



Small Cities Organized Risk Effort (SCORE) Board of Directors Meeting Minutes October 25, 2024

Member Cities Present:

Shanna Stahl, City of Colfax
Dustin Reif, City of Dunsmuir
Blake Michaelson, City of Dunsmuir
Pamela Eastlick, City of Etna
Felix Oviawe, City of Isleton
Jessica Mata, City of Live Oak
Wes Heathcock, Town of Loomis
Carol Parker, Town of Loomis
Kathy LeBlanc, City of Loyalton
Jessie Monday, City of Montague

Malisa Dodd, City of Mt. Shasta
Todd Juhasz, City of Mt. Shasta
Karen Dunham, City of Rio Dell
Jessaca Lugo, City of Shasta Lake
Dan Newton, City of Susanville
Chandra Jabbs, City of Susanville
Jenny Coelho, City of Tulelake
Steve Baker, City of Weed
John Elsnab, City of Yreka

Member Cities Absent:

City of Biggs

City of Portola

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Conor Boughey, Alliant Insurance Services
Kevin Wong, Gilbert Associates

Connie Hampson, Intercare
Daniell Buri-Beaton, Intercare
Kathleen Proctor, George Hills

A. CALL TO ORDER

Mr. Wes Heathcock called the meeting to order at 9:02 a.m.

B. ROLL CALL

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

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as presented.

MOTION: Dustin Reif

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**



D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

Item E.2. was pulled for discussion.

A motion was made to accept and file.

MOTION: Steve Baker

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

It was noted that the minutes were missing language as it related to the Conflict of Interest code item – the item should have read that the “Conflict of Interest is presented annually”.

A motion was made to approve minutes with amendment.

MOTION: Steve Baker

SECOND: Todd Juhasz

**MOTION CARRIED
UNANIMOUSLY**

E.1. PRESIDENT’S WELCOME

Wes Heathcock provided a welcome to the Board and expressed gratitude to those in attendance and to those who attended the entertainment last night.

F. PROGRAM COVERAGE REVIEW

F.1. PRESEIDENT’S REPORT

Wes Heathcock thanked the Alliant Staff for the evening festivities and thanked the staff for hosting.

F.2.A. ALLIANT UPDATE

Marcus Beverly and Michelle Minnick provided the members with a reminder of the Annual Report that was passed out yesterday and encouraged members to share with their city council and staff. It was noted that Program Administration will send out the Annual Report after the edits noted have been completed. Michelle provided a reminder to the Board regarding the Claims Reporting Manual and encouraged members to have this in a place where all staff can access. Additionally, members were notified to complete the Annual Vendor Survey which will be sent out in November and will be closed in December.

G. FINANCIAL

G.1. FINANCIAL AUDIT FOR YEAR ENDED JUNE 30, 2024



Amy Meyer from Maze & Associates reviewed the SCORE Financial Audit and Basic Financial, Memorandum of Control and the Required communications. SCORE received an unmodified opinion. Management's Discussion and Analysis prepared by finance staff and no material weaknesses, one repeat other matter from the prior year. Required communications noted no changes in accounting policies, no unusual transactions, and no significant audit adjustments.

A motion was made to accept and file.

MOTION: Dustin Reif

SECOND: Todd Juhasz

**MOTION CARRIED
UNANIMOUSLY**

G.2. PREMIUM PAYMENT UPDATE

Marcus Beverly provided the Board with an update regarding a couple member cities as it relates to their payment plans. He noted that two members on a payment plan and noted that Isleton has confirmed they will be sending in an additional payment shortly. Kathy LeBlanc from Loyalton provided that two checks went out last week (to catch upon last year and what is due for this year). Additionally, Etna indicated that they are having a cash flow issue – but payment should be coming next week.

There was no motion made on this item.

H. JPA BUSINESS

H.1. DKF SOLUTIONS

David Patzer provided a review of WC claims and encouraged members to consider offering modified duty to get employees back to work as they will recover more quickly when they are able to complete tasks that fall with their modified duty. He provided a review of work restrictions and noted that as the injured worker gets better, more regular duties can be brought back into the word duties. After a discussion the Board requested the Training Lik Catalog be sent out to the group as well as the DKF PPT presented at the meeting.

H.2. SCORE MEETING DATES

The SCORE meeting dates were provided to the Board and after a discussion it was generally agreed the dates selected are acceptable. Additionally, there was a discussion about the location of the October Strategic Planning meeting. No motion was made on this item as direction was provided to the Program Administration to obtain pricing from a few venues in Tahoe, Napa, Bodega Bay, Arcata and present the findings at the January Board meeting.

H.3. FORM 700 – FILING PROCESS

Michelle Minnick provided the Board with a reminder related to the Form 700's that are required by the FPPC. It was noted that as new employees are coming in and employees are leaving any changes



to the SCORE Board Representative and Alternate need to be communicated to the SCORE Program Administration to ensure that the required filing is completed. Members were reminded that failure to complete the Assuming Form 700 or the Exiting Form 700 can result in a fine of \$10/day up to a maximum penalty of \$100.

H.4. NOMINATION OF ERMA REPRESENTATIVE

It was noted that due to Muriel Terrell's retirement there is a vacancy for the SCORE Representative on the ERMA Board. After a discussion Dan Newton volunteered to assume the role.

A motion was made to approve Dan Newton as the ERMA Representative.

MOTION: Dan Newton

SECOND: Jessaca Lugo

**MOTION CARRIED
UNANIMOUSLY**

H.5. SCORE SCHEDULE OF CONTRACTS AND RENEWAL DIRECTIONS

Marcus Beverly provided a review of the current contracts and noted that three contracts are up for renewal at the end of the year (Actuary, Accountant, and the Financial Auditor). After a discussion, direction was provided to Program Administration to get pricing to extend the contracts for all three.

H.5. ROUNDTABLE DISCUSSION

Marcus Beverly provided a review of the Entertainment Zones and the efforts San Francisco has been using for their entertainment zones. He quickly reviewed the immunities that would be possible for the City. It was noted that restaurant owners could be asking for waivers to be signed. Additionally, there was a mention of the Flashing Lights claim that has been submitted to some jurisdictions and if any member receives another claim to notify the Program Administration.

H.5. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95 **REQUESTING AUTHORITY

1. Liability

- a. Darin Klep v. City of Weed** Dustin Reif, Kathy LeBlanc

I. REPORT FROM CLOSED SESSION

The Board returned from closed session at 11:01 A.M. Mr. Heathcock reported that the above closed session items were discussed and appropriate direction was given to Staff and the Claims Administrator.

K. INFORMATION ITEMS

Members were reminded of the upcoming PARMA Conference in Anaheim on Feb 20th and if any




members will be attending please notify the Alliant Staff so we may include you on the Alliant dinner invite. Additionally, there is a Verbal Judo session coming up and members should consider attendance, especially for Public Works staff.

L. CLOSING COMMENTS

There was some great financial news shared as part of this meeting and we would love to see more of that in the future.

NEXT MEETING DATE: January 24, 2025 Teleconference

Respectfully Submitted,



Jenny Coelho, Secretary
1/24/2025
Date