



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Meeting
October 23, 2020**

Member Cities Present:

John Busch, City of Biggs
Mark Sorensen, City of Biggs
Wes Heathcock, City of Colfax
Todd Juhasz, City of Dunsmuir
Blake Michaelsen, City of Dunsmuir
Robert Jankovitz, City of Isleton
Aaron Palmer, City of Live Oak
Roger Carroll, Town of Loomis
Cricket Strock, Town of Loomis
Kathy LeBlanc, City of Loyalton

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
Heidi Whitlock, City of Susanville
Paulette Velador, City of Tulelake
Jenny Coelho, City of Tulelake
Steve Baker, City of Yreka
Rene Hoisington, City of Yreka

Member Cities Absent:

City of Etna
City of Mt. Shasta

City of Weed

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Conor Boughey, Alliant Insurance Services
Carlos Oblites, Chandler Asset Management

Dori Zumwalt, Sedgwick
Jill Petraca, Sedgwick
Ariel Leonhard, Sedgwick

SCORE PROGRAM COVERAGE REVIEW

- a. ERMA – EMPLOYMENT PRACTICES LIABILITY (EPL)
- b. COVID-19 WORK COMP REPORTING REQUIREMENTS

A. CALL TO ORDER

Mr. Steven Baker called the meeting to order at 10:00 AM.

B. ROLL CALL

The above mentioned members were present constituting a quorum. Cities absent from this meeting were the City of Etna, City of Mt. Shasta, and the City of Weed.



C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Roger Carroll

SECOND: Blake Michaelsen

**MOTION CARRIED
UNANIMOUSLY**

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Teleconference Meeting Minutes – August 28, 2020
2. SCORE Checking Register – August—September 2020
3. Chandler Asset Management Investment Statements – August—September 2020
4. US Bank Account Statement – August—September 2020
5. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – September 30, 2020
6. Treasurer's Report for Period Ending September 30, 2020
7. Alliant Commission Disclosure Letter and Fact Sheet Retail vs. Wholesale Commissions
8. SCORE FY 20-21 Loss Control Grant Funding Usage as of October 16, 2020

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

MOTION: Kathy LeBlanc

SECOND: Penny Velador

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORT

F1. PRESIDENT'S REPORT

Mr. Steven Baker welcomed the Board to the meeting and wished everyone well – he also noted that he will be leaving the meeting early and Wes will lead the remainder of the meeting.

F2. PROGRAM ADMINISTRATOR REPORT

- a. **Annual Vendor Service Provider Survey**
- b. **SCORE CAJPA Accreditation with Excellence**

Members were informed that SCORE annually completes a survey of the SCORE Service providers which will be released at the beginning of November and will remain open for approximately 6 weeks to allow responses from the members – it was again broken into different parts so members could easily share the survey with the correct city personnel. Marcus Beverly thanked Michelle for her help with the CAJPA Accreditation process which occurs every three years and provided the Board with notice that the SCORE JPA has again received Accreditation with Excellence from CAJPA again.



G. FINANCIAL

G.1. CHANDLER ASSET MANAGEMENT FINANCIAL PORTFOLIO REVIEW

Carlos Oblites provided the Board with a review of the SCORE Portfolio and noted that we are in a recession and have had two consecutive quarters of negative GDP growth mostly due to the negative impacts of COVID-19 on the economy. Roger Carrol provided comments that he is glad we have been with Chandler for fourteen years and thanked everyone involved as SCORE is in good hands.

A motion was made to accept and file the Portfolio Review.

MOTION: Todd Juhasz

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

G2. SCORE INVESTMENT POLICY

Carlos Oblites provided a review of the recommended changes to the SCORE Investment Policy – he noted there were changes to Government Code that did not require SCORE to change its investment policy. He noted that the changes recommended are not material changes but rather to change the language so that it more closely resembles the Government Code.

A motion was made to accept the changes presented.

MOTION: Roger Carroll

SECOND: Jenny Coelho

**MOTION CARRIED
UNANIMOUSLY**

ABSENT: Steve Baker

H. JPA BUSINESS

H1.A. POLICY & PROCEDURE REVIEW – UNDERWRITING POLICY

Marcus Beverly provided a review of the Underwriting Policy and noted the changes recommended at this time. He noted that this is a requirement of the CAJPA Accreditation process and provided a review of the changes presented. After a general discussion, members agreed with the changes.

A motion was made to accept and file the Underwriting Policy.

MOTION: Roger Carroll

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

ABSENT: Steve Baker

H1.B. POLICY & PROCEDURE REVIEW – TELECONFERENCE MEETINGS

Marcus Beverly provided a review of the Teleconference Meeting policy and noted the changes to bring it up to current given that all SCORE's meetings this year have been held via Teleconference.



A motion was made to approve the changes as presented.

MOTION: Kathy LeBlanc

SECOND: John Duckett

**MOTION CARRIED
UNANIMOUSLY**

ABSENT: Steve Baker

H1.C. POLICY & PROCEDURE REVIEW – FUNDING POLICY

Marcus Beverly provided a review of the Funding Policy and the definitions added for clarification as well as the updates recommended for Funding Criteria that SCORE has been following.

A motion was made to accept the changes presented.

MOTION: Debi Savage

SECOND: Todd Juhasz

**MOTION CARRIED
UNANIMOUSLY**

ABSENT: Steve Baker

H1.D. POLICY & PROCEDURE REVIEW – LITIGATION MANAGEMENT POLICY

Marcus Beverly provided a review of the Litigation Management policy and the recommended changes suggested by the Claims Administration team.

A motion was made to accept the changes to the attorney list.

MOTION: Kathy LeBlanc

SECOND: David Dunn

**MOTION CARRIED
UNANIMOUSLY**

ABSENT: Steve Baker

H2. LONG RANGE PLANNING REVIEW AND WRAP UP

Marcus Beverly provided a review of the letter that was drafted to CJPRMA requesting to fund at a higher confidence level—after a discussion it was agreed that the letter be sent to CJPRMA.

A motion was made to approve the letter to CJPRMA.

MOTION: John Duckett

SECOND: Jenny Coelho

**MOTION CARRIED
UNANIMOUSLY**

ABSENT: Steve Baker

H3. SCORE FY 21/22 MEETING DATES AND LOCATIONS

The Board was presented with the proposed meeting dates for FY 21/22 in an effort to get the dates on the calendar to ensure no conflicts.



A motion was made to approve the FY 21/22 meeting dates and locations as presented.

MOTION: Kathy LeBlanc

SECOND: Penny Velador

**MOTION CARRIED
UNANIMOUSLY**

ABSENT: Steve Baker

I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

****REQUESTING AUTHORITY**

At 11:44 am, pursuant to Government code section 54956.95, the Board held a closed session to discuss the following claims for payment.

1. Workers' Compensation

- a. SCWA-556037 v. City of Yreka** Loomis, Susanville
- b. SCWA-556131 v. City of Susanville** Portola, Shasta Lake

J. REPORT FROM CLOSED SESSION

The Board returned from closed session at 11:49 am. Mr. Heathcock reported that the above closed session items were discussed and appropriate direction was given to Program Consultants.

K. ROUNDTABLE DISCUSSION

L. INFORMATION ITEMS

1. PARMA Conference, February 25-28, 2021, Anaheim, CA
2. SCORE Resource Contact Guide
3. Glossary of Terms

M. CLOSING COMMENTS

There were no closing comments.

N. AJOURNMENT

The meeting was adjourned at 11:51 PM

A motion was made to approve the changes as presented.

MOTION: Roger Carroll

SECOND: Jenny Coelho

**MOTION CARRIED
UNANIMOUSLY**

ABSENT: Steve Baker

**LUNCH TRAINING PRESENTATION – WILDFIRE, COVID AND SEWER RISK
MANAGEMENT**



NEXT TELECONFERENCE MEETING DATE: January 29, 2021

Respectfully Submitted,

John Duckett, Secretary

2/1/2021
Date