



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
BOARD OF DIRECTORS MEETING MINUTES
ROCKLIN POLICE DEPARTMENT EOC, ROCKLIN, CA
OCTOBER 24, 2019**

BOARD OF DIRECTORS PRESENT

Liz Cottrell, City of Anderson
Tom Watson, City of Corning (Alternate)
Rachel Ancheta, City of Dixon
Kara Reddig, City of Elk Grove (Alternate)
Kristine Haile, City of Folsom (**Vice Chair**)
Joanne Narloch, City of Galt
Elisa Arteaga, City of Gridley (Alternate)

Yvonne Kimball, City of Jackson
Jennifer Styczynski, City of Marysville
Loree McCay, City of Nevada City
Liz Ehrenstrom, City of Oroville (**Chair**)
Crystal Peters, Town of Paradise (Alternate)
Dave Warren, City of Placerville
Kimberly Sarkovich, City of Rocklin

OTHER MEMBERS PRESENT

Jim Ramsey, City of Elk Grove
Julie Rucker, City of Elk Grove
Kathryn Bandy, City of Folsom

Katie Mulhern, City of Folsom
Andy Schiltz, City of Rocklin (Alternate)

BOARD OF DIRECTORS ABSENT

Cristina Shafer, City of Auburn
Toni Benson, City of Colusa
Kristina Miller, City of Corning
Brad Koehn, City of Elk Grove
Jim Francis, City of Folsom
City of Gridley (primary Board vacant)
Jon Hanken, City of Ione

Veronica Rodriguez, City of Lincoln
Gina Will, Town of Paradise
Sandy Ryan, City of Red Bluff
Jose Jasso, City of Rio Vista
Tim Sailsbery, City of Willows
Natalie Springer, City of Yuba City

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Michael Simmons, Alliant Insurance Services
Raychelle Maranan, Alliant Insurance Services
James Marta, James Marta & Company
Dori Zumwalt, Sedgwick
Jill Petrarca, Sedgwick

Dave Beal, Sedgwick
Carlos Oblites, Chandler Asset Management
Matthew Nethaway, Crowe LLP
Marylin Kelley, former Program Administrator
Bruce Cline, past Board Member

A. CALL TO ORDER

Chair Liz Ehrenstrom called the meeting to order at 10:44 a.m.

B. INTRODUCTIONS

Introduction was made and the majority of the members were present constituting a quorum.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.



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MOTION: Liz Cottrell

SECOND: Dave Warren

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich

Nays: None

D. PUBLIC COMMENTS

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Meeting Minutes - June 13, 2019
2. Check Register from May 1, 2019 to August 31, 2019
3. Investment Reports
 - a. Chandler Asset Management Short/Long Term - May 2019 to August 2019
 - b. Chandler Asset Management GASB 40 Reports as of June 30, 2019
 - c. Chandler Asset Management GASB 72 Reports as of June 30, 2019
 - d. Local Agency Investment Fund (LAIF) Report as of June 30, 2019
 - e. Treasurer's Report as of June 30, 2019
4. PMIA Performance Report & LAIF Performance Report QE June 30, 2019
5. Policy and Procedure A-9: Attachment A Defense Attorney List for Liability Revised as of September 26, 2019
6. Legal Services Agreement with Gibbons & Conley effective July 1, 2019
7. Police Risk Management Grant Funds Utilization Report as of October 2019
8. Sedgwick Workers' Compensation Quarterly Claims Report
9. APIP Alliant Commission Disclosure Letter and Fact Sheet Retail v. Wholesale Commissions

A motion was made to approve the Consent Calendar as posted.

MOTION: Kristine Haile

SECOND: Liz Cottrell

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich

Nays: None

F. GENERAL RISK MANAGEMENT ISSUES

Mr. Marcus Beverly encouraged members to read the CAJPA Key Bill list to keep informed on broad spectrum of issues affecting members and for legislative awareness.



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G. SUMMARY OF THE SEPTEMBER 26, 2019 EXECUTIVE COMMITTEE MEETING

Mr. Beverly reported that the JPA owed CJPRMA, Excess Liability Provider, an additional cost estimated at around \$89,000 as a result of the Corridor Deductible arrangement made in 2013 for Fiscal Years, 13/14, 14/15 and 15/16.

H. ADMINISTRATION REPORTS

H.1. President's Report

Chair Ehrenstrom acknowledged Dave Warren of City of Placerville for his work on the new logos.

H.2. CJPRMA Update

Chair Ehrenstrom reported that she attended CJPRMA's two-day strategic planning session held earlier week. The facilitator discussed some goals such as: captive insurance placement, 100% membership retention, cost-benefit analysis to grow v. not grow membership and instituting an ex-mod factor for each member to ensure cost are allocated appropriately. Chair Ehrenstrom encouraged members to take advantage of all the trainings that CJPRMA provides throughout the year.

Mr. Beverly explained that captive coverage essentially is your own coverage such as NCCSIF, in which a parent group or groups create a licensed company to provide coverage for itself.

H.3. Program Administrator's Report

Mr. Beverly thanked all the Board members for their active participation in the organization. 2019 marks the fortieth anniversary of the JPA. NCCSIF have set some groundbreaking case law and most notably the recent case, Oroville v. Superior Court, which set precedent to inverse condemnation litigation in California.

The pool is now retiring the metal nameplates. Board members were given their respective nameplate to take home as a thank you for their contributions to the JPA.

I. JPA GOVERNANCE

I.1. Executive Committee Term Changes

Mr. Beverly indicated the Executive Committee (EC) rotates annually, on a calendar-year rotation, with each Member serving a two-year term. The EC recommended changing the EC term of office from calendar-year to fiscal-year basis to align with NCCSIF's operations. The key benefits with this change is enabling new EC members to learn by participating in the group's management



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cycle from the beginning of the process to end of fiscal year. In order to move forward with the change beginning July 1, 2020, the current EC terms rotation schedule would be extended by six months during the transitional period. EC members that are scheduled to rotate off ending December 31, 2019, will now rotate off to June 30, 2020.

The Board is in agreement with changing the EC terms of office from calendar year to fiscal year.

The Program Administrator will present the necessary change to the Bylaws at the December 2019 EC meeting for approval.

A motion was made to approve changing the Executive Committee term of office from calendar year to fiscal year and extending the current committee members terms by six months; and make the necessary change to the Bylaws.

MOTION: Kimberly Sarkovich **SECOND:** Dave Warren **MOTION CARRIED UNANIMOUSLY**
Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich
Nays: None

I.2. Appointment of CJPRMA Board Representative

Mr. Beverly indicated that the EC recommended appointment of Ms. Veronica Rodriguez as CJPRMA Board Representative.

Chair Ehrenstrom noted she is willing to remain as Alternate CJPRMA Board Representative for NCCSIF.

A motion was made to approve appointment of Veronica Rodriguez of City of Lincoln as CJPRMA Board Representative.

MOTION: Rachel Ancheta **SECOND:** Kris Haile **MOTION CARRIED UNANIMOUSLY**
Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich
Nays: None

I.3. Appointment of Treasurer

Mr. Beverly indicated that the Executive Committee recommended appointment of Mr. Tim Sailsbery as Treasurer. It was noted that Tim has been a long-standing Board member for at least 20 years.



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A motion was made to appoint Tim Sailsbery of City of Willows as NCCSIF Treasurer.

MOTION: Dave Warren

SECOND: Kristine Haile

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich

Nays: None

J. JPA BUSINESS

J.1. NCCSIF “REBRANDING”

Mr. Beverly indicated that Dave Warren of City of Placerville worked with a graphic artist to develop a modern logo to update the pool’s image and to commemorate the JPA’s fortieth anniversary. The anniversary represents a good time to assess the branding of the pool as NorCal Cities.

Presented as information only.

J.2. January 2020 Long Range Planning Meeting Draft Agenda

Mr. Beverly indicated the Long Range Planning (LRP) and Board meeting is scheduled for January 16, 2020. Mr. Beverly briefly reviewed the draft agenda: the morning session is the LRP and Michael Simmons will be the moderator for that portion; and the afternoon session is the Board meeting to conduct the regular business of the JPA. Topics includes: preparing for the future with environmental stresses, taken on higher SIR on excess liability, new benchmarks and AGRiP’s financial benchmarking initiative that compares NCCSIF to other pools across the country.

Chair Ehrenstrom encouraged members to attend the pre-meeting orientation as a refresher on NCCSIF’s programs and services.

J.3. 2020 Meeting Calendar

Mr. Beverly indicated the EC recommends approval of the 2020 meeting calendar.

A motion was made to approve the 2020 Meeting Calendar as presented.

MOTION: Liz Cottrell

SECOND: Kimberly Sarkovich

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich

Nays: None



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J.4. 2020 Service Calendar

Mr. Beverly reviewed the Service Calendar to the Board that outlines the timeline of the annual activities to be completed on behalf of NCCSIF. Activities have been highlighted to spot the key items that require participation from members: meetings in blue, requests for information in yellow, and training conferences in gray.

Presented as information only.

J.5. Service Providers Performance Evaluation Survey

Mr. Beverly indicated that every odd-numbered year the Board can elect to conduct an evaluation of all service providers per Policy and Procedure A-2, Service Provider Performance evaluation. This is typically a precursor to contract renewal or service issues. The last completed survey was done in January 2016 using SurveyMonkey online system.

The Board discussed if any major concerns with service providers that need to be addressed. The general consensus of the Board is to put off the survey until September 2020 as there were no critical concerns from members.

A motion was made to conduct the evaluation survey of all service providers in September 2020 with result to be presented at the October 2020 Board meeting.

MOTION: Rachel Ancheta **SECOND:** Kristine Haile **MOTION CARRIED UNANIMOUSLY**
Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich
Nays: None

J.6. Electronic Document Delivery Option

Mr. Beverly presented information to the Board regarding the options for NCCSIF members to receive their information. Members were asked to sign one form communicating how the city would like to receive information specific to their membership and separately the NCCSIF Board was asked to discuss and determine how they would like to receive the pool program information.

A motion was made to authorize the President to sign on behalf of the NCCSIF for electronic document delivery and for each member to sign for their own agency.

MOTION: Dave Warren **SECOND:** Crystal Peters **MOTION CARRIED UNANIMOUSLY**
Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich



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Mr. Oblites discussed about replacing the table of permitted investments with a more comprehensive written descriptions as part of revision next year.

A motion was made to approve the changes to the Investment Policy as presented.

MOTION: Kimberly Sarkovich **SECOND:** Dave Warren **MOTION CARRIED UNANIMOUSLY**
Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich
Nays: None

Matthew Nethaway arrived at 1:36 p.m.

K.2. FY 18/19 Financial Audit

Mr. Matthew Nethaway from Crowe LLP provided the Board a brief overview of the financial audit process. He noted the independent audit brings credibility to the financial information the Board receives throughout the year. The audit report is in draft form pending presentation to the Board as part of the audit process. The audit concluded no adjustment needed to be made. Once the report is finalized, Crowe will include an unmodified opinion on the financial statements.

Mr. Beverly noted printing error on page 185, page 3 of the MD&A (Management’s Discussion and Analysis), and replacement of that page was handed out to the Board.

A motion was made to receive and file the draft Financial Audit for Year Ending June 30, 2019

MOTION: Dave Warren **SECOND:** Jennifer Styczynski **MOTION CARRIED UNANIMOUSLY**
Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich
Nays: None

Matt Nethaway left the meeting at 1:45 p.m.

K.5. Resolution 20-01 Authorizing the Treasurer to Invest and Reinvest Funds

Mr. Beverly indicated that the Board must annually approve a resolution authorizing the NCCSIF Treasurer to invest and reinvest funds.

Mr. Jim Marta noted that the Treasurer does not make actual investment transactions on behalf of the pool.



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A motion was made to approve the NCCSIF Resolution 20-01 as presented.

MOTION: Tom Watson

SECOND: Kimberly Sarkovich

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Watson, Ancheta, Reddig, Haile, Narloch, Arteaga, Kimball, Styczynski, McCay, Ehrenstrom, Peters, Warren, Sarkovich

Nays: None

L. INFORMATION ITEMS

1. CalPELRA 2019 Conference (November 18-22, 2019) in Monterey, CA
2. PARMA 2020 Conference (February 25-28, 2020) in Monterey, CA
3. Glossary of Terms
4. NCCSIF Organizational Chart
5. NCCSIF 2019 Meeting Calendar
6. NCCSIF Resource Contact Guide
7. York Who's Who in Claims - WC and Liability Contacts
8. NCCSIF Travel Mileage Reimbursement Form

These items were provided as information only.

M. ADJOURNMENT

The meeting was adjourned at 1:49 p.m.

Post-meeting 40th Anniversary celebration was held at the Rocklin's Quarry Park Adventures.

Next Meeting Date: January 16, 2020 in Rocklin, CA

Respectfully Submitted,


Gina Will, Secretary

1/16/20
Date