



**MINUTES OF THE
NCCSIF EXECUTIVE COMMITTEE MEETING
TELECONFERENCE
SEPTEMBER 13, 2012**

MEMBERS PRESENT

John Brewer, City of Corning
Karin Helvey, City of Gridley
Liz Ehrenstrom, City of Oroville
Sandy Ryan, City of Red Bluff
Tim Sailsbery, City of Willows
Steve Kroeger, City of Yuba City
Gina Will, Town of Paradise

MEMBERS ABSENT

Jeff Kiser, City of Anderson

GUESTS & CONSULTANTS

Susan Adams, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Laurence Voiculescu, Alliant Insurance Services
Alana Theiss, James Marta & Company
Craig Wheaton, York Risk Services
Ben Burg, York Risk Services

A. CALL TO ORDER

The meeting was called to order at 10:32 a.m.

B. PUBLIC COMMENTS

There were no public comments made.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Steve Kroeger **SECOND:** Tim Sailsbery **MOTION CARRIED**



D. CONSENT CALENDAR

1. Executive Committee Teleconference Meeting Draft Minutes – July 19, 2012
2. Check Register at June 30, 2012
3. Investment Reports
 - a. LAIF as of June 30, 2012
 - b. Chandler Asset Management – Short/Long Term – June, July & August, 2012
 - c. Treasurer’s Report as of June 30, 2012
4. Utilization Report for Safety Grant Funds as of June 30, 2012
5. Letter of Opposition AB 2451 (Perez)

A motion was made to approve the Consent Calendar.

MOTION: Gina Will **SECOND:** Sandy Ryan **MOTION CARRIED**

E. MINUTES AND REPORTS

1. Board of Directors Meeting Draft Minutes – June 14, 2012
2. Risk Management Committee Meeting Draft Minutes – June 14, 2012
3. Claims Committee Meeting
 - a. Claims Committee Meeting Minutes – May 10, 2012
 - b. Closed Session Items Management via Teleconference (Verbal)
4. CJPRMA Investment Report ending June 30, 2012
5. CSAC EIA Investment Report – Quarter ending June 30, 2012

These items are provided as information only.

F. FINANCIAL REPORTS

F1. Quarterly Financial Report for Period Ending June 30, 2012

Ms. Alana Theiss from James Marta & Company gave a presentation regarding the Quarterly Financial Report for Period Ending June 30, 2012. Ms. Theiss advised that the pool itself showed a loss which was due to dividends paid out of \$4.4 million. The NCCSIF Liability Shared Risk layer is currently in a deficit of \$865,000 which should be discussed by Board. This was due to large claims paid as well as large adjustments. Mr. James Marta will be available to discuss the item in further detail with the Board of Directors. She then advised that the NCCSIF Workers’ Compensation Shared Risk layer equity remains healthy noting that the actuary decreased the WC Shared Risk liabilities from previous years.

A motion was made to receive and file the Quarterly Financial Report for Period Ending June 30, 2012.

MOTION: Tim Sailsbery **SECOND:** Sandy Ryan **MOTION CARRIED**



F2. Update on YE 2012 Financial Audits

Ms. Theiss provide the Committee with an update on the NCCSIF Financial Audits for Year Ending 2012 advising that a draft has been received showing no adjustments. The Committee requests a Finance Committee meeting to be scheduled to review the Draft Financial Audits. Ms. Theiss will schedule the meeting accordingly.

G. JPA BUSINESS

G1. Review of Preliminary 2013 Meeting Calendar

Ms. Adams explained to the Committee that the Preliminary 2013 Meeting Calendar primarily schedules upcoming meetings on the third Thursdays of each scheduled month with exceptions to those conflicting with CJPRMA meeting dates. No action was taken on this item.

G2. Long Range Planning Items

G2a. Long Range Planning Items List

The Long Range Planning Items list is presented as an information item and will be a working document detailing the needs of the JPA.

G2b. Discussion of December 13, 2012 Long Range Planning Meeting

Ms. Adams advised that in order to receive the CAJPA Accreditation with Excellence a JPA must have a Long Range Planning Session every three years. Staff recommends considering Long Range Planning session as a part of a regular Board meeting in December to address the financial components of the NCCSIF pool that are currently impacted due to the economy which would include the following: Issues with the Liability shared layer; Confidence level funding; Investment income rates used for discounting losses; Assessments and Distributions from Retrospective Rating programs; and Financial solvency of members.

Upon further discussion, the Committee decided to hold a Long Range Planning meeting prior to NCCSIF's December Board of Directors meeting recognizing the time constraint presented at the previous Long Range Planning/Board of Directors meeting in the prior year. Staff will present possible meeting dates to the Board of Directors for approval at the October 18, 2012 Board of Directors meeting.

A motion was made to approve a Long Range Planning meeting prior to the December 13, 2012 Board of Directors meeting.

MOTION: Steve Kroeger **SECOND:** Karin Helvey **MOTION CARRIED**



G3. Lunchtime Presentation

Ms. Adams advised that staff has provided a list of presentations for upcoming Board of Directors meetings upon which Mr. Tim Sailsbery suggested removing the Investment Report from Chandler and requesting Chandler to present to NCCSIF on an annual basis.

Mr. Kroeger suggested having members discuss past claims and their approach for other members to take home. Ms. Adams advised that York would be able to provide a presentation regarding losses that occurred within other entities that may pertain to NCCSIF members.

A motion was made to approve the list of recommended lunchtime presentations as discussed above.

MOTION: Steve Kroeger **SECOND:** Karin Helvey **MOTION CARRIED**

G4. Property Appraisals

Ms. Adams advised that staff has issued a Request for Proposal (RFP) which was sent to seven vendors of which three proposals were received from American Appraisal, AssetWorks, and Cbiz. The proposals included property and contents for all members based on the current schedule of locations that is used for the PEP/IP program. Out of the three proposals AssetWorks offered the lowest price at \$120,500. Ms. Adams advised that the Executive Committee approved a budget of \$70,000 for the Property Appraisals and suggested delaying the property appraisals another year due to budgetary purposes.

Mr. Kroeger suggested discussing the possibility of splitting the cost over a two year period. Upon further discussion the Committee directed staff to approach AssetWorks with a two year agreement option.

A motion was made to request a 2 year agreement option from AssetWorks splitting the cost of the NCCSIF property appraisals over two years.

MOTION: Tim Sailsbery **SECOND:** Steve Kroeger **MOTION CARRIED**

G5. CAJPA Accreditation Update

Ms. Adams explained that the CAJPA Audit was finalized at the June 11, 2012 CAJPA Accreditation Board meeting and NCCSIF was approved for "Accreditation with Excellence". \$5,850 was budgeted and paid for the 2011/12 fiscal year for this review and Accreditation with Excellence results in a \$7,500 credit towards NCCSIF's Excess Workers' Compensation premium with CSAC-EIA. An award will be presented by a representative from CAJPA at the next Board of Directors meeting in October.



G6. Police Risk Management Committee Meeting Discussion

Ms. Adams advised that a Police Risk Management Committee meeting was held on August 13, 2012 at Yuba City Police Department with a great turnout. The Police Risk Management Committee reviewed losses, discussed exposures and hosted a training session. Ms. Adams also noted the Police Risk Management issues which were brought to light that are in need of financial assistance possible from the JPA. Also, a Chair and Vice-Chair were appointed at the Police Risk Management Committee meeting who will attend the Risk Management Committee meetings to report items pertaining to the Police Risk Management Committee.

A motion was made to continue the Police Risk Management Committee meetings on a quarterly basis.

MOTION: Steve Kroeger **SECOND:** John Brewer **MOTION CARRIED**

H. INFORMATION ITEMS

- H1. CAJPA Conference – September 18, 2012 in South Lake Tahoe, CA**
- H2. NCCSIF Meeting Calendar 2012**
- H3. NCCSIF Resource Contact Guide**
- H4. PARMA Conference – February 3 – 6, 2013 at Rancho Mirage, CA**

These items were provided as information only.

I. ADJOURNMENT

The meeting was adjourned at 11:20 a.m.