



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 TRAINING & LONG RANGE PLANNING BOARD MEETING AGENDA

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

Location: Gaia Hotel
4125 Riverside Place
Anderson, CA 96007

Date: Thursday, October 26, 2017

Time: Breakfast available at 7:45 am
Special Training at 8:00 am
Long Range Planning at 10:00 am

MORNING TRAINING

Time Certain

- | | | |
|----------------------|---|------------|
| 8:00 am –
8:30 am | SCORE Orientation for New Members
<i>The Program Administrators will provide an orientation for new members and review of SCORE policies and procedures for established members over breakfast. Come to meet your fellow members and get your questions answered about SCORE.</i> | I 2 |
| 8:30 am –
9:00 am | SCORE Member Services
<i>This session is for new and established Board members who are interested in the services that Vendors make available through SCORE membership.</i> | I 2 |
| 9:00 am –
9:45 am | SCORE Advanced Session
<i>The session is open to all SCORE members who are interested in items related to SCORE Funding, Programs and Administrative Expenses-topics that will be discussed in greater detail later today.</i> | I 2 |

LONG RANGE PLANNING

- | | | |
|-------------|---|------------|
| <i>PAGE</i> | A. CALL TO ORDER – 10:00 am | |
| 10:00 am | B. ROLL CALL | |
| | C. APPROVAL OF AGENDA AS POSTED | A 1 |
| | D. PUBLIC COMMENTS | |
| | E. OPENING COMMENTS | |
| | 1. President’s Report
<i>Roger Carroll will address the Board on items pertaining to SCORE.</i> | I 4 |
| | 2. Program Administrator Report
<i>The Board will be presented with a copy of the FY 17/18 Annual Report.</i> | I 2 |

F. FINANCIAL REPORT

- | | | |
|---------------------------------|---|-----|
| 10:15 am –
10:45 am
Pg. 3 | 1. Target Funding Benchmarks
<i>Marcus Beverly will present an overview of SCORE’s financial condition relative to the funding benchmarks established by the Board.</i> | I 1 |
| 10:45 am –
11:15 am
Pg. 4 | 2. Understanding the Actuarial Report
<i>Mike Harrington from Bickmore will present an overview and explanation of the key objectives, assumptions, and estimates in the annual Actuary Report.</i> | I 1 |
| 11:15 am –
11:45 pm
Pg. 5 | 3. Chandler Asset Management Financial Portfolio Review
<i>The Board will be presented with the Financial Portfolio Review from Carlos Oblites of Chandler Asset Management.</i> | I 1 |

G. TRAINING PRESENTATIONS

- | | | |
|---------------------------------|--|-----|
| 11:45 pm –
12:45 pm
Pg. 6 | 1. LUNCHTIME PRESENTATION –
<i>Don Freeman will present information about Functional Capacity Evaluations and Return to Work efforts.</i> | I 1 |
| 1:00 pm –
2:00 pm
Pg. 7 | 2. Employment Law Hot Topics and Trends
<i>Michael Christian from Jackson Lewis will present the Board with an update on the latest EPL legal developments and risk management best practices.</i> | I 2 |
| 2:00 pm –
2:45 pm
Pg. 8 | 3. Risk Control Services - DKF Scorecard Update
<i>DKF will present the Board with an update on member progress in completing the Risk Management Scorecard and recent member visits.</i> | I 4 |
| 2:45 pm – 3:00 pm | BREAK | |
| 3:00 pm –
3:30 pm
Pg. 9 | 4. ACI – Employee Assistance Program
<i>ACI will present the Board with a demo of ACI Services including the Website Resources available to SCORE members.</i> | I 1 |
| 3:30 pm –
4:00 pm
Pg. 10 | 5. State of the Insurance Market 2017
<i>The Board will receive a presentation on the current state of the insurance market including emerging risks.</i> | I 2 |

H. CLOSING COMMENTS

I. ADJOURNMENT

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.



**Small Cities Organized Risk Effort
Training and Long Range Planning Meeting
October 26, 2017**

Agenda Item F.1.

TARGET FUNDING BENCHMARKS

INFORMATION ITEM

ISSUE: Marcus Beverly will present the annual review of SCORE's financial condition as of 6/30/17 compared to the benchmarks used to guide decisions regarding funding, refunds, and assessments.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: SCORE maintains a Target Funding Policy to guide the Board of Directors in making annual funding, dividend and assessment decisions for the Banking Layer and Shared Risk Layers, per the Master Plan Document for each Coverage Program. The Policy was last updated on 10/17/14 as a result of changes to the Dividend Assessment Plan (DAP).

ATTACHMENTS: Presentation at meeting



**Small Cities Organized Risk Effort
Training and Long Range Planning Meeting
October 26, 2017**

Agenda Item F.2.

UNDERSTANDING THE ACTUARIAL REPORT

INFORMATION ITEM

ISSUE: Mike Harrington of Bickmore Risk Services will present an overview and explanation of the annual actuary reports prepared for SCORE. SCORE uses the reports to determine the amount of annual funding for Workers' Compensation and Liability Program claims and the amount of each Program's outstanding liabilities.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: The annual actuary reports are the foundations for making funding decisions regarding premiums and dividends or assessments. Members are encouraged to review and understand the assumptions and methodologies used in making the actuarial estimates. Bickmore Risk Services has provided actuary services since at least 2003.

ATTACHMENTS: Presentation at meeting.



**Small Cities Organized Risk Effort
Training and Long Range Planning Meeting
October 26, 2017**

Agenda Item F.3.

**CHANDLER ASSET MANAGEMENT FINANCIAL PORTFOLIO REVIEW
INFORMATION ITEM**

ISSUE: Mr. Carlos Oblites, CFA, of Chandler Asset Management will be in attendance to provide the Board with a presentation of SCORE's investment portfolio with Chandler Asset Management as well as to provide an overview of how the current economic climate will impact future investment returns.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: Chandler Asset Management has been serving as SCORE's investment manager since 2006. Annually an Associate attends a Board of Directors meeting to provide a report on how the JPA's investment portfolio is performing.

ATTACHMENTS: Investment Report (handout)



BACK TO AGENDA

**Small Cities Organized Risk Effort
Training and Long Range Planning Meeting
October 26, 2017**

Agenda Item G.1.

FUNCTIONAL CAPACITY EVALUATIONS

LUNCHTIME PRESENTATION

INFORMATION ITEM

ISSUE: Don Freeman will provide the Board with a presentation regarding Functional Capacity Evaluations and Return to Work efforts.

RECOMMENDATION: None

FISCAL IMPACT: None.

BACKGROUND: None

ATTACHMENTS: Presentation at meeting



BACK TO AGENDA

**Small Cities Organized Risk Effort
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October 26, 2017**

Agenda Item G.2.

**EMPLOYMENT PRACTICES TRAINING LEGAL UPDATE
&
HIRING BEST PRACTICES AND PITFALLS**

INFORMATION ITEM

ISSUE: Michael Christian from the law firm of Jackson Lewis will provide an update on recent legislation and case law related to Employment Practices Liability (EPL) and hiring best practices and pitfalls, with time for Q&A from the members.

RECOMMENDATION: None

FISCAL IMPACT: None.

BACKGROUND: None

ATTACHMENTS: Presentation at meeting



BACK TO AGENDA

**Small Cities Organized Risk Effort
Training and Long Range Planning Meeting
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Agenda Item G.3.

DKF SCORECARD UPDATE

INFORMATION ITEM

ISSUE: DKF will present the Board with analysis of member claims, an update on the SCORE Member Risk Management Scorecard, recent activities, and upcoming member visits.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: As part of their ongoing services and site visits, DKF evaluates member risk management practices based on a set of Best Practices for various operations and summarizes them in a Scorecard for Board review.

ATTACHMENTS: Presentation at meeting.



**Small Cities Organized Risk Effort
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Agenda Item G.4.

ACI – EMPLOYEE ASSISTANCE PROGRAM

INFORMATION ITEM

ISSUE: Kathryn Mullis and Collen Shuster will provide the Board with information about the ACI EAP Services available to SCORE members and their employees.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: Since 2008 ACI has provided SCORE members and their families with confidential Employee Assistance services, resources and referrals to help them better manage life stress and enhance quality of life. ACI recently created a myACI mobile app for iOS and Android which allows users to access ACI services and resources remotely from a smart phone. ACI content is available to members 24/7 via the online website score.acieap.com, the myACI app, as well as social media platforms such as LinkedIn, YouTube, Facebook, Twitter, Instagram.

ATTACHMENTS: Presentation at meeting.



BACK TO AGENDA

**Small Cities Organized Risk Effort
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Agenda Item G.5.

STATE OF THE INSURANCE MARKET 2017

INFORMATION ITEM

ISSUE: Marcus Beverly will present an update regarding the current insurance market, including emerging risks and potential responses.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: Alliant annually updates clients on the state of the insurance market, provides information on emerging risks, and projects how the upcoming renewals will be impacted by the trends.

ATTACHMENTS: Presentation at meeting