



**Small Cities Organized Risk Effort (SCORE)**  
**Board of Directors Meeting Minutes**  
**March 29, 2024**

**Member Cities Present:**

Shanna Stahl, City of Colfax  
Dustin Reif, City of Dunsmuir  
Pamela Eastlick, City of Etna  
Charles Bergson, City of Isleton  
Aaron Palmer, City of Live Oak  
Wes Heathcock, Town of Loomis  
Kathy LeBlanc, City of Loyalton

David Dunn, City of Montague  
Todd Juhasz, City of Mt. Shasta  
Jim Murphy, City of Portola  
Wendy Howard, City of Shasta Lake  
Heidi Whitlock, City of Susanville  
Jenny Coelho, City of Tulelake  
John Elsnab, City of Yreka

**Member Cities Absent:**

City of Biggs  
City of Weed

City of Rio Dell

**Consultants & Guests**

Marcus Beverly, Alliant Insurance Services  
Michelle Minnick, Alliant Insurance Services  
Mike Harrington, Bickmore Actuarial  
James Kim, Bickmore Actuarial

Connie Hampson, Intercare  
Danielle Buri-Beaton, Intercare  
Chris Carmona, George Hills  
Kevin Wong, Gilbert Associates

**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, City of Rio Dell, City of Weed.

**C. APPROVAL OF AGENDA AS POSTED**

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

**MOTION:** Blake Michaelsen

**SECOND:** Kathy LeBlanc

**MOTION CARRIED  
UNANIMOUSLY**



## **D. PUBLIC COMMENT**

There were no public comments.

## **E. CONSENT CALENDAR**

1. Board of Directors Meeting *Draft* Minutes – January 26, 2024
2. US Bank Custodial Account Statement – January – February 2024
3. Investment Statements from Chandler Asset Management Account – January 2024
4. PRISM Pollution March 2024 Premium Estimate
5. Lexipol Proposed Pricing for 2024
6. CJPRMA Audit Summary Results
7. FY 24/25 SCORE Service Calendar – Draft Approved by BOD on January 26, 2024

**\* The Board of Director minutes for January 26, 2024 were pulled for discussion.**

*A motion was made to accept the consent calendar items E2-E7.*

**MOTION: Todd Juhasz**

**SECOND: Blake Michaelsen**

**MOTION CARRIED  
UNANIMOUSLY**

After a discussion it was agreed that the language of the minutes should be amended to show the dividend approved in the amount of \$440k included \$140k to be paid to CJPRMA for the assessment. Additionally, the item for the City of Isleton payroll request should be amended to show there was no motion made on that item.

**A motion was made to accept the changes to the January 26, 2024 Minutes.**

**MOTION: David Dunn**

**SECOND: Todd Juhasz**

**MOTION CARRIED  
UNANIMOUSLY**

## **F. ADMINISTRATIVE REPORTS**

### **F.1.A. PRESIDENT'S REPORT**

Mr. Wes Colfax had nothing to report at this time.

### **F.2.A. CJPRMA REPORT**

Blake Michaelsen noted that the Confidence Level was increased and the net position in CJPRMA was not looking good – he indicated there could be assessments in the future.

### **F.2.B. ERMA REPORT**

Michelle Minnick provided members should have received the Policy & Procedure policy survey. Additionally, it was noted the SB553 email was sent out to all members and a reminder will be sent.



## **F.2.C. LAWCX REPORT**

Marcus Beverly provided a review of the LAWCX meeting and noted that the rates have decreased as the captive is helping as we are still paying off an assessment with them and we do not anticipate another assessment in the future.

## **F.3. ALLIANT UPDATE**

- a. Form 700 – Annual Filing Deadline April 1, 2024**
- b. Renewal Update – including Property Changes in APIP Cygnys**
- c. Intercare Update**

Members were reminded the deadline for submitting the required Annual Form 700 is April 1, 2024 and members need to complete prior to that date to avoid any potential fines. Marcus provided a brief update regarding changes to the APIP Property Program. Danielle Buri-Beaton introduced Connie Hampson and provided a review of the Intercare claims trends showing cost savings.

## **G. FINANCIAL**

### **G.1.A. ACTUARIAL STUDIES – LIABILITY**

James Kim provided the Board with a review of the actuary report for the FY June 30, 2024 and the FY 24-25 funding guidelines. It was noted the Liability program is well funded but the program has seen some adverse development coupled with increasing payroll so the overall rate has increased. After a review of this item the Board requested to review the Workers' Compensation Actuarial Study.

### **G.1.B. ACTUARIAL STUDIES –WORKERS' COMPENSATION**

James Kim then provided a review of the Workers' Compensation program study and noted that the Workers' Compensation program has seen a decrease in rate from the prior year.

*A motion was made to accept both the Liability and Workers' Compensation Actuary reports and request a final report.*

**MOTION: Wendy Howard**

**SECOND: Pamela Eastlick**

**MOTION CARRIED  
UNANIMOUSLY**

### **G.2. QUARTERLY FINANCIAL REPORT – PERIOD ENDED DECEMBER 31, 2023**

Kevin Wong provided a review of the Quarterly Financial Report – Period Ended December 31, 2023. He provided a review of the Liabilities and Net Position.

*A motion was made to accept and file as presented.*

**MOTION: Blake Michelsen**

**SECOND: Kathy LeBlanc**

**MOTION CARRIED  
UNANIMOUSLY**



## **H. JPA BUSINESS**

### **H.1. NOMINATION FOR ELECTION OF SCORE OFFICER POSITIONS**

Marcus Beverly provided a reminder to the Board that all positions are held for a two year period and included a review of some duties for each position. Members were asked to consider nominations for the SCORE Board positions and after a discussion it was generally agreed to keep the same slate of officers, with Jenny Coelho to serve as the SCORE Secretary effective July 1, 2024.

*A motion was made to approve the current slate of officers with Jenny Coelho to serve as the secretary.*

**MOTION: Wendy Howard**

**SECOND: Todd Juhasz**

**MOTION CARRIED  
UNANIMOUSLY**

### **H.2.A. FY 24/25 FUNDING RATES AND ALLOCATIONS – LIABILITY**

Marcus Beverly provided the Board with notice that the Liability funding and noted that we are recommending staying at the \$750k SIR and recommended we stay at the 75% Confidence Level. Premiums as anticipated to increase approximately. He noted the Excess coverage may change as we receive updated payroll (CJPRMA uses the March 31 data to calculate the next year's premium). Marcus provided a review of the preliminary calculation of the Liability Program. It was mentioned that the Credibility Factor is used to normalize the data.

*A motion was made to approve the funding formula the draft funding rates at 75% CL and \$750K SIR*

**MOTION: Wendy Howard**

**SECOND: Jenny Coelho**

**MOTION CARRIED  
UNANIMOUSLY**

### **H.2.B. FY 24/25 FUNDING RATES AND ALLOCATIONS – WORKERS' COMPENSATION**

Marcus Beverly noted that the Workers' Compensation program has been positively developing but it was also noted that the Mini-Cities threshold is \$500k over a three-year period. Marcus went on to present an option to increase the threshold from the current \$500k to \$750k (over a three-year period) and noted using the new threshold there were 2 members that would be graduating out of the Mini-Cities this year. In the past the Mini-Cities were treated as one member for everything but we have split the Administrative Expenses by member as a result of prior Board action.

*A motion was made to accept the rate at 80% CL at the same SIR of \$250k using \$750k as the threshold for the Mini-Cities participating members as long as the increase is no more than 5% to other members.*

**MOTION: Blake Michaelsen**

**SECOND: Wendy Howard**

**MOTION CARRIED  
UNANIMOUSLY**



### **H.3. LIABILITY MOC – ISLETON SKATE PARK ENDORSEMENT**

Marcus Beverly provided the Board with notice that the City of Isleton has constructed a Skate Park and members were reminded that SCORE has a policy related to construction and design of Skate parks. After a discussion it was generally agreed the City has provided the items necessary to consider coverage.

*A motion was made to approve the endorsement as presented.*

**MOTION: Wendy Howard**

**SECOND: Kathy LeBlanc**

**MOTION CARRIED  
UNANIMOUSLY**

### **H.4. SCORE POLICY & PROCEDURE – APPROVED LIABILITY LEGAL COUNSEL UPDATE**

Marcus Beverly provided that George Hills helped to update the SCORE Legal Counsel list and noted there have been some retirements and it was noted that we would like to get Marie & Deedon here to introduce to the SCORE Board in the future.

**MOTION: Kathy LeBlanc**

**SECOND: Wendy Howard**

**MOTION CARRIED  
UNANIMOUSLY**

### **H.5. GEORGE HILLS – CONTRACT PRICING AMENDMENT**

Marcus noted that this has previously been approved as at 3.3% for the remainder of the contract - this has been included in the admin Budget as well.

*A motion was made to accept as presented.*

**MOTION: John Elsnab**

**SECOND: Blake Michaelsen**

**MOTION CARRIED  
UNANIMOUSLY**

### **LUNCHTIME PRESENTATION**

David Patzer and John Balestrini provided the Board with a review of new CalOSHA requirements and regulations. Additionally, members will be provided with a "Guide to Surviving a CalOSHA inspection" - includes 20 pages of what to expect when going through an inspection. David covered the SB553 and the email sent to members including a sample policy as well as the training required by the new legislation. Smart SOP v4.0 has been released with expanded features and mentioned this is now a webapp and employees will not have to download any software to their personal devices. Spill Emergency Response Plan was developed last year for all SCORE members and the Board was reminded to contact George Hills immediately upon notice of any sewer spill Members were reminded that their employees have access to TrainingLink Pro and each employee's subscription receives 6 (of



13) classes as well as access to recorded sessions online. Program Administration will be reaching out to members to update the Contact list for the Training Link database.

#### **H.6.A. ERMA UPDATES – PROOF OF COMPLIANCE WITH TRAINING MANDATED BY STATE LAW**

Michelle Minnick provided the Board with a reminder to all SCORE Members who participate in ERMA that the annual mandatory compliance survey has launched and members will need to self-report compliance by no later than June 30, 2024. Additionally, participating members were reminded they receive an hour of free legal counsel each month (Attorney Hotline). Lastly members were reminded about the ERMA Reporting form and the requirements to notify ERMA in the event of a claim.

#### **H.6.B. ERMA UPDATES – ERMA ANALYSIS OF PROGRAM COST**

Marcus Beverly provided a brief review of the ERMA premiums paid in the past for all participants.

#### **H.7. FY 24/25 SCORE PRELIMINARY ADMINISTRATION BUDGET**

Marcus Beverly provided a review of the FY 24/25 Budget and noted that at this time there is approximately a 6% increase overall. Michelle Minnick provided some comments that this is the preliminary budget and the numbers are subject to change as more information comes available.

*There was a motion to approve and direct staff to bring back a finalized budget.*

**MOTION: Todd Juhasz**

**SECOND: Blake Michaelsen**

**MOTION CARRIED  
UNANIMOUSLY**

#### **H.8. SCORE TRAINING/STRATEGIC PLANNING DAY TOPICS**

Marcus Beverly provided a review of the Strategic Goals from the SCORE Strategic Planning meeting and noted that we may want to use a facilitator to host the SCORE potential retreat. Members were asked to submit feedback and after a discussion it was generally agreed there was no need for a facilitator and members were interested in the training day option.

#### **H.9. FY 24/25 LOSS CONTROL GRANT FUND PROGRAM**

Michelle Minnick provided the Board with a review of the proposed FY 24/25 Loss Control Grant Funds and encouraged members to use the funds available as the deadline to request is June 15, 2024.

*A motion was made to accept the proposed FY 24/25 Loss Control Grant Funds.*

**MOTION: Blake Michaelsen**

**SECOND: Shanna Stahl**

**MOTION CARRIED  
UNANIMOUSLY**



# SCORE

Small Cities Organized Risk Effort

Claims Powers Authority

## I. GENERAL RISK MANAGEMENT ISSUES

There was nothing discussed during this item.

## J. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

### \*\*REQUESTING AUTHORITY

#### 1. Workers' Compensation

- a. SCWA-556190 v. City of Mt. Shasta\*\*
- b. 4A22104H8XM0001 v. City of Mt. Shasta\*\*

## K. REPORT FROM CLOSED SESSION

The Board returned from closed session at 12:40 P.M. Mr. Heathcock reported that the above closed session items were discussed and appropriate direction was given to Staff and the Claims Administrator.

## L. INFORMATION ITEMS

### L.1. Glossary of Terms

This was provided as an information item only.

### L.2. FY 23/24 Resource Contact Guide

This was provided as an information item only.

### L.3. SCORE Travel Reimbursement Form 2024

## M. CLOSING COMMENTS

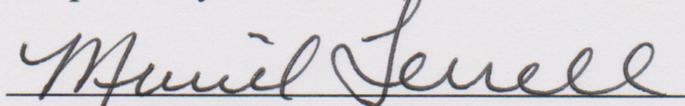
The Board was thanked for their attendance.

## N. ADJOURNMENT

The meeting was adjourned at 12:42 PM

**NEXT MEETING DATE: June 21, 2024 Gaia Hotel, Anderson CA**

Respectfully Submitted,



Muriel Terrell, Secretary

6/21/24  
Date