



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
MARCH 28, 2024**

COMMITTEE MEMBERS PRESENT

Christy White, City of Anderson
Jen Leal, City of Auburn
Rachel Ancheta, City of Dixon – **Chair**
Allison Garcia, City of Folsom
Tameka Usher, City of Rocklin
Jen Lee, City of Rio Vista- **Treasurer**
Jennifer Styczynski, City of Marysville – **Secretary**
Marti Brown, City of Willows
Spencer Morrison, City of Yuba City- **Vice Chair**

COMMITTEE MEMBERS ABSENT

Sean Grayson, City of Nevada City

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Evan Washburn, Alliant Insurance Services
Summer Simpson, Sedgwick
Shane Baird, Sedgwick
Ritesh Sharma, James Marta and Company

Jenna Wirkner, Alliant Insurance Services
Stacey Bean, LWP
Brian Davis, Sedgwick
Tom Kline, Sedgwick

A. CALL TO ORDER

Chair Rachel Ancheta called the meeting to order at 10:32a.m.

B. ROLL CALL

Roll call was made, and the above-mentioned members were present constituting a quorum.

C. PUBLIC COMMENTS

Mr. Stacey Baird provided an update on the LWP Workers' Compensation team. Permanent assignments will be distributed today.

Stacey Bean left the meeting at 10:38a.m.

D. CONSENT CALENDAR

1. Executive Committee Meeting Minutes – September 21, 2023
2. Executive Committee Special Meeting Minutes – October 26, 2023
3. Check Register from October 1, 2023, to February 29, 2024
4. Investment Reports



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- a. Chandler Asset Management Short/Long Term – October 2023 to January 2024
- b. Local Agency Investment Fund (LAIF) Report as of December 31, 2023
- c. Treasurer’s Report as of December 31, 2023
5. ACI Specialty Benefits Quarterly Report
6. Lexipol Renewal Documents
 - a. Fire Pricing
 - b. Law Enforcement Pricing

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

MOTION: Jennifer Styczynski **SECOND:** Allison Garcia

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison

Nays: None

E. GENERAL RISK MANAGEMENT ISSUES

Members had no discussion on General Risk Management Issues.

F. ADMINISTRATION REPORTS

F.1. President’s Report

Spencer Morrison joined the meeting at 10:44a.m.

Ms. Rachel Ancheta discussed attending PARMA in February. Members discussed using Hannah Brophy for IDRs.

F.2. CJPRMA Update

Mr. Marcus Beverly provided an update on CJPRMA and our assessment for FY 24/25.

F.3. Program Administrator’s Report.

- a. Form 700 - Last Day to File April 3, 2024
- b. ID Fraud 24-25 Renewal
- c. Certificate Holder Updates – NCCSIF, CJPRMA and PRISM

Mr. Jenna Wirkner reminder members to file the annual form 700 and to complete the certificate holder updates.



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G. FINANCIAL REPORTS

G.1.a. Actuarial Study for Workers' Compensation Program

Mr. Beverly discussed the Actuarial Study for the Workers' Compensation Program. We have a 10% increase in payroll. The underlying rate is going down 5.1%. Assets increased more than the increase in Outstanding Liabilities, resulting in a 24.8% increase in Net Position.

A motion was made to recommend funding at the 80% Confidence Level and request the actuary finalize the report for the Board of Director.

MOTION: Spencer Morrison **SECOND:** Jennifer Styczynski **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None

G.2.1.b. Actuarial Study for Liability Program

Mr. Beverly discussed the Actuarial Study for the Liability Program. Payroll has a 13.2% rate increase. The shared layer is driving the increase for the combined rate of 10.6%. If we move to a \$1,250,000 SIR, we will eliminate the surcharge. The shared layer is driving the increase.

A motion was made to recommend funding at the 80% Confidence Level and increasing the SIR to \$1,250,00 and request the actuary finalize the report for the Board of Directors.

MOTION: Spencer Morrison **SECOND:** Tameka Usher **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None

G.2.a. Annual Banking Plan Adjustments (Workers' Compensation) - James Marta & Company

Mr. Ritesh Sharma discussed the Annual Banking Plan Adjustments for the Workers' Compensation Program. We would need \$3,435,648 to fund at the 90% confidence level. We would recommend giving back \$2,156,415.

A motion was made to recommend the Board of Directors approve the dividends and assessments as presented with a distribution of 35% of the available funds.

MOTION: Spencer Morrison **SECOND:** Jennifer Styczynski **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None



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G.2.b. Annual Shared Risk Plan Adjustments (Workers' Compensation) - Alliant Insurance Services

Mr. Beverly discussed the Annual Shared Risk Plan Adjustments. We use the actuarial report and see how much we have over the 90% confidence level and the net position minus 5 times the SIR. Members were reminded that they can move the refund to the Banking Layer when they complete the Refund and Assessment.

A motion was made to recommend the Board of Directors approve the dividends and assessments with a distribution of 50% of the available funds.

MOTION: Jennifer Styczynski **SECOND:** Spencer Morrison **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None

G.2.c. FY 23/24 Deposit Premium Calculations

Mr. Beverly discussed the FY 23/24 Deposit Premium Calculations. PRISM is still feeling the impact from the COVID claims. We are still waiting on the final premium for PRISM and possible adjustments to the admin expense. Payroll is going up almost 10.8%. Results will vary based on individual ex mods.

A motion was made to maintain funding at the 80% confidence level.

MOTION: Allison Garcia **SECOND:** Tameka Usher **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None

G.3.a. Annual Banking Plan Adjustments (Liability) - James Marta & Company

Mr. Sharma discussed the Annual Banking Plan Adjustments for Liability.

A motion was made recommend to the Board of Directors approve the dividends and assessments as presented with a distribution of 35% of available funds.

MOTION: Spencer Morrison **SECOND:** Jennifer Styczynski **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None



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G.3.b. Liability Program Annual Shared Risk Plan Adjustments.

Mr. Beverly discussed the Liability Program Annual Shared Risk Plan Adjustments. The Net Position above outstanding liabilities at the 90% Confidence Level is at \$2,760,000. Total Net Position is currently at 6x SIR of \$950,000.

A motion was made to recommend to the Board of Directors not to declare a refund or assessment.

MOTION: Jennifer Styczynski **SECOND:** Allison Garcia **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None

G.3.c. Liability Program Deposit Premium Calculations

Mr. Beverly discussed the Liability Program Deposit Premium Calculations. We do not have any members capped at 40%. We are planning to move to \$1,250,000 SIR if the Board of Directors agrees.

A motion was made to recommend to the Board of Directors to maintain funding at 80% confidence level with a \$1,250,000 SIR and no capping needed.

MOTION: Tameka Usher **SECOND:** Christy White **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None.

G.4. Property Program Funding and Appraisals

Ms. Evan Washburn gave an update on the Property Program Funding and Appraisals. Members discussed having everything over \$1,000,000 and WWTPs appraised to make sure everyone is adequately insured.

The Program Administrators will prepare an RFP to have additional buildings appraised.

Information only, not vote taken.

G.5. Police Risk Management Grant Funds

Ms. Washburn discussed moving the Police Risk Management Grant Funds from \$50,000 to \$100,000.



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A motion was made to recommend the Board of Directors increase the Police Risk Management Grant Funds from \$50,000 to \$100,000 annually.

MOTION: Tameka Usher **SECOND:** Spencer Morrison **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None.

G.6. FY 24/25 NCCSIF Administration Budget

Mr. Beverly discussed the FY 24/25 Administration Budget. We will review indemnity payments before the June meeting and see if we need to adjust the OSIP budget for FY 24/25.

Information only, not vote taken.

G.7. FY 24/25 NorCal Cities EC Committee Rotation and Officers

Ms. Wirkner discussed the FY 24/25 NorCal Cities Executive Committee Rotation and Officers. Members are encouraged to volunteer for the CJPRMA Alternate Board Member Vacancy and the Claims Committee for FY 24/25.

G.8. Preliminary 23/24 Meeting Calendar and Locations

Ms. Wirkner discussed the preliminary FY 24/25 Meeting Calendar and Locations. We recommend moving the May 2025 Police Risk Management Committee Meeting to the second week in May.

A motion was made to recommend the approval of the 23/24 Meeting Calendar to the Board of Directors and move the May Police Risk Management Committee Meeting to the second week in May.

MOTION: Jennifer Styczynski **SECOND:** Spencer Morrison **MOTION CARRIED**
Ayes: White, Leal, Ancheta, Garcia, Usher, Lee, Styczynski, Brown, Morrison
Nays: None.

Allison Garcia left the meeting at 12:20p.m.

G.9. FY 23/24 Renewal Updates

Mr. Beverly discussed the remaining FY 24/25 renewal estimates.

Information only, not vote taken.



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H.1. Quarterly Financial Report for Period Ending December 31, 2023

Mr. Sharma discussed the Quarterly Financial Report for Period Ending December 31, 2023.

A motion was made to accept and file the Financial Report as of December 31, 2023

MOTION: Spencer Morrison **SECOND:** Jennifer Styczynski **MOTION CARRIED**

Ayes: White, Leal, Ancheta, Usher, Lee, Styczynski, Brown, Morrison

Nays: None.

H.2. Budget-to-Actual as of December 31, 2023

Mr. Sharma discussed the Budget-to- Actual as of December 31, 2023. The DIR funding was over this year and will review indemnity payments as we closer to the June Board Meeting.

H. INFORMATION ITEMS

1. NCCSIF Organizational Chart
2. NCCSIF 2023-2024 Meeting Calendar

There was no discussion on these items.

I. ADJOURNMENT

The meeting was adjourned at 12:40p.m.

Respectfully Submitted,

Jennifer Styczynski, Secretary

11-7-24

Date