



**Small Cities Organized Risk Effort (SCORE)**  
**Board of Directors Meeting Minutes**  
**August 22, 2014**

**Member Cities Present:**

Mark Sorenson, City of Biggs  
Laurie Van Groningen, City of Colfax  
Brenda Bains, City of Dunsmuir  
Pamela Russell, City of Etna  
Linda Romaine, Town of Fort Jones  
Robert Jankovitz, City of Isleton  
Jim Goodwin, City of Live Oak  
Roger Carroll, Town of Loomis

Ernie Teague, City of Loyalton  
Janie Sprague, City of Montague  
Muriel Howarth Terrel, City of Mt. Shasta  
Brooke Woodcox, City of Rio Dell  
John Duckett, City of Shasta Lake  
Randolph Darrow, City of Tulelake  
Ron Stock, City of Weed  
Steve Baker, City of Yreka

**Member Cities Absent:**

Susan Scarlett, City of Portola

Jared Hancock, City of Susanville

**Consultants & Guests**

Michael Simmons, Alliant Insurance Services  
Marcus Beverly, Alliant Insurance Services

Johnny Yang, Alliant Insurance Services  
Tracey Smith-Reed, Gilbert Associates, Inc.

**A. CALL TO ORDER**

Mr. Roger Carroll called the meeting to order at 9:32 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 Dorris, City of Portola and Town of Ft Jones.

**C. APPROVAL OF AGENDA AS POSTED**

A motion was made to approve the Agenda, moving Item I.10 to a lunchtime presentation.

**MOTION:** Steve Baker     **SECOND:** Pamela Russell     **MOTION CARRIED**

**AYES:** Sorensen, Van Groningen, McKay, Bains, Russell, Romaine, Jankovitz, Goodwin, Carroll, Teague, Sprague, Terrell, Woodcox, Duckett, Darrow, Stock, Baker

**NAYS:** None.

**ABSENT:** Scarlett, Hancock



## **D. PUBLIC COMMENT**

There were no public comments.

## **E. CONSENT CALENDAR**

1. Board of Directors Meeting *Draft* Minutes – June 27, 2014
2. US Bank Custodial Account Statement – June 30, 2014
3. Local Agency Investment Fund (LAIF) Quarterly Statement of Investment – June 30, 2014
4. SCORE Checking Account Transaction List – March – May 2014
5. Investment Statements from Chandler Asset Management as of June 30, 2014
6. ACI Utilization Report as of June 30, 2014

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

**MOTION:** Pamela Russell    **SECOND:** Steve Baker    **MOTION CARRIED**

**AYES:** Sorensen, Van Groningen, McKay, Bains, Russell, Romaine, Jankovitz, Goodwin, Carroll, Teague, Sprague, Terrell, Woodcox, Duckett, Darrow, Stock, Baker

**NAYS:** None.

**ABSENT:** Scarlett, Hancock

## **F. ADMINISTRATIVE REPORTS**

### **F1. President's Report**

Mr. Carroll had no items to report.

### **F2. Alliant Update**

Mr. Marcus Beverly explained that the CAJPA Accreditation is in process audited by Mr. Robin Johnson. Mr. Beverly noted that there were a couple of follow up items that will be address and he expects that SCORE will be re-accredited with Excellence. Mr. Beverly advised that he will also be meeting with York Risk Services to perform a Workers' Compensation claims review on September 10, 2014. He then notes the Liability claims that requires authority regarding Shivy vs. City of Weed. He requests that an emergency Executive Committee meeting for settlement authority on this claim on Monday at 1 pm. Mr. Carroll confirmed that the Executive Committee can grant authority for this claim. Mr. Baker, Ms. Russell and Mr. Duckett are available for a Special Executive Committee teleconference at 1pm.



## **G. JPA BUSINESS**

### **G1. Agenda Posting Policy**

Mr. Beverly explained that as part of the CAJPA Accreditation standards, a copy of the Agenda must be posted and visible to the public 24/7. He explains that Alliant's Sacramento office does not have the ability to do so. He then mentions that the City of Yreka is listed in the JPA Agreement as the member who exercises the power of the authority. Mr. Baker has confirmed that he can act as the designated location in posting the agendas. A copy of the posting policy is included

**A motion made to approve the City of Yreka as the designated location for SCORE's Agendas postings and if not available the President and/or Vice President will post the Agenda on behalf of SCORE.**

**MOTION:** Pamela Russell **SECOND:** Linda Romaine **MOTION CARRIED**

**AYES:** Sorensen, Van Groningen, McKay, Bains, Russell, Romaine, Jankovitz, Goodwin, Carroll, Teague, Sprague, Terrell, Woodcox, Duckett, Darrow, Stock, Baker

**NAYS:** None.

**ABSENT:** Scarlett, Hancock

### **G2. Safety and Loss Control Plan and Funding for FY 2014/15**

Mr. Beverly explained that at the last June 27, 2014 Board of Directors meeting a presentation was given by DKF Solutions who made recommendations on a Service Plan going forward. An Ad Hoc Committee then reviewed the Service Plan and made a recommendation which narrows the plan to the leading losses for Workers' Compensation and Liability. Members also expressed the desire to have an on-site visit at least once a year and also to have an ongoing hotline service to answer any questions pertaining to OSHA and general risk management questions. Mr. Beverly would also like to suggest that a Risk Management Scorecard is developed.

Mr. Beverly advised that the new proposed Safety and Loss Control Plan will be as follows:

#### General Liability:

1. Audit 2 member sewer plans, with report to Board and one workshop. Fee = \$16,000.
2. Two maintenance trainings, with CE credit. Fee = \$8,000.

#### Workers' Compensation:

1. Site visit with 90 minute biomechanics training and review of operations/current practices, without developing an OSHA policy. Fee = \$2,340 x 18 = \$42,120.

#### General Risk Control:

1. Phone and email hotline. Fee = \$1,350 x 12 = \$16,200.

The total for above is \$82,320. The total with only one sewer plan audit is \$75,320.



Mr. Beverly noted that SCORE budgeted \$75,000 and if only one sewer plan audit is done would be \$75,320. He explained that he recommends two audits as CJPRMA has in the past charged for online training which SCORE has opted out of which saves SCORE \$7,000 off of SCORE's excess liability premium. CJPRMA also offers \$3,000 to SCORE for training.

A motion was made to approve the Safety and Loss Control Service Plan at the amount of \$82,320.

**MOTION:** Steve Baker     **SECOND:** Laurie Van Groningen     **MOTION CARRIED**  
**AYES:** Sorensen, Van Groningen, McKay, Bains, Russell, Romaine, Jankovitz, Goodwin, Carroll, Teague, Sprague, Terrell, Woodcox, Duckett, Darrow, Stock, Baker  
**NAYS:** None.  
**ABSENT:** Scarlett, Hancock

### **G3.    October Training/Planning Day & Board Meeting Topics**

Mr. Beverly explained that SCORE conducts an annual meeting for training and/or long-range planning for members to learn and guide the organization from a long-range and policy perspective. Mr. Beverly provided the Board with a brief description of the draft Agenda for the meeting on October 16 and 17, 2014. Mr. Beverly explains that no action is necessary for this item and he is just looking for feedback.

### **H. CLOSING COMMENTS**

Ms. Linda Romaine advised that she will be available for the Emergency Executive Committee meeting on Monday at 1 pm.

Mr. Carroll reminded everyone to be up to date as respects their AB 1234 and AB 1825 training. He asked if any member would like to host the AB 1825 training to get in contact with Mr. Carroll to facilitate an ERMA training which is free to SCORE members.

Mr. Beverly also reminded members that members are required to complete an ethics training course if they are required to file a Form 700.

Mr. Tracey Smith-Reed mentioned that SCORE is currently in the middle of the audit and Crowe Horwath hopes to have the audit completed by next week and it will be presented at the October Board of Directors meeting.

### **AJOURNMENT**

The meeting was adjourned at 10:10 am.

**NEXT MEETING DATE: October 17, 2014 in Olympic Valley, CA**



Respectfully Submitted,

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Pamela Russell, Secretary

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Date