



**Small Cities Organized Risk Effort (SCORE)  
Special Executive Committee  
Teleconference Meeting Minutes  
January 11, 2023**

**Member Cities Present:**

Wes Heathcock, City of Colfax  
Blake Michaelsen, City of Dunsmuir

Muriel Howarth-Terrell City of Mt. Shasta  
Wendy Howard, City of Shasta Lake

**Member Cities Absent:**

Roger Carroll, Town of Loomis

**Consultants & Guests:**

Marcus Beverly, Alliant Insurance Services

Michelle Minnick, Alliant Insurance Services

**A. CALL TO ORDER**

Mr. Wes Heathcock called the meeting to order at 1:33 P.M.

**B. ROLL CALL**

The above mentioned members were present constituting a quorum.

**C. APPROVAL OF AGENDA AS POSTED**

*A motion was made to approve the Agenda as posted.*

**MOTION: Wendy Howard**  
**Absent: Loomis, Mt. Shasta**

**SECOND: Blake Michaelsen**

**MOTION CARRIED**

**D. PUBLIC COMMENT**

There were no public comments.

**E. CONSENT CALENDAR**

1. Executive Committee Special Meeting Minutes - September 30, 2022 DRAFT

*A motion was made to approve the Consent Calendar as posted.*

**MOTION: Blake Michaelsen**  
**Absent: Loomis, Mt. Shasta**

**SECOND: Wendy Howard**

**MOTION CARRIED**



## **F. JPA BUSINESS**

### **F.1. Fort Jones Past Due Balance Status**

Marcus Beverly provided the Executive Committee with a status of the Fort Jones past due balance and noted that after a thorough review as well as the credit applied to the banking layer which affected the past due balance amount which is now approximately \$300. It was noted that per SCORE Policy & Procedures, there is money from their WC Banking Layer which could be used to offset any past due balance. The Executive Committee has been presented with a copy of the letter and after a discussion it was noted that the letter should be amended to reflect that if they have a claim in the future they will act as a responsible member of the pool and should include a provision that they will be required to fund the banking layer.

*A motion was made to amend the letter and send to Fort Jones.*

**MOTION: Wendy Howard**

**SECOND: Muriel Howarth  
Terrell**

**MOTION CARRIED  
UNANIMOUSLY**

**Absent: Loomis**

### **F.2 SCORE Property Program Refund**

Marcus Beverly noted that we had exceeded the cap on our Alliant contract terms as a result of the Property Program increases in recent years – we corrected and a check has been issued and has been shipped to the Treasurer for disbursement to the members in the manner they wish to receive. It was noted that when we switched to the new contract and this will be reviewed annually.

*A motion was made to recommend to the Board the allocation presented and may consider to apply fund toward the banking layer or receive a check for the funds.*

**MOTION: Wendy Howard**

**SECOND: Blake Michaelsen**

**MOTION CARRIED  
UNANIMOUSLY**

**Absent: Loomis**

### **F.3. Alliant Program Administration Agreement**

The Executive Committee was presented with the Alliant Program Administration Agreement and noted that Alliant attorneys have reviewed the attached and mentioned that the goal is to keep the annual average increase of 3%. Marcus Beverly noted that we will have something more formal as we are working on succession planning as we look toward the future.

*A motion was made to recommend approval of the Alliant Agreement.*

**MOTION: Wendy Howard**

**SECOND: Blake Michaelsen**

**MOTION CARRIED  
UNANIMOUSLY**

**Absent: Loomis**



#### **G. CLOSING COMMENTS**

There were no comments.

#### **H. AJOURNMENT**

The meeting was adjourned at 2:02 P.M.

**NEXT MEETING DATE: January 27, 2023 Gaia Hotel**

Respectfully Submitted,

Muriel Howard Terrell, Secretary

6/1/23  
Date