



**MINUTES OF THE
NCCSIF EXECUTIVE COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
SEPTEMBER 29, 2016**

COMMITTEE MEMBERS PRESENT

Satwant Takhar, City of Marysville
Corey Shaver, City of Nevada City
Liz Ehrenstrom, City of Oroville
Dave Warren, City of Placerville (Chair)
Natalie Springer, City of Yuba City

COMMITTEE MEMBERS ABSENT

Toni Benson, City of Colusa
Jim Francis, City of Folsom
Paula Islas, City of Galt (CJPRMA Board Representative - non-voting)
Jon Hanken, City of Ione
Michael Daly, City of Jackson
Tim Sailsbery, City of Willows (Treasurer - non-voting)

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services	Dori Zumwalt, York Risk Services
Michael Simmons, Alliant Insurance Services	Cameron Dewey, York Risk Services
Raychelle Maranan, Alliant Insurance Services	Ben Burg, York Risk Services
James Marta, James Marta and Company	

A. CALL TO ORDER

Mr. Dave Warren called the meeting to order at 10:33 a.m.

B. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Satwant Takhar **Second:** Liz Ehrenstrom **Motion Carried**
Ayes: Takhar, Shaver, Ehrenstrom, Warren, Springer

C. PUBLIC COMMENTS

No public comments were made.



D. CONSENT CALENDAR

1. Executive Committee Meeting Minutes - May 19, 2016
2. Check Register from May 1, 2016 to August 31, 2016
3. Investment Reports
 - a. Chandler Asset Management Short/Long Term - May 2016 to August 2016
 - b. Local Agency Investment Fund (LAIF) Report as of June 30, 2016
 - c. Treasurer's Report as of June 30, 2016

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

Motion: Liz Ehrenstrom **Second:** Corey Shaver **Motion Carried**
Ayes: Takhar, Shaver, Ehrenstrom, Warren, Springer

E. ADMINISTRATION REPORTS

E1. President's Report

Mr. Warren indicated the Intaact Accounting system that the Board approved at the April Board meeting is up and running. The system is intuitive and it makes the check approval a seamless process.

E2. Program Administrator's Report

Mr. Marcus Beverly had no items to report.

F. FINANCIAL REPORTS

F1. Quarterly Financial Report for Period Ending June 30, 2016

Mr. James Marta reviewed the Quarterly Financial Report for Period Ending June 30, 2016. Mr. Marta presented the highlights of the report. The Liability Program Shared Layer is in a deficit position.

Mr. Marta proceeded and reviewed the Budget-to Actual.

Michael Simmons arrived at 10:56 a.m.

A motion was made to accept and file the Quarterly Financial Report for the period ending June 30, 2016.

Motion: Liz Ehrenstrom **Second:** Satwant Takhar **Motion Carried**
Ayes: Takhar, Shaver, Ehrenstrom, Warren, Springer



F2. Budget-to-Actual as of June 30, 2016

The Budget-to-Actual was reviewed under item F1.

F3. FY 15/16 Financial Audit Update

Mr. James Marta reported that the 15/16 Financial Audit is underway. Crowe Horwath LLP is finishing up on their audit and expect to have the report by the October Board meeting.

Information only.

F4. Consideration for Positive Pay Services with Tri Counties Bank

Mr. Marcus Beverly reported the Positive Pay feature is designed to reduce fraud to NCCSIF's checking account. Each check presented for payment is validated against a file provided by York Risk Services, for claim payments, or James Marta & Co., for all other payments. This reduces the risk of fraud from altered, lost, stolen or counterfeit checks. The process also simplifies the check reconciliation process and reduces the risk of ACH debit fraud.

After discussion, it is unclear exactly the cost to add the positive pay feature. The Committee directed the Program Administrators to obtain a cost comparison for each of the two options for positive pay services to the current checking account. This item was tabled to the October Board meeting.

G. JPA BUSINESS

G1. Meeting Calendar Update

G1a. 2016 Meeting Calendar Change

The Committee approved an Expanded Risk Management Committee Meeting in October 2016 to provide more time for claims analysis, policy review and updates to members' scorecards. The Committee recommended canceling the Risk Management Committee Meeting in December for an all-day Board Training Day.

A motion was made to approve the changes to the 2016 Meeting Calendar to the Board.

Motion: Liz Ehrenstrom

Second: Natalie Springer

Motion Carried

Ayes: Takhar, Shaver, Ehrenstrom, Warren, Springer

G1b. Preliminary 2017 Meeting Calendar Change

Mr. Marcus Beverly asked for the Committee to review the dates and advise if there are any conflicts. Some of the proposed dates were changed to work around the CJPRMA meeting dates to lessen conflict with Ms. Paula Islas' schedule as she is the CJPRMA Board Representative.



After review, the Committee approved recommending the preliminary 2017 Meeting Calendar to the Board.

A motion was made to recommend the Preliminary 2017 Meeting Calendar to the Board of Directors.

Motion: Satwant Takhar **Second:** Liz Ehrenstrom **Motion Carried**
Ayes: Takhar, Shaver, Ehrenstrom, Warren, Springer

G2. Nomination of Officers - 2017

Mr. Beverly reported that the President position is the only officer position that is up for nomination. Mr. Beverly indicated that Mr. Dave Warren assumed the office of President less than six months ago and is serving the remainder of the prior President's term ending December 31, 2016. Dave Warren is willing to serve for another term.

The Committee nominated Dave Warren for the President position and recommended the slate of officers and the new set of Executive Committee for 2017 based on the Executive Committee Rotation Schedule to the Board.

A motion was made to nominate Dave Warren for President and recommend the 2017 Slate of Officers and Executive Committee to the Board.

Motion: Liz Ehrenstrom **Second:** Corey Shaver **Motion Carried**
Ayes: Takhar, Shaver, Ehrenstrom, Warren, Springer

G3. FY 16/17 Police Risk Management Grant Funds Allocation and Usage

Mr. Marcus Beverly indicated that due to varying needs of each agency the Police Risk Management Committee (PRMC) had approved allocating the funds to the members. The allocation calculation was based on the same allocation used for the 14/15 body camera grants. Allotment of funds is equal to the cost of the number of cameras previously distributed to the members. It was noted the discounted group rate per camera is \$757.50. The PRMC agreed to provide options to use the grant for other risk management functions specifically for those members that have fully funded their body camera program, such as replacing duty belts with duty vests. Options for other uses would make the best use of the grant funds. Mr. Beverly indicated the process to request use of the Police Risk Management Grant can follow the same guidelines as the Risk Management Reserve Fund.

A motion was made to approve the \$50,000 budget per the allocation as presented and the option for members to use the grant for other risk management functions if member agency's body camera program is fully funded.

Motion: Liz Ehrenstrom **Second:** Satwant Takhar **Motion Carried**
Ayes: Takhar, Shaver, Ehrenstrom, Warren, Springer



G4. Claims Services

G4a. Approval of NCCSIF Defense Attorney List for Workers' Compensation

Mr. Marcus Beverly reported that the Claims Committee reviewed this item at its earlier meeting and the Claims Committee recommended the addition of Isaac Escobedo from Mullen & Filippi, LLP law firm to the NCCSIF Workers' Compensation Counsel Approved List; and removal of Kurt Petersen from D'Andre, Peterson, Bobus & Rosenberg law firm from the NCCSIF Workers' Compensation Counsel Approved list.

A motion was made to approve addition of Isaac Escobedo from Mullen & Filippi, LLP law firm to the NCCSIF Workers' Compensation Counsel Approved List; and removal of Kurt Petersen from D'Andre, Peterson, Bobus & Rosenberg law firm from the NCCSIF Workers' Compensation Counsel Approved List.

Motion: Liz Ehrenstrom

Second: Satwant Takhar

Motion Carried

Ayes: Takhar, Shaver, Ehrenstrom, Warren, Springer

G4b. Approval of 2016 Workers' Compensation Claims Audit

Mr. Marcus Beverly indicated that NCCSIF is scheduled to conduct the Workers' Compensation Claims Audit this year. Alliant have requested proposal from Farley Consulting Services (FCS), the firm that has conducted the last audit for NCCSIF. The proposal is for \$10,500, but was budgeted for \$8,000. This audit is normally done in October however, CSAC EIA, excess WC carrier, is also conducting a claims audit in October and therefore, FCS audit will be delayed until March 2017.

A motion was made to approve Farley Consulting Services as the Workers' Compensation Claims Auditor for 2016.

Motion: Liz Ehrenstrom

Second: Natalie Springer

Motion Carried

Ayes: Takhar, Shaver, Ehrenstrom, Warren, Springer

G4c. Workers' Compensation Claims Administration Performance Plan

Mr. Beverly indicated that the regular Service Provider Survey conducted recently revealed concerns with the Workers' Compensation (WC) claims management by York. A subsequent survey and Board discussion regarding the WC claims administration led to a meeting with York and select Executive Committee members to address member concerns and develop the Performance Plan. Mr. Beverly reviewed the Performance Plan to the Board. The objective is to keep member apprised on the status of the claims and an open line of communication with the members.

Ms. Dori Zumwalt indicated that York will be providing a quarterly report detailing trends and claims statistics to keep members apprised of the claims management as part of the Performance



Plan. This quarterly report is being presented to the Committee for review and comment before presenting it to the Board. York is conducting Workers' Compensation 101 Trainings at member's locations.

Information only.

The Committee recessed for lunch at 11:55 a.m.

Ben Burg left the meeting during lunch.

The meeting resumed at 12:15 p.m.

G5. Change in Members Transit Coverage Structure

Mr. Beverly indicated that the California Transit Indemnity Pool (Cal TIP) is changing their claims management procedure that impacts the coverage structure of three NCCSIF members with fixed route transit: City of Folsom, City of Dixon and City of Auburn. Currently, NCCSIF covers transit exposure up to \$250,000, but it is excluded for coverage through CJPRMA. Cal TIP is phasing out the option for members' to use its own claims adjusters. The change in claims management complicates the coverage structure in both Pools due to the interrelated issues such as funding plan in NCCSIF is based on payroll and Cal TIP rating plan is based on miles.

Mr. Simmons indicated that if NCCSIF were to exclude transit coverage CalTIP provided an estimate indication for these three members at the various self-insured retention offered in the program at \$10,000, \$50,000, and \$100,000 attachments. Regardless of which attachment each member chooses it would have a premium charge to purchase coverage outside the pool. After conversation with both Cal TIP and York, it was concluded that members can use their Banking layer through NCCSIF to pay claim costs as it occurs in the Cal TIP Pool, but it does not work as well with the Shared Risk layer. Mr. Simmons stated that the three members are not aware of the change and this is the first discussion to know the goal of the organization before proceeding with alternatives.

After extensive discussion, the Committee directed Program Administrators to reach out to the three affected members to get their input and tabled this matter to the Board for review.

G6. December 2016 Training Day

Mr. Beverly reviewed the training topics for the Training Day in conjunction with the Board Meeting in December. After discussion, the Committee suggested the following topics:

- Overview of Funding Formulas
- Best Practices for Workers' Compensation Claims
- Drone Coverage
- Investment 101
- CJPRMA Update and Services



- Liability Shared Risk Layer Deficit Plan
- New Member Orientation
- Body Camera Use and appropriate Use of Force
- Legal Marijuana in anticipation of Proposition 64 passage in November ballot

G7. Round Table Discussion

Ms. Liz Ehrenstrom asked clarification on Claims Reporting procedure specifically vehicle and property related claims. Mr. Beverly indicated that the APIP Claims Reporting Procedure has detailed instructions including the names of the people that needs to be notified upon learning of an incident. Mr. Beverly noted that there is 7 days reporting period for the Pollution and coverage would be limited if members do not promptly report a claim. When in doubt report it to the Program Administrators.

H. INFORMATION ITEMS

1. NCCSIF Organizational Chart
2. NCCSIF Travel Reimbursement Form
3. NCCSIF Resource Contact Guide

These items were provided as information only.

I. ADJOURNMENT

The meeting was adjourned at 12:58 p.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Corey Shaver", is written over a horizontal line.

Corey Shaver, Secretary

4/11/17
Date