



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Meeting Minutes
June 4, 2020**

Member Cities Present:

Mark Sorensen, City of Biggs
Wes Heathcock, City of Colfax
Blake Michaelsen, City of Dunsmuir
Todd Juhasz, City of Dunsmuir
Karl Drexler, Town of Fort Jones
Robert Jankovitz, City of Isleton
Aaron Palmer, City of Live Oak
Roger Carroll, Town of Loomis
David Dunn, City of Montague

Lauren Knox, City of Portola
Kyle Knopp, City of Rio Dell
John Duckett, City of Shasta Lake
Debi Savage, City of Susanville
Paulette Velador, City of Tulelake
Jenny Coelho, City of Tulelake
Emily Coulter, City of Weed
Steve Baker, City of Yreka

Member Cities Absent:

City of Etna
City of Loyalton

City of Mount Shasta

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Michael Simmons, Alliant Insurance Services

Jenna Wirkner, Alliant Insurance Services
Jennifer Zraick, Gilbert Associates, Inc.

A. CALL TO ORDER

Mr. Steve Baker called the meeting to order at 9:06 a.m.

B. ROLL CALL

The above mentioned members were present constituting a quorum.

C. APPROVAL OF AGENDA AS POSTED

It was requested that the Board consider a LAWCX Representative as part of Item H.2.

A motion was made to approve the Agenda as amended.

MOTION: Roger Carroll

SECOND: Debi Savage

**MOTION CARRIED
UNANIMOUSLY**



D. PUBLIC COMMENT

There were no public comments

E. CONSENT CALENDAR

1. Board of Directors Meeting *Draft* Minutes – March 27, 2020
2. Executive Committee Meeting *Draft* Minutes – April 2, 2020
3. US Bank Custodial Account Statement –March – April 2020
4. Investment Statements from Chandler Asset Management – March – April 2020
5. Company Nurse Injury Summary Report – April 2020
6. ACI Utilization Report – January – March 2020
7. PRISM (fka CSAC EIA) Premium Payment Agreement
8. Loss Control Grant Fund FY 19/20 Usage
9. Bickmore Actuary – Letter of Engagement FY 2019-2022- approved by BOD 6/14/19
10. Gilbert Associates – Letter of Engagement FY 2019-2022- approved by BOD 3/29/19
11. ACI EAP Renewal Proposal – 2020-2022 – approved by EC on 4/2/20
12. Target Solutions Agreement FY 20-22– approved by EC on 4/2/20
13. Lexipol Memorandum of Understanding (MOU) FY 20-22– approved by EC on 4/2/20
14. Sedgwick Liability Claims Administration – approved by EC on 4/2/20
15. Sedgwick Workers’ Compensation Claims Administration– approved by EC on 4/2/20
16. Maze & Associates Financial Auditor FY 19-20 to FY 21-22 Engagement Letter – EC selected vendor on 4/2/20

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

MOTION: Wes Heathcock

SECOND: Penny Velador

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS

F1. President’s Report

Mr. Steven Baker hopefully we can move around safely moving forward as COVID-19 settles down.

F2. Excess Pool Reports

F.2.a. CJPRMA Update

Mr. Roger Carroll provided an update regarding the recent CJPRMA meeting and indicated that we fought to keep the \$500K SIA and it was mentioned the Excess Layer (re-insurance) is expensive.

F.2.b. ERMA Update

John Duckett provided the Board of Directors with a brief update of the ERMA meeting – noted the actuarial information was reviewed.



F.2.c. LAWCX Update

Marcus Beverly indicated that he attended the LAWCX Board meeting on Tuesday and mentioned that we received the final number but there will be some changes on the excess.

F.3. Alliant Update

There was nothing reported.

G. FINANCIAL

G.1. Quarterly Financial Report – Period Ended March 31, 2020

Jennifer Zraick provided a review of the Quarterly Financial Report for the Period Ended March 31, 2020. It was noted that SCORE has been seeing year over year growth.

A motion was made to accept and file the Quarterly Financial Report for the Period Ended March 31, 2020.

MOTION: Roger Carroll

SECOND: Debi Savage

**MOTION CARRIED
UNANIMOUSLY**

G.2.a. Premium Payment Plan Requests for FY 20/21 – City of Isleton

All payment plan items were reviewed as one item and members generally agreed to the payment plans presented.

A motion was made to accept all four Premium payment plan requests for Cities of Isleton, Loyalton, Tulelake, and Weed.

MOTION: Wes Heathcock

SECOND: Todd Juhasz

**MOTION CARRIED
UNANIMOUSLY**

G.2.b. Premium Payment Plan Requests for FY 20/21 – City of Loyalton

Included in motion made for Item G.2.a.

G.2.c. Premium Payment Plan Requests for FY 20/21 – City of Tulelake

Included in motion made for Item G.2.a.

G.2.d. Premium Payment Plan Requests for FY 20/21 – City of Weed

Included in motion made for Item G.2.a.



H. JPA BUSINESS

H.1. Identity Fraud Coverage FY 20/21

Marcus Beverly noted that this coverage is for all City employees including their families and the premium is included in the Administrative Expenses.

A motion was made to renew the ID Fraud coverage as presented.

MOTION: Wes Heathcock SECOND: John Duckett MOTION CARRIED UNANIMOUSLY

H.2. Nomination and Selection of SCORE Officer Positions

The board discussed and the following members were nominated to keep their current positions:

President – Steve Baker	Vice President – Wes Heathcock
Treasurer – Roger Carroll	Secretary – John Duckett
Member at Large – Blake Michaelsen	

Wes Heathcock was nominated as the LAWCX Representative—after a review of the responsibilities that are shared with Marcus Beverly (who is the Designated Alternate) he agreed to the nomination.

A motion was made to accept the Wes Heathcock as the LAWCX Representative.

MOTION: Roger Carroll SECOND: John Duckett MOTION CARRIED UNANIMOUSLY

Marcus Beverly noted we will bring the nominated members back on the next agenda for final vote.

H.3. Crime Coverage for SCORE Treasurer

Marcus Beverly provided a review of the ACIP Crime coverage and noted the price has increased slightly.

A motion was made to renew the ACIP Crime coverage for FY 2020-2021.

MOTION: Kyle Knopp SECOND: Lauren Knox MOTION CARRIED UNANIMOUSLY

H.4. CAJPA Requests for Donation – Data Collection

The Board was presented a letter requesting donations from CAJPA members for a data collection process “Tort Liability Data Analysis Project” – the Board generally agreed.

A motion was made to approve the \$5,000 donation to CAJPA for Tort Reform data project.

MOTION: Roger Carroll SECOND: Kyle Knopp MOTION CARRIED UNANIMOUSLY



H.5.a. Excess Coverage Update - CJPRMA Coverage Options & Changes - Self-Insured Retention (SIR) Choices

Marcus Beverly informed the Board that we had been warned there may be a change in the SIR as CJPRMA would be eliminating the \$500k SIR effective July 1, 2020 but they have opted to keep it for FY 20-21 with the potential to remove the option for FY 21-22. After a review of the allocations at both the \$500k and \$750K SIR members generally agreed they would like to stay at the \$500K SIR. It was suggested the SCORE should explore funding at the \$750k SIR but stay at the \$500K SIR – this was requested to be brought back to the October meeting for discussion.

A motion was made for SCORE to stay at the \$500K SIR in CJPRMA.

MOTION: Debi Savage

SECOND: Todd Juhasz

**MOTION CARRIED
UNANIMOUSLY**

H.5.b. Excess Coverage Update - CJPRMA Coverage Options & Changes - Communicable Disease Exclusion

It was noted that the first layer has coverage for Communicable Disease but we have receive notice that there are excess carriers above the first layer which now have Communicable Disease Exclusions. It was requested that the Board review this again at the October meeting.

A motion was made to reserve rights effective July 1, 2020 in the event we need to limit coverage for communicable disease and staff was directed to research the best avenue at the next board meeting.

MOTION: Roger Carroll

SECOND: Debi Savage

**MOTION CARRIED
UNANIMOUSLY**

H.6.a. FY 20/21 SCORE Program Budget - Administrative Expenses

Members were presented with a preliminary draft of the SCORE Administrative Expenses budget and it was mentioned that numbers could change due to the potential removal of Fort Jones.

A motion was made to accept the Administrative Expenses budget as presented.

MOTION: John Duckett

SECOND: Lauren Knox

**MOTION CARRIED
UNANIMOUSLY**

H.6.b. FY 20/21 SCORE Program Budget – Liability Program Funding

The Board was presented with the draft of the FY 20/21 Liability Program Funding and it was mentioned that the numbers could change if Fort Jones leaves effective 7/1/20.



A motion was made to accept the liability funding as presented.

MOTION: Kyle Knopp

SECOND: Wes Heathcock

**MOTION CARRIED
UNANIMOUSLY**

H.6.c. FY 20/21 SCORE Program Budget – Workers’ Compensation Program Funding

The Board was presented with the draft of the FY 20/21 Liability Program Funding and it was mentioned that the numbers could change if Fort Jones leaves effective 7/1/20.

A motion was made to accept the Workers’ Compensation funding as presented.

MOTION: John Duckett

SECOND: Jenny Coelho

**MOTION CARRIED
UNANIMOUSLY**

I. INFORMATION ITEMS

I1. FY 19/20 Resource Contact Guide

This was provided as an information item only.

I2. Glossary of Terms

This was provided as an information item only.

J. TOWN HALL OPEN DISCUSSION ON MEMBER ISSUES

It was noted that the start of the next meeting may be early and members will be notified.

K. CLOSING COMMENTS

There were no closing comments.

L. AJOURNMENT

The meeting was adjourned at 11:00 A.M.

NEXT MEETING DATE: June 26, 2020 in Anderson, CA

Respectfully Submitted,



John Duckett, Secretary

Date

7/15/2020