



Small Cities Organized Risk Effort (SCORE) Board of Directors Meeting Minutes October 28, 2022

Member Cities Present:

Wes Heathcock, City of Colfax
Shanna Stahl, City of Colfax
Blake Michaelson, City of Dunsmuir
Pamela Eastlick, City of Etna
Jessica Mata, City of Live Oak
Roger Carroll, Town of Loomis
Kathy LeBlanc, City of Loyalton
David Dunn, City of Montague

Jessie Monday, City of Montague
Todd Juhasz, City of Mt. Shasta
Jon Kennedy, City of Portola
Kyle Knopp, City of Rio Dell
Wendy Howard, City of Shasta Lake
Dan Newton, City of Susanville
Jenny Coelho, City of Tulelake
John Elsnab, City of Yreka

Member Cities Absent:

City of Biggs
City of Isleton

City of Weed

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Conor Boughey, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
David Patzer, DKF
Amy Meyer, Maze Associates

Ariel Leonhard, Sedgwick
Summer Simpson, Sedgwick
Scott Putnam, Apex
George Passidakis, Apex

A. CALL TO ORDER

Mr. Wes Heathcock called the meeting to order at 9:38 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 Isleton, and the City of Weed.

C. APPROVAL OF AGENDA AS POSTED

It was requested that Consent Calendar item E.1 be pulled from the Consent Calendar due to edits that are needed regarding attendance to reflect the cities that were absent.



A motion was made to approve the Agenda as presented.

MOTION: Kathy LeBlanc

SECOND: Wendy Howard

**MOTION CARRIED
UNANIMOUSLY**

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Teleconference Meeting Minutes – August 26, 2022
2. SCORE Checking Register – July—September 2022
3. Chandler Asset Management Investment Statements – August—September 2022
4. US Bank Account Statement – August—September 2022
5. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – September 30, 2022
6. Treasurer's Report for Period Ending September 30, 2022
7. PRISM Pollution FY 23/24 Premium Estimate (V1) – October 2022
8. Fact Sheet Retail vs. Wholesale Commissions
9. SCORE FY 22-23 Loss Control Grant Funding Usage as of October 21, 2022

A motion was made to accept the consent calendar.

MOTION: Blake Michaelson

SECOND: Todd Juhasz

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS

E1. Alliant Update

Marcus Beverly provided a review of the FY 22/23 SCORE Annual Report. Michelle Minnick reviewed the FY 22/23 Claims Reporting Manual.

G. FINANCIAL

G.1. Financial Audit for Year ended June 30, 2022

Amy Meyer from Maze and associate provided a review of the SCORE Financial Audit. She indicated that the format changed this year and now the audit is longer than it was in prior years. She also noted they issued a clean or un-modified opinion and did not find any material weaknesses. Amy additionally provided some changes that may affect SCORE.

A motion was made to accept and file.

MOTION: Roger Carroll

SECOND: Wendy Howard

**MOTION CARRIED
UNANIMOUSLY**



G.2. City of Isleton – Premium Payment Plan Request for FY 22/23

Marcus Beverly provided that Isleton has past due assessments and is requesting a premium payment plan for Liability – noted they have been paying in accordance with the plan.

A motion was made to approve the payment plan as presented.

MOTION: Kathy LeBlanc

SECOND: Pamela Eastlick

**MOTION CARRIED
UNANIMOUSLY**

H. JPA BUSINESS

H.1. Cyber Security Training & Testing

Marc Coopwood and George Passidakis from Apex Technology Management provided some information about Cyber Security and cautioned that all members should be doing something to ensure security even if it is not with Apex. It was noted that members should be considering steps to prevent an incident rather than reaching out after an incident has occurred as it will cost the city both time and money to remediate the incident. After a review of their services the Board indicated that members should reach out if they are interested in any of the services provided. It was also mentioned that Lexipol Grant Finding assistance is included with the Apex subscription.

H.2. SCORE Member Websites - AAATraq

Marcus Beverly presented the AAATraq risk index for August, September and October to the members and mentioned that they should involve IT Staff with the results in an effort to correct any deficiencies.

H.3. Lexipol Grant Finder

Marcus Beverly provided a review of the Lexipol Grant Finder Proposal and noted the proposal includes all SCORE Members. He reviewed items included in the service and noted the annual fee of \$24,000 (approx. \$1,411.76 per member city). Some members indicated they are already participating and if there was additional interest members should reach out to the Program Administration.

H.4. SCORE FY 22/23 MEETING DATES AND LOCATIONS

The Board was presented with the proposed dates for FY 23/24 Meeting dates and after a discussion it was requested that all Board meetings begin at 9am (as opposed to the proposed 10am) and all meetings will remain in person with the August meeting being held as a teleconference.

A motion was made to approve the meeting dates as presented with the changes noted.



MOTION: Jon Kennedy

SECOND: David Dunn

**MOTION CARRIED
UNANIMOUSLY**

H.5. SCORE Service Provider Survey Results

Amy Whitman provided some comments in response to the survey – it was noted that without specifics it is hard to identify how to address the issues. Amy additionally noted that reserving practices were mentioned as an issue and they are working to address. Marcus Beverly presented the remaining results of the SCORE Service Provider Survey results and a discussion was led regarding the scores.

A motion was made to accept and file the survey results.

MOTION: Shanna Stahl

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

Soft Tissue Injury Prevention and Return to Work Efforts Presentation

John Balestrini provided the Board with an update regarding the DKF Loss Control Services as well as the planned site visits for the upcoming year. Additionally the Board received a presentation from Don Freeman of OccuMetric which included information related to the ODG Sentinel Occupational Software system which uses loss runs to generate meaningful data. Additionally members were reminded of the Blood borne pathogens training which will take place Nov 28 or 29, 2022.

H.6. SCORE Schedule of Contract and Renewal Direction

Marcus Beverly provided that there are 3 contracts that will be expiring on June 30, 2023. The Board was asked to provide feedback on the upcoming expiring contracts. After a discussion the Program Administration was provided with direction to: 1) develop renewal terms for the contract with Alliant Insurance Services for Program Administration, and 2) develop an RFP for both Liability and WC Claims Administration. Marcus Beverly provided that we will have an Ad Hoc committee to help with reviewing the Proposals for these two contracts and requested that the Board be prepared to have at least 2 Ad Hoc committees. After a discussion the following members volunteered for the Ad Hoc Committees: Roger Carroll, Wes Heathcock, Kyle Knop, Dan Newton, Wendy Howard, Todd Juhasz.

I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

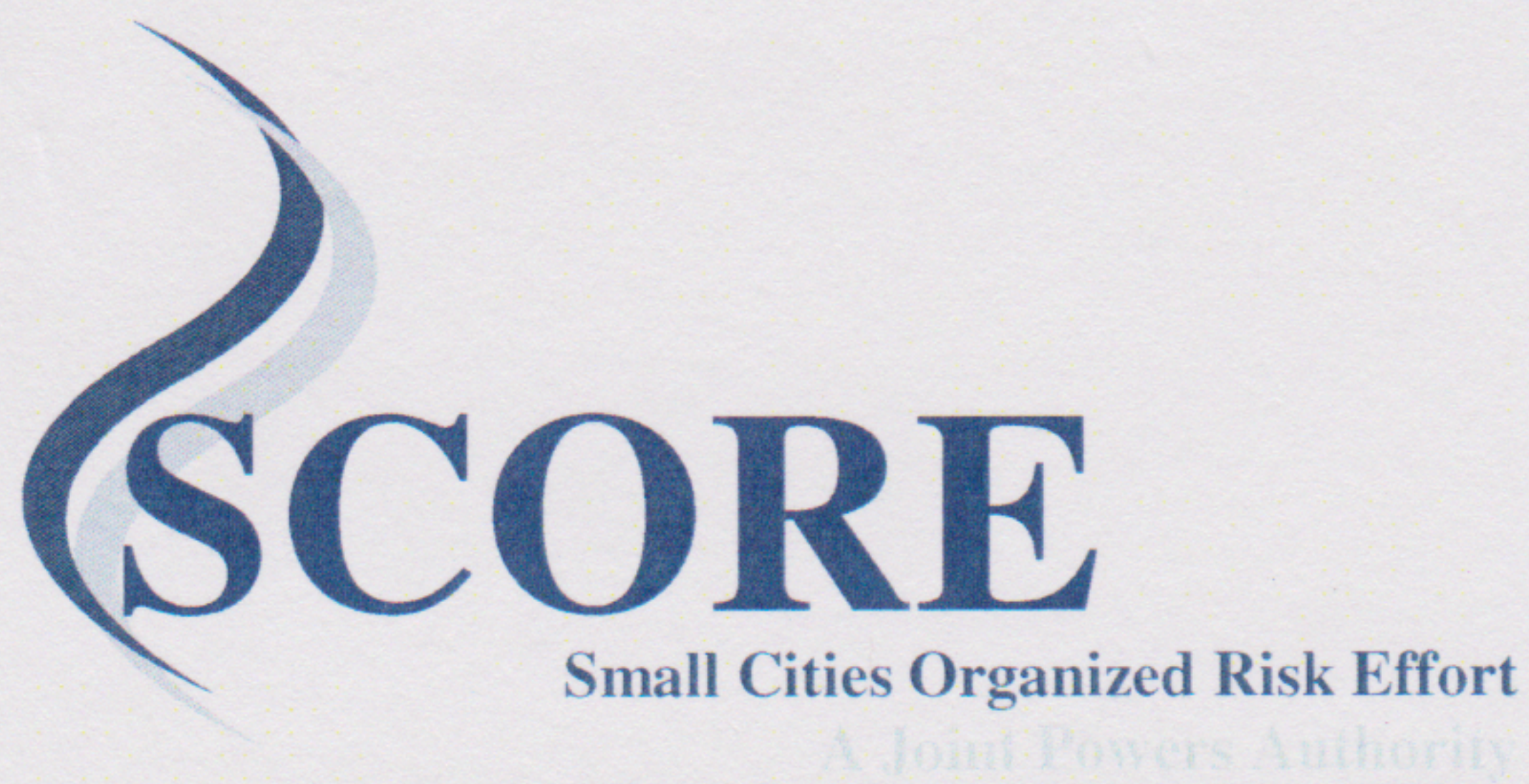
****REQUESTING AUTHORITY**

1. Liability

- a. SCGA02103A1 - Waller, Russell S v. Live Oak** Mt. Shasta, Shasta Lake

2. Workers' Compensation

- a. SCWA-343776 v. City of Susanville** Colfax, Loomis
- b. SCWA-81595 v. City of Susanville**
- c. 4A21110C3CK-0001 v. City of Susanville** Loomis, Rio Dell



J. REPORT FROM CLOSED SESSION

The Board returned from closed session at 1:30 PM. Mr. Heathcock reported that the above closed session items were discussed and appropriate direction was given to Staff and the Claims Administrator.

K. ROUNDTABLE DISCUSSION

The members expressed interest in receiving a training related to the Brown Act at a future meeting. It was also requested that the Program Administration help to develop standards related to how often an RFP should be completed for different services for Board review.

L. INFORMATION ITEMS

L.1. Glossary of Terms

This was provided as an information item only.

L.2. FY 22/23 Resource Contact Guide

This was provided as an information item only.

M. CLOSING COMMENTS

There were no closing comments.

N. AJOURNMENT

The meeting was adjourned at 1:45 PM

NEXT MEETING DATE: January 27, 2023 Gaia Hotel, Anderson CA

Respectfully Submitted,

A handwritten signature in blue ink that reads "Muriel Terrell".

Muriel Terrell, Secretary

1-27-23

Date