



**Small Cities Organized Risk Effort (SCORE)  
Board of Directors Meeting Minutes  
January 31, 2020**

**Member Cities Present:**

Mark Sorensen, City of Biggs  
Wes Heathcock, City of Colfax  
Blake Michaelsen, City of Dunsmuir  
Charles Bergson, City of Isleton  
Aaron Palmer, City of Live Oak  
Crickett Strock, Town of Loomis  
Kathy LeBlanc, City of Loyalton  
David Dunn, City of Montague

Lauren Knox, City of Portola  
Kyle Knopp, City of Rio Dell  
John Duckett, City of Shasta Lake  
Wendy Howard, City of Shasta Lake  
Debi Savage, City of Susanville  
Gwenna MacDonald, City of Susanville  
Penny Velador, City of Tulelake  
Emily Coulter, City of Weed

**Member Cities Absent:**

City of Etna  
Town of Fort Jones

City of Mt. Shasta  
City of Yreka

**Consultants & Guests**

Michael Simmons, Alliant Insurance Services  
Marcus Beverly, Alliant Insurance Services  
Michelle Minnick, Alliant Insurance Services  
Kevin Wong, Gilbert Associates, Inc.  
Jennifer Hall, Crowe Horwath

Dorienne Zumwalt, Sedgwick  
Jill Petrarca, Sedgwick  
Sean Millar, Sedgwick  
Jason Peterson, City of Shasta Lake

**A. CALL TO ORDER**

Mr. Wes Heathcock called the meeting to order at 10:02 a.m.

**B. ROLL CALL**

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

**C. APPROVAL OF AGENDA AS POSTED**

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

**MOTION: Kathy LeBlanc**

**SECOND: Blake Michaelsen**

**MOTION CARRIED  
UNANIMOUSLY**



## **D. PUBLIC COMMENT**

There were no public comments.

## **E. CONSENT CALENDAR**

1. Board of Directors Meeting *Draft* Minutes – October 4, 2019
2. US Bank Custodial Account Statement – September – December 2019
3. SCORE Checking Register – September 25, 2019 – December 31, 2019
4. Investment Statements from Chandler Asset Management – September – December 2019
5. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – September 30, 2019
6. Treasurer’s Report as of September 30, 2019
7. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – December 31, 2019
8. Treasurer’s Report as of December 31, 2019
9. ACI Specialty Quarterly Utilization Report – July – December 2019
10. Target Solutions Utilization Report Summary – August – December 2019
11. Alliant Additional Commission Opt Out letter (APIP & ACIP) FY 2019-2020
12. Company Nurse Injury Summary Report October 2019

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

**MOTION: John Duckett**

**SECOND: Kathy LeBlanc**

**MOTION CARRIED  
UNANIMOUSLY**

## **F. ADMINISTRATIVE REPORTS**

### **F1. President’s Report**

Mr. Wes Heathcock had no issues to report for SCORE.

### **F.2.A. CJPRMA Update**

Mr. Marcus Beverly provided a brief update that CJPRMA will not be seeking a higher SIR.

### **F.2.B. ERMA Update**

John Duckett provided the Board of Directors with a brief update of the November 4, 2019 ERMA Meeting. He noted that the financials were reviewed and that there were discussions regarding SB 778, which is mandatory harassment prevention training for any employer with 5 Employees or more which must be completed within 6 months of being hired.

### **F.2.C. LAWCX Update**

Marcus Beverly provided the Board of Directors with an update of LAWCX matters and noted that the Executive Committee indicated a 5-7% increase in renewal rates but the good news is that liabilities are down.



**F.3. Alliant Update**

- a. *CJPRMA Renewal Data due by 1/31/20*
- b. *Annual Report FY 19/20*

Michelle Minnick noted that the deadline for submitting the CJPRMA Excess Liability Renewal Application to the Program Administration attention by today. Members were encouraged to provide the application as soon as possible to ensure the Program Administration can compile one master application for submission. Marcus Beverly provided a copy of the FY 19/20 Annual Report and encouraged members to review and reach out for quotes in any programs that they are not participating in.

**G. SCORE PROGRAM COVERAGE REVIEW**

Marcus Beverly provided the Board with a review of Cyber Coverage. He noted several recent examples of reasons that claims have been submitted under the Cyber coverage provided in APIP. He reviewed the general coverage provided by each part of the coverage as well as the limits and sublimits. Members were encouraged to have secondary check systems in place to prevent cyber losses and not simply rely on insurance to a loss.

**H. FINANCIAL**

**H.1. Audited Financial Report for Year Ending June 30, 2019**

Jennifer Hall presented the Audited Financial Report to the Board. The issued an unmodified opinion.

*A motion was made to accept and file the Audited Financial Report for Year Ending June 30, 2019.*

**MOTION: Lauren Knox**

**SECOND: Gwenna McDonald**

**MOTION CARRIED  
UNANIMOUSLY**

**H.2. Quarterly Financial Report – Period Ended September 30, 2019**

Kevin Wong presented the Quarterly Financial Report for Period Ended September 30, 2019 and provided some highlights from the report.

*A motion was made to accept and file the Quarterly Financial Report for the Period Ended September 30, 2019.*

**MOTION: Kyle Knopp**

**SECOND: Blake Michaelsen**

**MOTION CARRIED  
UNANIMOUSLY**

**H.3. Request For Revised Payment Plan For Outstanding Assessments – City of Isleton**

Marcus Beverly noted that the City has requested to restructure their current payment plan for past due assessments. He mentioned the plan intends to pay off the balance of \$81K in 7 years, they are asking to keep the annual payment the same but extend the plan for a few years. The city is current with all assessment payments and current premiums. It was mentioned that any dividends will first be applied to any outstanding assessments before being paid to the member.



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

**MOTION: Blake Michaelsen      SECOND: John Duckett      MOTION CARRIED  
UNANIMOUSLY**

#### **H.4. SCORE Dividend & Assessment Plan (DAP)**

Marcus Beverly reviewed the Dividend and Assessment Plan calculation and noted that the distribution recommended amount is actually \$100k. Marcus provided a review of the dividend calculation and noted there is no recommended release from the Shared layer in the Workers' Compensation program and so there is no Dividend being proposed in that program. There was a recommended release of \$300k from the Shared layer to the Banking layer in the Liability program.

*A motion was made to grant the disbursement.*

**MOTION: John Duckett      SECOND: Gwenna McDonald      MOTION CARRIED  
UNANIMOUSLY**

At this time the board requested to review item I.1.

### **I. JPA BUSINESS**

#### **I.1. Town of Fort Jones – Notice of Intent to Withdraw from SCORE eff. 7/1/2020**

Marcus Beverly noted that the Town provided a timely notice to withdraw from SCORE for Liability, WC and Employment Practices Liability but he noted the dates provided in the notice are inaccurate. It is up to the Board to determine if the Town can rescind their notice to withdraw. It was noted that if the town were to leave and there was an assessment for past claims the bill will be sent to the town.

*A motion was made to allow the Town to rescind their notice to withdraw from the JPA if they provide notice timely by April 30, 2020.*

**MOTION: Emily Coulter      SECOND: Mark Sorensen      MOTION CARRIED  
UNANIMOUSLY**

#### **I.2. SCORE Program Master Plan Documents (Bylaws) Amendments**

Marcus Beverly provided a review of the MPD's and noted the changes that are being proposed. Marcus noted that he would like to apply any changes to the MPD's to the DAP that was passed in the prior item.

*A motion was made approve changes to the MPD's as presented.*

**MOTION: Blake Michelsen      SECOND: Kathy LeBlanc      MOTION CARRIED  
UNANIMOUSLY**



At this time the BOD requested to review Item I.4.

#### **I.4. SCORE – Excess Cyber Coverage Proposal**

Marcus Beverly presented the Excess Cyber coverage proposal and reviewed the proposed coverage. He noted the available limits in the proposal which included dedicated member coverage as well as a group shared aggregate. Members requested to see a revised quotes showing annualized premium compared to the pro-rated premium (side by side). For members that are interested in securing coverage, Michelle Minnick indicated that Program Administration will need a written request to bind coverage and an email will be sent for members to reply. Susanville is not interested in participating.

#### **LUNCH PRESENTATION – STATE OF THE INSURANCE MARKET 2020**

Marcus Beverly provided the Board with a presentation on the current state of the insurance market.

#### **I.3. SCORE Service Provider Survey Results**

Michelle Minnick there were only 9 respondents this year. Overall the results were positive and provided the staff with information regarding current service providers.

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

**MOTION:** Emily Coulter

**SECOND:** Kathy LeBlanc

**MOTION CARRIED  
UNANIMOUSLY**

#### **I.5. Claim Contract Extensions vs. Request for Proposals**

Marcus Beverly provided a summary of the contracts that are nearing expiration and noted that Sedgwick has been able to provide updated pricing for Liability – members noted they were satisfied with Sedgwick and requested provide a proposal at the next meeting.

*A motion was made stay with York and request a 3 year agreement proposal.*

**MOTION:** Emily Coulter

**SECOND:** John Duckett

**MOTION CARRIED  
UNANIMOUSLY**

*A motion was made request an ACI EAP agreement for FY 20-21.*

**MOTION:** Wes Heathcock

**SECOND:** John Duckett

**MOTION CARRIED  
UNANIMOUSLY**

*A motion was made to request a 3 year agreement from Target Solutions.*

**MOTION:** Emily Coulter

**SECOND:** Cricket Strock

**MOTION CARRIED  
UNANIMOUSLY**



*A motion was made request 1 year and 3 year pricing from Lexipol.*

**MOTION:** Emily Coulter

**SECOND:** Cricket Strock

**MOTION CARRIED  
UNANIMOUSLY**

#### **I.6. Target Solutions Business Review**

Marcus Beverly provided a review of the Target Solutions business review and members were encouraged to login and assign training to employees.

#### **I.7. Critical Incident Video Production Services**

Marcus Beverly provided a sample contract that was executed for the City of Weed and indicated the desire to create an agreement for the SCORE JPA before an incident occurs to ensure everything is in place before the need presents itself.

*A motion was made approve a retainer agreement for all SCORE members.*

**MOTION:** Kyle Knopp

**SECOND:** Emily Coulter

**MOTION CARRIED  
UNANIMOUSLY**

#### **I.8. Precision Concrete Cutting General Agreement**

Marcus Beverly discussed the retainer agreement between SCORE and Precision Concrete to ensure individual members do not need to set up individual agreements.

*A motion was made to request a general retainer agreement from Precision Concrete Cutting and present to the Board at the next meeting*

**MOTION:** Cricket Strock

**SECOND:** Penny Velador

**MOTION CARRIED  
UNANIMOUSLY**

#### **I.9. Loss Control Grant Fund Program**

Michelle Minnick provided the Board with an update regarding usage of the FY 19/20 Loss Control Grant Funds. Members were provided with examples of requests made in the past (ADA signage, Public Works Equipment, training sessions, bulletproof vests, etc.). It was also suggested that members consider using these funds to share services – for example Sidewalk Cutting, Arborists, etc. It was noted there have only been 7 requests for funds during this year and members were encouraged to make use of the funds available.



**I.10. Form 700 Reporting – Annual Filing Deadline April 1, 2020**

Michelle Minnick informed the Board that the FPPC required Form 700 can now be completed online. It was noted that members should have already received a welcome email from the FPPC and if not they should reach out to Alliant for assistance. The Board was asked to report any change to the Board Representative or Board Alternate to the Program Staff know as soon as possible to ensure the Form 700 is completed within 30 days of assuming or leaving a position. Members were reminded that failure to complete the Form 700 by the April 1, 2020 deadline may receive a penalty of \$10 for every day it is late up to a maximum fine of \$100. It was also noted that some members have already completed their Form 700 online.

**I.11. FY 20/21 Renewal Marketing Plan**

Marcus Beverly provided the Board with an overview – we are not planning on changing partners. CJPRMA not going to force SCORE into a higher SIR. We plan to stay with APIP due to its coverage and competitive price. Members were encouraged to ensure they have crime coverage and or consider higher than \$1M in limits. Liability no pressure there but we will be seeing an increase as to be expected with a rocky market.

**I.12. FY 20/21 Service Calendar**

Michelle Minnick presented the SCORE Board with the proposed 20/21 service calendar. It was noted this is presented so members are aware of what can be expected during the next fiscal year.

*A motion was made to approve the 20/21 service calendar.*

**MOTION: David Dunn**

**SECOND: Cricket Strock**

**MOTION CARRIED  
UNANIMOUSLY**

**J. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95  
\*\*REQUESTING AUTHORITY**

**1. Liability**

**a. Romaine v. Town of Fort Jones**

**2. Workers' Compensation**

**a. SCWA-556107 v. City of Yreka\*\***

**K. REPORT FROM CLOSED SESSION**

The Board returned from closed session at 1:15 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. ROUNDTABLE DISCUSSION**



**M. INFORMATION ITEMS**

**M.1. 2020 PARMA Conference – February 25 – 28, 2020 in Anaheim, CA**

This was provided as an information item only.

**M.2. Glossary of Terms**

This was provided as an information item only.

**M.3. FY 19/20 Resource Contact Guide**

This was provided as an information item only.

**M.4. SCORE Travel Reimbursement Form**

This was provided as an information item only.

**N. TOWN HALL OPEN DISCUSSION ON MEMBER ISSUES**

Election Districting – all cities should be districting. 90 day notice to the districting coming in 2020.  
Jill – any questions or concerns about claims please reach out to Jill so she can address the concerns.  
Bullet proof glass

**O. CLOSING COMMENTS**

There were no closing comments.

**P. AJOURNMENT**

The meeting was adjourned at 1:20 PM

**NEXT MEETING DATE: March 27, 2020 in Anderson, CA**

Respectfully Submitted

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John Duckett, Secretary

Date

7/15/2020