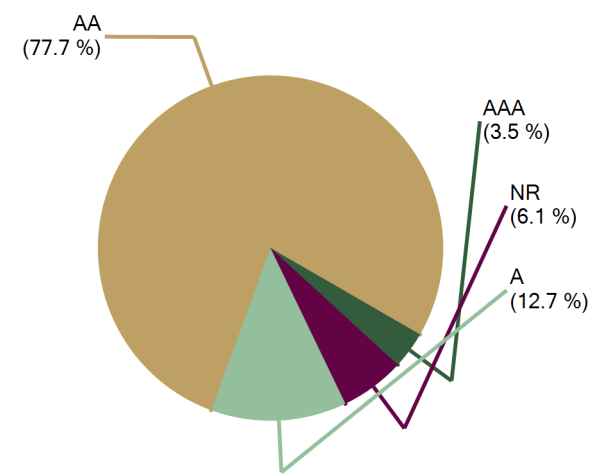
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



PERFORMANCE REVIEW

Total Rate of Return As of 12/31/2017	Current Month	Latest 3 Months	Year To Date	1 Yr	Annualized			Since 3/31/2006	
					3 Yrs	5 Yrs	10 Yrs		
Small Cities Organized Risk Effort	0.02 %	-0.28 %	1.01 %	1.01 %	1.14 %	0.93 %	2.36 %	2.98 %	41.24 %
BAML 1-5 Yr US Treasury/Agency Index	0.00 %	-0.38 %	0.66 %	0.66 %	0.91 %	0.76 %	2.05 %	2.73 %	37.18 %
BAML 1-5 Yr US Issuers Corp/Govt Rated AAA-A Index	0.01 %	-0.34 %	0.86 %	0.86 %	1.05 %	0.90 %	2.15 %	2.80 %	38.35 %



**Small Cities Organized Risk Effort
Joint Powers Authority
December 31, 2017**

COMPLIANCE WITH INVESTMENT POLICY

Assets managed by Chandler Asset Management are in full compliance with state law and with the Client's investment policy.

Category	Standard	Comment
U.S. Treasury Issues	No limitations	Complies
Government Agencies	No limitations	Complies
Municipal Securities	"A-" rated by a NRSRO; 20% maximum; 5% per issuer	Complies
Supranationals	Issued by IBRD, IFC or IADB only; "AA" rated or higher by a NRSRO; 30% maximum; 10% per issuer	Complies
Negotiable CDs	"A" or better by a NRSRO; 30% maximum; 5% per issuer	Complies
Banker's Acceptances	A-1 rated or equivalent by a NRSRO; 30% maximum; 5% per issuer; 180 days max maturity	Complies
Commercial Paper	A-1 rated or equivalent by a NRSRO; 25% maximum; 5% per issuer; 270 days max maturity; Issuing Corp must be organized and operating within U.S., having total assets in excess of \$500 million.	Complies
Medium Term Notes	"A-" or better by a NRSRO; 30% maximum; 5% per issuer	Complies
Asset-Backed Securities	AAA rated or equivalent by a NRSRO; 20% maximum with Mort. Pass-Throughs; 5% per issuer	Complies
Mortgage Pass-Through Securities	AAA rated or equivalent by a NRSRO; 20% maximum with Asset Backs; 5% per issuer	Complies
Money Market Funds	AAA/Aaa rated by two NRSROs; 20% maximum; 10 per fund	Complies
Repurchase Agreements	5% per issuer; 1 year max maturity; Not used by investment adviser	Complies
LAIF	Not used by investment adviser	Complies
Max Per Issuer	5% per issuer (except US Government, Agencies, Supranationals, and LAIF)	Complies
Maximum maturity	5 years	Complies



Reconciliation Summary

As of 12/31/2017

BOOK VALUE RECONCILIATION	
Beginning Book Value	\$11,170,193.74
Acquisition	
+ Security Purchases	\$320,764.22
+ Money Market Fund Purchases	\$312,849.33
+ Money Market Contributions	\$0.00
+ Security Contributions	\$0.00
+ Security Transfers	\$0.00
Total Acquisitions	\$633,613.55
Dispositions	
- Security Sales	\$0.00
- Money Market Fund Sales	\$321,629.60
- MMF Withdrawals	\$1,219.20
- Security Withdrawals	\$0.00
- Security Transfers	\$0.00
- Other Dispositions	\$0.00
- Maturities	\$255,000.00
- Calls	\$0.00
- Principal Paydowns	\$45,128.58
Total Dispositions	\$622,977.38
Amortization/Accretion	
+/- Net Accretion	\$452.77
	\$452.77
Gain/Loss on Dispositions	
+/- Realized Gain/Loss	\$0.00
	\$0.00
Ending Book Value	\$11,181,282.68

CASH TRANSACTION SUMMARY	
BEGINNING BALANCE	\$28,812.27
Acquisition	
Contributions	\$0.00
Security Sale Proceeds	\$0.00
Accrued Interest Received	\$0.00
Interest Received	\$12,673.33
Dividend Received	\$47.42
Principal on Maturities	\$255,000.00
Interest on Maturities	\$0.00
Calls/Redemption (Principal)	\$0.00
Interest from Calls/Redemption	\$0.00
Principal Paydown	\$45,128.58
Total Acquisitions	\$312,849.33
Disposition	
Withdrawals	\$1,219.20
Security Purchase	\$320,764.22
Accrued Interest Paid	\$865.38
Total Dispositions	\$322,848.80
Ending Book Value	\$18,812.80

Employee Assistance Program Utilization Report Utilization Summary and Analysis



SCORE

October 1, 2017 - December 31, 2017

Projected Annual Rate:

1.7%

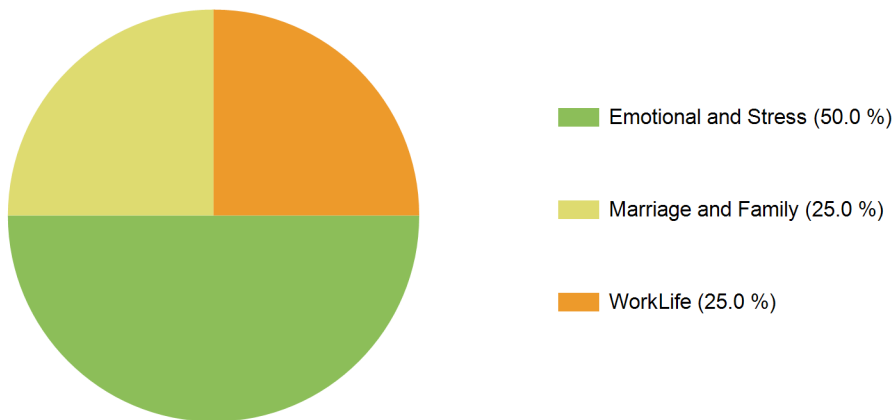
Previous Utilization Rate: 3%

Overall Utilization

There were 4 new contacts. 4 were referred by Poster / Brochure.

The presenting problems were: Emotional, Family / Child and WorkLife.

4 new contacts were self-initiated.



Employee Assistance Program Utilization Report

Work/Life Utilization

In this time period there was 1 case that was opened. 100.0 % of the cases were Legal.

Ring in the new year with support from ACI Specialty Benefits. From comprehensive caretaking to legal and financial services, ACI can help employees and family members stress less, stick to personal and professional goals, and thrive. ACI provides resource and service referrals for a variety of needs, including annual budgeting, pet sitting, child and elder care, home and car maintenance, community-based resources and more. Contact ACI today for more information about work-life support to make 2018 happy, healthy and productive.

Training and Onsite Services

Training Comment:

As a value-added partner, ACI's Training Department offers consultation, support services and flexible training options to fit the needs of any organization. This quarter, ACI delivered the Quarterly Management Training Series webinar "Creating a Culture of Respect." Visit ACI's YouTube channel for 24/7 access to past trainings and popular videos. Contact ACI at 800-932-0034 and ask to speak with a member of the training team, or email ACI at service@acispecialtybenefits.com to learn more about training services and options available.

Newsletters

ACI provided the following HealthY-mails this quarter: Celebrate Work and Family Month; How to Manage Emotions at Work; A Holiday Message from Dr. Ann Clark.

Formal Referrals

The Supervisory Referral process is a powerful yet easy-to-use tool for managers to address employee behavior concerns. Examples of workplace issues that can be resolved through this process include: difficulty working with others, anger management, substance abuse, loss of productivity, absenteeism, and more.

The Supervisory Referral process reduces the amount of time managers spend dealing with workplace issues and maximizes the potential for issues to be resolved.

To begin a Supervisory Referral, or for more information or consultation, contact the ACI Clinical Department at 800-932-0034.

Number of Formal Referrals: 0

Number of Informal Referrals: 0

10/1/2017 - 12/31/2017

Employee Assistance Program Utilization Report

Utilization Hours

Employee Assessment	4.00
Consultation: Work/Life & Concierge	3.00
Consultation: Employee Consultation	1.00
Consultation: Supervisor, Management and Outside Consultants	3.00
Total Program Hours this Period:	11.00

Utilization Comments

In times of crisis, ACI Specialty Benefits is honored to be in a position to help. As the new year begins, ACI's employee assistance program is available to provide employers and employees with the tools and resources to address immediate needs and build resilience over time in the wake of natural disasters and manmade tragedies. From immediate crisis outreach to onsite critical incident support and management consultation, ACI partners with clients to ensure employee and family member safety, connect those impacted with emergency information and resources, and help the workforce cope and heal through clinical and emotional health services.

From 10/1/2017 to 12/31/2017, SCORE achieved an annualized utilization rate of 1.7%. With ACI's data calculated in real-time, annualized utilization rates presented in this report may be subject to a <2% variation.

This decreased from the previous Utilization period which was 3.0%.

10/1/2017 - 12/31/2017

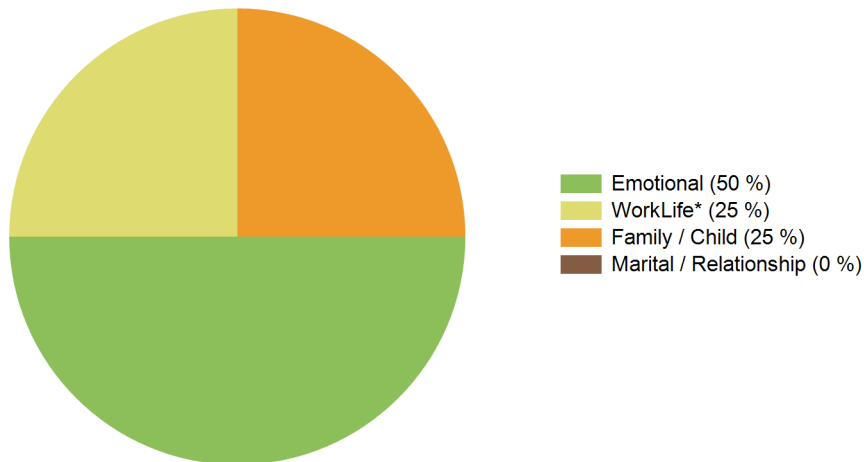
Employee Assistance Program Utilization Report

Primary Issue for Assessment

Primary Issue	New	Previous Quarter	Year To Date
Emotional	2	1	4
Family / Child	1	0	1
Marital / Relationship	0	0	1
WorkLife*	1	6	8

Nearly \$44 billion is lost by businesses and corporations each year due to the effects of depression, including lost productivity and lost work days (according to the Journal of AMA). Utilizing ACI's Employee Assistance Program services helps employees and family members better address everyday work and life issues affecting mental, emotional, and/or behavioral health.

New Issues this Quarter



*Any WorkLife and Personal Services cases are detailed later in the report, and 'Other Issues' includes issues <1%.

10/1/2017 - 12/31/2017

Employee Assistance Program Utilization Report**Primary Issue Breakout for Work/Life**

Referral Made	New	Previous Quarter	Year To Date
Legal	1	5	7

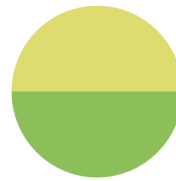
New Issues this Quarter

10/1/2017 - 12/31/2017

Employee Assistance Program Utilization Report

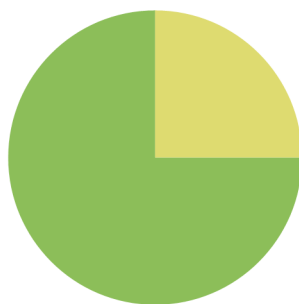
Demographic Data

Gender	New	Previous Quarter	Year To Date
Female	2	7	13
Male	2	0	2



Female (50 %)
 Male (50 %)

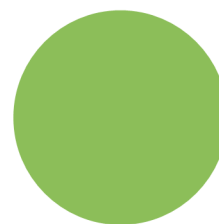
Age Range	New	Previous Quarter	Year To Date
Information not available	0	1	1
0-9	0	0	0
10-19	0	0	0
20-29	0	0	0
30-39	3	0	3
40-49	0	0	1
50-59	0	2	3
60-69	0	4	6
70-79	1	0	1
80-89	0	0	0
90-99	0	0	0



30-39 (75 %)

70-79 (25 %)

Who is Initiating Contact with ACI	New	Previous Quarter	Year To Date
Self	4	6	14
Family Member	0	1	1
Other	0	0	0



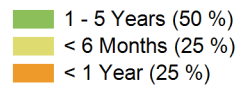
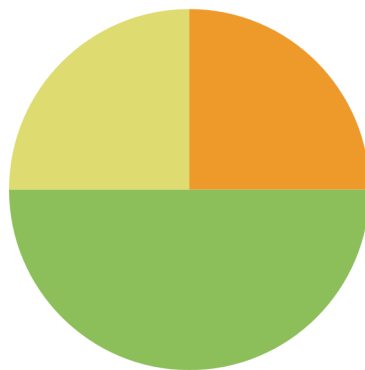
Self (100 %)
 Family Member (0 %)
 Other (0 %)

10/1/2017 - 12/31/2017

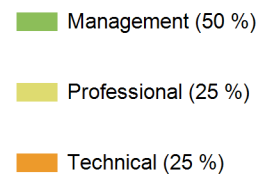
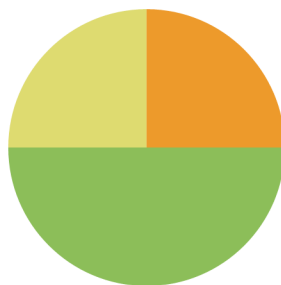
Employee Assistance Program Utilization Report

Employment Data

Years Employed	New	Previous Quarter	Year To Date
< 6 Months	1	0	1
< 1 Year	1	2	3
1 - 5 Years	2	4	8
6 - 10 Years	0	0	0
11 - 15 Years	0	1	2
16 - 20 Years	0	0	1
20+ Years	0	0	0



Job Category	New	Previous Quarter	Year To Date
Clerical	0	0	0
Labor	0	0	0
Management	2	2	4
Other	0	1	1
Production	0	0	0
Professional	1	4	9
Sales	0	0	0
Service	0	0	0
Supervisor	0	0	0
Technical	1	0	1

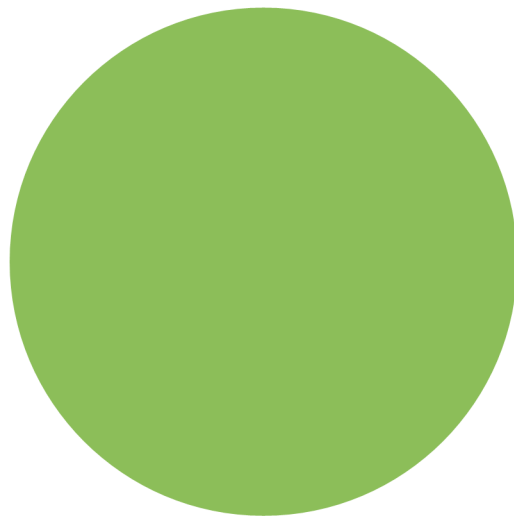


10/1/2017 - 12/31/2017

Employee Assistance Program Utilization Report

Referral Source

Referral Source	New	Previous Quarter	Year To Date
Supervisor - Formal	0	0	0
Supervisor - Informal	0	0	0
Other Employee	0	0	0
Family Member	0	2	2
Human Resources	0	2	2
Orientation / Training	0	0	0
Poster / Brochure	4	1	7
Health Fair	0	0	0
Intranet	0	0	0
Email	0	0	0
Website	0	1	2
Used Before	0	1	2
Onsite Event	0	0	0



■ Poster / Brochure (100 %)



**Small Cities Organized Risk Effort
Board of Directors Meeting
January 19, 2018**

Agenda Item G.4

DISCUSSION OF LONG-RANGE WORK PLAN UPDATES

INFORMATION ITEM

ISSUE: The attached Program Administration Milestones Schedule summarizes the goals and other Board requests set over the last fifteen months and the status of their completion to date. This is a working document that will be updated and distributed throughout the year as new items are requested and others are completed.

RECOMMENDATION: None – this item is presented as information only.

FISCAL IMPACT: None.

BACKGROUND: The Board of Directors sets and reviews SCORE’s long-range goals on a regular basis, primarily during the October Board meeting. Establishment and tracking of the goals is an important means for documenting Board requests and their progress toward completion. It is also helpful to document SCORE’s strategic planning activities for ongoing CAJPA accreditation.

ATTACHMENT(S): SCORE Program Administration Milestone Schedule from 10-26-17 LRP

**Program
Administration
Milestones Schedule**
Status as of: January 8, 2018

	In Process	Completed
<i>SCORE Training & Long Range Planning Meeting October 13-14, 2016 Anderson, CA</i>		X
*Directions from Training & LRP meeting:		
a) Creation of a 3 year DE-9 Payroll Average for Mini-Cities members		X
b) Administrative Expenses will increase incrementally over a three year period i. FY 17/18 Admin Expenses 30% Fixed/70% based on payroll ← COMPLETED ii. FY 18/19 Admin Expenses 40% Fixed/60% based on payroll iii. FY 19/20 Admin Expenses 50% Fixed/50% based on payroll	X	
c) Program Administration to write a letter to City Councils with an Executive Summary Explanation as to why costs will be going up		Not Needed
d) SCORE WC MPD – update to include Criteria set by BOD for participation in MC		
e) Ex Mods will be presented at January BOD meeting	X	
f) MPD’s should include language that the BOD will revisit formulas every 4 years		X
g) Design Immunity Standard Best Practice – to be sent to members by M.Beverly		X
Survey Directions i. members requested the addition of a “Comments” section in each survey ii. Survey is to be sent to members in November 2016 and results presented at the January 2017 BOD meeting		X
November 2016 – March 2017		
*Continuing Directions from LRP/BOD meeting:		
a) Ex Mods will be presented at March BOD meeting as numbers were not available in Jan		X
April 2017 – October 2017		
Prepare Agenda for Meeting(s)		X
Board of Directors Meeting October 27, 2017 Anderson, CA 8:30 am		X
Present Board with Claims Reporting Manual for SCORE lines of coverage		X
*Directions from BOD meeting:		
a) Send Members email with how to create a 5020 Login information		X
b) Send Members email with Sample Supervisors Report	X	
c) Draft and send letter to all members regarding AB 1732 Gender Neutral Restroom signs eff. 3/1/17		X
d) Draft and send letter to all members reminding of required training AB 1661 Sexual Harassment		X
e) Natural Conditions/ Dangerous Conditions Training (set for March BOD Meeting)	X	

Program Administration Milestones Schedule

	In Process	Completed
f) SCORE Annual Service Provider Survey <ul style="list-style-type: none"> i. Each vendor separated into different surveys to increase responses ii. Survey is to be sent to members in November 2017 and results presented at the January 2018 BOD meeting 		X
g) Schedule New Directions in Crisis Management Training Session for 1/19/18 BOD meeting		X
Prepare Agenda for Meeting(s)		X
<i>Special Executive Committee Meeting December 7, 2017 Teleconference 10:00 am</i>		X
November 2017 – March 2018		
Prepare FY 18/19 Budget – awaiting 12/31/17 Payroll information <ul style="list-style-type: none"> a) Administrative Expenses will increase incrementally over a three year period <ul style="list-style-type: none"> i. FY 17/18 Admin Expenses 30% Fixed/70% based on payroll ← COMPLETED ii. FY 18/19 Admin Expenses 40% Fixed/60% based on payroll ← IN PROCESS iii. FY 19/20 Admin Expenses 50% Fixed/50% based on payroll 	X	
April 2018 – June 2018		
June 2018 – December 2018		
Prepare FY 19/20 Budget – upon receipt of 12/31/18 Payroll information <ul style="list-style-type: none"> a) Administrative Expenses will increase incrementally over a three year period <ul style="list-style-type: none"> i. FY 17/18 Admin Expenses 30% Fixed/70% based on payroll ← COMPLETED ii. FY 18/19 Admin Expenses 40% Fixed/60% based on payroll iii. FY 19/20 Admin Expenses 50% Fixed/50% based on payroll 	X	



**QUARTERLY FINANCIAL REPORT
PERIOD ENDED SEPTEMBER 30, 2017**

ACTION ITEM

ISSUE: The Board of Directors receives a quarterly report on the financial status of SCORE. Gilbert Associates will present SCORE's Financials for Quarter ending September 30, 2017 to the Board of Directors for their review.

RECOMMENDATION: Receive and file the Quarterly Financials as presented.

FISCAL IMPACT: None

BACKGROUND: Each quarter the Board of Directors reviews the quarterly financials for accuracy and refers questions for follow-up, or receives and files the report as presented.

ATTACHMENT(S): Quarterly Financial Reports as of 9/30/17

Small Cities Organied Risk Effort
Statement of Net Position
As of September 30, 2017 and September 30, 2016

	Sep 30, '17	Sep 30, '16
ASSETS		
Current Assets		
Checking/Savings		
Scott Valley Bank - General	\$ 1,034,422.76	\$ 1,135,561.96
Scott Valley Bank Claims Accounts		
Scott Valley Bank - Liability	31,478.17	39,990.30
Scott Valley Bank - Workers' Comp	38,296.39	38,889.90
LAIF		
LAIF	407,431.86	404,415.17
Total Checking/Savings	1,511,629.18	1,618,857.33
Other Current Assets		
Chandler Investments		
Chandler - Investments	10,881,303.15	10,501,916.61
Chandler - Unrealized Gain (Loss)	(17,796.17)	115,593.67
US Bank	267,170.49	487,152.74
Total Chandler - Investment Account	11,130,677.47	11,104,663.02
Due from Members - Adj Premiums	5,274.06	-
Interest Receivable	42,183.01	34,536.62
Member Accounts Receivable	867,350.66	891,097.67
Claim Recovery Receivable	24,871.16	60,091.52
Prepaid Insurance	681,322.28	602,861.57
Prepaid Administration	202,758.75	205,404.75
Prepaid Expenses	28,385.16	3,621.42
Total Other Current Assets	12,982,822.55	12,902,276.57
Total Current Assets	14,494,451.73	14,521,133.90
TOTAL ASSETS	\$ 14,494,451.73	\$ 14,521,133.90

Small Cities Organied Risk Effort
Statement of Net Position
As of September 30, 2017 and September 30, 2016

LIABILITIES

Current Liabilities

Accounts Payable	18,438.88	43,815.16
Deferred Income	1,333,937.42	1,287,745.75
Dividend Payable to Members	5,835.00	148,417.00

Total Current Liabilities	<u>1,358,211.30</u>	<u>1,479,977.91</u>
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Long Term Liabilities

Claims Reserves - Non-Current

Claims Reserves - W/C	4,114,222.29	2,114,018.00
Claims Reserves - Liability	239,376.15	618,955.04
Total Claims Payable - Non-Current	<u>4,353,598.44</u>	<u>2,732,973.04</u>

IBNR

IBNR Reserves - W/C	1,924,410.00	1,343,641.00
IBNR Reserves - Liability	622,909.00	851,118.00
Total IBNR	<u>2,547,319.00</u>	<u>2,194,759.00</u>

ULAE

ULAE - W/C	303,000.00	170,640.00
ULAE - Liability	69,000.00	63,050.00
Total ULAE	<u>372,000.00</u>	<u>233,690.00</u>

Total Long Term Liabilities	<u>7,272,917.44</u>	<u>5,161,422.04</u>
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Total Liabilities	<u>8,631,128.74</u>	<u>6,641,399.95</u>
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NET POSITION

Net Position - Workers' Compensation

Board Designated - W/C	1,250,000.00	1,250,000.00
Workers' Compensation Banking Layer	1,168,406.69	1,344,858.66

Net Position - Liability

Board Designated - Liability	2,500,000.00	2,500,000.00
Liability Banking Layer	940,532.97	1,457,075.36

Undesignated Net Position

Unrestricted 393-02	1,595,070.39	1,218,357.79
Net Revenues Over (Under) Expenditures	(1,590,687.06)	109,442.14

Total Net Position	<u>\$ 5,863,322.99</u>	<u>\$ 7,879,733.95</u>
---------------------------	------------------------	------------------------

Small Cities Organized Risk Effort
Statement of Revenue, Expenses and Changes in Net Position
For the Quarter Ended September 30, 2017 and September 30, 2106

	<u>Jul '17 - Sep '17</u>	<u>Jul '17 - Sep '17</u>	<u>Jul '16 - Sep '16</u>
Ordinary Revenue			
Revenue			
Member Contributions	\$ 940,256.24	\$ 940,256.24	\$ 851,262.32
Member Assessment/Refunds	-	-	-
Bank/LAIF Interest	1,354.34	1,354.34	838.95
Managed Portfolio	45,092.89	45,092.89	43,669.16
Miscellaneous Income	57,631.00	57,631.00	405.00
Total Operating Revenue	<u>1,044,334.47</u>	<u>1,044,334.47</u>	<u>896,175.43</u>
Operating Expenses			
General and Administrative Expenses			
Bank Service Charges	-	-	-
B of D Activities	445.33	445.33	95.04
Bookkeeping Services	-	-	-
Cash Over/Short	-	-	-
Conference	-	-	-
Dues & Subscriptions	450.00	450.00	-
ID Fraud Coverage	906.66	906.66	-
Insurance	-	-	-
Meeting Expense	852.23	852.23	-
Member Conference Reimbursement	-	-	-
Miscellaneous Expenses	-	-	-
Office Supplies	-	-	-
Safety Services	17,500.00	17,500.00	24,999.99
Safety Training	8,517.67	8,517.67	11,757.50
Treasury Services (Fort Jones)	-	-	-
User Funding Assessment (WC)	-	-	-
Total Administration	<u>28,671.89</u>	<u>28,671.89</u>	<u>36,852.53</u>
Board Meeting/Travel	-	-	-
Consulting Services			
Accounting Services	13,200.00	13,200.00	13,200.00
Actuarial Study	-	-	-
Administration Costs	61,211.25	61,211.25	59,718.25
Appraisal Services	-	-	-
Audit Services			
Claims Audit	-	-	-
Audit - Financial	-	-	18,270.00
Total Audit Services	<u>-</u>	<u>-</u>	<u>18,270.00</u>
Claims Services			
Claims Management -WC	25,127.41	25,127.41	25,127.10
Claims Management - Liability	24,862.50	24,862.50	24,375.00
Consulting Services	-	-	-
TPA - Annual Fees	6,375.00	6,375.00	8,750.00
Total Claims Services	<u>56,364.91</u>	<u>56,364.91</u>	<u>58,252.10</u>
Contract Services	-	-	-
Investment Fees	3,659.33	3,659.33	3,546.88
Legal	-	-	-
Total Consulting Services	<u>134,435.49</u>	<u>134,435.49</u>	<u>152,987.23</u>
Total General and Administrative Expenses	<u>163,107.38</u>	<u>163,107.38</u>	<u>189,839.76</u>
Insurance Expenses			
Workers' Compensation	-	-	-
Combined GL/AL Excess	-	-	-
Property Coverage	-	-	-
Crime Policy	-	-	-
Insurance Premiums	226,676.93	226,676.93	196,087.12
Total Insurance Expenses	<u>226,676.93</u>	<u>226,676.93</u>	<u>196,087.12</u>
Claims Expenses			
Claims Payments			
Claim Payments - WC	283,427.07	283,427.07	98,457.72
Claim Payments - Liability	43,306.79	43,306.79	2,238.44
Total Claim Payments	<u>326,733.86</u>	<u>326,733.86</u>	<u>100,696.16</u>
Changes in Claims Liabilities			
Change in Reserves	1,912,622.12	1,912,622.12	253,923.03
Changes in IBNR	-	-	-

Small Cities Organied Risk Effort
Statement of Revenue, Expenses and Changes in Net Position
For the Quarter Ended September 30, 2017 and September 30, 2106

	<u>Jul '17 - Sep '17</u>	<u>Jul '17 - Sep '17</u>	<u>Jul '16 - Sep '16</u>
Changes in ULAE	-	-	-
Total Change in Claims Liabilities	1,912,622.12	1,912,622.12	253,923.03
Total Claims Expenses	<u>2,239,355.98</u>	<u>2,239,355.98</u>	<u>354,619.19</u>
Grant Fund Program	3,614.46	3,614.46	-
Dividends	-	-	-
General Contingency	-	-	-
Total Expenses	<u>2,632,754.75</u>	<u>2,632,754.75</u>	<u>740,546.07</u>
Net Operating Revenue	(1,588,420.28)	(1,588,420.28)	155,629.36
Other Revenue (Expense)			
Investment Gain/Loss	(2,266.78)	(2,266.78)	(46,187.22)
Net Revenue Over (Under) Expenses	<u>\$ (1,590,687.06)</u>	<u>\$ (1,590,687.06)</u>	<u>\$ 109,442.14</u>
Net Position, Beginning		<u>\$ 7,454,010.05</u>	<u>\$ 7,770,291.81</u>
Net Position Ending		<u>\$ 5,863,322.99</u>	<u>\$ 7,879,733.95</u>

Small Cities Organized Risk Effort
Statement of Revenue, Expenses Budget to Actual
For the Year to Date Ended September 30, 2017

	<u>Jul '17 - Sep '17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Revenue				
Revenue				
Member Contributions	\$ 940,256.24	\$ 919,857.00	\$ 20,399.24	102.2%
Bank/LAIF Interest	1,354.34	-	1,354.34	100.0%
Managed Portfolio	45,092.89	-	45,092.89	100.0%
Miscellaneous Income	57,631.00	-	57,631.00	100.0%
Total Operating Revenue	<u>1,044,334.47</u>	<u>919,857.00</u>	<u>124,477.47</u>	<u>113.5%</u>
Operating Expenses				
Bank Service Charges	-	125.00	(125.00)	0.0%
B of D Activities	445.33	2,182.50	(1,737.17)	20.4%
Contingency Reserve		6,250.00	(6,250.00)	0.0%
Dues & Subscriptions	450.00	250.00	200.00	180.0%
Insurance	906.66	925.00	(18.34)	98.0%
LRP and Training Day Meeting		4,500.00	(4,500.00)	0.0%
Member Conference Reimbursement		4,750.00	(4,750.00)	0.0%
Meeting Expense	852.23	-	852.23	100.0%
Miscellaneous Expenses		250.00	(250.00)	0.0%
Office Supplies		-	-	0.0%
Safety Services	17,500.00	26,250.00	(8,750.00)	66.7%
Safety Training	8,517.67	12,708.75	(4,191.08)	67.0%
Treasury Services (Fort Jones)		250.00	(250.00)	
User Funding Assessment (WC)		6,237.00	(6,237.00)	0.0%
Total Administration	<u>28,671.89</u>	<u>64,678.25</u>	<u>(36,006.36)</u>	<u>44.3%</u>
Board Meeting/Travel				0.0%
Consulting Services				
Accounting Services	13,200.00	13,200.00	-	100.0%
Actuarial Study	-	2,650.00	(2,650.00)	0.0%
Administration Costs	61,211.25	61,211.25	-	100.0%
Appraisal Services		-	-	0.0%
Audit Services		-	-	
Claims Audit	-	2,000.00	(2,000.00)	0.0%
Audit - Financial		5,075.00	(5,075.00)	0.0%
Total Audit Services	<u>-</u>	<u>7,075.00</u>	<u>(7,075.00)</u>	<u>0.0%</u>
Bookkeeping Services	-		-	0.0%
Claims Services				
Claims Management -WC	25,127.41	25,127.50	(0.09)	100.0%
Claims Management - Liability	24,862.50	24,862.50	-	100.0%
TPA - Annual Fees	6,375.00	6,500.00	(125.00)	98.1%
Total Claims Services	<u>56,364.91</u>	<u>56,490.00</u>	<u>(125.09)</u>	<u>99.8%</u>
Contract Services				0.0%
Investment Fees	3,659.33	3,625.00	34.33	100.9%
Legal	-	1,750.00	(1,750.00)	0.0%
Total Consulting Services	<u>134,435.49</u>	<u>146,001.25</u>	<u>(11,565.76)</u>	<u>92.1%</u>
Total General and Administrative Expense	<u>163,107.38</u>	<u>210,679.50</u>	<u>(47,572.12)</u>	<u>77.4%</u>

Small Cities Organied Risk Effort
Statement of Revenue, Expenses Budget to Actual
For the Year to Date Ended September 30, 2017

	<u>Jul '17 - Sep '17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Insurance Expenses				
Workers' Compensation			-	0.0%
Combined GL/AL Excess			-	0.0%
Property Coverage			-	0.0%
Crime Policy			-	0.0%
Insurance Premiums	226,676.93	216,294.50	10,382.43	104.8%
Total Insurance Expenses	<u>226,676.93</u>	<u>216,294.50</u>	<u>10,382.43</u>	<u>104.8%</u>
Claims Expenses				
Claims Payments				
Claim Payments - WC	283,427.07		283,427.07	100.0%
Claim Payments - Liability	43,306.79		43,306.79	100.0%
Total Claim Payments	<u>326,733.86</u>	<u>-</u>	<u>326,733.86</u>	<u>100.0%</u>
Changes in Claims Liabilities				
Change in Reserves	1,912,622.12	-	1,912,622.12	100.0%
Changes in IBNR		-	-	0.0%
Changes in ULAE		-	-	0.0%
Total Change in Claims Liabilities		<u>-</u>	<u>1,912,622.12</u>	<u>0.0%</u>
Change in IBNR	-	-	-	0.0%
Change in ULAE	-	-	-	0.0%
Total Claims Expenses	<u>326,733.86</u>	<u>-</u>	<u>2,239,355.98</u>	<u>100.0%</u>
Grant Fund Program	3,614.46	-	3,614.46	100.0%
Dividends	-	-	-	0.0%
General Contingency				
Total Expenses	<u>2,632,754.75</u>	<u>426,974.00</u>	<u>2,205,780.75</u>	<u>616.6%</u>
Net Operating Revenue	(1,588,420.28)	492,883.00	(2,081,303.28)	
Other Revenue (Expense)				
Investment Gain/Loss	(2,266.78)	-	(2,266.78)	100.0%
: Revenue Over (Under) Expenses	<u>\$ (1,590,687.06)</u>	<u>\$ 492,883.00</u>	<u>\$ (2,083,570.06)</u>	

SMALL CITIES ORGANIZED RISK EFFORT
COMBINING STATEMENT OF NET POSITION
AS OF SEPTEMBER 30, 2017

ASSETS	<u>Liability</u>	<u>Workers' Compensation</u>	<u>Other Programs</u>	<u>Total</u>
Current Assets				
Cash & Equivalents	883,400	895,400	-	1,778,800
Accrued Interest	21,028	21,155	-	42,183
Contributions Receivable	808,568	58,783	5,274	872,625
Investments	5,415,283	5,448,224	-	10,863,507
Other Receivable	-	24,871	-	24,871
Prepaid Assets	226,908	315,189	370,366	912,463
Total Current Assets	<u>7,355,187</u>	<u>6,763,622</u>	<u>375,640</u>	<u>14,494,449</u>
Total Assets	7,355,187	6,763,622	375,640	14,494,449
LIABILITIES				
Current Liabilities				
Accounts Payable	4,275	14,164	-	18,439
Dividend Payable	5,835	-	-	5,835
Deferred Revenue	977,148	-	356,790	1,333,938
Total Current Liabilities	<u>987,258</u>	<u>14,164</u>	<u>356,790</u>	<u>1,358,212</u>
Noncurrent Liabilities				
Unpaid Claims and Claims Adjustments	931,285	6,341,632	-	7,272,917
Total Noncurrent Liabilities	<u>931,285</u>	<u>6,341,632</u>	<u>-</u>	<u>7,272,917</u>
Total Liabilities	<u>1,918,543</u>	<u>6,355,796</u>	<u>356,790</u>	<u>8,631,129</u>
NET POSITION	<u>5,436,643</u>	<u>407,826</u>	<u>18,851</u>	<u>5,863,321</u>

For Management Use Only - No Assurance Provided

SMALL CITIES ORGANIZED RISK EFFORT
 COMBINING STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
 FOR THE QUARTER TO DATE ENDED SEPTEMBER 30, 2017

REVENUES:	Liability	Workers' Compensation	EPLI, EAP, & Property (Other Programs)	Total
Contributions	343,424	477,902	118,930	940,256
Investment Income	19,306	27,141	-	46,447
Miscellaneous Income	57,631	-	-	57,631
Total Revenues	<u>420,361</u>	<u>505,043</u>	<u>118,930</u>	<u>1,044,334</u>
 EXPENSES:				
Operating				
Claims Expense	(92,471)	2,331,827		2,239,356
Excess Insurance	39,657	68,865	118,156	226,678
Program Administration	25,443	35,768		61,211
Claims Administration	27,512	28,852		56,365
General and Administrative	18,549	26,076	4,521	49,146
Total operating expenses	<u>18,690</u>	<u>2,491,388</u>	<u>122,678</u>	<u>2,632,756</u>
Operating Income (Loss)	401,672	(1,986,345)	(3,748)	(1,588,422)
 Nonoperating Income (Loss)				
Investment income	<u>(942)</u>	<u>(1,325)</u>	<u>-</u>	<u>(2,267)</u>
Net Income (Loss)	400,729	(1,987,670)	(3,748)	(1,590,688)
Beginning Net Position	<u>5,035,914</u>	<u>2,395,496</u>	<u>22,599</u>	<u>7,454,009</u>
Ending Net Position	<u>5,436,643</u>	<u>407,826</u>	<u>18,851</u>	<u>5,863,321</u>

For Management Use Only - No Assurance Provided

Small Cities Organized Risk Effort
 Supplemental Schedule
 Workers' Compensation Banking Layer Equity by Member
 July 1, 2017 through September 30, 2017

	<u>*Biggs*</u>	<u>*Colfax*</u>	<u>Crescent City</u>	<u>*Dorris*</u>	<u>Dunsmuir</u>	<u>*Etna*</u>	<u>*Fort Jones*</u>
Member Contributions							
Banking Layer Work Comp Contributions	1,672.50	\$ 2,499.75	\$ -	\$ -	\$ 2,977.75	\$ 1,579.50	\$ 1,305.75
Shared Layer Distributions to Banking							
Total Member Contributions	<u>1,672.50</u>	<u>2,499.75</u>	<u>-</u>	<u>-</u>	<u>2,977.75</u>	<u>1,579.50</u>	<u>1,305.75</u>
Total Contributions	<u>1,672.50</u>	<u>2,499.75</u>	<u>-</u>	<u>-</u>	<u>2,977.75</u>	<u>1,579.50</u>	<u>1,305.75</u>
Claims Cost							
Banking Layer Incurred Expense	-	126.85	-	-	13,158.81	-	-
Total Expenses	<u>-</u>	<u>126.85</u>	<u>-</u>	<u>-</u>	<u>13,158.81</u>	<u>-</u>	<u>-</u>
Net Contributions over Expenses	<u>1,672.50</u>	<u>2,372.90</u>	<u>-</u>	<u>-</u>	<u>(10,181.06)</u>	<u>1,579.50</u>	<u>1,305.75</u>
Beginning Banking Layer Equity: July 1, 2017	34,915.00	33,267.97	25,000.00	4,753.21	18,027.61	12,842.00	(4,068.94)
Distribution (from)/to Banking							
Transfers from (to) Liability Banking Layer							
Ending Banking Layer Equity: September 30, 2017	<u>\$ 36,587.50</u>	<u>\$ 35,640.87</u>	<u>\$ 25,000.00</u>	<u>\$ 4,753.21</u>	<u>\$ 7,846.55</u>	<u>\$ 14,421.50</u>	<u>\$ (2,763.19)</u>

Mini Cities

Small Cities Organized Risk Effort
 Supplemental Schedule
 Workers' Compensation Banking Layer Equity by Member
 July 1, 2017 through September 30, 2017

	<u>Ione</u>	<u>Live Oak</u>	<u>*Loomis*</u>	<u>*Loyalton*</u>	<u>*Montague*</u>	<u>Mt. Shasta</u>	<u>*Portola*</u>
Member Contributions							
Banking Layer Work Comp Contributions	\$ -	\$ 4,611.00	\$ 2,793.50	\$ 482.75	\$ 1,351.25	\$ 14,926.00	\$ 4,147.00
Shared Layer Distributions to Banking							
Total Member Contributions	<u>-</u>	<u>4,611.00</u>	<u>2,793.50</u>	<u>482.75</u>	<u>1,351.25</u>	<u>14,926.00</u>	<u>4,147.00</u>
Total Contributions	<u>-</u>	<u>4,611.00</u>	<u>2,793.50</u>	<u>482.75</u>	<u>1,351.25</u>	<u>14,926.00</u>	<u>4,147.00</u>
Claims Cost							
Banking Layer Incurred Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(14,964.93)</u>	<u>2,068.42</u>
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(14,964.93)</u>	<u>2,068.42</u>
Net Contributions over Expenses	<u>-</u>	<u>4,611.00</u>	<u>2,793.50</u>	<u>482.75</u>	<u>1,351.25</u>	<u>29,890.93</u>	<u>2,078.58</u>
Beginning Banking Layer Equity: July 1, 2017	13,869.67	123,049.78	63,486.00	10,898.92	(12,525.50)	(17,986.07)	(6,928.80)
Distribution (from)/to Banking							
Transfers from (to) Liability Banking Layer							
Ending Banking Layer Equity: September 30, 2017	<u>\$ 13,869.67</u>	<u>\$ 127,660.78</u>	<u>\$ 66,279.50</u>	<u>\$ 11,381.67</u>	<u>\$ (11,174.25)</u>	<u>\$ 11,904.86</u>	<u>\$ (4,850.22)</u>

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Small Cities Organized Risk Effort
 Supplemental Schedule
 Workers' Compensation Banking Layer Equity by Member
 July 1, 2017 through September 30, 2017

	<u>*Rio Dell*</u>	<u>Shasta Lake</u>	<u>Susanville</u>	<u>*Tulelake*</u>	<u>Weed</u>	<u>Williams</u>	<u>Yreka</u>
Member Contributions							
Banking Layer Work Comp Contributions	\$ 3,784.00	\$ 10,740.75	\$ 19,526.50	\$ 1,534.00	\$ 7,107.75	\$ -	\$ 14,470.75
Shared Layer Distributions to Banking							
Total Member Contributions	<u>3,784.00</u>	<u>10,740.75</u>	<u>19,526.50</u>	<u>1,534.00</u>	<u>7,107.75</u>	<u>-</u>	<u>14,470.75</u>
Total Contributions	<u>3,784.00</u>	<u>10,740.75</u>	<u>19,526.50</u>	<u>1,534.00</u>	<u>7,107.75</u>	<u>-</u>	<u>14,470.75</u>
Claims Cost							
Banking Layer Incurred Expense	(3,858.31)	-	9,714.46	-	(1,990.15)	-	50,948.92
Total Expenses	<u>(3,858.31)</u>	<u>-</u>	<u>9,714.46</u>	<u>-</u>	<u>(1,990.15)</u>	<u>-</u>	<u>50,948.92</u>
Net Contributions over Expenses	<u><u>7,642.31</u></u>	<u><u>10,740.75</u></u>	<u><u>9,812.04</u></u>	<u><u>1,534.00</u></u>	<u><u>9,097.90</u></u>	<u><u>-</u></u>	<u><u>(36,478.17)</u></u>
Beginning Banking Layer Equity: July 1, 2017	27,123.44	259,259.74	190,501.59	12,823.00	103,043.22	25,000.00	211,748.42
Distribution (from)/to Banking							
Transfers from (to) Liability Banking Layer							
Ending Banking Layer Equity: September 30, 2017	<u><u>\$ 34,765.75</u></u>	<u><u>\$ 270,000.49</u></u>	<u><u>\$ 200,313.63</u></u>	<u><u>\$ 14,357.00</u></u>	<u><u>\$ 112,141.12</u></u>	<u><u>\$ 25,000.00</u></u>	<u><u>\$ 175,270.25</u></u>

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Small Cities Organized Risk Effort
 Supplemental Schedule
 Workers' Compensation Banking Layer Equity by Member
 July 1, 2017 through September 30, 2017

	Total W/C Banking Layer
Member Contributions	
Banking Layer Work Comp Contributions	\$ 95,510.50
Shared Layer Distributions to Banking	\$ -
Total Member Contributions	95,510.50
Total Contributions	95,510.50
Claims Cost	
Banking Layer Incurred Expense	55,204.07
Total Expenses	55,204.07
Net Contributions over Expenses	40,306.43
Beginning Banking Layer Equity: July 1, 2017	1,128,100.26
Distribution (from)/to Banking	-
Transfers from (to) Liability Banking Layer	-
Ending Banking Layer Equity: September 30, 2017	\$ 1,168,406.69

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Small Cities Organized Risk Effort
 Supplemental Schedule
 Liability Banking Layer Equity by Member
 July 1, 2017 through September 30, 2017

	Biggs	Colfax	Dorris	Dunsmuir	Etna	Fort Jones	Ione
Member Contributions							
Banking Layer Liability Contributions	1,333.50	2,050.50	-	3,561.75	1,230.25	1,029.00	-
Shared Layer Distributions to Banking							
Total Member Contributions	<u>1,333.50</u>	<u>2,050.50</u>	<u>-</u>	<u>3,561.75</u>	<u>1,230.25</u>	<u>1,029.00</u>	<u>-</u>
Total Contributions	<u>1,333.50</u>	<u>2,050.50</u>	<u>-</u>	<u>3,561.75</u>	<u>1,230.25</u>	<u>1,029.00</u>	<u>-</u>
Claims Cost							
Banking Layer Incurred Expense		5,000.00		21,492.00	(5,000.25)		
Total Claims Cost	<u>-</u>	<u>5,000.00</u>	<u>-</u>	<u>21,492.00</u>	<u>(5,000.25)</u>	<u>-</u>	<u>-</u>
Net Contributions over Expenses	<u>1,333.50</u>	<u>(2,949.50)</u>	<u>-</u>	<u>(17,930.25)</u>	<u>6,230.50</u>	<u>1,029.00</u>	<u>-</u>
Beginning Banking Layer Equity: July 1, 2017	(7,231.85)	37,218.18	12,727.00	2,022.23	13,708.00	24,159.00	33,543.00
Distributions (from)/to Banking Layer							
Transfers from/(to) WC Banking Layer							
Ending Banking Layer Equity: September 30, 2017	<u><u>\$(5,898.35)</u></u>	<u><u>\$34,268.68</u></u>	<u><u>\$12,727.00</u></u>	<u><u>\$ (15,908.02)</u></u>	<u><u>\$19,938.50</u></u>	<u><u>\$25,188.00</u></u>	<u><u>\$33,543.00</u></u>

Small Cities Organized Risk Effort
 Supplemental Schedule
 Liability Banking Layer Equity by Member
 July 1, 2017 through September 30, 2017

	Isleton	Live Oak	Loomis	Loyalton	Montague	Mt. Shasta
Member Contributions						
Banking Layer Liability Contributions	894.00	3,890.50	2,876.25	398.25	1,099.50	8,828.25
Shared Layer Distributions to Banking						
Total Member Contributions	<u>894.00</u>	<u>3,890.50</u>	<u>2,876.25</u>	<u>398.25</u>	<u>1,099.50</u>	<u>8,828.25</u>
Total Contributions	<u>894.00</u>	<u>3,890.50</u>	<u>2,876.25</u>	<u>398.25</u>	<u>1,099.50</u>	<u>8,828.25</u>
Claims Cost						
Banking Layer Incurred Expense	<u>(22,994.25)</u>	<u>310.00</u>	<u>-</u>	<u>-</u>	<u>1,009.00</u>	<u>7,070.00</u>
Total Claims Cost	<u>(22,994.25)</u>	<u>310.00</u>	<u>-</u>	<u>-</u>	<u>1,009.00</u>	<u>7,070.00</u>
Net Contributions over Expenses	<u>23,888.25</u>	<u>3,580.50</u>	<u>2,876.25</u>	<u>398.25</u>	<u>90.50</u>	<u>1,758.25</u>
Beginning Banking Layer Equity: July 1, 2017	(56,953.94)	93,207.13	9,368.06	20,651.50	16,955.83	(14,237.81)
Distributions (from)/to Banking Layer						
Transfers from/(to) WC Banking Layer						
Ending Banking Layer Equity: September 30, 2017	<u>\$ (33,065.69)</u>	<u>\$96,787.63</u>	<u>\$12,244.31</u>	<u>\$21,049.75</u>	<u>\$17,046.33</u>	<u>\$ (12,479.56)</u>

Small Cities Organized Risk Effort
 Supplemental Schedule
 Liability Banking Layer Equity by Member
 July 1, 2017 through September 30, 2017

	Portola	Rio Dell	Shasta Lake	Susanville	Tulelake	Weed	Yreka
Member Contributions							
Banking Layer Liability Contributions	2,647.50	3,141.25	9,291.00	13,510.50	1,223.25	7,262.50	12,243.75
Shared Layer Distributions to Banking							
Total Member Contributions	<u>2,647.50</u>	<u>3,141.25</u>	<u>9,291.00</u>	<u>13,510.50</u>	<u>1,223.25</u>	<u>7,262.50</u>	<u>12,243.75</u>
Total Contributions	<u>2,647.50</u>	<u>3,141.25</u>	<u>9,291.00</u>	<u>13,510.50</u>	<u>1,223.25</u>	<u>7,262.50</u>	<u>12,243.75</u>
Claims Cost							
Banking Layer Incurred Expense	(1,388.63)		2,000.00	5,013.00			(19,988.00)
Total Claims Cost	<u>(1,388.63)</u>	<u>-</u>	<u>2,000.00</u>	<u>5,013.00</u>	<u>-</u>	<u>-</u>	<u>(19,988.00)</u>
Net Contributions over Expenses	<u>4,036.13</u>	<u>3,141.25</u>	<u>7,291.00</u>	<u>8,497.50</u>	<u>1,223.25</u>	<u>7,262.50</u>	<u>32,231.75</u>
Beginning Banking Layer Equity: July 1, 2017	64,884.52	59,447.03	177,630.72	120,115.51	22,550.96	57,314.13	169,465.09
Distributions (from)/to Banking Layer							
Transfers from/(to) WC Banking Layer							
Ending Banking Layer Equity: September 30, 2017	<u><u>\$68,920.65</u></u>	<u><u>\$62,588.28</u></u>	<u><u>\$184,921.72</u></u>	<u><u>\$128,613.01</u></u>	<u><u>\$23,774.21</u></u>	<u><u>\$64,576.63</u></u>	<u><u>\$201,696.84</u></u>

Small Cities Organized Risk Effort
 Supplemental Schedule
 Liability Banking Layer Equity by Member
 July 1, 2017 through September 30, 2017

	Total Liability Banking Layer
Member Contributions	
Banking Layer Liability Contributions	76,511.50
Shared Layer Distributions to Banking	-
Total Member Contributions	<u>76,511.50</u>
Total Contributions	<u>76,511.50</u>
Claims Cost	
Banking Layer Incurred Expense	<u>(7,477.13)</u>
Total Claims Cost	<u>(7,477.13)</u>
Net Contributions over Expenses	<u>83,988.63</u>
Beginning Banking Layer Equity: July 1, 2017	856,544.29
Distributions (from)/to Banking Layer	
Transfers from/(to) WC Banking Layer	<u> </u>
Ending Banking Layer Equity: September 30, 2017	<u><u>\$ 940,532.92</u></u>

OUTSTANDING ASSESSMENT PAYMENT PLAN - CITY OF ISLETON

ACTION ITEM

ISSUE: The City of Isleton has three outstanding assessments totaling \$81,532.50. Two of the assessments, totaling \$66,709.50, were billed in March, 2016, with the third billed in March of 2017. The City has requested a payment schedule (the Plan outlined below) similar to that offered to a few members with large outstanding assessments in 2014 (see attached from 6/27/14 meeting). The proposed Plan is as follows:

Date Due	% of Total	Amount
6/30/2018	10%	\$ 8,153
6/30/2019	10%	\$ 8,153
6/30/2020	10%	\$ 8,153
6/30/2021	15%	\$ 12,230
6/30/2022	15%	\$ 12,230
6/30/2023	20%	\$ 16,307
6/30/2024	20%	\$ 16,307
Total	100%	\$ 81,533

The City and its new manager have worked with the Program Managers and accountant to clear up all other outstanding invoices. The Isleton City Council has been briefed on the assessments and claim history and has approved repayment based on the above schedule.

RECOMMENDATION: Review and consider a payment plan for Isleton assessments. The Plan is subject to the City of Isleton staying current on ALL other future Premium and Assessment payments, and failure to meet this obligation would void the Plan. In addition, if Isleton were to no longer be a Member of SCORE the Plan would be automatically void and all funds would be immediately due.

FISCAL IMPACT: Collection of assessments over a seven-year period rather than at time of invoicing, though given Isleton’s size and financial ability this will bring needed certainty regarding repayment.

BACKGROUND: The assessments are largely for claims within Isleton’s Banking Layer (\$60,121 of total) that occurred during the 2011-12 program year, when the city had three claims that exceeded their retention (one employment case, one police case and one sidewalk trip and fall). Two earlier claims, from 2007 and 2008, also contributed to the city’s deficit. Both of those were police liability claims, and Isleton no longer has their own police force. Since 2012 the city has had five claims, three were settled well within their Banking Layer, and two are open pending closure after denial.

ATTACHMENT: Assessment Repayment Plan – June 27, 2014.

Assessment Repayment Plan

The following repayment plan is recommended for the collection of assessments that were declared prior to July 1, 2013, and for the Balance Due as of July 1, 2014.

Payment of each year's amount due can be paid in two equal installments, on December 31 and June 30.

1st Year, 2014-15 = 10% of Balance Due

2nd Year, 2015-16 = 15% of Balance Due

3rd Year, 2016-17 = 20% of Balance Due

4th Year, 2017-18 = 25% of Balance Due

5th Year, 2018-19 = 30% of Balance Due

The assessments will not accrue interest as long as the repayment plan is being followed. If not, interest will begin to accrue after the first missed payment at a rate of 4% per year.

Any dividends declared and available to a member with a Balance Due will first be applied to the Balance Due.

Half of any negative balances that accrue in either the banking or shared risk layers after the approval of the Repayment Plan will be due on July 1 of the following fiscal year, per the Dividend Assessment Plan.

A member who leaves SCORE with a Balance Due must repay the entire amount due on June 30 of the last year of participation.

Once the Balance Due is \$30,000 or less all of the amount shall be payable by the next June 30 installment.

NEW DIRECTIONS IN CRISIS MANAGEMENT AND MEDIA RESPONSE

INFORMATION ITEM

ISSUE: Bob May will provide the Board with a presentation regarding New Directions in Crisis Management and Media Response. Topics of discussion:

- Update on notable crisis incidents in California including risk management impacts
- Tips for handling media relations in the face of a crisis incident
- Getting your department and agency ready before, during and after a crisis
- Understand the new media environment
- Work with your peers on recent case studies

RECOMMENDATION: None. This item is offered as information only.

FISCAL IMPACT: None.

BACKGROUND: This course is designed to provide those with potential media relations responsibilities the tools necessary for interacting with the media during a crisis.

ATTACHMENT(S): None.



**Small Cities Organized Risk Effort
Board of Directors Meeting
January 19, 2018**

Agenda Item I.1.

SCORE SERVICE PROVIDER SURVEY RESULTS

ACTION ITEM

ISSUE: The survey responses are presented to the Board for review and were generally positive for all Service Providers. In an effort to normalize the data the responses taken directly from the Survey Monkey Website are presented to the Board to show the results if the “Don’t Answer or Can’t Answer” responses were not included in the overall average.

RECOMMENDATION: Review the survey responses and the Board may accept and file the results. The Program Administrators additionally recommend conducting an annual survey of all service providers using the same questions to maintain consistency and compare responses from prior years.

FISCAL IMPACT: N/A

BACKGROUND: SCORE periodically requests Members’ satisfaction with its service providers by asking members to rate the overall value of SCORE programs and services. At the October 2017 Long Range Planning meeting members were notified that a survey of SCORE’s Service Providers would be sent out during the month of November and closed at the end of December so the results would be presented at the January 2018 meeting.

A satisfaction survey of current Service Providers—Alliant Insurance Services, Gilbert Associates, Inc., York Risk Services and DKF Risk Services—through Survey Monkey was sent to all SCORE members in an effort to receive feedback regarding these service providers. This year each provider was evaluated as a separate survey to increase the overall response from members.

ATTACHMENT(S): 2017 SCORE Member Service Provider Survey Responses

2017 SCORE Service Provider Survey Accounting - Gilbert

1. Gilbert Associates, Inc. provides timely and accurate financial information for SCORE Board Members and Staff

Answer Options	Response Percent	Response Count
Often or Most of the time	100.0%	12
Sometimes	0.0%	0
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		12
<i>skipped question</i>		0

2. Gilbert Associates, Inc. helps SCORE maintain effective internal controls over financial transactions and reporting

Answer Options	Response Percent	Response Count
Often or Most of the time	100.0%	11
Sometimes	0.0%	0
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		11
<i>skipped question</i>		0

3. Gilbert Associates, Inc. exhibits expertise with risk pools and provides valuable input in regards to financial issues that are relevant to SCORE and its members

Answer Options	Response Percent	Response Count
Often or Most of the time	87.5%	10
Sometimes	12.5%	1
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		11
<i>skipped question</i>		0

4. Gilbert Associates, Inc. displays professionalism in its interactions with SCORE Board Members and Staff

Answer Options	Response Percent	Response Count
Often or Most of the time	100.0%	12
Sometimes	0.0%	0
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		12
<i>skipped question</i>		0

2016 Responses

Response Percent	Response Count	
100.0%	6	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		6
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	6	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		6
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	6	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		6
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	6	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		6
<i>skipped</i>		0

2015 Responses

Response Percent	Response Count	
100.0%	11	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		11
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	9	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		9
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	11	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		11
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	11	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		11
<i>skipped</i>		0

2017 SCORE Service Provider Survey Accounting - Gilbert

5. Gilbert Associates, Inc. responds promptly and timely to payment and reimbursement requests from SCORE members and vendors.

Answer Options	Response Percent	Response Count
Often or Most of the time	87.5%	10
Sometimes	12.5%	1
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		1
<i>answered question</i>		12
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:07 AM Gilbert is misspelled in this question.

6. How would you rate your overall satisfaction with Gilbert Associates, Inc. as the program accountant?

Answer Options	Response Percent	Response Count
Very Satisfied	100.0%	12
Somewhat Satisfied	0.0%	0
Neutral	0.0%	0
Somewhat Dissatisfied	0.0%	0
Very Dissatisfied	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		12
<i>skipped question</i>		0

7. Do you have any comments or suggestions not covered by this survey? If yes, and would like to share, please enter them in the box below:

Answer Options	Response Count
	2
<i>answered question</i>	
<i>skipped question</i>	

Respondents

1 Dec 11 2017 07:29 AM I think they are very competent and provide great service.
I remember where we were and am ecstatic where the accounting is today.

2 Nov 22 2017 01:50 PM

2016 Responses

Response Percent	Response Count
100.0%	4
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
<i>skipped</i>	

4

0

2015 Responses

Response Percent	Response Count
100.0%	8
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
<i>skipped</i>	

8

0

Response Percent	Response Count
100.0%	6
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
<i>skipped</i>	

6

0

Response Percent	Response Count
100.0%	11
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
<i>skipped</i>	

11

0

Response Count	
2	
<i>answered</i>	
<i>skipped</i>	

2

7

Response Count	
3	
<i>answered</i>	
<i>skipped</i>	

3

9

2017 SCORE Service Provider Survey Loss Prevention/Training Program Services

1. DKF Solutions Group is responsive to requests for assistance.

Answer Options	Response Percent	Response Count
Often or Most of the time	84.6%	10
Sometimes	15.4%	1
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Dec 20 2017 01:39 PM

We have had problems with My Safety Officer

2. Are the subjects of training provided by DKF Solutions Group valuable?

Answer Options	Response Percent	Response Count
Often or Most of the time	92.3%	12
Sometimes	7.7%	1
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		13
<i>skipped question</i>		0

3. Do the inspections/visits completed by DKF Solutions Group provide value?

Answer Options	Response Percent	Response Count
Often or Most of the time	88.5%	11
Sometimes	11.5%	1
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		12
<i>skipped question</i>		0

Respondents

1 Dec 21 2017 09:37 AM

Very pleased!

4. Is the frequency of DKF Solutions Group inspections/visits adequate?

Answer Options	Response Percent	Response Count
Agree	53.9%	7
Somewhat Agree	30.8%	4
Neutral	15.4%	2
Somewhat Disagree	0.0%	0
Disagree	0.0%	0
Other (please specify)		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Dec 08 2017 10:21 AM

My only contact with DFK is through the MySafetyOfficer program for online training.

2016 Responses

Response Percent	Response Count	
85.7%	6	
14.3%	1	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		7
<i>skipped</i>		0

2015 Responses

Response Percent	Response Count	
100.0%	12	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

Response Percent	Response Count	
85.7%	4	
14.3%	1	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		5
<i>skipped</i>		0

Response Percent	Response Count	
91.7%	11	
8.3%	1	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

Response Percent	Response Count	
85.7%	5	
14.3%	1	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		6
<i>skipped</i>		0

Response Percent	Response Count	
91.7%	11	
8.3%	1	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

Response Percent	Response Count	
57.1%	4	
28.6%	2	
14.3%	1	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		7
<i>skipped</i>		0

Response Percent	Response Count	
75.0%	9	
8.3%	1	
16.7%	2	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

2017 SCORE Service Provider Survey Loss Prevention/Training Program Services

5. DKF Solutions Group exhibits expertise with risk pools and provides valuable input in regards to risk and safety issues that are relevant to SCORE and its members.

Answer Options	Response Percent	Response Count
Agree	84.6%	11
Somewhat Agree	7.7%	1
Neutral	7.7%	1
Somewhat Disagree	0.0%	0
Disagree	0.0%	0
Other (please specify)		0
<i>answered question</i>		13
<i>skipped question</i>		0

6. How would you rate your overall satisfaction with DKF Solutions Group as the Loss Prevention specialist?

Answer Options	Response Percent	Response Count
Very Satisfied	80.8%	10
Somewhat Satisfied	19.3%	2
Neutral	0.0%	0
Somewhat Dissatisfied	0.0%	0
Dissatisfied	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		12
<i>skipped question</i>		0

7. Do you have any comments or suggestions not covered by this survey? If yes, and would like to share, please enter them in the box below:

Answer Options	Response Count
	3
<i>answered question</i>	
3	
<i>skipped question</i>	
10	

Respondents

- | | | |
|---|----------------------|---|
| 1 | Dec 21 2017 09:37 AM | Would like more online training available for employees. Sometimes because of our size and location we are not able to get in all of the trainings that are being requested. However we try to complete all of the mandatory trainings. |
| 2 | Dec 19 2017 04:16 PM | Very, very satisfied. |
| 3 | Nov 22 2017 01:54 PM | |

2016 Responses

Response Percent	Response Count
85.7%	6
0.0%	0
14.3%	1
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
7	
<i>skipped</i>	
0	

Response Percent	Response Count
85.7%	6
14.3%	1
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
12	
<i>skipped</i>	
0	

Response Count	
0	
<i>answered</i>	
0	
<i>skipped</i>	
7	

2015 Responses

Response Percent	Response Count
100.0%	12
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
12	
<i>skipped</i>	
0	

Response Percent	Response Count
91.7%	11
8.3%	1
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
12	
<i>skipped</i>	
0	

Response Count	
2	
<i>answered</i>	
2	
<i>skipped</i>	
10	

FY 17/18 SCORE - York Liability Claims Adjusting Survey

1. Are responses to the initial claim notice timely?

Answer Options	Response Percent	Response Count
Always	92.3%	12
Most of the time	0.0%	0
Sometimes	7.7%	1
Never	0.0%	0
Other (please specify)		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:23 AM None of these answers fit

2. Are the reports and other information provided to you useful in determining how to resolve your claims?

Answer Options	Response Percent	Response Count
Always	92.3%	12
Most of the time	0.0%	0
Sometimes	7.7%	1
Never	0.0%	0
Other (please specify)		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:23 AM None of these answers fit

3. Is the claims adjuster professional in their dealings with City employees and the general public?

Answer Options	Response Percent	Response Count
Always	92.3%	12
Most of the time	7.7%	1
Sometimes	0.0%	0
Never	0.0%	0
Other (please specify)		0
<i>answered question</i>		13
<i>skipped question</i>		0

4. Are the claims adjusting personnel sufficiently experienced?

Answer Options	Response Percent	Response Count
Highly Agree	69.2%	9
Agree	23.1%	3
Neutral	7.7%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:23 AM I don't know

*Results from YORK 2016 Survey used different scoring

Response Count	Average Score
6	0.5
6	

Response Count	Average Score
6	2.8
6	

Response Count	Average Score
6	0.5
6	

Response Count	Average Score
6	7.2
6	

FY 17/18 SCORE - York Liability Claims Adjusting Survey

5. Are phone calls returned in a timely manner?

Answer Options	Response Percent	Response Count
Always	76.9%	10
Most of the time	15.4%	2
Sometimes	7.7%	1
Never	0.0%	0
Other (please specify)		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:23 AM None ofd these answers fit

6. Do the claims reserves established seem appropriate?

Answer Options	Response Percent	Response Count
Highly Agree	46.2%	6
Agree	38.5%	5
Neutral	15.4%	2
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		2
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Nov 22 2017 03:19 PM I'm not sure to evaluate this. I'm not sure that we see the reserve calculations until settlement - Steve Baker

2 Nov 20 2017 10:23 AM I don't know

7. Are claim payments made in a timely manner?

Answer Options	Response Percent	Response Count
Always	76.9%	10
Most of the time	15.4%	2
Sometimes	7.7%	1
Never	0.0%	0
Other (please specify)		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:23 AM None ofd these answers fit

8. Do you feel medical and/or legal expenses monitored and controlled?

Answer Options	Response Percent	Response Count
Highly Agree	61.5%	8
Agree	30.8%	4
Neutral	7.7%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:23 AM I don't know

*Results from YORK 2016 Survey used different scoring

Response Count	Average Score
6	0.3
6	

Response Count	Average Score
6	0.7
6	

Response Count	Average Score
6	0.7
6	

Response Count	Average Score
6	8.5
6	

FY 17/18 SCORE - York Liability Claims Adjusting Survey

9. Does the claims adjuster effectively manage the claims process?

Answer Options	Response Percent	Response Count
Highly Agree	69.2%	9
Agree	23.1%	3
Neutral	7.7%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:23 AM I don't know

10. Are the claims summaries provided in the closed session sufficient to make informed decisions?

Answer Options	Response Percent	Response Count
Highly Agree	69.2%	9
Agree	23.1%	3
Neutral	7.7%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		1
<i>answered question</i>		13
<i>skipped question</i>		0

Respondents

1 Dec 14 2017 09:11 AM Not applicable to me -- I do not attend.

11. Do you have any comments or suggestions not covered by this survey? If yes, and would like to share, please enter them in the box below:

Answer Options	Response Percent	Response Count
		4
<i>answered question</i>		4
<i>skipped question</i>		9

Respondents

1 Dec 21 2017 09:30 AM Don't ever get rid of Cameron!!!!

Cameron and Staff know what they are doing when it comes to City liability claims. They are experienced and know what to look for and in the long run tend to save the City as much money as possible.

2 Dec 19 2017 04:21 PM

I greatly appreciate York's efficiency and professionalism and am so glad I can rely on their expertise and assistance.

3 Dec 14 2017 09:11 AM

I am very happy with York. But...if they ever lose Cameron, all bets are off.

4 Nov 22 2017 02:02 PM

*Results from YORK 2016 Survey used different scoring

Response Count	Average Score
6	0.7
6	

Response Count	Average Score
6	8.7
6	

Response Count	Average Score
6	0.0
6	

FY 17/18 SCORE - York Workers' Compensation Claims Adjusting Survey

1. Are responses to the initial claim notice timely?

Answer Options	Response Percent	Response Count
Always	100.0%	14
Most of the time	0.0%	0
Sometimes	0.0%	0
Never	0.0%	0
Other (please specify)		0
<i>answered question</i>		14
<i>skipped question</i>		0

2. Are the reports and other information provided to you useful in determining how to resolve your claims?

Answer Options	Response Percent	Response Count
Always	100.0%	14
Most of the time	0.0%	0
Sometimes	0.0%	0
Never	0.0%	0
Other (please specify)		0
<i>answered question</i>		14
<i>skipped question</i>		0

3. Is the claims adjuster professional in their dealings with City employees and the general public?

Answer Options	Response Percent	Response Count
Always	100.0%	14
Most of the time	0.0%	0
Sometimes	0.0%	0
Never	0.0%	0
Other (please specify)		0
<i>answered question</i>		14
<i>skipped question</i>		0

4. Are the claims adjusting personnel sufficiently experienced?

Answer Options	Response Percent	Response Count
Highly Agree	85.7%	12
Agree	7.1%	1
Neutral	7.1%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		1
<i>answered question</i>		14
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:19 AM I don't know

*Results from YORK 2016 Survey used different scoring

Response Count	Average Score
6	0.7
6	

Response Count	Average Score
6	0.5
6	

Response Count	Average Score
6	1.3
6	

Response Count	Average Score
6	1.3
6	

FY 17/18 SCORE - York Workers' Compensation Claims Adjusting Survey

5. Are phone calls returned in a timely manner?

Answer Options	Response Percent	Response Count
Always	100.0%	14
Most of the time	0.0%	0
Sometimes	0.0%	0
Never	0.0%	0
Other (please specify)		0
<i>answered question</i>		14
<i>skipped question</i>		0

Respondents

1	Nov 22 2017 02:00 PM	I don't know. Honestly, we haven't had a wc claim in 10 years. But other calls are returned in a timely manner.
2	Nov 20 2017 10:19 AM	I don't know

6. Do the claims reserves established seem appropriate?

Answer Options	Response Percent	Response Count
Highly Agree	57.1%	8
Agree	35.7%	5
Neutral	7.1%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		1
<i>answered question</i>		14
<i>skipped question</i>		0

Respondents

1	Nov 20 2017 10:19 AM	I don't know
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7. Are claim payments made in a timely manner?

Answer Options	Response Percent	Response Count
Always	85.7%	12
Most of the time	7.1%	1
Sometimes	7.1%	1
Never	0.0%	0
Other (please specify)		1
<i>answered question</i>		14
<i>skipped question</i>		0

Respondents

1	Nov 20 2017 10:19 AM	None of these answers fit
---	----------------------	---------------------------

8. Do you feel medical and/or legal expenses monitored and controlled?

Answer Options	Response Percent	Response Count
Highly Agree	57.1%	8
Agree	21.4%	3
Neutral	21.4%	3
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		1
<i>answered question</i>		14
<i>skipped question</i>		0

1	Nov 20 2017 10:19 AM	I don't know
---	----------------------	--------------

*Results from YORK 2016 Survey used different scoring

Response Count	Average Score
6	1.3
6	

Response Count	Average Score
6	0.5
6	

Response Count	Average Score
6	8.5
6	

Response Count	Average Score
6	8.6
6	

FY 17/18 SCORE - York Workers' Compensation Claims Adjusting Survey

9. Does the claims adjuster effectively manage the claims process?

Answer Options	Response Percent	Response Count
Highly Agree	78.6%	11
Agree	14.3%	2
Neutral	7.1%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		1
<i>answered question</i>		14
<i>skipped question</i>		0

Respondents

1 Nov 20 2017 10:19 AM I don't know

10. Are the claims summaries provided in the closed session sufficient to make informed decisions?

Answer Options	Response Percent	Response Count
Highly Agree	71.4%	10
Agree	21.4%	3
Neutral	7.1%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Other		1
<i>answered question</i>		14
<i>skipped question</i>		0

Respondents

1 Dec 14 2017 09:09 AM Not applicable to me -- I don't attend.

11. Do you have any comments or suggestions not covered by this survey? If yes, and would like to share, please enter them in the box below:

Answer Options	Response Percent	Response Count
		4
<i>answered question</i>		4
<i>skipped question</i>		9

Respondents

- 1 Dec 21 2017 09:33 AM Good job!
- 2 Dec 21 2017 09:14 AM NO
- 3 Dec 19 2017 04:20 PM The York staff is great and guides us through our claims process when needed.
- 4 Dec 14 2017 02:30 PM I believe York provides an excellent service to the member SCORE member cities!
- 5 Dec 14 2017 09:09 AM I want to emphasize that I appreciate York's efficiency and professionalism.
- 6 Nov 22 2017 02:00 PM My opinions are based on what I have seen and heard during board meetings. We haven't had a work comp claim in many years.

*Results from YORK 2016 Survey used different scoring

Response Count	Average Score
6	0.7
6	

Response Count	Average Score
6	8.7
6	

Response Count	Average Score
6	0.0
6	

2017 SCORE Service Provider Survey Program Administrator

1. Alliant Insurance Services, Inc. is responsive to your needs and concerns, and responds promptly to inquiries and requests (i.e. certificates of insurance, coverage issues, contract review and assistance, recommendations, risk assessments, etc.)

Answer Options	Response Percent	Response Count
Always	85.7%	12
Often or Most of the time	14.3%	2
Sometimes	0.0%	0
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		14
<i>skipped question</i>		0

2. Alliant Insurance Services, Inc. maintains good contact and keeps members apprised on all important and pertinent risk management/insurance matters.

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	100.0%	14
Sometimes and/or Below Expectations	0.0%	0
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		14
<i>skipped question</i>		0

3. How do you perceive the knowledge and expertise of Alliant Insurance Services, Inc. staff?

Answer Options	Response Percent	Response Count
Very knowledgeable	85.7%	12
Knowledgeable	14.3%	2
Not Knowledgeable	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		14
<i>skipped question</i>		0

4. Are SCORE Agendas and Minutes sufficient to understand Board of Directors decisions, actions or discussions even if not present at meeting?

Answer Options	Response Percent	Response Count
Always or Most of the time	85.7%	12
Sometimes	14.3%	1
Never	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		13
<i>skipped question</i>		0

2016 Responses

Response Percent	Response Count
85.7%	6
14.3%	1
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0	0
<i>answered</i>	7
<i>skipped</i>	0

Response Percent	Response Count
100.0%	6
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	6
<i>skipped</i>	0

Response Percent	Response Count
85.7%	6
14.3%	1
0.0%	0
0.0%	0
0	0
<i>answered</i>	7
<i>skipped</i>	0

Response Percent	Response Count
100.0%	6
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	6
<i>skipped</i>	0

2015 Responses

Response Percent	Response Count
83.3%	10
16.7%	2
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0	0
<i>answered</i>	12
<i>skipped</i>	0

Response Percent	Response Count
100.0%	12
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	12
<i>skipped</i>	0

Response Percent	Response Count
75.0%	9
25.0%	3
0.0%	0
0.0%	0
0	0
<i>answered</i>	12
<i>skipped</i>	0

Response Percent	Response Count
90%	10
10%	1
0%	0
0%	0
0%	0
<i>answered</i>	11
<i>skipped</i>	0

2017 SCORE Service Provider Survey Program Administrator

5. Appropriate, timely and sufficient information is provided to support the Board of Directors in making informed decisions.

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	100.0%	13
Sometimes and/or Below Expectations	0.0%	0
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		13
<i>skipped question</i>		0

6. Alliant Insurance Services, Inc. accomplishes goals and objectives as well as providing additional value to the JPA.

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	100.0%	14
Sometimes and/or Below Expectations	0.0%	0
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		14
<i>skipped question</i>		0

7. The SCORE website contains timely and useful information?

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	85.7%	9
Sometimes and/or Below Expectations	14.3%	1
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		1
<i>answered question</i>		11
<i>skipped question</i>		0

Respondents

1 Dec 20 2017 01:40 PM

We have not used the SCORE website

8. How would you rate your overall satisfaction with Alliant Insurance Services, Inc. as the program administrator?

Answer Options	Response Percent	Response Count
Very Satisfied	92.9%	13
Somewhat Satisfied	7.1%	1
Neutral	0.0%	0
Somewhat Dissatisfied	0.0%	0
Very Dissatisfied	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		14
<i>skipped question</i>		0

2016 Responses

Response Percent	Response Count
100.0%	6
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	6
<i>skipped</i>	0

Response Percent	Response Count
71.4%	5
28.6%	1
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	6
<i>skipped</i>	0

Response Percent	Response Count
85.7%	3
14.3%	1
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	4
<i>skipped</i>	0

Response Percent	Response Count
100.0%	7
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	7
<i>skipped</i>	0

2015 Responses

Response Percent	Response Count
90%	10
10%	1
0%	0
0%	0
0%	0
<i>answered</i>	11
<i>skipped</i>	0

Response Percent	Response Count
100.0%	11
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	11
<i>skipped</i>	0

Response Percent	Response Count
62.5%	5
37.5%	3
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	8
<i>skipped</i>	0

Response Percent	Response Count
100.0%	12
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	12
<i>skipped</i>	0

2017 SCORE Service Provider Survey Program Administrator

9. Do you have any comments or suggestions not covered by this survey? If yes, and would like to share, please enter them in the box below:

Answer Options	Response Count
	3
<i>answered question</i>	3
<i>skipped question</i>	11

Respondents

- | | | |
|---|----------------------|--|
| 1 | Dec 21 2017 09:35 AM | Markus and Michelle are great!
The staff is great and quite reliable whenever we have questions regarding our insurance coverage. |
| 2 | Dec 19 2017 04:18 PM | I have felt, in the past, that we have always had good people at the top, but that their support staff has been hot and cold. I think Michelle is wonderful. |
| 3 | Nov 22 2017 01:57 PM | |

2016 Responses

	Response Count
	0
<i>answered</i>	0
<i>skipped</i>	7

2015 Responses

	Response Count
	3
<i>answered</i>	3
<i>skipped</i>	9

2017 SCORE Service Provider Survey SCORE JPA Satisfaction

1. How well does SCORE effectively manage its member's issues?

Answer Options	Response Percent	Response Count
Effectively	91.7%	11
Somewhat Effectively	8.3%	1
Neutral	0.0%	0
Somewhat Ineffectively	0.0%	0
Ineffectively	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)	0.0%	0
<i>answered question</i>		12
<i>skipped question</i>		0

2. Do Board meetings provide value to you as a SCORE member?

Answer Options	Response Percent	Response Count
Agree	100.0%	12
Somewhat Agree	0.0%	0
Neutral	0.0%	0
Somewhat Disagree	0.0%	0
Disagree	0.0%	0
Other (please specify)		2
<i>answered question</i>		12
<i>skipped question</i>		0

Respondents

- | | | |
|---|----------------------|---|
| 1 | Dec 20 2017 01:38 PM | The trainings included in Board meetings are helpful. |
| 2 | Dec 11 2017 07:30 AM | Always informative and put together well. |

3. How is SCORE perceived by your City's Leadership as providing value to your City?

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	83.4%	9
Sometimes and/or Below Expectations	16.7%	1
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		2
<i>answered question</i>		12
<i>skipped question</i>		0

Respondents

- | | | |
|---|----------------------|---|
| 1 | Dec 20 2017 01:38 PM | Almost entirely handled at the staff level.
Our manager is grateful that he does not need to be involved, that we, as the Town's representatives handle it. The Town Council is most likely completely unaware of SCORE's existence. |
| 2 | Nov 22 2017 01:53 PM | |

2016 Responses

Response Percent	Response Count	
85.7%	6	
0.0%	0	
14.3%	1	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		7
<i>skipped</i>		0

Response Percent	Response Count	
85.7%	6	
14.3%	1	
8.3%	1	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	6	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		6
<i>skipped</i>		0

2015 Responses

Response Percent	Response Count	
75.0%	9	
16.7%	2	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
8.3%	1	
<i>answered</i>		12
<i>skipped</i>		0

Response Percent	Response Count	
91.7%	11	
0.0%	0	
8.3%	1	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	10	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		10
<i>skipped</i>		0

2017 SCORE Service Provider Survey SCORE JPA Satisfaction

4. ERMA Members: Evaluate the counsel provided by the EPL Hotline.

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	75.0%	7
Sometimes and/or Below Expectations	25.0%	1
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		2
<i>answered question</i>		10
<i>skipped question</i>		0

Respondents

1 Dec 11 2017 07:30 AM	We have used the personnel hotline on several occasions and are very satisfied with this service via Jackson-Lewis.
2 Nov 20 2017 08:20 AM	LCW response and services effectiveness really depended on the person we were assigned too.

5. Does SCORE sponsored training meet or exceed your expectations?

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	91.7%	11
Sometimes and/or Below Expectations	8.3%	1
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		12
<i>skipped question</i>		0

6. Is SCORE properly meeting your insurance (protection) needs and expectations?

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	91.7%	11
Sometimes and/or Below Expectations	8.3%	1
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		12
<i>skipped question</i>		0

7. How would you rate the level of risk control services you currently receive by SCORE?

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	91.7%	11
Sometimes and/or Below Expectations	8.3%	1
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		2
<i>answered question</i>		12
<i>skipped question</i>		0

Respondents

1 Nov 22 2017 01:53 PM	DKS gives us so much more than we used to get.
2 Nov 20 2017 10:10 AM	still miss Jack though

2016 Responses

Response Percent	Response Count	
100.0%	2	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		2
<i>skipped</i>		0

Response Percent	Response Count	
71.4%	5	
0.0%	0	
0.0%	0	
28.6%	2	
0.0%	0	
<i>answered</i>		7
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	6	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		6
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	6	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		6
<i>skipped</i>		0

2015 Responses

Response Percent	Response Count	
100.0%	5	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	12	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

Response Percent	Response Count	
100.0%	12	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

Response Percent	Response Count	
83.3%	10	
8.3%	1	
0.0%	0	
0.0%	0	
8.3%	1	
0.0%	0	
<i>answered</i>		12
<i>skipped</i>		0

2017 SCORE Service Provider Survey SCORE JPA Satisfaction

8. How is SCORE meeting your risk control service needs?

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	85.7%	5
Sometimes and/or Below Expectations	14.3%	1
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		2
<i>answered question</i>		8
<i>skipped question</i>		0

Respondents

1	Dec 20 2017 01:38 PM	We have had trouble using My Safety Officer
2	Nov 20 2017 10:10 AM	7 & 8 seem to be the same question

9. Overall, how would you rate SCORE as an organization?

Answer Options	Response Percent	Response Count
Meets or Exceeds Expectations	100.0%	12
Sometimes and/or Below Expectations	0.0%	0
Never and/or Does not Meet Expectations	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		12
<i>skipped question</i>		0

10. How would you rate your overall satisfaction with the services provided by the SCORE JPA?

Answer Options	Response Percent	Response Count
Very Satisfied	100.0%	12
Somewhat Satisfied	0.0%	0
Neutral	0.0%	0
Somewhat Dissatisfied	0.0%	0
Very Dissatisfied	0.0%	0
Don't Know or Can't Answer	0.0%	0
Other (please specify)		0
<i>answered question</i>		12
<i>skipped question</i>		0

11. Do you have any comments or suggestions not

Answer Options	Response Count
	1
<i>answered question</i>	
<i>skipped question</i>	
11	

Respondents

1	Dec 19 2017 04:13 PM	SCORE has been great for our City. I would say that the only thing that could be improved is getting more coverage for our dollars, but that may be just the insurance industry itself.
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2016 Responses

Response Percent	Response Count
85.7%	5
14.3%	1
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
6	
<i>skipped</i>	
0	

Response Percent	Response Count
100.0%	6
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
6	
<i>skipped</i>	
0	

Response Percent	Response Count
100.0%	6
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
6	
<i>skipped</i>	
0	

Response Count	
0	
<i>answered</i>	
0	
<i>skipped</i>	
7	

2015 Responses

Response Percent	Response Count
83.3%	9
16.7%	2
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
11	
<i>skipped</i>	
0	

Response Percent	Response Count
100.0%	12
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
12	
<i>skipped</i>	
0	

Response Percent	Response Count
100.0%	12
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
0.0%	0
<i>answered</i>	
12	
<i>skipped</i>	
0	

Response Count	
2	
<i>answered</i>	
2	
<i>skipped</i>	
10	



FY 18/19 RENEWAL MARKETING PLAN

INFORMATION ITEM

ISSUE: The Board of Directors annually reviews the insurance market update and renewal marketing plan to get a general sense of what to expect for the upcoming fiscal year programs. The current plan for renewal of SCORE Programs is as follows:

- J **Workers' Compensation:** Renew coverage with LAWCX. Traditional Excess WC insurance carriers in California are still not competitive with the program they offer.
- J **Liability:** Continue participation in CJPRMA; this pool has been a strong partner and valuable alternative to traditional excess insurance since the mid-1980s.
- J **Property:** The APIP program re-evaluates carriers annually, with carriers being added or deleted depending on market conditions. Four years ago Alliant marketed the Property program and determined that the current program provided members with the broadest coverage and the lowest cost; this continues in today's environment.
- J **Crime:** We plan to remain with the Alliant Crime program (ACIP) and continue to encourage members to consider limits above \$1 million.

RECOMMENDATION: None at this Time

FISCAL IMPACT: TBD. We expect to see pricing pressures in the Property market due to a near-record year for catastrophes and SCORE's own recent loss experience. The Workers' Compensation market continues to be impacted by rising medical costs, and LAWCX has begun funding their \$2-5 million layer again due to losses in that range. We expect the excess liability rates to be relatively stable though we are not expecting a dividend from CJPRMA this year.

- J Workers' Compensation – 5 to 10% increase.
- J Liability – 5 to 10% increase
- J Property – 10% to 15% increase
- J Crime – flat, with possible increase of up to 50% for higher limits

Members are reminded if their payroll increases or their property insured values increase that will also directly impact their funding for next year.

BACKGROUND: The Market Update and Renewal Marketing Plan is reviewed annually by the Board to keep members apprised of the current market conditions with each group purchase program as well as commercial insurance options. The Board received the Market Update at the last Board meeting, in October.

ATTACHMENT(S): None

ALLIANT PROGRAM ADMINISTRATION AGREEMENT

ACTION ITEM

ISSUE: Alliant's current service Agreement renews July 1, 2018. We are requesting consideration of a new five-year Agreement for Pool Administration, Risk Management and Brokerage services.

At the last Board meeting the Executive Committee was asked to meet with Alliant representatives to discuss their proposal for a new Agreement and make a recommendation to the Board. The Committee met via teleconference on December 7, 2017 to review and discuss the proposal. After review, the Committee asked the Program Administrators to make the changes discussed in the meeting, send them to the Committee for review, and unless the members had additional input, provide a clean copy of the proposed Agreement to the Board with a list of major changes.

Attached please find a clean copy of the proposed Agreement, with the following major changes:

-) **Term:** Effective date changed from July 1, 2013 to July 1, 2018, with pricing for up to five years.
-) **Pricing:** First year increase of 7.5% with subsequent annual increases of 2%, for an annual average increase of 2.93%. The annual fees per member were adjusted accordingly, based on the total fee and changes to the membership (including the Mini-Cities) since the last contract.
-) **Fee Credit:** Deleted this section in the body of the contract and moved it to Addendum A – Compensation. This places a cap of \$50,000 in annual commissions, with any amounts in excess of the cap returned to SCORE as a fee credit.
-) **Brokerage Services:** Expanded the scope of duties by adding sections B.2.d., e., f. and g.
-) **Material Change:** Added section O. regarding agreement to negotiate in good faith if SCORE's operations materially change to the point that compensation should be negotiated.
-) **Headings and Construction:** Added Section W. to state that the headings are for convenience only and that the parties negotiated the terms of the agreement together.
-) **Insurance Requirements:** Updated the language and limits from \$1 to \$5 million.
-) **Addendum B – Personnel:** Updated the Service Team to reflect current staffing.



**Small Cities Organized Risk Effort
Board of Directors Meeting
January 19, 2018**

FISCAL IMPACT: The reset for the Year #1 administration costs results in an increase of 7.5%, from \$244,845 to \$263,208, with 2% annual increases thereafter. The total annual average increase is 2.93%, just under the current contract’s annual average of 2.95%.

This approach accomplishes “resetting” the Year #1 compensation to approximate what Alliant believes commitment hours will be in 2018. This reset is important to reflect the changing nature and extent of Alliant’s program management since the last renewal in order to maintain the level of service SCORE desires. The time commitment necessary to service all aspects of SCORE programs is *more than one FTE; approximately 2,000 hours a year*. Although years vary, this has been consistent for some time. (This information is found in the lower boxes on the chart showing the projected historical hours, the total overall budget by projected hours per colleague, and the amount of the total dedicated to insurance placements).

The amount of time dedicated to insurance placements to highlight the work performed in providing brokerage services and as a result are requesting a change in the way commissions are treated. Rather than the current approach that provides for a Fee Credit based on total compensation, we are proposing a cap to any commissions earned in excess of \$50,000 per year. This more accurately reflects the work dedicated to brokerage services and provides for easier accounting of any credit due SCORE. Note SCORE is due a Fee Credit of \$4,650 for prior commissions earned excess of the Total Compensation allowed.

RECOMMENDATION: Review and discuss the fees and draft Agreement and the recommendation from the Executive Committee to approve this contract as proposed.

BACKGROUND: Alliant has provided brokerage, risk management and Pool Administration Services to SCORE since its formation in 1986. For the past 31 years we have acted in the role of contract Program Administrators, helping to grow the pool with two self-funded plans, several pooled purchasing programs, and a variety of risk management services. Alliant continues to assist in the management of the organization in a most cost-effective way, providing high-quality and appropriate services at a variety of staffing levels.

Alliant works in a similar capacity with seven other California Pools – an important component of our Northern California operations. We strive to provide quality services at a cost that allows our clients to place emphasis on funding their liabilities, rather than the administrative budget, so we provide an Agreement on an annual Fixed Cost basis rather than Time and Expense.

Although we understand that in any one year more time and effort may need to be concentrated on one client rather than another, over time the overall Pool Management Practice needs to balance and each pool needs to be profitable to attract the talented staff necessary to assist you.

ATTACHMENTS:

1. Alliant Pool Administration Services Proposed Pricing for Five Years
2. Brokerage, Risk Management and Pool Administration Agreement
3. Highlights and Accomplishments 2014-17

ALLIANT SERVICES FOR SCORE - Proposed Pricing Beginning 7/1/2018

ANNUAL % INCREASE (on Program Admin. Fees):

7.50% 2.00% 2.00% 2.00% 2.00%

	# of Members	# Mini Cities	<u>Scheduled</u>	<u>Actual</u>	<u>Year #1</u>	<u>Year #2</u>	<u>Year #3</u>	<u>Year #4</u>	<u>Year #5</u>
			FY 17/18	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Contract Revenue									
Liability	18		\$ 189,999	\$ 179,584	\$193,053	\$196,914	\$200,852	\$204,869	\$208,967
WC	10	7	\$ 65,000	\$ 65,261	\$70,156	\$71,559	\$72,990	\$74,450	\$75,939
Program Admin Total			\$ 254,999	\$ 244,845	\$ 263,208	\$ 268,473	\$ 273,842	\$ 279,319	\$ 284,905
Misc. Lines (1)			\$ 31,000	\$ 45,803	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000

Fee Credit: \$ (4,650)

GRAND TOTAL	\$ 285,999	\$ 285,998	\$ 308,208	\$ 313,473	\$ 318,842	\$ 324,319	\$ 329,905
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Annual Average
2.93%

OVERALL ACCOUNT INCREASE: 7.77% 1.71% 1.71% 1.72% 1.72%

(1) Includes Commission on Insurance: Property 11%, Mobile Eq. 16%, Fidelity 20%, and Pollution 20%

Projected Historical Hours			Total Overall Budget			
2015	2016	2017 Est.	2018 Projected	Rate	Total	
320	372	238	195	\$209	\$40,755	
439	428	407	414	\$196	\$81,144	
1,183	1,017	1,223	1,267	\$138	\$174,846	
99	176	115	198	\$93	\$18,414	
<u>2,041</u>	<u>1,993</u>	<u>1,983</u>	Total: 2,074	\$152	\$315,159	

Insurance Placements		
Hours	Rate	Total
7	\$209	\$1,463
28	\$196	\$5,488
284	\$138	\$39,192
126	\$93	\$11,718
<u>445</u>		<u>\$57,861</u>

**BROKERAGE, RISK MANAGEMENT AND
POOL ADMINISTRATION AGREEMENT**

This Agreement, made and entered into effective July 1, 2018, between Small Cities Organized Risk Effort, hereinafter referred to as SCORE, and Alliant Insurance Services, Inc., hereinafter referred to as "Pool Administrator."

WITNESSETH

WHEREAS, this Agreement supersedes all previous Agreements between SCORE and the Pool Administrator, and

WHEREAS, SCORE requires Insurance Brokerage, Risk Management and Pool Administration Services, and

WHEREAS, the Pool Administrator specializes in Public Entity Risk Management and Program Administration Services, and

WHEREAS, SCORE desires to engage the Pool Administrator to administer SCORE's Programs.

NOW THEREFORE, the Parties hereto, for and in consideration of the promises and covenants hereinafter contained to be kept and performed do agree as follows:

A. POOL ADMINISTRATION SERVICES:

Pool Administrator agrees to provide the following Services to the satisfaction of the SCORE Board of Directors:

1. Act as "key contact" for all SCORE Members. Act upon request as a liaison for communications among or between all Parties involved in the Programs including SCORE, its participating Members, Insurance Carriers and others;
2. Provide to the Members ongoing review of coverages provided by SCORE, the California Joint Powers Risk Management Authority (CJPRMA), Local Agency Workers Compensation Excess Joint Powers Authority (LAWCX), Employment Risk Management Authority (ERMA) and Insurance Carriers or other risk financing vehicles;
3. Meet with Members as requested and necessary;
4. Issue, modify as directed, and maintain Memorandum of Coverage and Policy forms;

5. Develop, issue, and maintain Certificates of Coverage/Insurance on behalf of SCORE. Deliver binders and other evidence of insurance within ten (10) calendar days after the placement of any insurance under the Programs to be effective until such time as the policy or policies for the placement are received by SCORE from the Insurance Carriers. Such binders shall be signed by an Authorized Agent or employee of the Insurance Carrier. The Pool Administrator shall use best efforts to secure a correct policy or policies within ninety (90) days of Placement of any Insurance under the Programs. The Pool Administrator shall not be responsible for the failure of Members of SCORE to make premium payments;
6. Provide ongoing information on the status of the insurance industry and other public entity risk management providers;
7. Prepare agendas, arrange for meetings and other general administration functions;
8. Attend Board of Director and Committee meetings;
9. Record and distribute minutes of Board or Committee meetings;
10. Maintain the SCORE Program Manual;
11. Act as a central “clearing house” for dissemination of information;
12. Request, when appropriate, and maintain copies of, Conflict of Interest Form 700’s from the Directors and Alternates of SCORE and any other consultants required to file such forms;
13. Assist Members in use the of the Insurance Requirements in Contracts manual;
14. Coordinate claims administration with SCORE and Third Party Administrators. Assist SCORE and, where applicable, SCORE’s Third Party Administrator in settlement issues with excess pools or insurance carriers. However, it is understood and agreed that the Pool Administrator is not providing claims management services under this Agreement;
15. Assist, as may be required, with annual financial audits;
16. Monitor loss runs of SCORE Programs;
17. Coordinate risk management activities and the development of loss prevention materials. Identify, review and comment on risk management activities;
18. Assist in development of new Programs, but limited to Pool Administrator’s expertise and resources;
19. Develop and provide regular Board meeting training at four meetings a year.

20. Develop and maintain the SCORE Website. (Non-direct Labor Costs including Hosting and Domain charges are the responsibility of the Pool).
21. Perform underwriting evaluations and recommendations on cities applying for Membership to SCORE; and
22. Prepare an annual report of services.

B. BROKERAGE SERVICES:

SCORE hereby engages and designates Pool Administrator to act as SCORE's Insurance Broker and perform all customary duties of an Insurance Broker for SCORE's Programs including without limitation:

1. Review marketing plan with SCORE prior to approaching carriers on Programs, and provide SCORE with results of all marketing efforts, including the names of the carriers contacted and quotations received.
 - a. Reports as needed of pending rate, coverage, or renewal problems including significant changes in the financial status of major insurers, reinsurers, and other entities providing services for Programs. At least ninety (90) days prior to Program anniversary, prepare a written report stating anticipated renewal terms and conditions, and other indications of market conditions, trends, and anticipated changes.
 - b. Provide a review of loss exposure, and identify and advise on potential risk of loss as needed.
2. Marketing the Programs to insurance carriers and/or other coverage providers;
 - a. Develop marketing specifications based upon an evaluation of SCORE's loss exposures and which address such exposures;
 - b. Evaluate quotations as to the adequacy of coverage, appropriate retention levels, restrictions in coverage, the existence of warranties, concurrency of coverage, and suitability of forms;
 - c. Evaluate the financial status and service capabilities of insurers providing quotations of coverage under the Programs, based upon available data. SCORE recognizes and agrees that Pool Administrator is not responsible for any change in the financial condition of any insurance carrier or Joint Powers Authority after an insurance placement is made;
 - d. Pool Administrator's goal is to procure insurance coverages for SCORE with underwriters possessing the financial strength to perform. To that end, Pool

Administrator regularly reviews publicly available information concerning an underwriter's financial condition. Pool Administrator does not, however, guarantee the solvency of any underwriters with which reinsurance is placed and SCORE recognizes and agrees that Pool Administrator maintains no responsibility for any loss or damage occasioned by reason of the financial failure or insolvency of any reinsurer. Pool Administrator encourages SCORE to review the publicly available information collected by Pool Administrator to enable SCORE to make the ultimate decision of accepting or rejecting a particular underwriter.

e. Deliver binders or other evidences of coverage under the Program to be effective until such time as the policy or policies for the placement are received by SCORE from the insurance carriers. Such binders shall be signed by an authorized agent or employee of carriers.

f. Pool Administrator shall use best efforts to secure correct policy(s) of any insurance under the Programs within 120 days of renewals.

C. PERFORMANCE MEASURES:

The Pool Administrator agrees to be evaluated by the Performance measures as developed by the Board of Directors annually.

D. KEY PERSONNEL:

Pool Administrator agrees key personnel will be responsible for performance of the designated functions for SCORE as delineated in **Addendum B**. Should such personnel become unavailable to perform Services for SCORE, Pool Administrator agrees to replace, as soon as practical, such personnel with personnel of comparable skills and experience as determined by SCORE'S evaluation and subject to SCORE's right of refusal for any reason.

E. COMPENSATION:

1. Fee and Commissions.

SCORE shall pay annual Compensation to Pool Administrator for Services rendered under **Section A; Pool Administration Services**. Compensation payable during the first year of the five-year term of this Agreement shall be in accordance with the provisions of **Addendum A** to this Agreement. For the remaining four years of this Agreement, the Fee portion of this Compensation (designated as "Part #1") shall be increase by two percent (2%) per year. The Commission portion is detailed in **Addendum A**; (designated as "Part #2"). If at any time during this Agreement, new Programs are developed and implemented, Pool Administrator's Compensation shall be adjusted in an equitable manner to reflect Pool Administrators' Services for those Programs.

2. Changes in Services.

The Fee is subject to adjustment if SCORE creates a new Program other than those listed in **Addendum A**, discontinues or deletes a Program, requests a change in Services or if SCORE's size or organization changes to alter the time involved in providing the Services.

3. Early Cancellation.

If this Agreement is terminated or canceled mid-year, and within the first three hundred (300) days of the Program year, then the Fee portion shall be prorated with a minimum of fifty percent (50%) deemed earned. The Fee portion shall be deemed fully earned if termination occurs after three hundred one (301) days of the Program year. In the event of a mid-Program year termination of this Agreement by either Party, all excess Compensation will be paid to SCORE within sixty (60) days of the date of termination. All Commissions will be deemed fully earned unless insurance coverage is canceled.

4. Payment.

The Fee shall be paid annually within thirty (30) days of the Anniversary Date of this Agreement and, if necessary, adjusted thirty (30) days prior to the Anniversary Date.

5. Commissions.

Commissions shall be collected as agreed by both Parties in writing.

6. Disclosures.

a. Exclusions.

Commissions for Special Events, Notary Bonds and Vendor/Contractor Liability Programs are not included in the annual Fee or Compensation, as coverage is provided to Third Party Individuals.

b. Transparency and Disclosure.

During the time of this Agreement, Pool Administrator will annually disclose any Commissions received by Pool Administrator or any affiliated company in connection with any insurance placements on behalf of SCORE under Alliant's "Transparency and Disclosure" Policy, a copy of which is made available upon request. Pursuant to its Policy, Alliant will conduct business in conformance with all applicable insurance regulations and in advancement of the best interests of SCORE. In addition, Alliant's Conflict of Interest Policy precludes it from accepting any form of Broker incentives that would result in business being placed with carriers in conflict with Alliant's and/or SCORE's interests.

c. Other Alliant Services.

In addition to the Compensation that Pool Administrator receives, its related entity, Alliant Specialty Insurance Services (“ASIS”) and its Underwriting operations, Alliant Underwriting Services (“AUS”) may receive Compensation from Pool Administration and/or a carrier involved in underwriting services. The financial impact of the Compensation received by AUS and/or ASIS is a cost included in the premium. Compensation received by AUS and/or ASIS will be disclosed in writing to SCORE and is agreed to by SCORE as part of the premium. SCORE further acknowledges that Pool Administrator and ASIS maintain an arm’s length relationship. SCORE understands that while Pool Administrator represents SCORE as an individual entity, AUS and/or ASIS independently administers its Programs as a whole, and not on behalf of any particular Member.

Additionally, the related entities of Alliant Business Services (ABS) may receive compensation from a carrier for providing designated, Value-Added Services. In addition, Services that SCORE or its’ Members may choose to secure (such as appraisal or special inspections) will be invoiced accordingly.

F. TAXES & FEES, THIRD PARTY BROKERS AND INDIRECT INCOME:

1. Surplus Lines Fees and Taxes.

In certain circumstances, placement of insurance services made by Pool Administrator on behalf of SCORE, with the prior approval of SCORE, may require the payment of Surplus Lines Assessments, Taxes, and/or Fees to state regulators, Boards, and Associations. Such Assessments, Taxes, and/or Fees will be charged to SCORE and identified separately on invoices covering these placements. SCORE shall be responsible for all such Assessments, Taxes, and Fees, whether or not separately invoiced. Pool Administrator shall not be responsible for the Payment of any such Fees, Taxes, or Assessments, except to the extent such Fees, Taxes or Assessments have already been collected from SCORE.

2. Third Party Brokers.

Pool Administrator may determine from time to time that it is necessary or appropriate to utilize the services of third party brokers (such as surplus lines brokers, underwriting managers, London market brokers, and reinsurance brokers) to assist in marketing the SCORE insurance Programs. These Third Party Brokers may be affiliates of Broker (e.g., other companies of Pool Administrator Insurance Services, Inc. that provide services other than those included within the scope of Services of this Agreement), or may be unrelated third party brokers. Compensation of such Third Party Brokers will be paid by the insurance company out of paid insurance premiums. Where a placement through such Third Party Brokers will result in any compensation to a Pool Administrator affiliate, Pool Administrator will fully disclose in writing to SCORE its relationship to the affiliate, the reason(s) for the placement

of coverage through the affiliate, and why such placement is in the best interest of the SCORE, and an estimate of the amount of compensation received by the Broker, affiliate, and/or third party brokers Should Pool Administrator determine, subsequent to a placement of SCORE's business, that one or more affiliates and/or intermediaries of Broker received compensation for the placement of SCORE's business, Pool Administrator shall promptly disclose this information to SCORE in writing.

3. Indirect Income.

"Indirect Income" includes such items as insurance carrier contingency arrangements. Pool Administrator will not accept these compensation incentives from insurers, including contingent commissions, Market Service Agreements (MSA), volume-based commissions, incentives and rebates on business placed on behalf of SCORE within the Services of this Agreement.

G. TERMS:

The Term of this Agreement shall be five years and commence on July 1, 2018 and terminate on June 30, 2023.

H. OBLIGATIONS OF SCORE:

SCORE Agrees to cooperate with Pool Administrator in the performance of Pool Administrator's Services by providing Pool Administrator, upon request, with reasonable access to SCORE's personnel and information, including providing complete and accurate information as to SCORE's loss experience, risk exposures and any other pertinent information that Pool Administrator requests. In addition, when known, SCORE shall have the responsibility to keep record of and immediately report significant changes in exposures, loss-related data, and/or any other material changes to Pool Administrator. This reporting must be memorialized in writing and delivered to Alliant in accordance with the Notice Provisions below.

SCORE shall promptly review coverage documents delivered by Pool Administrator for consistency with SCORE's specifications, and shall designate one or more Officers or Committees of SCORE to receive and evaluate recommendations to the Officer(s) or Committee(s) of SCORE having ultimate decision-making authority on such matters.

I. NON-ASSIGNABILITY:

Both Parties hereto recognize that this Agreement is one for personal services and cannot be assigned in whole or in part by either Party without the prior written consent of the other Party. Prior to a change in Key Personnel assigned to provide Service to SCORE in Program Administration, the Pool Administrator shall endeavor to provide 45 days written notice to Members. SCORE shall retain the right to reject the assignment of new Key Personnel.

J. NOTICES:

All notices hereunder shall be given in writing and mailed, postage prepaid, Certified Mail, addressed as follows:

TO SCORE: The Then Current President of SCORE
(*at the address on file with SCORE*)

TO PROGRAM ADMINISTRATOR: Marcus Beverly, Pool Manager
Alliant Insurance Services, Inc.
2180 Harvard Street, Suite 460
Sacramento, CA 95815

K. COST AND ATTORNEY FEES:

The prevailing Party in any action brought to enforce the terms of this Agreement, or arising out of this Agreement, may recover its reasonable costs and attorney's fees expended in connection with such action from the other Party to such action.

L. ENTIRE AGREEMENT; MODIFICATION; INTERPRETATION:

This Agreement sets forth the full and final understanding of the Parties as respects the matters described herein, and supersedes any and all prior Agreements and understandings between them, whether written or oral with respect to the subject matter hereof. This Agreement may be amended but then only in a written Addendum to this Agreement executed by the Parties. This Agreement shall be governed by the law of the State of California. If any term of this Agreement is rendered invalid or unenforceable by Judicial, Legislative or Administrative action, the remaining provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. Nothing in this Agreement is intended or shall be construed to confer upon or to give any person, firm or corporation other than the Parties hereto, their parents, subsidiaries, successors and assigns, any rights or remedies by reason of this Agreement.

M. DISASTER RECOVERY; CONTINUITY:

Pool Administrator agrees that it has a disaster recovery plan in place that is intended to secure, and if necessary, restore information, physical and electronic data, affected by a security breach, force majeure or natural disaster. In addition, Pool Administrator will make commercially reasonable efforts to ensure that, at all times, it has a sufficient number of trained personnel on hand to meet its obligations under this Agreement including in the event of a force majeure, natural disaster, or pandemic.

N. SEVERABILITY:

If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

O. MATERIAL CHANGE

In the event that SCORE operations materially change, thus changing the scope and nature of exposures, losses, and/or insurance Programs(s), the PARTIES will negotiate in good faith to revise this AGREEMENT'S compensation arrangement as appropriate. It is agreed and understood that a material change shall include a change in existing coverage or limits, and/or lines of coverage.

P. APPLICABLE LAW:

This Agreement has been executed and delivered in the State of California, and the validity, enforceability, and interpretation of any of its provisions shall be determined and governed by the applicable Laws of this State.

Q. DISPUTE RESOLUTION:

Any dispute arising under the terms of this Agreement that is not resolved within a reasonable period of time by authorized representatives of the Parties shall be brought to the attention of the Chief Executive Officer (or designated Representative) of the Pool Administrator and the Chair (or Designee) of SCORE for joint resolution. At the request of either Party, SCORE shall provide a forum for discussion of the disputed item(s). If resolution of the dispute through these means is pursued without success and upon the parties' mutual agreement, such dispute may be submitted to final and binding arbitration, or either Party may elect to and pursue any rights and remedies by legal action. Such arbitration shall be conducted under the auspices of, and in accordance with the procedures and rules of the California Arbitration Act (Code of Civil Procedure Sections 1280 through 1294). In any dispute arising out of or under the terms of this Agreement, the prevailing Party shall be entitled to recover its legal fees and costs from the other Party to the extent allowed by applicable law. Any such arbitration or legal action shall be venued in Sacramento, California, unless the Parties mutually agree in writing to another location. Despite an unresolved dispute, the Pool Administrator shall continue without delay to perform its responsibilities under this Agreement. The Pool Administrator shall keep accurate records of its Services in order to document the extent of its Services under this Agreement.

R. NON-SOLICITATION:

Pool Administrator agrees that, during the Term of this Agreement, Pool Administrator's personnel shall not purposely solicit SCORE Members from Programs or lines of coverage, on which they work or have worked. SCORE understands and agrees that Pool Administrator

has offices, staff, clients, (and prospects nationwide) and nothing in this paragraph shall restrict it from responding to any Request for Proposal with notice to SCORE, or from otherwise providing Services or Products when asked by a SCORE Member after receiving permission from SCORE. In addition, this paragraph shall not prohibit Pool Administrator from engaging in general advertising, or marketing campaigns. Nothing in this paragraph shall be applied in a manner that violates any State or Federal Law or Regulation.

S. RELATIONSHIP OF THE PARTIES:

At all times and for all purposes, the relationship between the parties is intended to be that of independent contractors and there is no intent to create a joint venture relationship, and any person representing Pool Administrator, shall be an independent contractor to SCORE, and the Agreement shall not in any way be construed as a contract of employment between SCORE and Pool Administrator's agents. In addition, the Parties agree that, except as otherwise provided herein, SCORE shall not be obligated for any expense incurred by Pool Administrator in rendering Services, or by engaging in any other transaction or conduct arising out of this Agreement.

T. TERMINATION OF CONTRACT:

SCORE or the Pool Administrator can terminate this Agreement at any time by giving the other Party 90 days written notice. Should this Agreement be terminated pursuant to this section prior to the end of this Agreement's Term, the Pool Administrator shall be entitled to retain as earned Compensation for its Program Services, a prorated portion of the Fees paid by SCORE. These percentages apply only to the Per-Agency Fees and Pooled Deposit Fees earned by the Pool Administrator from the Pooled Liability Program and Workers' Compensation Program. Fees and Commissions charged by the Pool Administrator for all other Compensation shall be considered fully earned upon Termination of the Agreement. Transition assistance from Pool Administrator to any other firm will be an obligation for up to 90 days post-termination, allowing for a full 6 months of transition from Termination notice. All documents held by Pool Administrator under SCORE's Records Retention Policy will be properly secured, transferred and tested for access. In addition, the Pool Administrator will be available to answer specific questions regarding operations and documentation during this period.

Except for this transition assistance, Pool Administrator's obligation to provide Services to SCORE will cease at 12:01 a.m. upon the effective date of termination or expiration.

U. ETHICS AND CONFLICT OF INTEREST STATEMENT:

The Pool Administrator understands and agrees that SCORE desires to compare the cost of obtaining Services or insurance products from Pool Administrator against other viable and competitive options and expects that the Pool Administrator will make its compensation agreements and revenue streams known to SCORE, so as to provide SCORE with a clear accounting of the costs of the placement of insurance services and products. The Pool Administrator shall conduct its business so as to fulfill all legal and ethical requirements, and

standards of the industry and the applicable State(s) in which Services are rendered, and shall place the best interests of SCORE ahead of any other concerns in the placement of insurance services and products. To this end, Pool Administrator:

1. Warrants that it will adhere to its ethical obligations to SCORE to deliver honest, competitive, and meaningful service and advice on the placement of any insurance products, services, or coverages, and to provide access to an open, fair, and competitive insurance marketplace;
2. Shall exercise due diligence in making a full and complete disclosure of all quotes and declinations from all markets contacted for each line of coverage, including the date and time of contact and the name, address, phone number and, to the extent available, email address of the individual contact for each market;
3. Shall make every good faith attempt to avoid even the appearance of a conflict of interest between the Pool Administrator, SCORE, and any provider of any insurance product or service, and will promptly notify SCORE of any real or potential conflict of interest;
4. Agrees to include a copy of Pool Administrator's own ethics statement or code, or Pool Administrator's compliance statement available on the Pool Administrator's website; and,
5. Shall request that all insurance carriers show any Commission rates on their insurance policies and will otherwise ensure those rates are known to SCORE.
6. Acknowledges the mutual trust and confidence by both Parties, and that all actions of the Pool Administrator shall be for the specific benefit of SCORE and its' Programs as a whole.

V. HEADINGS AND CONSTRUCTION

The Parties agree that the headings and sections of this Agreement are used for convenience only and shall not be used to interpret the provisions herein. The Parties also agree that the terms of this Agreement were jointly negotiated and each has had an opportunity to review and discuss each provision with legal counsel, to the extent desired. Therefore, the normal rule of construction that construes any ambiguities against the drafting party shall not be employed in the interpretation of this Agreement.

W. OWNERSHIP OF BOOKS AND RECORDS:

The Parties shall each maintain normal business records related to all business generated under this Agreement. Upon reasonable request, and subject to the confidentiality provisions set forth herein, the Parties may each obtain from the other copies of all policyholder documents, including but not limited to policies, binders, certificates, endorsements, underwriting data, loss data, and other statistical information in the other's possession, custody, or control with respect to all business generated under this Agreement.

X. INDEMNIFICATION:

1. In the event that Pool Administrator, its agents, employees, representatives, or assigns, negligently or intentionally violate any law or regulation, any provision of the Agreement, or any written rule, regulation, policy, procedure or similar instruction under the Program, Pool Administrator shall indemnify, defend, and hold SCORE harmless from and against all loss and damage, including any reasonable costs or expenses (including attorney's fees), incurred by SCORE in connection with such conduct.
2. In the event that SCORE, its agents, employees, representatives, or assigns, negligently or intentionally violate any law or regulation, or any provision of the Agreement, SCORE shall indemnify, defend, and hold Pool Administrator harmless from and against all loss and damage, including any reasonable costs or expenses (including attorney's fees), incurred by Pool Administrator in connection with such conduct.

Y. WAIVER:

No provision of this Agreement shall be considered waived, unless such waiver is in writing and signed by the Party that benefits from the enforcement of such provision. No waiver of any provision in this Agreement, however, shall be deemed a waiver of a subsequent breach of such provision or a waiver of a similar provision. In addition, a waiver of any breach or a failure to enforce any term or condition of this Agreement shall not in any way affect, limit, or waive a Party's right under this Agreement at any time to enforce strict compliance thereafter with every term and condition of this Agreement.

Z. INSURANCE REQUIREMENTS:**1. Coverage and Limits.**

During the Term of this Agreement, Pool Administrator shall maintain the following insurance coverage and limits or the equivalent self-insurance coverage:

- a. Professional Liability insurance with minimum limits of \$1 million per claim providing coverage for any errors and omissions that Pool Administrator or its agents may make resulting in financial loss to SCORE;
- b. Commercial General and Automobile Liability insurance with limits of at least \$1 million combined single limit per occurrence and in the aggregate for bodily injury and property damage.
- c. Workers' Compensation coverage in compliance with applicable law, and Employers' Liability insurance in the amount of at least \$1 million per accident or aggregate.
- d. Excess Liability of at least \$9 million per occurrence (and in the aggregate)

coverage over General Liability, Professional Liability, and Auto primary coverage.

- e. For any covered claims related to this Agreement, the Pool Administrator’s insurance coverage shall be primary insurance as respects SCORE, its Trustees, Officers, Employees, or Volunteers. Any insurance or self-insurance maintained by SCORE, or any of its Members, shall be excess to the Pool Administrator’s Insurance and shall not contribute with it.
- f. The Policies are to contain, or be Endorsed to contain the following Provisions:

SCORE, its Trustees, Officers, Employees, and Volunteers are to be covered as Additional Insured’s with respect to Liability arising out of the work or operations performed by the Pool Administrator, or on behalf of the Pool Administrator.

- g. Carrier Rating. All insurance carriers providing the coverages required by this section shall have a financial rating of at least an “A-” published A.M. Best, or an equivalent financial rating firm. Published reports will be used to confirm the insurance carriers’ rating, unless Pool Administrator has obtained the SCORE’S written acknowledgment that an insurance carrier with a lower financial rating is permitted.
- h. Certificates of Insurance/Endorsements. Upon request, Pool Administrator shall also provide to SCORE certificates of insurance and copies of applicable endorsements evidencing the above coverages and limits, and will maintain these coverages during the term of this AGREEMENT.
- i. Ongoing Obligation. The failure of Pool Administrator to procure and maintain this required insurance does not negate its obligation under this Agreement to do so.

IN WITNESS WHEREOF, SCORE has caused this Contract to be executed by its President, and Pool Administrator has caused the same to be executed by its duly authorized Officer, all as of the day and year first above written.

SMALL CITIES ORGANIZED RISK EFFORT JOINT POWERS AUTHORITY

By: _____ Date: _____
Roger Carroll, President

ALLIANT INSURANCE SERVICES

By: _____ Date: _____
Michael Simmons, Vice Chair - Public Entities

ADDENDUM A - COMPENSATION FOR SERVICES

COMPENSATION FOR SERVICES UNDER PART #1

Effective July 1, 2018 to June 30, 2023, as Annual Compensation to the Program Administrator for the Services rendered hereunder, the Program Administrator may collect the Compensation set forth below.

POOLED LIABILITY PROGRAM

The Program Administrator shall be paid a Fee of \$10,725 per Member of the Liability Program. With the 18 current Members, the Total Annual Fee will be \$193,053. The Program Administration will be adjusted at the Per-Member Rate for any change in Membership.

WORKERS' COMPENSATION PROGRAM

The Program Administrator shall be paid a Fee of \$5,846 per Member, except those participating in the Mini-Cities Pool; for these Members the Program Administrator shall be paid \$1,670 per Mini-City Member. At the current participation of 10 Members and 7 in the Mini-Cities Pool, the Total Annual Fee will be \$70,156.

COMPENSATION FOR SERVICES UNDER PART #2

Commissions will be collected per below subject to a maximum annual cap of \$50,000.

PROPERTY PROGRAM

The Program Administrator shall be paid commissions and/or Fees for Brokerage Services provided under, and as defined in Section D.2., collected from the insurer for an amount to be disclosed, but in no event in excess of 11% of the Premiums.

MOBILE EQUIPMENT PROGRAM

The Program Administrator shall be paid commissions and/or Fees for Brokerage Services provided under, and as defined in Section D.2., Collected from the insurer for an amount to be disclosed, but in no event in excess of 16% of the premiums.

SCORE FIDELITY POLICY

The Program Administrator shall be paid commissions and/or Fees for Brokerage Services provided under, and as defined in Section D.2., Collected from the insurer for an amount to be disclosed, but in no event in excess of 20%.

SCORE POLLUTION POLICY

The Program Administrator shall be Paid Commissions and/or Fees for Brokerage Services provided under, and as defined in Section D.2., collected from the insurer for an amount to be disclosed but in no event in excess of 20%.

ADDENDUM B

Consultant

* Michael Simmons

Pool Manager

* Marcus Beverly

Marketing and Risk Management Specialists

Conor Boughey

Claims Services:

Robert Frey

Account Management

Michelle Minnick

*Denotes KEY PERSONNEL



ALLIANT HIGHLIGHTS AND ACCOMPLISHMENTS

2014 / 2017

1. 2014 – Implemented the Loss Control Grant Fund for all SCORE members
2. 2014 – Worked with accountant to develop new Dividend Assessment Plan (DAP)
3. 2015 – Program Administration began including a Glossary of Terms in Agenda Packets
4. 2015 – Revised the budget spreadsheet to make it easier to administer and for members to understand how the funding is calculated. Provided training on the budget process
5. 2016 – Worked with the Ad Hoc Committee to establish criteria for participation in the Workers’ Compensation Mini-Cities membership, provided numerous options for budgeting and funding for the members to review and agree on criteria
6. 2016 – Implemented Identity Fraud Coverage for all SCORE members and their employees
7. 2016 – SCORE renewed contract with DKF Solutions – 3-year agreement from FY 16-19
8. 2017 – Created the first Claims Reporting Manual for all SCORE lines of coverage
9. SCORE renewed contract with York Risk Services for claims management (Liability and Workers’ Compensation) – 5 year agreement from FY 17-22
10. Negotiated continued contract with TargetSolutions to maintain the “grandfathered” rate including public safety training module
11. Delivered Training sessions at Board meetings to keep members up to date of services/programs/ industry information that is pertinent to them.
12. Training on coverage programs with review of auto physical damage options, general liability coverage, employment practices and pollution.
13. CAJPA Accreditation – assisted SCORE in achieving “Accreditation with Excellence” in 2014 and again in 2017.
14. Offered and administered training programs for members – i.e., Supervisor 101 Training, Confined Spaces Training, Flagger Training, Asbestos Training, Traffic Control & Excavation Training, Policy Training, and the annual Sewer Summit Training.



15. Administrator attends other related Board/EC meetings for program SCORE participates in and provides the Board with information on those programs: LAWCX, ERMA, CJPRMA
16. Maintained Website for SCORE and creation of Alliant Connect Website for SCORE policy documents
17. Updated Loss Prevention Manual Program Reimbursement Policy to include Daily Training Bulletins
18. Issued Annual Reports for FY 16/17 and FY 17/18
19. Renewed the ACI EAP program for members – 2 year agreement FY 16-18
20. Reviewed and updated approved attorney list
21. Attended at least four claim reviews per year (2 each for WC and GL).
22. Reviewed and revised property statement of values for both the property and AMVP programs
23. Reviewed and advised members on contractual insurance requirements
24. Met with each member to review SCORE programs and services
25. Provided Risk Management Best Practices to DKF Solutions for use in assessing member programs



**Small Cities Organized Risk Effort
Board of Directors Meeting
January 19, 2018**

Agenda Item I.4.

RISK MANAGEMENT SCORECARD UPDATES

INFORMATION ITEM

ISSUE: SCORE members have agreed to a set of Risk Management Best Practices to address many of the risks they face that can lead to claims under the pool's coverage programs. These Best Practices are reviewed with SCORE's risk management consultant, DKF Solutions, and member use of the best practices is tracked in a scorecard format to make it easier to determine where assistance is needed.

DKF will present an updated Scorecard tracking member progress in meeting the various best practices and provide feedback regarding those areas of focus for 2018.

RECOMMENDATION: None. This item is offered as information only.

FISCAL IMPACT: None.

BACKGROUND: The Best Practices and Scorecard were adopted by SCORE in 2015 and have been used as a basis for on-site risk assessments, risk management services and training. Members are encouraged to meet the best practice standards in order to reduce the frequency and severity of claims.

ATTACHMENT(S): 2018 SCORECARD Questions

2018 SCORECARD Questions

1 - Risk Management Framework

#	Question
1-1	Do council agenda items include a standing section on how items impact risk for the City and if so, the risk mitigation measures?
1-2	Has the IIPP been reviewed and updated within the last 3 years?
1-3	Claim Reporting and Follow-Up
1-3.a	Member has a claims liaison who is assigned to work with SCORE adjusters to address and investigate claims.
1-3.b	All claims filed against the Member City that may be covered by SCORE are reported promptly (within 48 hours).
1-3.c	Member staff is trained to recognize and reports incidents that may result in claims versus the City.
1-3.d	All claims covered by SCORE but paid by the member should be reported to SCORE to maintain the accuracy of loss data and provide trending information.
1-3.e	A formal accident investigation procedure is in place with mandatory review by senior management to ensure corrective action is based on management action to prevent a re-occurrence rather than placing blame on employee.
1-3.f	Participation in SCORE Risk Management and control programs demonstrated by active participation in loss prevention/risk control surveys and discussions by SCORE staff on strategic prevention of loss; written response within 45 days upon request providing status of Best Practice recommendations; developing action plans to address the five most significant risk exposures as defined by audits and data analysis.

2 - Data Tracking And Utilization

#	question
2-1	Experience Modifier (X-Mod) Trending Factors - Does the City present its xmod annually to the City Council alongside SCORE average with an explanation of why its higher or lower?

3 - Vehicle Use and Operations

#	question
3-1	Driver Selection and Training Measures
3-1.a	There is a written program in place that is actively utilized as the basis for driver selection and screening of employees and prospective employees for driving related duties.
3-1.b	Employees with poor Motor Vehicle Records activity as defined by SCORE standards are provided personnel, counseling, training, rehabilitation, and/or removed from driving responsibilities, depending on the seriousness of the activity on their MVR or observed driving behavior.
3-1.c	All employees who drive any vehicle on City business are enrolled in the DMV Employer Pull Notice (EPN) program and MVRs are reviewed to prevent negligent retention. Note: Release required for drivers whose license does not require participation in the EPN program.
3-2	Vehicle Maintenance Measures
3-2.a	Vehicles and records are maintained to meet standards and warranties relevant to the vehicles or equipment and to help defend negligence claims.
3-3	Vehicle Operations Measures
3-3.a	The City has a vehicle use policy detailing when and how City and personal vehicles may be used for City
3-3.b	The City has adopted a cell phone or distracted driver policy and all vehicle accident investigations reflect any "distracted driver" implication as part of the root cause analysis.

2018 SCORECARD Questions

4 - Operational Best Practices

#	question
4-1	Sidewalk Inspection and Maintenance
4-1.a	The City maintains a specific and effective written procedure to minimize sidewalk defects such as raised offsets, tilts, or steep cross slopes, sunken sections, spalling, improper repairs to surround structures such as drain, and offsets between public and private sidewalks.
4-1.b	The City has an ordinance in place transferring the liability for injuries due to failure to maintain sidewalks to the adjoining property owner.
4-1.c	A written process is in place to notice property owners to repair sidewalks where allowed by Municipal Code.
4-1.d	The City has a follow-up procedure to ensure defects have been addressed by marking, barricading, etc. within reasonable periods.
4-1.e	Member has adopted a sidewalk/walkway inspection, maintenance, and complaint response plan.
4-1.f	Photographs are taken and maintained in Public Works to visually record action taken to guard against contact by the public with a hazardous sidewalk site. This will aid in defense against allegations of inaction by the City.
4-2	Sewer Loss Prevention and Management
4-2.a	An ordinance is in place that meets or exceeds current plumbing code requirements for backflow devices. Council meeting minutes reflect recommendations and cost justification by staff for adoption of an ordinance requiring backflow devices when events not addressed by the code occur, such as when a property owner suffers a loss, remodels, or sells the property. Cleanout backflow relief devices are allowed.
4-2.b	Key personnel have been trained to interact with property owners when responding to reports of sewer backup
4-2.c	Sewer line condition assessment program to base PM schedules and repair/replacement strategies
4-2.d	Has the City's Sewer System Management Plan (SSMP) been audited in the past 3 years?
4-2.e	Has City Council adopted the SSMP?
4-2.f	Have employees working on sewers reviewed the SSMP in the past year?
4-3	Police Risk Management
4-3.a	Does the City PD use Lexipol?
4-3.b	Code 3 driving standards are in place and documented, which reflect current legal liability and professional standards that minimize risk to others sharing roads with emergency vehicles.
4-3.c	Member departments comply with all POST-mandated training requirements, including perishable skills, and training to General Orders is documented.
4-3.d	Digital audio-visual technology in patrol vehicles and/or on person, are used to provide defense against alleged police misconduct claims.
4-4	Fire Risk Management
4-4.a	Dispatch has either been transferred to another agency or detailed training, data and communication management, and technology are used to prevent dispatch error.
4-4.b	The department has a written policy clearly defining if and how emergency response (Code 3) driving is permitted and executed.
4-4.c	Does the fire department adhere to the current Firefighter Training and Exam Policy
4-5	Contractor Selection and Control
4-5.a	Member has contractor selection criteria that includes reference and site checks, interviews, insurance loss history, Cal/OSHA citation history, and license verification for general and all subcontractors.
4-5.b	Does the City include project-specific safety specs identifying reasonably anticipated construction hazards for the project in its construction project bids, in accordance with CalOSHA's Affirmative Defense for Controlling Employers?
4-5.c	Does the City have a preconstruction meeting where project hazards are discussed along with the contractors plan to address those hazards, in accordance with CalOSHA requirements?
4-6	Road Maintenance

2018 SCORECARD Questions

4-6.a	The City Council and/or City Engineer signs off on all road site protection plans to preserve governmental immunity.
4-6.b	Member has a CalTrans trained work zone safety specialist (staff/contract) to oversee and approve all work
4-6.c	Do employees working in the public right of way take pictures of all lane closures or other work that may impact the public?
4-6.d	Are these photos digitally archived by project and date and location in a centralized place for easy retrieval?
4-6.e	Contract language is signed by contractors accepting responsibility for the clean up and debris removal from work-sites to reduce potential for damage to vehicles or cyclist.
4-6.f	Member has adopted a minimum Pavement Maintenance Index to serve as the standard to which road surfacing is to be maintained. Example: PMI=70
4-6.g	A systematic process in place for inspection, maintenance, repair, and emergency response for roadways.
4-7	Contractual Risk Transfer
4-7.a	Does the City verify that contractors it hires have a valid contractors license?
4-7.b	Does the City follow the recommended Alliant insurance requirements?
4-7.c	For contracts greater than \$5,000, is there a review process in place to provide for consistent contract administration and oversight?
4-7.d	For contracts greater than \$5,000, are contracts reviewed and approved by legal counsel to ensure that the City is protected and risk is transferred or shared as intended.
4-8	ADA Compliance and Transition Plans
4-8.a	Members have an ADA transition plan in place.
4-8.b	Documentation verifies action taken on transition plan items.
4-8.c	Five-year budget and development plans reflect budgeting for ADA compliance projects.
4-8.d	Alternative procedures are in place to provide access for disabled persons to buildings and facilities until full structural access is achieved.
4-9	Playground Safety
4-9.a	A current playground equipment inventory exists for each playground.
4-9.b	An annual playground audit is available for review and reflects equipment as stated in the inventory. The audit is conducted either by a Certified Playground Safety Inspector (CPSI) or personnel trained by a CPSI.
4-9.c	Documented monthly inspections and repair records are available for review. Inspections are conducted and signed off by a CPSI or staff who was trained and overseen by a CPSI.
4-9.d	Depending on frequency and intensity of use, weekly and/or daily inspection checklists are available for audit.
4-9.e	For playgrounds that do not comply with accessibility requirements under the Americans with Disabilities Act (ADA), an action plan with time tables to bring the site into compliance is available for review.
4-10	Facilities Maintenance and Hazard Identification
4-10.a	Have all City buildings had a risk assessment performed in the last 3 years for fire, structural, operational and general safety risks?
4-10.b	Inspection action items are prioritized and assigned for correction with a due date for completion, which is recorded.
4-10.c	Who does and how often are fire inspections performed?
4-10.d	Buildings that have not been determined to be adequately protected against natural disaster or fire are not used for public gatherings and classes or leased to others.
4-11	Aquatics Programs
4-11.a	All staff responsible for facility operations and swimmer/participant safety are certified by a recognized agency and have received site-specific training with clear assignment of responsibilities. This includes validated, current certifications; required training in pool and/or concession operations; equipment; safety; security; and emergency response, including use of oxygen delivery and use of automated external defibrillators if available.
4-11.b	At least one facility staffer is certified as a Lifeguard Manager, or has attended educational sessions on Lifeguard Management and has experience in supervision.

2018 SCORECARD Questions

4-11.c	Facility has all recommended rescue equipment, communication devices, posted warnings, information, and instruction signage present and in operable condition.
4-11.d	Equipment such as diving boards, slides, blobs, and other play equipment are correctly installed for water depth, weight, and use requirements as recommended by the YMCA or other recognized standards. Documented inspections of this equipment are performed daily.
4-11.e	Lifeguard rotations are no longer than 20-30 minutes with change of body position every 5-10 minutes. Dedicated supervision is provided for special equipment such as slides
4-11.f	Starting Platforms are only in place for competitions, and are only used under close supervision by participants that have been properly educated in their use.
4-11.g	No diving is marked clearly on the pool deck in all areas that have less than 5 feet of water depth. Diving instruction should not take place in less than 9 feet of water.
4-11.h	A Lifeguard on duty supervises all programs and rentals.
4-11.i	Daily pool maintenance and water quality logs are on site and kept up to date.
4-11.j	If the City's aquatics/pool operations have been contracted to a 3rd party, have that 3rd party been audited to ensure compliance with the previous items?
4-12	Special Events & Facility Rentals
4-12.a	Contractual Risk Transfer and Contractor Selection and Management Best Practices are followed when issuing permits for an event, renting out a facility, or in hiring or screening contractors for the event.
4-12.b	If the permittee, renter, or contractor does not have insurance coverage as referenced in the Contractual Risk Transfer best practices, Special Events Insurance, including liquor liability coverage for anyone serving alcohol, is obtained by the sponsor and/or required by all participating organizations.
4-12.c	Any organization serving alcohol must be properly licensed, have properly trained servers, and control quantities. Security is provided for any event with alcohol.
4-12.d	For outdoor events, a pre-event safety audit and inspection of site, permanent and temporary structures, lighting, communications, accessibility, emergency plans, traffic and crowd control are conducted and
4-12.e	Unless provided by an independent contractor, shuttle and parking services are provided by employees who meet the recommended Driver Selection and Training Best Practices, in vehicles which meet applicable safety standards.
4-13	Employment Best Practices
4-13.a	Each agency shall have recruitment procedures that comply with applicable State and Federal laws regulating employment discrimination. Agencies shall take steps to complete a background/reference check on applicants prior to hire.
4-13.b	4-17b Agencies shall have a current anti-harrassment and discrimination policy in place and shall train supervisors and managers on the policy in compliance with AB 1825.
4-13.c	Agencies shall have an internal grievance procedure in order to resolve employment related disputes at the lowest level possible.
4-13.d	Agencies shall have a comprehensive discipline policy and procedure that is timely, reasonable, consistent, well-supported, and provides for procedural due process.
4-13.e	Agencies shall periodically evaluate for compliance with FLSA to ensure that jobs are correctly classified as exempt or non-exempt and to ensure that payroll processing is accurate relative to the regular rate of pay and overtime compliance.
4-13.f	Agencies shall have current policies, procedures and/or forms in place relative to the many types of leaves available to employees: industrial leave, ADA/FEHA accommodation leave, CA family sick leave, CA pregnancy disability leave, FMLA/CFRA leave, family temporary disability leave, military leave, leave to appear at child's school, leave for victim of domestic violence, leave for jury duty and court appearances, and time off to vote.
4-14.a	Skateboard Parks
4-14.a	Adherence to SCORE Policy requiring that design of skateboard parks be certified and signed by an engineer.



LOSS CONTROL GRANT FUND PROGRAM – FY 17/18 UPDATE

INFORMATION ITEM

ISSUE: SCORE's *Loss Control Grant Fund Program* provides member funding on an annual basis for risk management related products and services. The Board is presented with information about current usage of the Loss Control Grant Funds for FY 17/18.

RECOMMENDATION: The Board is asked to consider shared services (Sidewalk Concrete Cutting) or training sessions which members can consider using their allocated Loss Control Grant Funds.

FISCAL IMPACT: T.B.D.

BACKGROUND: At the March 31, 2017 Board of Directors Meeting, SCORE chose to continue the Loss Control Grant Fund Program for the FY 17/18 funding it with \$100,000; \$50,000 out of each of the Liability and Workers' Compensation programs. The funding has been provided from the Pool's net position, before the distribution of any dividends.

Members of each Program were allocated an amount directly related to their percentage contribution into that Program, subject to a minimum of \$1,000 per Program for each participating Member. The funds are available for use on a combined basis. Projects can also span over multiple years although the disbursement of monies will be limited to the member's annual allocation in any given year, and the continuation of the Loss Control Grant Program by the Board of Directors. The deadline for submitting reimbursement requests is June 15 of every Fiscal Year.

Current use of the Loss Control Grant Funds is very low with only one member submitting a request for reimbursement during FY 17/18. Currently there is \$85,549 available in un-used Loss Control Grant Funds.

ATTACHMENT(S): 2017-2018 Loss Control Grant Fund Usage as of 1/11/18

SCORE Loss Control Grant Fund Member Utilization FY 2017/18 as of 1-11-18

Member Entity	TOTAL Grant Fund Allocation	Amount requested during FY 17-18	Remaining amount available	Notes
Biggs *	\$2,211.55			
Colfax *	\$3,050.07			
Dunsmuir	\$3,911.99			
Etna *	\$2,153.35			
Fort Jones *	\$2,047.28			
Isleton	\$1,000.00			
Live Oak	\$5,232.71			
Loomis	\$3,599.12	\$1,467.80	\$2,131.32	*Request made by Roger Carroll for Sidewalk Repair project (total cost \$5,700) *NOTE: Amount requested exceeded amount available - \$1,467.80 will be used from FY 17/18 Loss Control Grant Funds
Loyalton *	\$2,000.00	\$423.70	\$1,576.30	*Request made by Kathy LeBlanc for Protective Waders (\$423.70)
Montague *	\$2,082.04			
Mt. Shasta	\$12,166.63			
Portola	\$4,112.13			
Rio Dell	\$4,307.28			
Shasta Lake	\$11,702.97	\$11,702.97	\$0.00	*Request made 2/15/17 by Jessaca Lugo for ADA Bathroom improvements for full FY 16/17 allocation *NOTE: Amount requested indicated carryover into FY 17/18 as project total is estimated at \$80,000
Susanville	\$17,538.15			
Tulelake*	\$2,146.66	\$2,802.87	-\$656.21	*Request made 6/15/17 by Jenny Coelho for sidewalk repairs for total of \$5k *NOTE: Amount requested exceeded amount available in FY 16/17 so remainder will be used from the FY 17/18 Loss Control Grant Funds (and \$656.21 from FY 18/19 if program is continued by BOD)
Weed	\$8,003.91			
Yreka	\$14,136.61	\$112.20	\$14,024.41	*Request made 12/13/16 by Debbie Ramirez for purchase of office chairs, Public Works Chairs, Police Vests, Garage Bay Door & opener. *NOTE: Amount requested exceeded amount available - \$112.20 will be used from FY 17/18 Loss Control Grant Funds
Total:	\$101,402.44			

* Mini-Cities



**Small Cities Organized Risk Effort
Board of Directors Meeting
January 19, 2018**

Agenda Item I.6.

FORM 700 REPORTING – ANNUAL FILING DEADLINE APRIL 2, 2018

INFORMATION ITEM

ISSUE: The Fair Political Practices Commission (FPPC) has implemented an electronic filing system for the Form 700. Beginning January 2017, SCORE Members will need to file their assuming office, leaving office and annual reports online. Members should have already received an email from the FPPC in January that will provide a link to the online platform to complete the Annual Form 700 by the deadline of April 2, 2018.

The Board is reminded if the Form 700 is filed after the deadline April 2, 2018 under Government Code section 91013, a fine of \$10 per day, up to a maximum of \$100, may be imposed for the late filing of this form.

RECOMMENDATION: None - information only

FISCAL IMPACT: None

BACKGROUND: The Fair Political Practices Commission (FPPC) has purchased SouthTech Systems online management system to automate the management of the 25,000 Government Employees who are required to submit their Form 700's to the FPPC. This online system helps streamline the filing process with a cost effective solution that eliminates the time-consuming, manual process of tracking the Agency's Form 700's. This system will help our member agencies stay fully compliant with the FPPC regulations.

If you have any questions regarding your filing officer duties, please call your FPPC contact Christine Chen at Phone: (916) 324-7602 or Email: Form700@fppc.ca.gov. For other questions, please call toll free at 1-866-275-3772, ext. 2 or email advice@fppc.ca.gov.

ATTACHMENT(S): 2018 Statement of Economic Interests – Form 700 Fact Sheet Multi County Agencies



2018 Statement of Economic Interests – Form 700 Filing Officer Informational Fact Sheet Multi-County Agencies

FPPC Contacts

Christine Chen
cchen@fppc.ca.gov 916-324-7602

Annual Deadline: April 2, 2018

Filers whose statements are forwarded to FPPC will use either their agencies' FPPC certified electronic filing system or FPPC's electronic system to file their Form 700s.

Answers to reporting questions:

Call: 1-866-275-3772

E-mail: advice@fppc.ca.gov

Training Workshops and Webinars:

Continue to check for [dates and locations](#)

Your Checklist for Agencies Using FPPC's E-Filing System

- **Keep filers information current in the electronic system including assuming and leaving office info.**
- Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)

For statements retained by your agency

- Supply filers disclosure categories and forms or a link to a website where filers can download a form.
- Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.
- Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines on the FPPC website for guidance.

Your Checklist for Agencies Using Their Own E-Filing System

- Keep filer information current (system automatically notifies filers.)
- Effective January 1, 2018, for Form 700 statements that are filed electronically and required to be forwarded to the FPPC, your agency's systems are required to allow electronic data exchange with the FPPC electronic system.
- Communicate with FPPC regularly about filer status
- Provide public access

For statements retained by your agency

- Keep filer information current (system automatically notifies filers)
- Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.
- Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines on the FPPC website for guidance.
- Provide public access.
- Keep originals for seven years. (Sec. 81009)
- Continue to monitor when assuming office, leaving office, and candidate statements should be filed.

➤ **Gift Limit**

As of January 1, 2017, the gift limit is \$470. For more information on gift limits and disclosure, review the Gift, Honoraria, Travel & Loans fact sheet on our website.

Advice E-mail: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772

Jan/2018



2018 Statement of Economic Interests – Form 700 Filing Officer Informational Fact Sheet Multi-County Agencies

Appointments – Form 806

Do your agency members receive \$250 or more to serve on **other** boards or commissions? Click [here](#) for Form 806.

New Positions – Form 804

Regulation 18734 requires an individual hired for a position not yet covered under your agency's conflict of interest code to file Form 700 if the individual serves in a position that makes or participates in making governmental decisions.

Use of the Form 804 helps agencies identify new positions and disclosure requirements for individuals serving in new positions. Use of the form is recommended as it promotes uniform reporting among agencies. Form 804 is retained at your agency is found [here](#).

Example: Your agency recently hired an IT Specialist. This is a brand-new position, and thus, is not yet included in your agency's conflict of interest code. Because this individual will make decisions on purchasing computer software, the position must be added to the code. In the meantime, this person will file Form 700 under the broadest disclosure category (or limited disclosure if provided for on Form 804) until the code is amended to include this position.

Conflict of Interest Code Biennial Notices Due in 2018

The Political Reform Act requires each Multi County to review its conflict of interest code biennially and notify the FPPC as to whether it needs to be amended. The biennial notice must be submitted to the FPPC no later than October 2, 2018. Your agency will receive further information on this requirement soon.

Your Checklist - Paper

- **Date stamp all paper statements**
- Notify filers about the deadline.
- Provide the agency's conflict of interest code; the disclosure categories must be known when an individual completes the form.
- Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)
- Continue to keep filer's information current in the system. Continue to monitor when assuming and leaving office statements should be filed.

For original statements that you forward to the FPPC that aren't e-filed:

- Forward assuming, annual and leaving office statements to the FPPC within five days of the filing deadlines. Remember to send the actual "wet signature" SEI and not a copy.
- Keep copies for four years. (Sec. 81009)

Send Statements to:

Fair Political Practices Commission
1102 Q Street, Suite 3000
Sacramento, CA 95811



2018 Statement of Economic Interests – Form 700 Filing Officer Informational Fact Sheet Multi-County Agencies

Electronic Filing Specific FAQs

Q – Do all my filers use FPPC’s new electronic filing system?

A – No. The system will only be used by those filers whose statements are forwarded to FPPC. Statements from all your other filers will be processed at your agency as they have been in previous years.

Q – As a filing officer, how do I begin using FPPC’s new system?

A – All filing officers received an e-mail from the FPPC that provided a login ID and training guide. If you haven’t already done so, verify your agency’s filers’ information to ensure accuracy and to provide a current e-mail address for each filer. This effort will replace the annual requirement of reviewing and submitting the Article II list.

Q – What happens once my filers’ information has been updated?

A – Once your filers’ information is updated, they will receive an e-mail. The e-mail, which provides a login ID and password that they use to file their Form 700. The e-mail also provides access to a video that explains how to file statements online.

If you have added new filers since your first update, or if you have filers who left since then, the system will generate e-mails to those filers notifying them to complete their assuming or leaving office statement.

Q – What about filing expanded statements when a filer holds more than one position?

A – The filer can select the positions that are forwarded to the FPPC, and electronically file for those positions. The filer must submit an original statement with any other agencies, unless those filing officers are willing to accept a copy of the electronically filed statement.

Q – What do I do if I have more questions?

A – For questions related to FPPC’s electronic filing system, please send them to form700@fppc.ca.gov

General FAQs

Q – A board member is already filing a statement for her position as a city council member. Must she file a statement for her position on our multi-county agency?

A – Yes, because the jurisdiction and disclosure requirements for the multi-county position are different, she must either file an expanded statement for both positions or file a separate statement for the multi-county agency. Instructions for completing expanded statements are included in the Form 700. **Once a form is filed, the statement cannot be altered, not even by the filer.**

Q – I have a filer on military leave. Do I send the Form 700 overseas for the filer to complete?

A – No. Simply note this in your log (or, in the case of an individual whose statement is forwarded to FPPC, notify us) and have the individual file his/her annual statement upon returning.



2018 Statement of Economic Interests – Form 700 Filing Officer Informational Fact Sheet Multi-County Agencies

Q – Is an amendment request necessary if the “total number of pages” line on the Cover Page is left blank?

A – No. Listing the total number of pages included with the Form 700 filing is not required by law; it is included simply as a tool to ensure that all pages are received.

Q – Does a board member who has been reappointed, or an employee who moved from one designated position to another designated position within our agency, have to file a leaving office and an assuming office Form 700?

A – No. As long as there was not a break in service of 30 days or more, the person will continue to file annual statements. However, there may be changes to the filers disclosure category.

Q – A newly appointed commissioner assumed office on October 15, 2017, and filed an assuming office statement. Must he file an annual statement on April 2, 2018?

A – No. A filer who assumed office between October 1 and December 31, 2017, and filed an assuming office statement does not need to file an annual statement until April 1, 2019. The period covered on the newly appointed planning commissioner’s statement will be October 16, 2017, through December 31, 2018.

Q – The executive director for a multi-county agency is required to file a Form 700. He left office and filed a leaving office statement. An interim executive director has been hired from outside the agency. Are persons serving in interim positions required to file statements?

A – Yes, persons serving in interim positions must file statements in the same manner as if they were holding the positions permanently.

Q – A board member appoints a designee to serve when she cannot attend a meeting. Must the designee file a Form 700?

A – Yes, the designee must file an assuming office statement.

Q – My filers make a lot of mistakes on Parts 1 through 3 of the Cover Page. May I complete that information for them?

A – Yes, so long as you do so prior to having them complete their schedules. Once they have signed the form, you cannot make any changes to their statement. Any amendments must be completed by the filer on the appropriate amendment schedule. If you do complete the cover page,

Q – Although we are approved by FPPC for e-filing of the Form 700, some filers email scanned copies of signed statements instead of filing electronically. Are these acceptable?

A – No. If a filer chooses not to file electronically, an original signature is required.

Please do not use acronyms when listing agency names.



**Small Cities Organized Risk Effort
Board of Directors Meeting
January 19, 2018**

Agenda Item I.7.

LAWCX REPRESENTATIVE

ACTION ITEM

ISSUE: SCORE members designate representatives to the Boards of their excess coverage providers. Given the distance some of the representatives must travel to attend meetings, the Program Administrators were asked to determine if one of them could be appointed as a representative to the Board of one or more excess providers. LAWCX, the group's excess Workers' Compensation provider, allows for an "authorized agent" to represent its members.

If SCORE is interested in appointing a member of the Program Administration team to attend LAWCX meetings on behalf of the membership it would require Board authorization in writing to make such an appointment.

RECOMMENDATION: Consider appointing Marcus Beverly as SCORE's authorized agent for purposes of representation on the LAWCX Board, as the alternate.

FISCAL IMPACT: None.

BACKGROUND: The current LAWCX Representatives for SCORE are Steve Baker, City of Yreka, and Alternate Representative John Duckett, City of Shasta Lake. A Program Administrator also attends LAWCX meetings to keep apprised of information relevant to SCORE. Given the distance to the meetings in Sacramento should consider appointing a member of the Program Administration Staff as its LAWCX representative. LAWCX has provided a section of the Bylaws confirming that this is allowed:

Each **Party** shall be entitled to one seat on the **Board of Directors**. Each **Party** shall appoint to the **Board of Directors** one representative and one alternate, designate the appointments in writing, and provide the designation to the **Authority**. **The representative and alternate must be an employee or authorized agent of the Party.** The representative and alternate shall serve at the pleasure of the appointing **Party** and may be changed by the **Party** at any time by providing written notice of the changed designation to the **Authority**. Each appointed representative and alternate must file Statements of Economic Interest (FPPC Form 700) in accordance with the **Authority's** Conflict of Interest Code and state law.

ATTACHMENT(S): None.



FY 18/19 MEETING DATES AND LOCATIONS

ACTION ITEM

ISSUE: The SCORE Board approved the meeting dates for the FY 17/18 year at their meeting in January of 2017. The two remaining dates this year are set for Friday, March 30, 2018 and Friday, June 15, 2018, both starting at 10:00 a.m. The meeting date resolution states the location as Anderson, CA. For the next year members expressed interest in holding the Long Range Planning Meeting in a different location so to help avoid scheduling conflicts during the FY 18/19 we have proposed meeting dates.

RECOMMENDATION: Consider and approve dates and locations for the FY 18/19 meetings, including the annual retreat and Board meeting.

FISCAL IMPACT: T.B.D.

BACKGROUND: For the last fiscal year all SCORE meetings have been held at the Gaia Hotel in Anderson, CA as it is centrally located for all members.

ATTACHMENT(S): Resolution 18-02 Proposed Meeting Dates and Locations

RESOLUTION NO. 18-02

**RESOLUTION OF THE BOARD OF DIRECTORS
SMALL CITIES ORGANIZED RISK EFFORT (SCORE)
ESTABLISHING MEETING DATES FOR THE PROGRAM YEAR 2018/19**

BE IT RESOLVED THAT:

The following meeting dates are hereby established for the 2018/19 Program Year:

Friday, August 24, 2018 commence at 10:00 a.m.	Teleconference
Thursday, November 1, 2018 commence at 8:00 a.m.	Anderson, CA
Friday, November 2, 2018 commence at 8:00 a.m.	Anderson, CA
Friday, January 25, 2019 commence at 10:00 a.m.	Anderson, CA
Friday, March 29, 2019 commence at 10:00 a.m.	Anderson, CA
Friday, June 14, 2019 commence at 10:00 a.m.	Anderson, CA

This Resolution was adopted by the Board of Directors at a regular meeting of the Board held on January 19, 2018 in Anderson, California, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST:

Roger Carroll, SCORE President



**Small Cities Organized Risk Effort
Board of Directors Meeting
January 19, 2018**

Agenda Item I.9.

FY 18/19 SERVICE CALENDAR

ACTION ITEM

ISSUE: The Service Calendar is being submitted to the SCORE Board for approval because we have updated several critical service items. These items are related to submission deadlines that are subject to penalties for late response. The Service Calendar is updated regularly as needed to create a timeline of events for the calendar year. Information needs to be obtained from the members at various times of the year and the Service Calendar provides the submission deadlines for all members.

RECOMMENDATION: The Program Administrator recommends adoption of the proposed FY 18/19 Service Calendar.

FISCAL IMPACT: T.B.D.

BACKGROUND: The FY 18/19 Service Calendar has been updated and modified to ensure that all dates are chronologically listed. The SCORE Board should also note that deadlines have been included on requests to members so that they are informed of when we will be requesting information throughout the course of the year to ensure we adhere to submission deadlines provided by carriers.

ATTACHMENT(S): FY 18/19 Service Calendar



FY 2018-19 SCORE SERVICE CALENDAR

AS = Alliant Insurance Services Staff BD = Board of Directors
 CA = Claims Auditor
 FA = Financial Auditor
 GB = Accounting Firm, Gilbert & Assoc.
 York = York Insurance Services Group Staff

Tentative Dates	Activity	Completed by
JULY 2018		
07/03/2018	Send Program Invoices from ERMA, LAWCX, & CJPRMA to Gilbert Associates for payment	ALL
07/03/2018	Finalize June Board of Directors draft minutes	AS
07/06/2018	Send Members Binders for all coverages including: WC, GL, Property, Crime, etc via email	
07/06/2018	Update SCORE Website to include coverage information	AS
07/10/2018	Prepare all signature items for Board President – Policies, MOCs, Summaries of Coverage, etc. Follow up with President of the Board regarding items needing signatures	AS/BD
07/11/2018	Begin Agenda for October Board of Directors Meeting 10/25 - 10/26/18 (it will be presented as a DRAFT at Aug Teleconference Meeting)	AS
07/11/2018	Request Proposal for either WC or LIAB Claims audit	AS
07/13/2018	Follow up with ACIP members regarding premium payments	AS
07/13/2018	Property Summary – send to Members	AS, GB
07/13/2018	Follow up on payments for ERMA, LAWCX, PEP, CJPRMA, etc	AS
07/18/2018	Obtain LAIF Quarterly Report from State Controller Website & send Treasurer Report for signature	AS
07/25/2018	Request Consent Calendar items from vendors for August Board of Directors Meeting	AS
07/25/2018	Begin Agenda for October Training Day for inclusion in the 8/25/2018 Agenda	AS
07/27/2018	Request RSVP by 08/18/2018 to members for Aug BOD Meeting on 08/24/2018 – Teleconference	AS, BD
07/31/2018	DE9 due to EDD by today	
AUGUST 2018		
08/03/2018	Send request to members for DE9 Reports for Q2 of 2018	AS, BD
08/03/2018	Begin work on November Training and Board of Directors Agenda	AS
08/03/2018	LAWCX sends renewal apps to members in Workers' Compensation	AS/BD
08/17/2018	Follow up with members to ensure they complete the LAWCX application on RiskConsole Website (Payroll Audit) due 09/15/2018	AS/BD
08/17/2018	Post BOD Meeting Agenda on SCORE Website and email to members	AS
08/17/2018	Confirm Attendance for BOD Meeting (ensure quorum)	AS
08/22/2018	Collect Q2 2018 DE9 from members and submit to: CJPRMA – deadline quarterly send to Saima via email LAWCX – deadline for all quarters 09/15/2018	BD/AS
08/22/2018	Begin Public Self/Insurers Report with the State of California (OSIP)	AS
08/24/2018	LAWCX Actual payroll Audit by class code –receive from members and post to LAWCX website with DE9's for all members	AS

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Tentative Dates	Activity	Completed by
08/24/2018	Submit Fiscal Year Financial Information to Auditor – York and Gilbert as needed	AS
08/24/2018	PROPOSED August Board of Directors Meeting – Teleconference	AS
Mtg	Begin Selecting topics for Training Day Agenda	AS/BD
Mtg	Conflict of Interest Code Revision/Approval (every even year)	AS/BD
Mtg	ACI Quarterly Utilization Reports: April 1, 2018 – June 30, 2018	AS
Mtg	Quarterly Financials as of June 30 , 2018	GB
Mtg	Select & Reserve October Training Day and Board meeting location	AS
Mtg	Draft October Training Day Agenda	AS
Mtg	Remind members about LAWCX application due 09/15/2018	BD
Mtg	Select Training Material and Potential Trainer to present at Training Day Meeting in October 2018	AS/BD
08/28/2018	Debrief from 08/24/2018 BOD meeting—determine action steps	AS
SEPTEMBER 2018		
09/05/2018	Finalize and email August Board Meeting draft minutes – due today	AS
09/05/2018	CAJPA Accreditation (2017 and every 3 years after)	AS
09/05/2018	Retrieve Loss Run data from York and determine if loss trends exist that can be addressed through training	AS
09/12/2018	Request Consent Calendar Items from Service Providers	GB
09/13/2018	Financial Audit - review status and determine if ready for BOD	BD/AS
09/11/2018-09/14/2018	2018 CAJPA Fall Conference and Training Seminar – South Lake Tahoe	BD/AS
09/14/2018	Final reminder email to all members to complete LAWCX application on RiskConsole Website (Payroll Audit) due 09/15/2018	AS
09/14/2018	LAWCX application deadline is today	BD
09/14/2018	OSIP Public Self Insurer's Annual Report for JPA & Members – due 10/01/2018	As
09/14/2018	Biennial Notice for JPA & Members-deadline 10/01/2018	AS/York
OCTOBER 2018		
10/01/2018	Annual Report of Financial Transactions Report -deadline 10/01/2018	GS, AS/York
10/01/2018	Biennial Notice for JPA & Members-deadline 10/01/2018	AS/York
10/01/2018	Develop Loss Analysis charts showing frequency and severity of claims by department and cause of loss to present at Training Day	AS
10/01/2018	Draft Program Manuals – notify members via email that this will be posted to the website	AS
10/02/2018	Prepare Annual Report for members	AS
10/02/2018	Request RSVP by 10/20/2018 to members for November BOD Meeting on 11/1/2018-11/2/2018 in Anderson, California	BD/AS

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Tentative Dates	Activity	Completed by
10/02/2018	Begin working on CSAC Pollution Renewal (currently 3 year policy 7/1/2018 – 7/1/2021) – may request additional application from members	AS
10/09/2018	Work with Board Members on finalizing November Training Day reservations and scheduling	AS
10/15/2018	Receive ACI Quarterly Utilization Reports	AS
10/15/2018	File Controllers Report with the State of California (filed with Controller)	GB
10/17/2018	Obtain LAIF Quarterly Report from State Controller Website & send Treasurer Report for signature and for November Agenda	AS
10/19/2018	Annual Recertification Profile Report for RRE ID# 36464 (Medicare) – receive email and respond	AS
10/19/2018	Prepare FY 2019/20 Marketing Plan & Renewal Timeline - submit for approval	AS
10/19/2018	Reminder email RSVP by 10/20/2018 to members for November BOD Meeting on 11/1/2018-11/2/2018 in Anderson, California	BD/AS
10/20/2018	Confirm Attendance for BOD Meeting (ensure quorum, catering and hotel accommodations)	AS
10/30/2018	Completed Program Manual sent to Members and posted to the website	AS
10/31/2018	Send request to members for DE9 Reports for Q3 of 2018	AS,BD
10/31/2018	DE9 due to EDD by today	
NOVEMBER 2018		
11/01/2018-11/02/2018	PROPOSED Training Day and Board of Directors Meeting – Anderson, CA	BD
Mtg	Present Loss Analysis Data to Board for review	BD
Mtg	Investment Policy - submit for approval (annually)	BD
Mtg	Annual Survey Members – Vendor Performance – Announce & Send after	AS
Mtg	List PARMA Conference on Board/Training Day agenda	
11/02/2018	Finalize and November Training Day and Board Meeting Draft Minutes for inclusion in the January 2019 Agenda	AS
11/02/2018	Follow up with Action Plan from Long Range Planning Meeting-debrief	AS
11/09/2018	Collect Q3 2017 DE9 from members and submit to: CJPRMA – deadline quarterly send to Saima via email LAWCX – deadline for all quarters 09/15/2019	AS
11/09/2018	Property (location schedules), Liability & WC Programs (estimated payroll) - request renewal specifications for the next fiscal year, if needed	AS, BD
11/16/2018	Follow up with LAWXCX regarding their W.C. Claims Audit	AS/GB
11/28/2018	Set up new year Budget file	AS
DECEMBER 2018		

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Tentative Dates	Activity	Completed by
12/03/2018	Request Agenda items for vendors to be included in the January 2019 Board of Directors Meeting including Excess Pool Partners	AS, BD
12/10/2018	Submit Audited Financials to County of Sacramento and State of California	AS, GB
12/12/2018	Mail out Christmas Cards to Board Members	AS
12/13/2018	Request RSVP by 01/19/2019 to members for January BOD Meeting on 01/26/2019 in Anderson, California	AS
12/14/2018	Prepare Statement of Facts – Roster of Public Agencies to be filed with the State and County – DUE 1/1/2019	AS
12/14/2018	Prepare 2019/20 Service Calendar – Prepare for January 2019 Board mtg.	BD
12/14/2018	Prepare FY 2019/20 Meeting Calendar – Include on agenda for January 2019 Board meeting	BD
12/14/2018	Begin preparing agenda for January Board meeting	AS
JANUARY 2018		
01/01/2019	Statement of Facts – Roster of Public Agencies to be filed with the State and County – due today	AS
01/04/2019	Determine WCIRB Class Code Rates - taken from WCIRB.com for member payroll allocations by class code	AS
01/04/2019	Request Electronic Loss Runs from York for Liability and Workers' Compensation and ask to separate 4850. Deadline 01/15/2019 for receipt from York	AS, York
01/04/2019	Begin working with Gilbert on next year's dividend calculations	AS, GB
01/04/2019	Review to do list from prior Board of Directors Meeting	AS
01/11/2019	Begin working on preliminary FY 2019/20 Budget – put loss data & payroll into the Budget Spreadsheet	BD, AS
01/11/2019	Form 700s – FPPC will email BOD Representatives and Alternates to complete online – deadline 04/1/2019	BD/AS
01/17/2019	Request Audit of WC and Liability Programs (then alternate WC every even year, Liab every odd year)	AS
01/17/2019	Property Program – <u>Upon notification</u> send out Renewal items & Property Schedules/Vehicle Schedules to members and request update—deadline March 6, 2019 Update Oasys with member updates to property schedule as they come in	AS
01/17/2019	Submit Loss Runs, Payroll data and any options requested to Actuary for studies in Liability/ WC	AS
01/17/2019	Obtain LAIF Quarterly Report from State Controller Website & send Treasurer Report for signature	AS
01/18/2019	Send Loss Runs to Gilbert Associates for review	AS
01/18/2019	Follow up with Gilbert Associates for dividend return calculations	GB
01/18/2019	Develop recommendation for dividend release for the Board	AS, GB

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Tentative Dates	Activity	Completed by
01/18/2019	Confirm Attendance for BOD Meeting on 01/26/2019 in Anderson, California (ensure quorum, catering and hotel accommodations)	AS, BD
01/18/2019	Post January BOD Meeting Agenda on SCORE Website & Email to members	AS
01/18/2019	Upon receipt send PEPIP Policy to members and Post on SCORE website	BD
01/18/2019	Submit Incurred Loss Valued as of 12/31/2018 <i>OR</i> "No Known Loss" letter to send to ERMA	AS
01/25/2019	<i>PROPOSED</i> Board of Directors Meeting – in Anderson, California	BD/AS
Mtg	2019/20 Service Calendar - submit for approval	BD
Mtg	2019/20 Meeting Dates Calendar - submit for approval	BD
Mtg	Present Marketing Plan & Renewal Timeline: submit for approval	BD
Mtg	Survey Member interest in joining ERMA	BD
Mtg	Present Claims Administration Audit agreement to Board (<i>even years ONLY</i>)	BD
Mtg	Present the Long Range Planning derived Action Plan to Board of Directors (every other year, after LRP Meeting)	AS
Mtg	Dividend and Assessment Analysis	BD
Mtg	Loss Control Grant Fund Program Update	AS
Mtg	Service Provider Performance Evaluations – Submit responses for review	BD
01/29/2019	Debrief of 01/26/2019 BOD meeting – determine action steps	AS
01/29/2019	Send out renewal items for Property and Crime programs	AS
01/30/2019	Property (PEPIP) Policy Notebooks – prepare and send via email to Members and post to the website	AS
01/30/2019	Reminder to member that Property Schedules need to be reviewed and returned – deadline March 6, 2019	AS/BD
01/30/2019	Obtain Draft Quarterly Financials from Gilbert Associates–deadline 03/18/2019	GB
01/30/2019	Collect Q4 2018 DE9 from members and submit 2018 CY Payroll to: ERMA (all members) in Excel format – deadline 02/01/2019 CJPRMA – deadline quarterly send to Saima via email LAWCX – deadline for all quarters 09/15/2019	AS
01/31/2019	Reminder to member that Property Schedules need to be submitted – deadline March 6, 2019	AS
01/31/2019	Send request to members for DE9 Reports for Q4 of 2018	AS
01/31/2019	DE9 due to EDD by today	
FEBRUARY 2019		
02/01/2019	Submit 2018 Calendar Year Payroll (for all members) to ERMA in Excel format – deadline 02/01/2019	AS
02/01/2019	Review Loss Runs for Common Loss Trends	AS
02/05/2019	Collect APIP Renewal information from Members and Submit to Alliant Underwriting	AS, BD

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Tentative Dates	Activity	Completed by
02/05/2019	Prepare January BOD Meeting Draft Minutes for inclusion in March Agenda	AS
02/05/2019	Reminder to member that Property Schedules need to be submitted – deadline March 6, 2019	AS
02/06/2019	Receive Dividend Calculations and Info from CJPRMA	AS, BD
02/06/2019	PA to meet to discuss updates to Administrative Costs for Budget	AS
02/07/2019	Request consent calendar items for March Agenda	AS
02/10/2019-02/13/2019	PARMA Annual Risk Management Conference – Anaheim, California	BD/AS
02/13/2019	Crime Program – prepare and send applications to Members	AS, BD
02/13/2019	Submit CSAC Pollution Program Renewal Applications to Members – Confirm ACE policy (currently 3 year policy 7/1/2018 – 7/1/2021)	AS, BD
02/15/2019	Collect drafts of WC & Liability Actuarial Studies for March 2018 BOD meeting and send to Gilbert Associates for EX mods and credibility	AS, Actuary
02/20/2019	Reminder to member that Property Schedules need to be submitted – deadline March 6, 2019 (2 weeks away)	AS
02/20/2019	Request RSVP by 03/19/2019 to members for March Board Meeting on 03/29/2019 in Anderson, California	AS, BD
02/20/2019	Reminder – Form 700s to Board and Alternate Members – due 04/01/2019	AS, BD
02/27/2019	Reminder to member that Property Schedules need to be submitted – deadline March 6, 2019 (1 week away)	AS
MARCH 2019		
03/01/2019	Claims Audit – if any findings, request response from York and include in agenda packet.	AS, York
03/06/2019	Reminder to member that Property Schedules need to be submitted – deadline TODAY	AS
03/05/2019-03/08/2019	Begin work on Draft Budget and Member allocations for next Fiscal Year (Review and incorporate LAWCX, ERMA, CJPRMA & PEPID draft members into budget)	AS
03/08/2019	Confirm Attendance for BOD Meeting	AS
03/15/2019	Post BOD Meeting Agenda on SCORE Website & send out to all members	AS
03/29/2019	PROPOSED Board of Directors Meeting – Anderson, California	BD
Mtg	4 th Quarter Investment Reports (as of 12/31) - submit for review	BD
Mtg	4 th Quarter Financials (as of 12/31) - submit for review	BD
Mtg	Review and approve actuarial studies	BD
Mtg	Preliminary FY 2019/20 Budget - submit for review	BD
Mtg	Liability & WC Banking & Shared Layer – preliminary deposit calculation for review	BD
Mtg	Claims Auditor – Receive audit results for Both Liability and Worker’s Compensation and present to Board for review and approval	BD

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Tentative Dates	Activity	Completed by
03/26/2019	Debrief from 03/23/2019 BOD Meeting—determine action steps	AS
03/29/2019	Renewal Certificates List sent to members for review – Deadline 30 days	AS, BD
03/29/2019	Form 700s - receive from Board Members and Alternates – due 04/01/19	AS, BD
03/29/2019	Finalize March Board of Directors Draft Minutes for inclusion in June Agenda	AS
APRIL 2019		
04/01/2019	Form 700s - file with FPPC due today – – due 04/01/2019 (TODAY IS LAST DAY TO SUBMIT)	AS
04/03/2019	Service Provider contract signing & submission for approval at June Board Mtg	AS
04/05/2019	Issue Payment for Treasurer’s Bond	AS
04/12/2019	Alliant begins contact with various contractors regarding renewal terms	AS
04/18/2019	Obtain LAIF Quarterly Report from State Controller Website & send Treasurer Report for signature for inclusion in the June Agenda	AS
04/19/2019	1 st Quarter Losses - receive from York (as of 03/31)	GB
04/23/2019	Banking Layer and Shared Risk Layer Member Allocation Calculations finalized	AS
04/26/2019	Update Draft Budget to include updates from the March BOD meeting	AS
04/26/2019	CJRPMA Certificate Renewal List Due	AS
04/26/2019	SCORE Certificate Renewal List Due	AS
04/26/2019	Crime Renewal Apps received – send to ACIP	AS
04/30/2019	Send request to members for DE9 Reports for Q1 of 2019	AS
04/30/2019	DE9 due to EDD by today	
MAY 2019		
05/01/2019	Review Contracts and terms for next FY	AS
05/01/2019	Annual Certificate Renewal reminder to members – all submitted?	AS, BD
05/01/2019	Obtain PEPiP Renewal Proposals From Oasys	AS
05/01/2019	Obtain Quarterly Financials as of 3/31/2019	AS
05/06/2019	Obtain Final Actuarial Reports for W.C. and Liability for June BOD Meeting	AS
05/10/2019	Collect Q1 2019 DE9 from members and submit to: CJPRMA – deadline quarterly send to Saima via email LAWCX – deadline for all quarters 09/15/2019	AS
05/15/2019	Request Agenda Items from Vendors	AS
05/15/2019	W.C. & Liability Memorandum of Coverage FY 2019/20 – submit for approval	AS
05/15/2019	Request RSVP by 06/08/2019 to members for June BOD Meeting on 06/15/2019 in Anderson, California, California	AS, BD
05/24/2019	Property Renewal Status Review	AS

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Tentative Dates	Activity	Completed by
05/30/2019	Request Employee Count (from all members) for ACI renewal and budget allocations- reminder about payroll by class code to ensure proper allocations	AS, BD
JUNE 2019		
06/05/2019	Claims analysis (as of 12/31)	RM
06/07/2019	Post BOD Meeting Agenda on SCORE Website & email to all members	AS
06/07/2019	Confirm Attendance for BOD Meeting	AS
06/14/2019	PROPOSED Board of Directors Meeting – in Anderson, California	BD
Mtg	1 st Quarter Investment Reports (as of 03/31) - submit for approval	BD
Mtg	1 st Quarter Financials (as of 03/31) - submit for approval	BD
Mtg	FY 2019/20 Budget - submit final for approval	BD
Mtg	Liability and WC FY 2019/20 Banking & Shared Risk Layer Program Deposits - submit final for approval	BD
Mtg	Liability Memorandum of Coverage FY 2019/20 - submit for approval	BD
Mtg	WC Memorandum of Coverage FY 2019/20 - submit for approval	BD
Mtg	Property Program - provide report and allocations on renewal quotes	BD
Mtg	Crime Program – provide report and allocations on renewal quotes	AS
06/17/2019	Send Bind Orders for PEPPIP Program – BOD will vote at 6/14/2019 meeting	AS
06/17/2019	Debrief from 06/15/2019 BOD meeting – determine action steps	AS
06/30/2019	Generate Certificate Holder Renewal Insurance Certificates for next year	AS
06/30/2019	Send certificates to Certificate Holders and Members	AS
06/30/2019	Generate Auto ID Cards for Members – send out	AS



**Small Cities Organized Risk Effort
Board of Directors Meeting
January 19, 2018**

Agenda Item J.

INFORMATION ITEMS

ISSUE: The following items are being presented as information for SCORE members.

PARMA Conference: The Board of Directors is encouraged to attend the conference held in Monterey, CA at the Monterey Conference Center from February 14-16, 2018.

Glossary of Terms: A Glossary of terms has been created and added to the agenda packet per Member request. This will continue to be included in future Board agenda packets.

SCORE Resource Contact Guide FY 17/18: A Resource Contact Guide has been created for members to have all Service Providers contact information in one document.

SCORE Travel Reimbursement Form: This form should be used to request reimbursement for travel expenses related to attending a SCORE meeting

RECOMMENDATION: None. This item is offered as information only.

BACKGROUND: None

FISCAL IMPACT: None

ATTACHMENT(S):

1. PARMA Conference – February 14 – 16, 2018 in Monterey, CA
2. Glossary of Terms
3. SCORE Travel Reimbursement Form 2018
4. SCORE Resource Contact Guide FY 17/18

Mission de PARMA

public agency risk management association



FEBRUARY 14 - 16, 2018

MONTEREY CONFERENCE CENTER

MONTEREY, CA

44th Conference & Expo

Welcome Message



Dear Colleagues,

On behalf of the Public Agency Risk Management Association (PARMA), I am proud to present our 44th Annual Risk Management Conference! Themed Mission de PARMA, the annual meeting will be held at the newly redesigned Monterey Conference Center, February 14-16, 2018. Join risk management colleagues from across the state for what is sure to be a high-quality educational experience.

We hope that this year's theme reminds you of the California of old where goods and ideas came through the great town of Monterey, a hub of early California!

I am also proud to announce that PARMA launched a completely redesigned website this year. The new website offers features that will allow for additional growth in member resources. This will help PARMA meet its strategic goals of advancing professional development for the risk management community.

Furthermore, this past April, PARMA leadership met to continue its efforts to review and develop its strategic goals. These efforts will guide the activities of the association over the next three years.

Our strategic plan started in a unique way during our 2017 Annual Conference. Sixty PARMA members participated in a mini planning session. And, we are truly excited that this plan captures members' input into the future of PARMA! Check out our strategic plan on the new website.

Our strategic plan and our mission to promote, develop, and facilitate educational and leadership training, have been incorporated into our 2018 conference. We have developed an outstanding list of interactive sessions that are taught by renowned speakers with immense knowledge of the risk management industry. Attend in-depth sessions on liability, safety, workers' compensation, risk management, and professional development.

Don't miss out on this exciting educational experience at this scenic location! I look forward to seeing you in February.

Sam Mann, PARMA President

Board of Directors & Conference Planning Committee

Officers

Sam Mann President
 Catherine Jones Vice President
 Jeff Rush Secretary/Treasurer
 Kim Hunt Immediate Past President

Directors

Larry Costello Chuck Pode
 Karen Bianchini Paul Zeglavitch

Planning Committee

Tani Bragg	Heather Davidson	Melissa Delaney
Keith Epstein	Candice Fisher	Janet Hamilton
Pamela Heron	Agnes Hoerberling	Gabriella Hubbard
Brad Keenan	Richard McAbee	Alex Mellor
Janie Xiong Mutchler	Steven Schwartz	DeAnna Soria
Kathy Thomas	Tanisha Welch	

Staff

Gloria Peterson Executive Director
 Becky McGuire Events Manager
 Stacey Siqueiros Exhibit & Sponsor
 Ellyse Dill Membership
 Brenda Johnson Golf Tournament Manager

PARMA Identity Statement

PARMA is a professional community of California public agency personnel with responsibility for risk management, and a network of risk management service providers.

Mission Statement

PARMA is dedicated to providing relevant, career-long educational opportunities, information on the latest risk management trends and best practices, and the resources public entities need to manage a broad spectrum of risk in an ever-changing environment.

PARMA Social Media Links

Facebook page: <https://www.facebook.com/PublicAgencyRiskManagementAssociation/>

PARMA 2018 Conference Hashtags: #MissiondePARMA, #MissiondePARMA2018, #PARMAConf2018

LinkedIn: <https://www.linkedin.com/in/parma2762>

Vimeo: <https://vimeo.com/parmavideos>

Twitter: <https://twitter.com/PARMA2762>

Instagram: <https://www.instagram.com/parma2762/>

How to Register

Three Ways to Register!

ONLINE:
www.PARMA.com

MAIL TO:
PARMA
One Capitol Mall, Suite 800
Sacramento, CA 95814

FACSIMILE:
(916) 444-7462

Registration Pricing

	MBR EARLY	MBR REGULAR	MBR ONSITE	NON MBR EARLY*	NON MBR REGULAR*	NON MBR ONSITE*
Public Entity Registration - 1st Person	\$350.00	\$450.00	\$550.00	\$500.00	\$600.00	\$700.00
Public Entity Registration - 2nd and Additional Registrations	\$320.00	\$420.00	\$520.00	\$380.00	\$480.00	\$580.00
Associate Registration	\$800.00	\$900.00	\$1,000.00	\$1,000.00	\$1,100.00	\$1,200.00
Sponsor Additional Registrants	\$425.00	\$425.00	\$525.00	\$425.00	\$425.00	\$525.00
Guest	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Exhibitor Registration (<i>Additional Registrations After First Two Comps</i>)	\$425.00	\$425.00	\$525.00	\$425.00	\$425.00	\$525.00

Attendee Pricing for Non-PARMA Members

*Registration includes a one-year, non-refundable membership (public entity only) to PARMA. Only one person from each company needs to register at the nonmember rate. All others from the same company/entity can use the additional member pricing above.

Important Deadlines

12/1/2017	Early Bird Pricing End Date (register on or before this date)
12/2/2017	Regular Pricing Start Date
2/9/2018	Onsite Registration Fees Apply

Refund Policy

Requests for refunds must be received in writing. Cancellations postmarked on or before December 5, 2017 will receive a full refund. Membership dues will not be refunded if registering as a nonmember. Cancellations postmarked after December 5, 2017 will be subject to a \$100 service charge. No reimbursement will be given after January 16, 2018 but substitutions will be accepted. Please allow 60 days after the close of the conference for refund processing.

No refunds on golf fees or membership dues.

If PARMA must cancel this conference for any reason, liability is limited to the registration fees paid only. PARMA is not responsible for any other expenses incurred, including travel and accommodation fees.

Special Needs

If for any reason, you require assistance or special accommodations, please indicate so on the registration form. PARMA conference management will contact you to ensure proper accommodations are made.

When registering online, please check the appropriate box to indicate the requirement of vegetarian meals.

PARMA Social Media Links

 Facebook page: <https://www.facebook.com/PublicAgencyRiskManagementAssociation/>

PARMA 2018 Conference Hashtags: #MissiondePARMA, #MissiondePARMA2018, #PARMAConf2018

 LinkedIn: <https://www.linkedin.com/in/parma2762>

 Vimeo: <https://vimeo.com/parmavideos>

 Twitter: <https://twitter.com/PARMA2762>

 Instagram: <https://www.instagram.com/parma2762/>

Conference Location & Accommodations



Conference Location

Monterey Conference Center | One Portola Plaza | Monterey, CA 93940

Hotel Reservations

Upon completion of and payment of your registration, you will receive a confirmation email with details on reserving a hotel room.

Room Rates

Monterey Marriott or Portola Plaza \$225.00 / night

Prices do not include room fees or taxes. Cancellation Policy: 14 days prior to arrival. Final day to book hotel is January 23, 2018. PARMA requires a one night non-refundable deposit.

Parking at the Portola Plaza

Self-parking \$17.00 / night Valet parking \$20.00 / night

Parking at the Monterey Marriott

Valet parking \$25.00 / night

Keynote Speaker Will Gadd, Athlete, Speaker, Guide

Blatant Hype for Will Gadd

“Nobody ever died wishing they had spent more time behind a desk.”

Will Gadd is one of the top outdoor adventure athletes in the world (*Outside*, *Men's Journal* and *Explore*). He is best known for wild outdoor adventures in multiple different sports, but he's most proud of his ability to complete those adventures safely and share them with others. He has appeared in, hosted or produced more than 100 global television projects. He is an award-winning writer (*New York Times*, *Men's Journal*, etc.), film maker, and dad (no awards yet). His book on ice climbing is the top publication in its field, and has been translated into five languages. Gadd's presentations on “Risk and Reward” and related topics take him all over the world to speak to audiences ranging from Nike and Enbridge to at-risk youth. He is a *National Geographic* “Adventurer of the Year” and recently became the first person to climb a frozen Niagara Falls. Last winter he used his ice climbing skills to find new life forms under a glacier, a world first. He is an ACMG guide, and uses way too much spice in his cooking.

Sports Rap Sheet:

Ice and Mixed Climbing. First person to climb Niagara Falls, and recently returned from climbing the last ice on top of Africa's highest peak, Mt. Kilimanjaro, and winning the 2015 Ouray Invitational against a field mostly half his age. Climbed his first waterfall at age 12, and has won the Ice Climbing World Cup, multiple gold medals at the X Games and numerous other international competitions since then. Climbed icebergs in Labrador and underground ice in Sweden. He's waiting for Hell to freeze over with excitement.



PARMA Social Media Links

 Facebook page: <https://www.facebook.com/PublicAgencyRiskManagementAssociation/>

PARMA 2018 Conference Hashtags: #MissiondePARMA, #MissiondePARMA2018, #PARMAConf2018

 LinkedIn: <https://www.linkedin.com/in/parma2762>

 Vimeo: <https://vimeo.com/parmavideos>

 Twitter: <https://twitter.com/PARMA2762>

 Instagram: <https://www.instagram.com/parma2762/>

Conference at a Glance

Session Color Codes

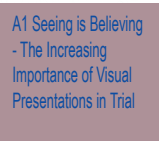
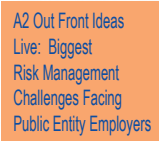
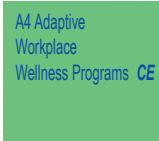
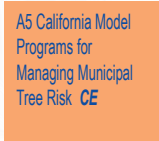

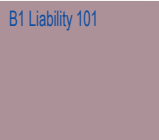
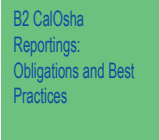

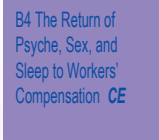



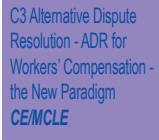


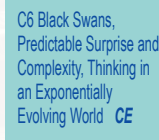
 General	 Risk Management	 Liability	 Insurance
 Wellness/Safety	 Workers' Compensation	 Leadership	

Sessions are color coded by their educational focus.

Tuesday, February 13, 2018

8:00 am - 2:00 pm	2018 PARMA Annual Golf Tournament at Bayonet Black Horse (Separate Fee \$150.00)
1:00 pm - 6:00 pm	Conference Registration

Wednesday, February 14, 2018

6:30 am - 7:15 am	Morning Walk					
7:00 am - 5:00 pm	Conference Registration					
7:30 am - 8:45 am	Continental Breakfast in the Exhibit Hall					
9:00 am - 10:00 am	Keynote Speaker - Will Gadd (Exhibit Hall to be Closed)					
10:00 am - 10:30 am	Networking Break in the Exhibit Hall					
10:30 am - Noon	 A1 Seeing is Believing - The Increasing Importance of Visual Presentations in Trial	 A2 Out Front Ideas Live: Biggest Risk Management Challenges Facing Public Entity Employers	 A3 Shots Fired - Police Officer Psyche Injury Claims	 A4 Adaptive Workplace Wellness Programs CE	 A5 California Model Programs for Managing Municipal Tree Risk CE	 A6 No More Deep Pockets! Defending Your Dangerous Condition of Public Property Claims CE/MCLE
12:15 pm - 1:15 pm	Lunch, PARMA Annual Membership Meeting and Sponsor Appreciation					
1:15 pm - 1:45 pm	Dessert in the Exhibit Hall					
2:00 pm - 3:15 pm	 B1 Liability 101	 B2 CalOsha Reportings: Obligations and Best Practices	 B3 The Care and Feeding of Excess Insurance Carriers: Litigation Communication and Coordination CE/MCLE	 B4 The Return of Psyche, Sex, and Sleep to Workers' Compensation CE	 B5 Legal and Ethical Limits of Surveillance CE/MCLE	 B6 The Reinvention of Organizations
3:15 pm - 3:45 pm	Networking Break in the Exhibit Hall					
4:00 pm - 4:45 pm		 C2 Improving Safety by Changing Behavior	 C3 Alternative Dispute Resolution - ADR for Workers' Compensation - the New Paradigm CE/MCLE	 C4 Millennials 2.0 - Attracting and Developing Your Eventual Replacement	 C5 Recent Verdicts & Settlements that Make you Go Hmmm!	 C6 Black Swans, Predictable Surprise and Complexity. Thinking in an Exponentially Evolving World CE
6:30 pm	Reception at the Monterey Bay Aquarium (Bus loading begins at 6:00 pm with Departure at 6:15 pm)					

Thursday, February 15, 2018

6:30 am - 7:15 am	Morning Walk					
7:30 am - 8:30 am	Chapter Breakfast					
8:00 am - 5:00 pm	Conference Registration					
8:00 am - 2:00 pm	Exhibit Hall Open					
8:30 am - 10:00 am	 D1 Beating the Odds: Ways to Reduce Workers' Compensation Injuries and Costs CE	 D2 Transportation Liability: Smoothing the Road for Transit Agencies, Cities, and Other Public Entities	 D3 The Litigation Process for Public Entities: From Discovery to Done	 D4 Light Duty Programs in the Context of an IDR Claim	 D5 Seven Habits of Highly Successful Safety Coordinators	 D6 Workers' Compensation 102

Conference at a Glance

Thursday, February 15, 2018 continued

10:00 am - 10:30 am	Networking Break in the Exhibit Hall					
10:45 am - 12:15 pm	E1 When FEHA, ADA, and Workers' Compensation Collide: Reconciling California's Disability Accommodation and Workers' Compensation Requirements CE/MCLE	E2 Law Enforcement and Risk Management Synergy for Liability Claims	E3 Tomorrow's Ergonomics: Workplace of the Future CE	E4 Workers' Compensation Bingo 2018	E5 Risk Management 101: "Where Are the Alligators?" CE	E6 ERM: Adding Value to Your Public Agency
12:15 pm - 2 pm	Lunch in the Exhibit Hall and Exhibitor Prize Drawings					
2:00 pm - 3:15 pm	F1 Got a Full Plate? You Need a Quick Table-Top!	F2 UR or UR Not: Utilization Review Revisited CE/MCLE	F3 Defending High Exposure Design Defect and Dangerous Roadway Condition Lawsuits CE/MCLE	F4 Advanced GeoSocial Investigations for Risk Management	F5 Risk Transfer Update - Part 1	F6 Effective Governing and the First Amendment
3:15 pm - 3:30 pm	Networking Break					
3:30 pm - 4:45 pm	G1 Cost Allocation 101 CE	G2 US Homeland Security Consulting Services for Government Cyber Security	G3 The Challenge of Making Everything Old New Again	G4 Workers' Compensation Issues to Watch in 2018	G5 2018 Cyber & Tech Liability Risk Transfer Update - Part 2	G6 Education Interchange
6:30 pm - 7:30 pm	Reception					
7:30 pm - 11:00 pm	PARMA Banquet					

Friday, February 15, 2018

6:30 am - 7:15 am	Morning Walk
8:00 am - 8:45 am	Continental Breakfast
9:00 am - 10:00 am	General Session
10:15 am - 11:30 am	Closing Speaker - Dave Dravecky

Dave Dravecky

My story is one of finding hope, courage and perseverance in the midst of dark and overwhelming uncertainty. In 1988, I was at the top of my game and my life. Not only did I have a wonderful family but I was also at the peak of my career, playing the game of my childhood dreams. My opening day victory over the Dodgers was overshadowed later that fall by the discovery of cancer and the removal of half of the deltoid muscle in my pitching arm. After battling cancer in my pitching arm, I came back a year later to defy the odds and pitch once again in the Major Leagues. Despite being told by my doctors, "Short of a miracle, you'll never pitch again," I pitched a 4-3 win for the San Francisco Giants that day.

Sadly, my comeback was short-lived. Five days later, I threw "...the pitch that could be heard round the world." My arm had split in two. As I tumbled to the ground, my mind filled with doubt and fear.

After my comeback and fall from the mound, the cancer returned, yet again. The arm refused to get better so I decided to retire from my dream, the game of baseball, in November of 1989. Finally, the arm along with my shoulder blade and the left side of my collarbone had to be amputated for fear the cancer would spread and take my life. Little did I know that the loss of my childhood dream would become a platform to share hope with the suffering around the world.

The challenges I've faced in the years following have taught me volumes and I now travel the country sharing the lessons I've learned—lessons on how to

navigate loss and suffering, and how to experience encouragement and hope. More recently I've been exploring how we define our true worth, learning that it's not what you do that matters most—it's who you are. The experiences of my life have drawn me to discover and share about the value and significance of relationships—relationships with co-workers, family members and anyone else on 'my team.' My personal experiences have also taught me to evaluate life—challenging myself as well as others to press on towards our future goals.

Currently, my busy schedule takes me all over the country, sharing my story and what I've learned to groups of all ages and sizes. My motivational messages are straight from my own experiences with loss and suffering as I seek to powerfully inspire through the encouragement and hope I've discovered along the way.



Registrant Information

Company/Public Entity _____

Main Contact _____

Contact Address _____

City / State / Zip _____

Phone _____

Fax _____

Email _____

Three Ways to Register!

<p>ONLINE: www.PARMA.com</p> <p>FACSIMILE: (916) 444-7462</p>	<p>MAIL TO: PARMA One Capitol Mall Suite 800 Sacramento, CA, 95814</p>
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Hotel Reservations

Upon completion of and payment of your registration you will receive a confirmation email with details on reserving a hotel room.

Important Deadlines

- 12/1/2017 Early Bird Pricing Last Date
- 12/2/2017 Regular Pricing Start Date
- 2/9/2018 Onsite Registration Only

Attendee Pricing for Non-PARMA Members

*Registration includes a one-year, non-refundable membership to PARMA.

Only one person from each company needs to register at the nonmember rate.

All others from the same company/entity can use the additional member pricing.

[Check here to opt-out of the PARMA membership.](#)

Registration Pricing

	MEMBER EARLY	MEMBER REGULAR	NON MBR EARLY*	NON MBR REGULAR*
Public Entity (1st Person)	\$350.00	\$450.00	\$500.00	\$600.00
Public Entity (2nd and Further Registrations)	\$320.00	\$420.00	\$380.00	\$480.00
Associate Registration	\$800.00	\$900.00	\$1,000.00	\$1,100.00
Sponsor Additional Registrants	\$425.00	\$425.00	\$425.00	\$425.00
Guest	\$350.00	\$350.00	\$350.00	\$350.00
Exhibitor Registration <i>(Additional Registrations After First Two Comps)</i>	\$425.00	\$425.00	\$425.00	\$425.00

Attendees

Type <small>(see chart above)</small>	Fee <small>(see chart above)</small>	Name	Email
Total \$	<p style="font-size: small; text-align: center;">Upon completion of and payment of your registration you will receive a confirmation email with details on reserving a hotel room.</p>		

Payment Information

Credit Card Check (Check Number _____)

Credit Card Number _____ Exp. Date _____ Security Code _____ Billing Address (include postal code) _____

Name on Card _____ Signature _____

Refund Policy

Requests for refunds must be received in writing. Cancellations postmarked on or before December 5, 2017, will receive a full refund. Membership dues will not be refunded if registering as a nonmember. Cancellations postmarked after December 5, 2017, will be subject to a \$100 service charge. No reimbursement will be given after January 16, 2018 but substitutions will be accepted. Please allow 60 days after the close of the conference for refund processing.

Special Needs? Diet Restrictions? Let us know:

GLOSSARY OF TERMS

Term	Definition
4850	Labor Code 4850
AB 1234	Ethics Education for Local Officials
AB 1825	Harassment Prevention Training for Supervisors
Active Negligence	The party that was negligent took an active part in doing whatever caused the damage. For example, a city digging a hole and someone falls in
ACV (Actual Cash Value)	The amount equal to the replacement cost minus depreciation of a damaged or stolen property at the time of the loss. It is the actual value for which the property could be sold, which is always less than what it would cost to replace it
Additional Insured	A type of status associated with general liability insurance policies that provides coverage to other individuals/groups that were not initially named. After endorsement, the additional insured will then be protected under the named insurer's policy and can file a claim in the event that they are sued.
Adhesion	When one party has greater power over the other party in drafting the contract (i.e. the provisions of the contract are prepared by one party—the insurer. The other party the insured does not take part in the preparation of the contract)
ATD (Aerosol Transmissible Diseases)	An epidemiologically significant disease that is transmitted via droplet or airborne route
Aggregate	The term used to describe the cumulative amount of all losses for a period of time.
Aggregate Stop Loss	A financial arrangement with a JPA's excess carrier that caps the aggregate to a predetermined limit at which point the excess carrier would "drop down" and pay losses within the JPIA's SIR, or pooled layer
AME (Agreed Upon Medical Examiner)	A medical provider who has been certified by the Division of Workers' Compensation by passing an administrative exam. An AME is selected (or agreed upon) by two parties in order to help resolve a dispute about a WC claim.
Aleatory	An insurance contract is aleatory meaning it is contingent on an uncertain event (a loss) that provides for unequal transfer of value between the parties
ACIP (Alliant Crime Insurance Program)	Program offered by Alliant that created to bring the advantages of group purchase to public entities seeking very broad coverage for illegal acts committed by their employees while on the job.
APIP (Alliant Property Insurance Program)	The largest single property insurance placement in the world. Formed by Alliant Insurance Services in 1993 to meet the unique property insurance needs faced by public entities
ADA (American Disability Act)	A federal law that prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services. For the U.S. Equal Employment Opportunity Commission office (EEOC office) in your area, call 1-800-669-4000 or 1-800-669-6820 (TTY).
Assessment company	Providing primarily fire and windstorm insurance for small towns and farmers (charge members a pro rata share of losses at the end of each policy period)
AIS (Associate in Insurance Services)	Professional designation awarded by the Insurance Institute of America (IIA) upon successful completion of four national exams, one specifically designed for this program and the three examinations in the IIA Program in General Insurance

GLOSSARY OF TERMS

AGRIP (Association of Governmental Risk Pools)	A national organization of JPA’s and public agency insurance pools. Formed for educational, information gathering and political lobbying purposes. Affiliated with PRIMA
ALCM (Associate in Loss Control Management)	A professional designation earned after the successful completion of five national examinations given by the Insurance Institute of America (IIA).
ARM (Associate in Risk Management)	A nationally recognized educational program for dedicated risk management professionals, developed by the Insurance Institute of America.
Attachment Point	The dollar amount of a loss where the next layer of insurance begins to pay for the loss
Automobile Liability	Designed to afford bodily injury and property damage liability coverage associated with owned, non-owned and hired vehicles. May include medical payments, uninsured/underinsured motorists’ liability coverages
Automobile Physical Damage	Usually a first party coverage; however, some entities have “Bailment” or “care, custody and control” liability exposures such as garages, maintenance facilities that service vehicles of others, and parking lots
Best’s Rating	A rating system that indicates the operating and financial condition of insurance companies. Information is developed and published annually by the A. M. Best company. Generally one looks for a company with a rating of A VII or better
Binder	A legal agreement issued by either an agent or an insurer to provide temporary evidence of insurance until a policy can be issued. Binders should contain definite time limits, should be in writing, and should clearly designate the insurer with which the risk is bound.
BOD/BD (Board of Directors)	body of elected or appointed members who jointly oversee the activities of a company or organization
BI (Business Interruption)	A form of insurance coverage that replaces business income lost as a result of an event that interrupts the operations of the business, such as fire or a natural disaster.
CAJPA (California Association of Joint Powers Authorities)	Performs regulatory and legislative lobbying as well as accreditation of Joint Powers Authorities to promote the financial stability of JPAs
CIPRA (California Institute for Public Risk Analysis)	Organized to develop, analyze and disseminate information on risk management in California’s public sector, especially self-insured entities and Joint Powers Authorities
CJPRMA (California Joint Powers Risk Management Authority)	CJPRMA provides the excess coverage to SCORE’s Liability Program
California State Association of Governments (CSAC)	CSAC is a lobbying, advocacy and service organization representing the state’s 58 counties at the state and federal level. Areas of focus include the state budget, health-care reform, corrections reform, transportation funding, water and climate change
California State Association of Governments - Excess Insurance Authority (CSAC-EIA)	CSAC-EIA is a member directed insurance risk sharing pool. The EIA has developed effective risk management solutions to help California public entities proactively control losses and prepare for different exposures
CalTIP (California Transit Insurance Pool)	In 1986 the California Transit Association formed an insurance committee and authorized the preparation of a study of alternative methods of providing liability insurance coverage and began providing liability coverage in 1987

GLOSSARY OF TERMS

Catastrophic Loss Reserve	A separate JPIA reserve account designated to pay losses without additional premium assessments to members
CIC (Certified Insurance Counselor)	an insurance agent professional certification designation
Certificate Of Insurance	A certificate of insurance is a document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals.
Certified Industrial Hygienist (CIH)	CIH is a professional whose job it is to protect the health of workers and the general public. A CIH is educated, trained and certified to recognize health hazards, test the environment for those hazards and determine when they pose a risk to those who might be exposed to them
Chartered Property Casualty Underwriter (CPCU)	CPCU is a professional designation in property-casualty insurance and risk management
Claim	A demand of a right. In general a demand for compensatory damages, resulting from the actions of another
Claims Made	A provision of an insurance policy that requires it to pay only for claims presented during the policy period with no regard for when the action causing the claim took place. Typically, a claims-made form also includes a retroactive date setting the earliest date for which a covered occurrence can happen. (Also see "Occurrence")
Compromise and Release (C&R)	A type of settlement in which you receive a lump sum payment and become responsible for paying for your future medical care. A settlement like this must be approved by a workers' compensation judge.
Conditional	an insurance policy includes a number of conditions that both the insured and the insurer must comply with. (i.e. a covered loss occurs, the insured must notify the insurer about the loss and the insurer must use the valuation methods specified in the policy to settle the loss- thus the contract is conditional)
Conditions	describe the responsibilities and the obligations of both the insured and the insurance company
Confidence Level (CL)	an estimated probability that a given level of funding will be sufficient to pay actual claim costs. The higher a CL the greater the certainty the actuary has that losses will not exceed the dollar value used to attain the CL
Contract	a legal agreement between two competent parties that promises a certain performance in exchange for a certain consideration
Contract of Utmost Good Faith	as the insurance company relies on the truthfulness and integrity of the applicant when an issuing a policy. In return, the insured relies on the company's promise and ability to provide coverage and pay claims
Certified Safety Professional (CSP)	CSP's are qualified persons that are competent and trained to detect and appraise hazardous materials, procedures and activities of workers, materials and work environments. They are highly educated, trained and experienced in the field of safety.
California State Association of Counties Excess Insurance Authority (CSAC-EIA)	SCORE participates in a group purchase of pollution liability coverage with CSAC-EIA
Cumis Counsel	Cumis refers to a lawsuit against the Cumis Insurance Society in which they were found to have controlled the defense attorney to the detriment of their insured. The court determined that the Society should have assigned separate counsel to represent the exclusive interests of the insured. The need for <i>cumis</i>

GLOSSARY OF TERMS

	<i>counsel</i> arises in situations where there are significant coverage issues and defense counsel is conflicted between his duty to his client and the obligations to the insurance carrier.
DE9	Quarterly Contribution Return and Report of Wages
Declarations	contain information such as the name of the insured, the address, the amount of coverage provided, a description of property, and the cost of the policy
Deductible	It is that portion of each claim that is paid by the member at the time of loss. It is in addition to any premium already paid
Defense	A defendant's denial to a complaint or cause of action
Definitions	clarify the meaning of certain terms used in the policy
Deposit Premium	Premium required at the beginning of a policy period based on estimated costs
Difference In Conditions (DIC)	A specialized property insurance policy written to provide coverage for perils not covered in a standard property policy or in the JPIA's Memorandum of Property Coverage. In particular, it is most often used to provide coverage for earthquake and/or flood losses
Directors and Officers (D&O)	Liability insurance payable to the directors and officers of a company, or to the organization(s) itself, as indemnification (reimbursement) for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers.
Directors, Officers and Trustees Liability	Intended to protect nonprofit board members, officers, and directors for faulty decisions, which imperil the entity. Usually written to include entity reimbursement for legal actions and personal liability of specific wrongdoers
Date of Loss (DOL)	Regarding property claims this is usually the date of occurrence of physical damage to property. In WC claims this is usually the date a physical injury occurred to an employee.
Doctrine of reasonable expectations	a policy includes coverages that an average person would reasonably expect it to include regardless of what the policy actually provides
Earthquake (EQ)	a sudden and violent shaking of the ground, sometimes causing great destruction, as a result of movements within the earth's crust or volcanic action
Employers' Liability	Included as part of a worker's compensation insurance policy. Covers liability for losses arising out of injuries to employees that are not covered by statutory workers' compensation benefits
Employment Practices Liability (EPL)	Written to protect an entity from liabilities arising from allegations of discrimination, failure to promote or hire, harassment, ADA responsibilities, wrongful termination, etc
Endorsement	any change to the original policy (attached to the policy itself)
Environmental Impairment Liability	Also referred to as "Pollution" and "Pollution Legal" Liability; can be written to protect an entity from actions resulting from contamination of air, water, property. First party (damage to owned property) and third party (liability for damage to others) protections are often provided on the same policy
Employment Risk Management Authority (ERMA)	ERMA provides employment practices Liability coverage to SCORE members desiring such coverage

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Errors and Omissions Insurance (E&O)	Professional liability insurance that protects companies and individuals against claims made by clients for inadequate work or negligent actions, usually includes both court costs and any settlements up to the amount specified on the insurance contract.
Errors and Omissions Liability	Excludes bodily injury and property damage; intended to afford protection for the “misfeasance, malfeasance or non-feasance” of public officials, employees and volunteers. May also include incidental medical personnel (paramedics), police and fire personnel, architects and plan checkers, engineers, and on-staff attorneys
Excess Insurance	Insurance that is purchased to provide higher limits than the primary policy or coverage provides
Excess Loss	The portion of a loss that is allocated to, or paid by, excess coverage
Exclusions	describe the losses for which the insured is not covered
Executive Committee (EC)	committee within that organization which has the authority to make decisions and ensures that these decisions are carried out
Expected liabilities	Outstanding reserves plus Incurred But Not Reported (IBNR) and Loss Adjustment Expense, discounted at the “Expected” Confidence Level (CL)
Exposure	a condition or situation that presents a possibility of loss (i.e. home built on flood plain is exposed to the possibility of flood damage)
Financial Accounting Standards Board (FASB)	FASB standards, known as generally accepted accounting principles (GAAP), govern the preparation of corporate financial reports and are recognized as authoritative by the Securities and Exchange Commission
Fidelity Bonds	Written as financial guarantees of employees’ honesty. Personnel with money-handling responsibilities are considered exposures to loss
Fiduciary Liability	Covers board members, executives and other decision-making personnel with responsibilities for pension funds, retirement plans and employee benefit monies for negligent decisions that result in losses to such funds
Generally Accepted Accounting Principles (GAAP)	GAAP refers to the standard framework of guidelines for financial accounting used in any given jurisdiction; generally known as accounting standards or standard accounting practice
Governmental Accounting Standards Board (GASB)	GASB) is the source of generally accepted accounting principles (GAAP) used by State and Local governments in the United States. As with most of the entities involved in creating GAAP in the United States, it is a private, non-governmental organization
General Liability	Written to protect the member’s assets against liability for property damage of or bodily injury to third parties (see definition of parties)
Hazard	anything that increases the chance of loss (also see Physical Hazard, Morale Hazard and Moral Hazard)
Health Insurance Portability and Accountability Act (HIPAA)	A federal law enacted in 1996 that protects continuity of health coverage when a person changes or loses a job, that limits health-plan exclusions for preexisting medical conditions, that requires that patient medical information be kept private and secure
Incurred But Not Reported (IBNR)	It is that part of the total claims that is unknown at any point in time. At any time, SCORE has claims that have not been reported or recognized by SCORE or has claims recognized by SCORE but without knowledge of the cost when such claim is finally closed. SCORE uses an actuary to project the costs of these unknown liabilities to SCORE <ul style="list-style-type: none"> - the estimate of funds needed to pay for covered losses that have occurred but have not been reported to the member and/or SCORE and expected future development on claims already reported

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Incurred Loss	This is the ultimate expected total value of any claim. It includes the amount already paid, plus the estimated amount yet to be paid (reserves)
Injury Illness Prevention Program (IIPP)	Proactive process of assessing workplace hazards prior to an injury being reported
Insurable Interest	before you can benefit from insurance; you must have a chance of financial loss or a financial interest in the property
Insurance	a contract or device for transferring risk from a person, business, or organization to an insurance company that agrees, in exchange for a premium, to pay for losses through an accumulation of premiums
Insurance Requirements in Contracts (IRIC)	In insurance, the insurance policy is a contract (generally a standard form contract) between the insurer and the insured, known as the policyholder, which determines the claims which the insurer is legally required to pay.
Insurance Services Office, Inc. (ISO)	An insurance industry association that collects statistical data for rate making and develops standard insurance policy forms. ISO is the organization that drafted the standard commercial general liability (CGL) commonly used by insurers
Insuring agreements	state in general what is to be covered, also includes a description of what type of property is covered and the perils against which it is insured (i.e. the losses for which the insured will be indemnified)
Inverse Condemnation	Both the United States Constitution and the California Constitution require that a private citizen be compensated if property is "taken" by a public entity. When the property is taken proactively it is called eminent domain. When the property is taken "accidentally," without due course, it is called inverse condemnation. Negligence need not be proven. The claimant's legal expenses are payable in addition to actual damages
Limit	The most that will be paid in a loss
Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX)	LAWCX provides excess coverage to SCORE's workers' compensation pool
Long Range Planning (LRP)	Exercise aimed at formulating a long-term plan, to meet future needs estimated usually by extrapolation of present or known needs. It begins with the current status and charts out a path to the projected status, and generally includes short-term (operational or tactical plans) for achieving interim goals.
Loss Adjustment Expense (LAE)	administrative expense to manage a claim to conclusion- Allocated LAE (ALEA) are expenses attributable to a specific claim such as attorney fees- Unallocated LAE (ULAE) are overhead expenses not attributable to a specific claim such as salaries or office rental
Loss Payee	The party to whom the claim from a loss is to be paid. Loss payee can mean several different things; in the insurance industry, the insured or the party entitled to payment is the loss payee. The insured can expect reimbursement from the insurance carrier in the event of a loss.
Loss Ratio	The amount of loss divided by the amount of premium, contributions, payroll or property values
Master Plan Documents	A document issued by a JPA defining the structure, rights and obligations of the participants and procedures of an insurance or self- funded program
Maximum Medical Improvement (MMI)	When an injured employee's condition is well stabilized and unlikely to change substantially in the next year, with or without medical treatment. Once

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	an employee reaches MMI, a doctor can assess how much, if any, permanent disability resulted from the work injury. See also P&S
Memorandum of Coverage (MOC)	A document issued by a JPA defining the coverage provided to the members
Moral Hazard	a person might create a loss situation on purpose just to collect from the insurance company (i.e. a pre-arranged faked theft of an older vehicle so the owner could collect insurance money and buy something new)
Morale Hazard	an individual, through carelessness or by irresponsible actions, can increase the possibility for a loss (i.e. a person who drives a car carelessly because he knows a loss will be insured if an accident occurs)
Mutual interest company	the insureds are also owners of the company and so they can vote to elect the management of the company (profits are returned to the insureds in the form of dividends or reductions in future premiums)
Named Insured	Any person, firm, or corporation, or any of its members specifically designated by name as insured(s) in the policy as distinguished from others who, although unnamed, are protected by the policy definition. A named insured under the policy has rights and responsibilities not attributed to additional insureds, such as premium payment, premium return, notice of cancellation, and dividend participation
Net Assets	(Equity, surplus or Net Position) Total assets less Expected liabilities- the amount of funds remaining after subtracting liabilities at the actuarially determined "Expected" Confidence Level (approx. 50% CL)
Net Contribution	a total contribution for losses less excess insurance costs
Non Vacant land	refers to land that is occupied and used, and/or has structures on it (i.e. shack, building, park with benches)
Obligee	Is an individual, partnership, corporation, or a government entity which requires the guarantee that an action or service will be performed. If not properly performed, the surety pays the obligee for any damages or fulfills the obligation
Occurrence	A) In order for SCORE to pay a liability claim, it must arise out of an occurrence. This is an accident, event, act or omission to act which results in "damages," "bodily injury," or "property damage" neither expected nor intended from the covered parties' conduct. B) A provision of an insurance policy that requires it to pay for a claim caused during the policy period regardless of when it is presented.
Passive Negligence	The party that was negligent did not take part in the action that caused the damage, but was responsible for somehow allowing it to take place. For example, a city allowed a contractor to dig a hole on city property and someone fell in
Peril	Cause of a loss
Permanent and Stationary (P&S)	When an employee's medical condition has reached maximum medical improvement. Once an employee is declared P&S, a doctor can assess how much, if any, permanent disability resulted from the work injury. If the disability is rated under the 2005 schedule you will see the term maximal medical improvement (MMI) used in place of P&S. See also MMI
Permanent Disability (PD)	Any lasting disability that results in a reduced earning capacity after maximum medical improvement is reached

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Personal Protective Equipment (PPE)	PPE refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury
Physical Hazard	a hazard that arises from the condition, occupancy, or use of the property itself (i.e. skateboard left on the porch steps)
Plaintiff	The party who complains or sues in a personal action. A claimant becomes a plaintiff by filing suit
Pooled Loss	The portion of a loss that is allocated to, or paid by, the self-insured pool. SCORE's Liability Program pools, or self-insures, the first \$500,000 of each occurrence. Loss costs exceeding this amount are paid by excess insurance
Principal	Is an individual, partnership, or corporation who offers an action or service and is required to post a bond. Once bonded, the surety guarantees that he will perform as promised
Principle of Indemnity	when a loss occurs an individual should be restored to the approximate financial condition he was in before the loss no more and no less
Property Insurance	This covers the member for damage to its own property, sometimes called first-party coverage
Public Agency Risk Managers Association (PARMA)	A statewide association for risk managers in the public sector. Educational and lobbying activities
Public Entity Property Insurance Program (PEPIP)	A group purchase program from which many SCORE members purchase their insurance
Public Risk Management Association (PRIMA)	A national association for risk managers in the public sector. Formed for educational, information gathering and political lobbying purposes
Pure Risk	involves only the possibility of loss
QME (Qualified Medical Examiner)	A medical provider who has been certified by the Division of Workers' Compensation by passing an administrative exam.
Reciprocal company	(to give/take), a member of a reciprocal agrees to share the insurance responsibilities with all other members of the unincorporated group (all members insure each other and share the losses with each other) NOTE: managed by an attorney-in-fact who is empowered to handle all of the business of the reciprocal
Replacement Cost (RC)	The cost to replace damaged property with like kind and quality, with no deduction for depreciation, but still subject to a "limit"
Reserve	In order to budget for its expected costs and to know when a claim must be reported to the excess coverage, SCORE estimates the ultimate expected total value of each claim and "reserves" part of the not paid. As moneys are paid out for a claim, the reserve amount is decreased
Retrospective Premium Adjustment	At the beginning of each policy period, SCORE collects a deposit premium representing the estimated costs for that year. Each year a calculation of expenses associated with the policy period are subtracted from the deposit premium. At some point the excess funds will be returned, or shortage of funds will be charged. This process is repeated annually for each coverage year until all claims for that year are closed out and there is no IBNR allocated to that policy year.
Risk	the chance or uncertainty of loss (also see Speculative Risks and Pure Risks)

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Risk and Insurance Management Society (RIMS)	National professional organization to promote principles of risk management and assist risk managers in their daily activities
Risk Control	Those risk management techniques designed to minimize the frequency and/or severity of claims. Risk control techniques include exposure avoidance, loss prevention, loss reduction, segregation of loss exposures, and contractual transfer to shift losses to others
Risk Financing	Techniques for generating funds to pay for losses that risk control methods do not entirely eliminate. There are two types of risk financing techniques -- retention and transfer. Retention involves paying for losses using an organization's own assets; transfer involves covering losses by an unrelated entity for a consideration (such as a payment of a premium)
Risk Management	One of the specialties within the general field of management, the process of managing an organization's activities to minimize the adverse effects of accidental losses on a cost-effective basis. Risk management has two components -- risk control and risk financing.
Self-Insured	Coverage of losses from the insured's own funds, rather than an insurance policy. Generally refers to a planned program for financing or otherwise recognizing losses
Self-Insured Retention (SIR)	the maximum amount of exposure to a single loss retained by SCORE
Severability of Interests Clause	An insurance policy provision clarifying that the word "insured," as it appears within various parts of a policy, applies severally and not collectively. When there is more than one insured, the effect is as though a separate policy is issued to each insured. Thus, a policy containing such a clause will cover a cross liability claim – a claim made by one insured against another insured. The one exception to the separate application to each insured of a policy containing a severability of interest clause is that the limits are not cumulative; that is, one set of limits applies to all insureds collectively
Special Events	Designed to cover your sponsorship of events, such as fireworks shows, festivals, community/entity celebrations; often written to protect other policies' loss integrity. Another type of special event coverage, known as a "tenants and permittees" policy, can be issued for third parties who rent or use your owned facilities.
Speculative Risk	risks in which there exists both the possibility of gain and the possibility of loss (i.e. poker game)
Spread of Risk	the greater the spread of risk the less likely that there will be a catastrophic loss for the insurance company (i.e. NOT insuring every person in a single town that could be hit by a fire which destroys the town= catastrophic loss for the insurance company vs. insuring several people in MANY towns to spread out the risk of a catastrophic loss)
Stock company	sells stock to stockholders to raise the money necessary to operate the business (profits attributed to the operation of the company are returned as dividends to the stockholders, not the insureds)
Subrogation	The insurer's right to proceed against a third person if that third person was responsible for a claim paid by the insurer. Employee dishonesty can be subrogated by the insurance company against a dishonest employee
Surety	Is usually a corporation which determines if an applicant (principal) is qualified to be bonded for the performance of some act or service. If so, the

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	surety issues the bond. If the bonded individual does not perform as promised, the surety performs the obligation or pays for any damages
Temporary Disability Benefits (TD)	Payments an employee receives if they lose wages because of a work related injury which prevents them from doing their usual job while recovering
Third Party Administrator (TPA)	TPA is a person or organization that processes claims and performs other administrative services in accordance with a service contract, usually in the field of employee benefits
Total Insured Values (TIV)	The values shown on a member city's schedule or appraisal for property coverage. Only those items shown on the schedule are covered for loss
Terrorism Risk Insurance Act (TRIA)	TRIA is a United States federal law signed into law by President George W. Bush on November 26, 2002. The Act created a federal "backstop" for insurance claims related to acts of terrorism.
Vacant land	refers to land that is unoccupied and unused, and/or has no structures on it
Vehicle Identification Number (VIN)	unique code including a serial number, used by the automotive industry to identify individual motor vehicles, towed vehicles, motorcycles, scooters and mopeds as defined in ISO 3833

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PROGRAM ADMINISTRATION Alliant Insurance Services, Inc. 2180 Harvard Street Ste 460 Sacramento, CA 95815 Main: (916) 643-2700 Fax: (916) 643-2750 www.Alliant.com			
SUBJECT	MAIN CONTACT	PHONE	EMAIL
JPA MANAGEMENT ISSUES –coverage questions, quotations, new members, development of shared risk program coverage agreements, RFPs for actuarial services, actuary liaison, excess insurance/additional coverage marketing (Crime coverage, etc.), program development; program budget/funding, financial analysis, coordination w/financial auditor/JPA accountant	<p style="text-align: center;">Marcus Beverly</p> <p style="text-align: center;">Michael Simmons</p> <p style="text-align: center;">Michelle Minnick</p> <p style="text-align: center;">Joan Crossley</p>	<p style="text-align: center;">(916) 643-2704 (916) 660-2725 (cell) (415) 403-1425 (925) 708-3374 (cell) (916) 643-2715</p> <p style="text-align: center;">(916) 643-2712</p>	<p style="text-align: center;">Marcus.Beverly@alliant.com</p> <p style="text-align: center;">msimmons@alliant.com</p> <p style="text-align: center;">Michelle.Minnick@alliant.com</p> <p style="text-align: center;">jcrossley@alliant.com</p>
JPA ADMINISTRATIVE ISSUES – meeting agendas; minutes; development/maintenance of governing documents, development/interpretation of policies & procedures, JPA state compliance, Form 700, changes in Board members, website maintenance.	<p style="text-align: center;">Michelle Minnick</p> <p style="text-align: center;">Marcus Beverly</p> <p style="text-align: center;">Joan Crossley</p>		
COVERAGE / RISK MANAGEMENT ISSUES – <ul style="list-style-type: none"> ➤ Certificates of coverage, additions/deletions of coverage’s, special events liability coverage, automobile identification cards, auto/mobile equipment physical damage programs ➤ Coverage questions, quotations, new members, development of shared risk program coverage agreements, RFPs for actuarial services, actuary liaison, excess insurance/additional coverage marketing (Crime coverage, etc.), program development ➤ Insurance Requirements in Contracts (IRIC), hold harmless agreements, indemnification clauses, safety program planning, RFPs for JPA services & audits, third party contract review 	<p style="text-align: center;">Michelle Minnick</p> <p style="text-align: center;">Marcus Beverly</p> <p style="text-align: center;">Joan Crossley</p>		

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CLAIMS ADMINISTRATION
 York Risk Services Group, Inc.
 P.O. Box 619079
 Roseville, CA 95678
 Main: (800) 922-5020 Fax: (866) 548-2637
www.yorkrsg.com

SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
<p>CLAIMS ADMINISTRATION – questions regarding liability and Workers’ Compensation claims handling can be forwarded to York Risk Services Group</p> <p>Property Recovery Program This program is designed to recover damages from a third party when a member has incurred a loss caused by a third party who was determined to be liable.</p> <p style="text-align: center;"><u>Liability Claims</u></p> <p style="text-align: center;"><u>Workers’ Compensation Claims</u></p> <p style="text-align: center;"><u>Subrogation</u></p>	<p style="text-align: center;">Cameron Dewey, Claims Manager Craig Nunn</p> <p style="text-align: center;">Ariel Leonhard, Claims Examiner Teng Her, Unit Manager D’Ana Seivert, Subrogation Manager</p>	<p style="text-align: center;">(530) 243-3249 (530) 768-4801 (916) 960-0974 (916) 746-6302 (916) 960-0980</p>	<p style="text-align: center;">Cameron.Dewey@yorkrsg.com Craig.Nunn@yorkrsg.com ariel.leonhard@yorkrsg.com teng.her@yorkrsg.com D’Ana.Seivert@yorkrsg.com</p>
<p>ADMINISTRATIVE ISSUES - annual contracts for services, IT issues, reports, service issues COMPUTER SERVICES, TRUST ACCOUNT SERVICES – loss runs, special reports, check registers, bank reconciliations</p>	<p>Dori Zumwalt, Sr. Account Manager</p>	<p>(916) 960-1017</p>	<p>dorienne.zumwalt@yorkrsg.com</p>

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CLAIM REPORTING AND TRIAGE SERVICES

Company Nurse Injury Hotline

Main: (888) 817-9282

<https://companynurse.com/>

SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
<p>CLAIM REPORTING AND TRIAGE SERVICES –Company Nurse strives to streamline injury reporting and reduce injury reporting lag time and overall cost</p> <p>) Quick, easy, cost efficient way to immediately report workplace injuries</p> <p>) 24/7 Nurse Triage Hotline 1-888-545-9154 (Please ensure to use the city code specific to your member)</p>	<p>Chris Park, Account Executive</p>	<p>(480) 717-6842</p>	<p>service@companynurse.com</p>

ACCOUNTING SERVICES

Gilbert Associates, Inc.

Main: (916) 646-6464 Fax: (916) 929-6836

www.gilbertcpa.com

SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
<p>ACCOUNTING SERVICES – any questions regarding accounting, accounts payable, invoicing, and checks can be forwarded to Gilbert Associates</p>	<p style="text-align: center;">Kevin Wong</p> <p style="text-align: center;">Jennifer Zraick</p>	<p>(916) 646-6464</p>	<p>kswong@gilbertcpa.com</p> <p>JZraick@gilbertcpa.com</p>

POLICE AND FIRE RISK MANAGEMENT SERVICES

Lexipol

Main: (949) 484-4444 Fax: (949) 484-4443

<http://www.lexipol.com/>

SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
<p>POLICE RISK MANAGEMENT SERVICES – Lexipol helps to review members' Police and Fire Risk Management policies and offers state-specific policy manuals that are integrated with scenario-based daily training on high-risk, low frequency events</p>	<p>Mike Miller, Business Development Executive</p>	<p>949-292-4874</p>	<p>mmiller@lexipol.com</p>

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ERMA POOL ADMINISTRATION/EXCESS PARTNER

Main: (800) 541-4591 Fax: (916) 244-1199

<http://www.ermajpa.org/>

SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
<p>ERMA – provides loss prevention services designed to minimize employment practices liability (EPL) exposure of members</p> <p style="text-align: right;">Board Member - John Duckett</p> <p style="text-align: right;">Alternate - Roger Carroll</p> <p>Services Offered</p> <ul style="list-style-type: none">) Employee Reporting line) Attorney Hotline) Employment Practices Training 	<p>Rob Kramer, Executive Director</p> <p>Jennifer Jobe, Assistant Executive Director</p>	<p>(530) 275-7427</p> <p>(916) 652-1840</p> <p>(916) 244-1117</p> <p>(916) 244-1139</p>	<p>info@ermajpa.org</p> <p>jduckett@cityofshastalake.org</p> <p>rcarrol@loomis.ca.gov</p> <p>rkramer@bickmore.net</p> <p>jjobe@bickmore.net</p>

LAWCX POOL ADMINISTRATION/EXCESS PARTNER

Main: (800) 541-4591 Fax: (916) 244-1199

<http://www.lawcx.org/>

SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
<p>LAWCX – Provides Excess Workers’ Compensation coverage and additional training resources</p> <p style="text-align: right;">Board Member - Steve Baker</p> <p style="text-align: right;">Alternate - John Duckett</p> <p>Online Risk Control Services</p> <ul style="list-style-type: none">) Employees can access online training courses by registering online at www.lawcx.org.) Video/Webinars – There are over 300 Training videos and over 30 recorded webinars available. Live Webinars are also available) Training Tools – Sample Training Matrices, Safety Communications, Safe Practices Guidelines) Programs/Forms Comprehensive Sample Programs with implementation guides and Sample Forms) Blog – Timely and informational reports from Risk Control Experts) Can you Risk It? Liability Exposures- real questions from actual members are answered 	<p>Jim Elledge, Executive Director</p> <p>Tammy Vitali, Claims Manager</p> <p>Terrie Norris, Risk Control Manager</p> <p>Katie Achterberg, Administrative Analyst</p>	<p>(530) 841-2321</p> <p>(530) 275-7427</p> <p>(916) 244-1124</p> <p>(916) 244-1114</p> <p>(916) 290-4655</p> <p>(916) 290-4624</p>	<p>sbaker@ci.yreka.ca.us</p> <p>jduckett@cityofshastalake.org</p> <p>jerlledge@bickmore.net</p> <p>tvitali@bickmore.net</p> <p>tnorris@bickmore.net</p> <p>kachterberg@bickmore.net</p>

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CJPRMA POOL ADMINISTRATION/EXCESS PARTNER

Main: (925) 837-0667 Fax: (925) 290-1543

<http://www.cjprma.org/>

SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
<p>CJPRMA – Provides Excess Liability coverage and additional training resources</p> <p style="text-align: right;">Board Member - Roger Carroll</p> <p style="text-align: right;">Alternate - John Duckett</p> <p>Services Offered</p> <ul style="list-style-type: none">) Five annual regional training workshops throughout California-previous years topics include Contractual Risk Transfer, Police Liability, Parks and Recreation Liability, and Sidewalk Liability Controls.) Two to four training sessions per year available at no charge. Topics include: police liability, tort issues, streets and sidewalks, contractual liability, employment practices) Personal assistance available to review contracts and to help look at any risk related issues (Contact David J. Clovis General Manager or Craig Schweikhard) <p>**Services offered at an additional cost**</p> <ul style="list-style-type: none">) Certificates of Insurance tracking through Risk Console (cost for each user is \$100/year)) Pins Advantage (alternative to Risk Console) is available to all members at a reduced rate is provided on a month to month basis and can be canceled at any time. 	<p style="text-align: center;">Rick Buys, Claim Administrator (Interim)</p> <p style="text-align: center;">David J. Clovis, General Manager</p>	<p style="text-align: center;">(916) 652-1840</p> <p style="text-align: center;">(530) 275-7427</p> <p style="text-align: center;">(925) 290-1315</p> <p style="text-align: center;">(925) 290-1316</p>	<p style="text-align: center;">rcarrol@loomis.ca.gov</p> <p style="text-align: center;">jduckett@cityofshastalake.org</p> <p style="text-align: center;">rick@cjprma.org</p> <p style="text-align: center;">david@cjprma.org</p>

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LOSS CONTROL SERVICES

DKF Solutions

Fax: (707) 647-7200

www.dkfsolutions.com

SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
<p>LOSS CONTROL SERVICES – DKF Solutions is the Loss Control Service Provider responsible for coordination for all Risk Management Training for SCORE. DKF has completed Risk Assessments for all members and is currently working on the approved Risk Control Plans for SCORE.</p> <p>Services available to all SCORE members Maintenance Training & Sewer Management Plans Phone and email hotline (contact David Patzer) On-Site Visit with Biomechanics Training & Review of Operations/Current Practices Online Training: Employees can access online training courses by going to: www.mysafetyofficer.com/employeetraining and entering the username “employee” and password “safety” which will grant access to the following training:</p> <ul style="list-style-type: none">) Interactive Training: Free self-paced web training modules which include quiz questions are available to help facilitate knowledge about different topics ranging from Bloodborne Pathogens to Respiratory Protection. * requires Adobe Flash software) Tailgate Training: Free downloadable tailgate training materials covering topics from Aerial Lift Safety to Zoonotics) Webinar archive: access to one-hour webinars in your web browser covering topics ranging from Bloodborne Pathogens Regulations to SSO Volume Estimation * requires Adobe Flash software) ***NOTE: Monthly news update with a different article each month at http://www.dkfsolutions.com/blog/ 	<p>David Patzer</p> <p>John Balestrini</p> <p>Katie Frassinelli</p>	<p>(707) 373-9709</p> <p>(916) 532-5802</p>	<p>dpatzer@dkfsolutions.com</p> <p>john@dkfsolutions.com</p> <p>Kfrassinelli@dkfsolutions.com</p>

SCORE RESOURCE CONTACT GUIDE

FY 2017/18

EMPLOYEE ASSISTANCE PROGRAM
 ACI Specialty Benefits Corporation
 Main: (800) 932-0034 Fax: (858) 452-7819
www.acieap.com

SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
<p>EMPLOYEE ASSISTANCE PROGRAM - EAP provides 24 hour/365 day assistance to employees and their family members who can receive up to three counseling visits per year by contacting 1-800-932-0034 or by visiting the following website http://score.acieap.com</p> <ul style="list-style-type: none">) Each city has 4 hours per year for On-Site Employee Orientations, Manager & Supervisor Trainings, and Lunch ‘n Learn Seminars Per City per year) <i>Unlimited</i> Critical Incident Stress Management (CISM) Telephonic Consultation for Crisis response) Each city has 1 On-Site Critical Incident Stress Debriefing (CISD) per year for Crisis response) Legal and Financial Hardship Services- Employees and their family members have limited access to telephonic legal and financial hardship services (first 60 minutes are free and if they retain the attorney then additional time is offered at a discounted rate) <p>**Services offered at an additional cost**</p> <ul style="list-style-type: none">) Wellness Resources The Core Platform wellness program is available to employees which includes workshops, personalized meal and exercise plans, articles about health, health logs, recipes, exercise tracker and log and blogs about wellness 	<p>Colleen Shuster</p>	<p>(858) 529-0171</p>	<p>cshuster@acieap.com</p>

SCORE RESOURCE CONTACT GUIDE

FY 2017/18

TRAINING SERVICES Target Solutions Main: (800) 840-8048 Fax: (858) 487-8762 www.targetsolutions.com			
SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
TRAINING SERVICES – a Web-based Safety Training Platform Services Offered) OSHA Training Documentation) Online Video Library http://app.targetsolutions.com/auth/index.cfm?action=login.showlogin&customerid=19258&customerpath=score) Policy Templates (IIPP examples, Bloodborne Pathogens, HAZWOPER, Emergency Response Plans)) Training Records management (i.e. Diplomas, Certificates of Completion)) Continuing Education Courses for Fire and Safety Personnel	Ken Ainsworth , Account Specialist	(858) 376-1636	ken.ainsworth@targetsolutions.com

CONCRETE CUTTING Precision Concrete Cutting Main: (866) 792-8006 Fax: (650) 240-3866 www.dontgrind.com			
SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
SIDEWALK TRIP HAZARD SERVICES Services Offered) Sidewalk Asset Management) Surveying Sidewalk Infrastructure) Repairing Uneven Sidewalk Panels	Joseph Ortega Katrina Lynch	(650) 576-4303 (916) 847-7346	jortega@DontGrind.com Klynch@dontgrind.com

LEAGUE OF CALIFORNIA CITIES Main: (916) 658-8200 Fax: (866) 593-2927 www.cacities.org			
SERVICES OFFERED	MAIN CONTACT	PHONE	EMAIL
The League of California Cities is an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities.	Charles W. Anderson , Regional Public Affairs Manager	(916) 798-2231	canderson@cacities.org

Small Cities Organized Risk Effort Board of Directors Travel Expense Reimbursement Form

**Please remember to provide all receipts/proof of purchase along with this form
in order to receive reimbursement.**

Payee Name (who the check should be made out to):

Payee Address (where payment should be sent):

Member City:

Date of Meeting:

Meeting or Committee:

Location of Meeting:

Total Mileage:

Total miles driven _____ X 2018 IRS Rate (\$0.545 *per mile*) = \$

Parking: \$ _____

Auto Rental: \$ _____

Total Hotel Accommodations: \$ _____

Other Expenses: \$ _____

Please explain: _____

TOTAL AMOUNT SUBJECT TO REIMBURSEMENT: \$

**ALL REIMBURSEMENT CHECKS WILL BE MADE OUT TO THE CITY
UNLESS OTHERWISE INDICATED ON THIS FORM.**

Signature _____ Date _____