



President
Mr. Dave Warren
City of Placerville

Vice President
Ms. Liz Ehrenstrom
City of Oroville

Treasurer
Mr. Tim Sailsbery
City of Willows

Secretary
Ms. Corey Shaver
City of Nevada City

**NCCSIF
RISK MANAGEMENT COMMITTEE MEETING
AGENDA**

Date: Thursday, June 9, 2016
Time: 10:00 a.m.

Location: Rocklin Event Center - Garden Room
2650 Sunset Blvd.
Rocklin, CA 95677
(916) 625-5200

A – Action
I – Information

1 – Attached
2 – Hand Out
3 – Separate Cover
4 – Verbal
5 – Previously Mailed

MISSION STATEMENT

The Northern California Cities Self Insurance Fund, or NCCSIF, is an association of municipalities joined to protect member resources by stabilizing risk costs in a reliable, economical and beneficial manner while providing members with broad coverage and quality services in risk management and claims management.

- A. CALL TO ORDER**
- B. INTRODUCTIONS**
- C. APPROVAL OF AGENDA AS POSTED** **A 1**
- D. PUBLIC COMMENTS**
This time is reserved for members of the public to address the Committee on matters pertaining to NCCSIF that are of interest to them.
- pg. 3 **E. CONSENT CALENDAR** **A 1**
All matters listed under the consent calendar are considered routine with no separate discussion necessary. Any member of the public or Risk Management committee may request any item to be considered separately.
- pg. 4 1. Minutes of the Risk Management Committee Meeting - April 28, 2016
- F. RISK MANAGEMENT BUSINESS**
- 1. **Police Risk Management Committee (PRMC)**
- pg. 9 a. **PRMC Update** **I 1**
Tom Kline, Bickmore, will provide the Committee with a summary of the May 5, 2016, Police Risk Management Committee Meeting.
- pg. 11 b. **FY 16/17 Police Risk Management Grant Budget** **A 1**
The Committee will review and may recommend a budget for Police Risk Management grants.



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- pg. 12 2. **ACI Contract Renewal** **A 1**
The Committee will review and may recommend the ACI contract for Employee Assistance Program and Wellness Services.
- pg. 35 3. **Occu-Med Service Agreement Renewal** **A 1**
The Committee will review and may recommend Occu-Med's contract renewal.
- pg. 47 4. **FY 16/17 Risk Control Services Budget** **A 1**
The Committee will review and may recommend the Risk Control Budget.
- pg. 50 5. **Round Table Discussion** **I 4**
The floor will be open to Committee members for any topics or ideas that members would like to address.

G. INFORMATION ITEMS **I 1**

- 1. NCCSIF Travel Reimbursement Form

H. ADJOURNMENT

UPCOMING MEETINGS

- Police Risk Management Committee Meeting - August 4, 2016
- Executive Committee Meeting - September 29, 2016
- Claims Committee Meeting - September 29, 2016
- Board of Directors Meeting - October 27, 2016
- Risk Management Committee Meeting - October 27, 2016

Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Raychelle Maranan at Alliant Insurance Services at (916) 643-2712.

The Agenda packet will be posted on the NCCSIF website at www.nccsif.org. Documents and material relating to an open session agenda item that are provided to the NCCSIF Risk Management Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard Street, Suite 460, Sacramento, CA 95815.

Access to some buildings and offices may require routine provisions of identification to building security. However, NCCSIF does not require any member of the public to register his or her name or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
June 9, 2016**

Agenda Item E.

CONSENT CALENDAR

ACTION ITEM

ISSUE: The Risk Management Committee (RMC) reviews and approves items on the Consent Calendar as a whole. If an item requires clarification or amendment it may be pulled for separate discussion and the Committee may approve the remainder of the Consent Calendar. Any item removed from Consent will be agendaized later during the meeting as recommended by the Chair and approved by the Committee.

RECOMMENDATION: Review and approve the Consent Calendar.

FISCAL IMPACT: None.

BACKGROUND: The Committee regularly places the minutes of previous meetings on the Consent Calendar for approval, as well as any other routine items that generally do not require discussion.

ATTACHMENT(S): Minutes of the Risk Management Committee Meeting - April 28, 2016



**MINUTES OF THE
NCCSIF RISK MANAGEMENT COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
APRIL 28, 2016**

COMMITTEE MEMBERS PRESENT

Juanita Barnett, City of Anderson
Shari Harris, City of Auburn
Tom Watson, City of Corning
Jim Ramsey, City of Elk Grove
Kristine Haile, City of Folsom
Paula Islas, City of Galt
Matt Michaelis, City of Gridley
Astrida Trupovnieks, City of Lincoln

Corey Shaver, City of Nevada City
Liz Ehrenstrom, City of Oroville
Crystal Peters, Town of Paradise
Dave Warren, City of Placerville
Sandy Ryan, City of Red Bluff
Kimberly Sarkovich, City of Rocklin
Natalie Springer, City of Yuba City

OTHER MEMBERS PRESENT

George Silva, City of Dixon

DeeAnne Gillick, City of Rocklin

COMMITTEE MEMBERS ABSENT

City of Colusa (tbd)
Michelle Pellegrino, City of Dixon
Jon Hanken, City of Ione
Dalacie Blankenship, City of Jackson

Satwant Takhar, City of Marysville
Marni Rittburg, City of Rio Vista
Wayne Peabody, City of Willows

GUESTS & CONSULTANTS

Marcus Beverly, Alliant Insurance Services
Raychelle Maranan, Alliant Insurance Services

Henri Castro, Bickmore
Tom Kline, Bickmore
Jeff Johnston, Bickmore

A. CALL TO ORDER

Ms. Liz Ehrenstrom called the meeting to order at 10:08 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.

Motion: Kristine Haile

Second: Dave Warren

Motion Carried

Ayes: Barnett, Harris, Watson, Ramsey, Michaelis, Trupovnieks, Shaver, Ehrenstrom, Peters, Ryan, Sarkovich, Springer

Nays: None

F2. Risk Control Services Update

Ms. Henri Castro from Bickmore Risk Services presented the Risk Control Summary Report to the Risk Management Committee and reviewed the services Bickmore has provided during the 2015/16 program year. Members have received risk control services with implementing recommendations from the Hazard & Safety Assessments and ongoing support for various customized services as requested by members including on-site trainings, Cal/OSHA written program development for liability exposures, hazard and playground inspections and ergonomic evaluations. Two regional training was held on Traffic Control and Flagger Training and Sexual Harassment & Code of Conduct. Ms. Castro encouraged members to continually check the Bickmore website as it has wealth of information including pre-recorded webinars on various topics.

Information only, no action was taken.

F3. FY 16/17 Risk Control Proposed Service Plan and Contract

Mr. Jeff Johnston indicated as with the request of the Program Administrator the proposed risk control service plan and budget for FY 16/17 has two options: first, a more focused risk assessment to the current scope of services at an additional cost of \$750 per member for adding one day of service day, and the other option the same as the current scope with no change in the budget.

The Board had a lengthy discussion as to what constitute a service day. Ms. Henri Castro explained that a service day is not necessarily an on-site training, but more so an all-encompassing of services provided to the members from actual delivery of assessment to processes, tracking and updating of assessment to re-assessment. Bickmore tracks hours of service provided to each member to calculate the hours which in turn used towards the three service days included in the scope of service.

Ms. Henri Castro handed out an updated Scorecard for each member with the 35 categories from the initial assessments. However, the focus for the upcoming fiscal year is to pinpoint the main loss driver and exposures of the pool collectively to prioritize the risk management efforts and start implementing solution based approach with all the assessments that have been done over the years.

A motion was made to approve option 1 of the Risk Control Renewal Proposal for an additional service day for Hazard & Safety Assessment which cost \$750 per member for a budget increase of \$16,500.

Motion: Paula Islas

Second: Kristine Haile

Motion Carried

Ayes: Barnett, Harris, Watson, Ramsey, Michaelis, Trupovnieks, Shaver, Ehrenstrom, Warren, Ryan, Sarkovich, Springer

Nays: Peters

F4. FY 16/17 Risk Control Services Budget

Mr. Marcus Beverly presented the Risk Control Services Budget and noted it is the same items as last year. The \$16,500 increase on Bickmore's contract for the additional service day is included in the proposed budget. Mr. Beverly noted Alliant received the Lexipol renewal couple of days prior to the meeting and seeking price increase of 25%. It was noted it has been years since Lexipol have had price increase.

The Committee had a lengthy discussion on Occu-Med services and felt this is under-utilized.

Mr. George Silva mentioned that City of Dixon uses Occu-Med services extensively for pre-employment screening and fit for duty evaluation.

Ms. Natalie Springer indicated that City of Yuba City uses Occu-Med for QA2 service which is separate from the standard scope of job analysis and pre-employment screening service. QA2 service is an additional cost for the member which includes medical evaluation.

The Committee tabled this item for further review and evaluation of Lexipol and Occu-Med's services.

F5. Risk Management Policy and Procedure Reviews

F5a. RM-7 Aquatics Programs

F5b. RM-14 Urban Forest Management

Mr. Marcus Beverly reported both the Risk Management Policy RM-7 Aquatics Program and RM-14 Urban Forest Management were both reviewed at the November 19, 2015 Board meeting , but were tabled for further review by member staff.

The RM-7 Aquatics Programs (formerly Pool Operation) was reviewed by and revised with the assistance of aquatics safety consultant Jim Wheeler and the City of Folsom's Senior Recreation Coordinator, Chad Gunther.

The RM-14 Urban Forest Management is a new policy and was drafted based on feedback from certified arborist and reviewed by a staff arborist at the City of Oroville.

A motion was made to approve RM-7 Aquatics Programs and RM-14 Urban Forest Management Policy and Procedure as presented.

Motion: Kristine Haile

Second: Natalie Springer

Motion Carried

Ayes: Barnett, Harris, Watson, Ramsey, Islas, Michaelis, Trupovnieks, Shaver, Ehrenstrom, Peters, Warren, Ryan, Sarkovich

Nays: None



F6. Sidewalk Repair Services - Precision Concrete Cutting

Mr. Marcus Beverly indicated the Precision Concrete Cutting, a sidewalk trip hazard removal contractor, are being utilized by a number of members and other JPA risk pools for members to be aware of this vendor. Precision provide free inspection services with mapping of location per the member's criteria and unique sidewalk cutting method that cost an average of \$35 to \$50 per repair. A group pricing discount can be obtained if enough members are interested to utilize their services. Mr. Beverly noted Precision will be added to the NCCSIF Vendor Services Matrix.

F7. Round Table Discussion

Ms. Liz Ehrenstrom mentioned that the City of Oroville is holding a Job Analysis Regional Training on May 12th and 13th at the Oroville City Hall. The cost for the training is \$350. Anyone interested are welcome to attend.

G. INFORMATION ITEMS

1. NCCSIF Travel Reimbursement Form

H. ADJOURNMENT

The meeting was adjourned at 11:50 a.m.

Respectfully Submitted,

Corey Shaver, Secretary

Date



POLICE RISK MANAGEMENT COMMITTEE - UPDATE

INFORMATION ITEM

ISSUE: Mr. Tom Kline will provide the Committee with a summary of the May 5, 2016 Police Risk Management Committee and activities completed since the last Risk Management Committee meeting in April 28, 2016.

- Police Use of Force and the Mentally Ill, Body Camera Implementation - Phil Downs of AGHW - 5/5/16
- Body Worn Camera Equipment Update - James Hillary of VieVu - 2/4/16
- Body Worn Camera Policy - Leslie Stevens, Lexipol - 2/4/16
- Managing Social Media - Laura Cole, Cole Pro Media - 11/5/15
- 21st Century Policing - Lessons Learned: The Case for Change - Mark Wittenberg Training Inc. - 8/6/15
- Critical Incident Command - Leading in the Edge of Chaos - Police Chief Cynthia Renaud - 5/7/15
- Wellness and Fitness in Law Enforcement - The Tactical Athlete - Dr. Felicia Gomez - 2/5/15

There was discussion at the PRMC meeting about possible uses for police risk management grants for FY 15/16 to be used to maintain and enhance a member's existing body camera program. Some members need more cameras and some need video storage solutions, including a dedicated server or external hard drive, depending on the agency size. A few members would like to use the same guidelines as the risk management reserve fund guidelines to purchase equipment such as load bearing vests if the members already has a body camera program.

FISCAL IMPACT: None.

RECOMMENDATION: None - information only.

BACKGROUND: None.

ATTACHMENT(S): Police Risk Management Grant Funds - Proposed 2016 Allocation of \$50,000 Budget

**Police Risk Management Grant Funds
Proposed 2016 Allocation of \$50,000 Budget**

Member	2014 Camera Allocation	\$ amount at \$757.50 each = Proposed 2016 Grant Funding
Anderson	2	\$ 1,515
Auburn	4	\$ 3,030
Colusa	2	\$ 1,515
Corning	2	\$ 1,515
Dixon	4	\$ 3,030
Elk Grove	4	\$ 3,030
Folsom	5	\$ 3,788
Galt	4	\$ 3,030
Gridley	2	\$ 1,515
Ione	2	\$ 1,515
Jackson	2	\$ 1,515
Lincoln	4	\$ 3,030
Marysville	3	\$ 2,273
Nevada City	2	\$ 1,515
Oroville	4	\$ 3,030
Paradise	3	\$ 2,273
Placerville	2	\$ 1,515
Red Bluff	3	\$ 2,273
Rio Vista	2	\$ 1,515
Rocklin	4	\$ 3,030
Willows	2	\$ 1,515
Yuba City	4	\$ 3,030
Total	66	\$ 49,995



FY 16/17 POLICE RISK MANAGEMENT GRANT BUDGET

ACTION ITEM

ISSUE: Members are asked whether or not to continue funding grants for police risk management needs.

A total of \$50,000 has been included in the NCCSIF Administration budget for the last two years to encourage members to implement Body Worn Cameras for their police officers. Most members have begun using cameras and are focusing on purchasing additional cameras and/or improving their video storage capacity. Two members have fully funded their camera program and have been approved to use the funds on other risk management needs, such as duty vests to replace duty belts.

RECOMMENDATION: Review and recommend budget for Police Risk Management grants.

FISCAL IMPACT: Approval of \$50,000 included in Administration budget for FY 16/17.

BACKGROUND: The Board approved a FY 14/15 budget of \$50,000 for the purchase of body cameras for NCCSIF's police agencies. The funds were used to purchase a total of 58 cameras directly from VieVu at a quantity discount. Two members used the funds to purchase different cameras and two have yet to take advantage of the funds. The FY 15/16 budget also includes \$50,000 for police risk management grants contingent on Executive Committee approval of their use. The Executive Committee approved funding for body cameras and/or storage, with those members who don't need that equipment able to use the money for other risk management needs.

ATTACHMENT(S): None.



ACI CONTRACT RENEWAL

ACTION ITEM

ISSUE: The contract with ACI Specialty Benefits for Employee Assistance Program (EAP) and Wellness Services is up for renewal as of July 1, 2016.

RECOMMENDATION: The Program Administrator recommends approval of the 16/17 EAP and Wellness Services Coverage Renewal with ACI Specialty Benefits.

FISCAL IMPACT: NCCSIF pays for Member Wellness Services in the amount of \$14,880 as part of the administration budget. Individual members pay for the EAP services directly based on employee count.

BACKGROUND: The EAP and Wellness Services are well-utilized by NCCSIF members. The utilization rate for 2015 was 4.7%, great utilization considering that the national average is between 3% and 5%. Summary of Benefits for both EAP and Wellness Services are attached.

ATTACHMENTS:

1. ACI Service Renewal Letter 7/1/2016 - 7/1/2018
2. Summary of Benefits - CORE Wellness: Virtual Program 7/1/2016 - 7/1/2018
3. Summary of Benefits - EAP Program 7/1/2016 - 7/1/2018
4. Utilization Summary and Analysis 1/1/2015 - 12/31/2015



NCCSIF Service Renewal 2016

March 25, 2016

Marcus Beverly
 Vice President
Alliant Insurance Services, Inc.
 1792 Tribute Road, Suite 450
 Sacramento, CA 95815

It has been a pleasure to provide EAP and Wellness services to NCCSIF’s employees and their family members for the past 14 years. On behalf of the entire ACI staff, we appreciate your continued trust in ACI’s benefits and services.

Employee Assistance Program Highlights

NCCSIF and ACI have demonstrated a successful partnership measured by the 4.7% utilization of the benefit for the year of 2015. That is an increase from the previous year. Other program highlights include:

- City of Folsom – Health Fair October 6th
- City of Dixon – Webinar “Performance Management” November 18th
- Monthly HealthYMail Newsletters:
 - “Goal Setting”, “Maximizing Productivity”, “Financial Wellness”, “De-clutter E-clutter”, “Relationship Building”, “Coping with Crisis”, “Veterans”, “Leadership”, “Fall Perks”, “Modern Families”, “Improve Performance” and “Holiday Message”

Wellness Utilization Highlights

ACI was excited to implement the Annual Walking Challenge for NCCSIF. This challenge is designed to encourage employees to increase their physical activity, by walking or other modes of aerobic exercise, over the course of four weeks. Below are the results for the 2015 challenge:

	Participants	Average Steps	Total Steps	Total Miles
Grand Total	119	257,427	30,633,837	14,468



Please take a moment to review and confirm the renewal terms:

Renewal Terms	NCCSIF
Renewal Date	July 1, 2016
Renewal Term	Two Years
Programs Provided	Employee Assistance Program CORE Wellness Virtual
Renewal Rate	EAP: Rate Pass (see chart) Wellness: \$1.00 PEPM
Employee Count	See chart below on Pg. 3

City Participants

EAP Only				
City of Anderson	EAP	62	3 Session	\$2.16
City of Colusa	EAP	40	6 Session	\$2.34
City of Corning	EAP	48	6 Session	\$2.34
City of Lincoln	EAP	140	6 Session	\$2.34
City of Jackson	EAP	31	6 Session	\$2.34
EAP & Wellness				
City of Dixon	EAP & Wellness	99	6 Session + CORE Wellness Virtual	\$2.34 + \$1.00
City of Folsom	EAP & Wellness	380	3 Session + CORE Wellness Virtual	\$2.16 + \$1.00
City of Gridley	EAP & Wellness	84	6 Session + CORE Wellness Virtual	\$2.34 + \$1.00
City of Ione	EAP & Wellness	20	3 session + CORE Wellness Virtual	\$2.34 + \$1.00
City of Marysville	EAP & Wellness	53	3 Session + CORE Wellness Virtual	\$2.16 + \$1.00
City of Red Bluff	EAP & Wellness	82	6 Session + CORE Wellness Virtual	\$2.34 + \$1.00
City of Rio Vista	EAP & Wellness	43	3 Session + CORE Wellness Virtual	\$2.16 + \$1.00
Town of Paradise	EAP & Wellness	66	6 Session + CORE Wellness Virtual	\$2.34 + \$1.00
Wellness Only				
City of Auburn	Wellness	72	CORE Wellness Virtual	\$1.00
City of Galt	Wellness	170	CORE Wellness Virtual	\$1.00
City of Nevada City	Wellness	40	CORE Wellness Virtual	\$1.00
City of Oroville	Wellness	114	CORE Wellness Virtual	\$1.00
City of Placerville	Wellness	80	CORE Wellness Virtual	\$1.00
City of Willows	Wellness	35	CORE Wellness Virtual	\$1.00



This service renewal is subject to the same terms and conditions as the [Master Service Agreement](#). Non-renewal notices must be sent in writing 60 days prior to termination date.

Attached please find the updated Exhibit A which outlines the current service offerings. After reviewing the Service Renewal and initialing Exhibit A, please sign and return this document. Please keep a copy of each for your records.

If you have any questions or comments about this renewal, please contact your Account Manager, Kathryn Mullis.

Signature

Title

Date

SUMMARY OF BENEFITS

Prepared for:
NCCSIF

Provider:
ACI Specialty Benefits

Policy:
CORE Wellness Virtual

Summary Date:
3/25/2016

Start Date:
7/1/2016

Anniversary Date:
7/1/2018



NCCSIF



ACI
SPECIALTY
BENEFITS

PROGRAM INCLUSIONS

Benefit Description

ACI Specialty Benefits (ACI) will provide **CORE Wellness: Virtual Program**, a cost-effective wellness program featuring a user-friendly online portal that offers 24/7 access to employee wellness benefits and services.

CORE Wellness Program Overview

- CORE Wellness web portal
- Incoming telephonic and virtual wellness coaching
- CORE Wellness account management
- Weekly and monthly newsletters
- Customized promotional materials
- Participation reports

CORE Wellness Web Portal



- User-friendly online platform with employer-branded options
- Personal wellness dashboard uniquely tailored to each employee and family member
- Health Assessments (i.e. Personal Health Assessment (PHA), Risk Advisor, Progress Report, My Health Articles, Screening Results, Body Mass Index (BMI), Analyze My Diet, My Nutritional Needs)
- Wellness workshops
- Wellness library
- Trackers: diet and exercise
- Meal and exercise planners
- Event registration and notification
- Mobile website
- Mobile app
- FitBit and iPhone Health App Integration
- **Annual Walking Challenge**

Training & Orientations

- Orientation: Recorded webinar or video
- 4 Engage Hours: Webinar
- Unlimited "Just Do It" Trainings



Coaching

- 3 inbound CORE Wellness coaching sessions via phone, email, text, and IM/Chat per 6 months



ACI Specialty Benefits
800.932.0034
www.acispecialtybenefits.com

NCCSIF _____

SUMMARY OF BENEFITS

Prepared for:
NCCSIF

Provider:
ACI Specialty Benefits

Policy:
CORE Wellness Virtual

Summary Date:
3/25/2016

Start Date:
7/1/2016

Anniversary Date:
7/1/2018



NCCSIF



ACI
SPECIALTY
BENEFITS

Program Access



- 24/7, 365 days-a-year
- Online portals for convenient and unlimited access
- Live answer in 175 languages
- Mobile website access
- Phone, text, IM, chat
- Quick Response (QR) Codes
- HealthyNow App for convenient mobile access to services

Eligibility

- Easy Access: No cumbersome membership IDs or Social Security numbers required
- All family members included

Reporting

- PHA aggregate reporting
- Annual utilization reports



ACI Specialty Benefits
800.932.0034
www.acispecialtybenefits.com

NCCSIF _____

SUMMARY OF BENEFITS

Prepared for:
NCCSIF

Provider:
ACI Specialty Benefits

Policy:
CORE Wellness Virtual

Summary Date:
3/25/2016

Start Date:
7/1/2016

Anniversary Date:
7/1/2018



NCCSIF



ACI
SPECIALTY
BENEFITS

OPTIONAL ENHANCEMENTS or ADD-ONS

Onsite Biometric Screenings

Biometric screenings typically measure total cholesterol, HDL, glucose, blood pressure, BMI and waist-to-hip ratio. In addition, employees have access to immediate counseling with a health professional to review results and answer questions. Aggregate group reporting will be provided to employer.

Varies by screening type and biometric vendor selected.

Onsite Flu Shots

CORE Wellness will arrange for flu shots to be administered onsite.

TBD costs

Onsite Orientations

Kick-off your wellness program with a fun, engaging onsite party! A CORE Wellness Specialist will visit your worksite to provide a thorough explanation and demonstration of your company wellness benefits. Orientation includes games, prizes, and more!

\$250 per hour

Wellness Seminars or Trainings

Bring a local health or wellness professional onsite to provide customized and interactive seminars.

Start at \$250 per hour

Onsite Health Coaching

A certified health coach will come onsite to deliver one-on-one or group-based wellness coaching.

\$225 per hour



SUMMARY OF BENEFITS

Prepared for:
NCCSIF

Provider:
ACI Specialty Benefits

Policy:
CORE Wellness Virtual

Summary Date:
3/25/2016

Start Date:
7/1/2016

Anniversary Date:
7/1/2018



NCCSIF



ACI
SPECIALTY
BENEFITS

RATE SUMMARY

Employee Group	Program Model	Employee Count	PEPM
All Employees	CORE Wellness Virtual	1,338	\$1.00

Assumptions:

- Rates assume no broker commission
- Quote valid for 1 month
- 3 business day cancellation notice required for onsite services
- Rate guaranteed for two years



SUMMARY OF BENEFITS

Prepared for: **NCCSIF**
 Provider: **ACI Specialty Benefits**
 Policy: **Employee Assistance Program: Corporate**
 Summary Date: **3/25/2016**
 Start Date: **7/1/2016**
 Anniversary Date: **7/1/2018**



Benefit Description

ACI Specialty Benefits (ACI) will provide employee assistance program (EAP) services, including assessment, referral and short-term problem resolution. Following assessment, the employee or family member may be referred for therapy or other professional services.

ACI will also provide comprehensive work/life referrals, resources and services.

Problem Assessment

- Face-to-Face Sessions

EAP Work/Life Services

- **Legal assistance** for **unlimited** number of issues per year. Includes 60-minute in-office or telephonic consultation with local attorney and 25% discount for continued services
- Telephonic **financial assistance** for **unlimited** number of issues per year. Includes 30-day financial coaching benefit with 90-day action plan take-away.
- **Unlimited child care, elder care, pet care** and **education** referrals
- **Unlimited** referrals and resources for **personal services**
- **Veteran Connection**
- **Identity theft prevention/recovery**. Includes 60-minute consultation
- **Affinity™ Online** work/life website services
- **100% Follow-up** for all requests, referrals and services utilized

Training and Orientations



Virtual and Onsite*

- **Unlimited** Employee Orientations
- **Unlimited** Manager and Supervisor Trainings
- **Unlimited** Live 'N Learn Seminars
- Just-Do-It Training consultation and facilitation tools for onsite management
- 24/7 access to training videos on ACI's YouTube Channel

Clinical Services

- **Unlimited** clinical consulting on difficult employee issues
- Access to panel of in-house clinicians

Provider Network Availability

- Over 40,000 providers nationwide



HR Support Services

- Critical Incident Response*
 - Onsite Critical Incident Stress Debriefing (CISD)
 - Critical Incident Stress Management (CISM)
 - Disaster Contingency Consultation Materials
- Consultation for substance abuse case management and support for return-to-work transition
- Direct supervisory referrals for work performance problems
- Management consultation regarding difficult employee issues
- Consultation and development of policies to prevent workplace violence and manage high risk situations
- Support to Human Resources during workforce reductions, management changes, reorganizations, plant closures, and other transitions

Program Promotion and Web Services



ACI's comprehensive promotional plan includes:

- **Digital Marketing:** EAP flyers, brochures, summary plan descriptions, wallet cards, and supervisory resource manuals
- **Social Media and Content Marketing:** Social@ACI platforms, videos on YouTube, regularly updated content on ACI's Blog, and monthly HealthYMail™ e-newsletter
- **Mobile Marketing:** myACI App and Quick Response (QR) Codes
- **Web Services:**
 - **Landing Page:** website with access to services
 - **Virtual Folder:** HR and management resource center – By request of individual city
 - **Affinity™ Online** work/life website services
 - Online access to ACI's website: www.acispecialtybenefits.com
- Co-branding with client's logo available

Program Access: Mobile Apps and Intuitive Technology

- 24-hour, 365 day-a-year nationwide toll free number (800.932.0034)
- Always live-answer
- Multilingual assistance, 175 languages
- **myACI App** and QR codes for mobile access
- **Social@ACI platforms** and **online portals** for convenient access

Reporting

- Quarterly utilization reports with executive overview
- Annual cost analysis available on request
- Full-color graphs and charts display key metrics and demographic data

Eligibility

- Easy Access: No cumbersome membership IDs or Social Security Numbers required
- **All Employees**
- **Dependents:** Spouse, domestic partners, dependents, *all family members regardless of location*

Termination of Benefits

30 days from employee termination date at no cost to employer



Rate Summary

Program	Session Model	Total Employee Count	Per Employee Per Month
Corporate EAP and Work/Life	See chart on Renewal Letter	1,148	See chart Renewal Letter
CORE Wellness	CORE Wellness Virtual	1,338	See Wellness Exhibit A

*Program Assumptions

Rate:

- Rates guaranteed for two years
- Quote valid for one month
- Rates assume no broker commission
- Commissions paid first year only

Onsite:

- CISD and Layoff/RIF Support limited to 2 onsite hours per incident
- Trainer's travel fees are included
- Attendance minimums may apply to onsite services (15 person attendee minimum)

Materials:

- ACI Specialty Benefits provides unlimited virtual marketing materials from ACI's library of templates. Printed and custom materials may be available at an additional cost

Compliance:

- In adherence of HIPAA regulations, ACI Specialty Benefits does not provide written utilization reporting to groups of under 115 employees. Account managers will provide telephonic quarterly usage summaries
- Six session model limited to 3 sessions per 6 months for CA employees

Additional Onsite Fees

ACI provides a variety of services over and above package inclusions, available on a fee-for-service basis.

Type of Service	Fee-for-service
Onsite Critical Incident Stress Debriefing (CISD)	Over contracted hours: \$325 per hour
Conflict Resolution/Mediation	\$350 per hour
Onsite Lay-Off and RIF Support	Over contracted hours: \$325 per hour
Executive Coaching	\$350 per hour
Late Cancellation Fee	\$225 per hour



Employee Assistance Program Utilization Report Utilization Summary and Analysis



NCCSIF

January 1, 2015 - December 31, 2015

Projected Annual Rate:

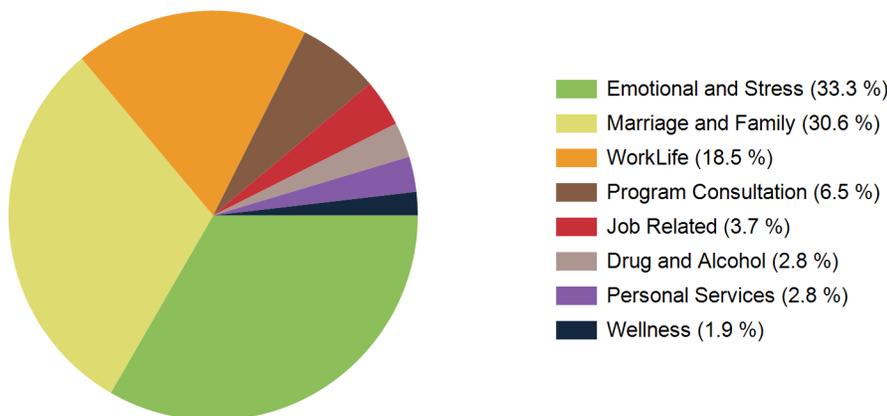
4.7%

Overall Utilization

There were 108 new contacts. 1 was referred by Other Employee, 1 was referred by Supervisor - Informal, 2 were referred by Orientation / Training, 13 were referred by Website, 10 were referred by Family Member, 38 were referred by Human Resources, 9 were referred by Poster / Brochure, 2 were referred by Supervisor - Formal, 32 had Used Before.

The presenting problems were: Drugs, Emotional, Family / Child, Job Performance, Marital / Relationship, Personal Services, Program Consultation, Substance Abuse / Family Member, Wellness, Work Stress and WorkLife.

16 new contacts were for a Family Member, 1 new contact was for an Other and 87 new contacts were self-initiated.



Employee Assistance Program Utilization Report

Work/Life Utilization

In this time period there were 20 cases that were opened: 5.0 % of the cases were Child Care, 20.0 % of the cases were Financial, 75.0 % of the cases were Legal.

Legal was the most utilized with 15 cases.

50 percent of Millennials cite “flexibility to balance life and work issues” as very important for job satisfaction. ACI’s comprehensive work/life benefits, user-friendly technology, and 24/7 access to resources help this new generation of employees manage work and life responsibilities in order to thrive at work, at home, and everywhere in between. From highly-customized child, pet and elder care referrals to legal and financial services, ACI Specialty Benefits provides support for any personal, professional or family need.

Forty-five percent of Millennials use personal smartphones for work purposes. ACI Specialty Benefits is committed to addressing the needs of this flexible, tech-savvy workforce with 24/7 access to services and resources through mobile apps, employee landing pages, social media messaging, online videos and blogs. From highly-customized child, pet and elder care referrals to legal and financial services, ACI’s comprehensive work/life benefits support a new generation of employees and family members.

Homing from work is the new workplace epidemic. From child, pet and eldercare responsibilities to legal and financial concerns, 93% of employees are spending multiple hours at work each week taking care of personal and family business. ACI’s comprehensive work/life benefits help employers get back that time, with professional and highly-customized referrals and resources for all employee and family member needs.

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Training and Onsite Services

October 2015

Topic	Date	Start	Duration	Type	Location
Health Fair	10/6/2015	11:00 AM	2.00	Fairs	Folsom, CA

November 2015

Topic	Date	Start	Duration	Type	Location
Performance Management	11/18/2015	1:00 PM	1.00	Webinar	Webinar

Training Comment:

ACI is pleased to have provided training services that met your needs during the fourth quarter of 2015. This quarter, ACI delivered the Quarterly Management Training Series webinar Performance Management. Next quarter, look for the upcoming Stress Busters training. Visit ACI’s YouTube channel for 24/7 access to more trainings and popular videos. For consultation, support services and flexible training options tailored to your workplace, contact ACI at 800-932-0034 and ask to speak with a member of the training team, or email us at training@acispecialtybenefits.com.

Newsletters

ACI provided the following HealthY-mails this quarter: Best Apps to Achieve Your Goals; 5 Ways to Maximize Productivity; 10 Tips for Financial Wellness; 5 Ways to De-clutter E-clutter; 4 Tips for Better Work Relationships; 5 Tips for Coping in Times of Crisis; 5 Ways to Support Veterans in the Workplace; 6 Tips to Improve Leadership Skills; 5 Workplace Perks for Fall; 5 Tips for Modern Families; 5 Ways to Improve Performance; A Special Holiday Message.

Formal Referrals

The Supervisory Referral process is a powerful yet easy-to-use tool for managers to address employee behavior concerns. Examples of workplace issues that can be resolved through this process include: difficulty working with others, anger management, substance abuse, loss of productivity, absenteeism, and more.

The Supervisory Referral process reduces the amount of time managers spend dealing with workplace issues and maximizes the potential for issues to be resolved.

To begin a Supervisory Referral, or for more information or consultation, contact the ACI Clinical Department at 800-932-0034.

Number of Formal Referrals: 2

Number of Informal Referrals: 1

1/1/2015 - 12/31/2015

Employee Assistance Program Utilization Report**Utilization Hours**

Onsite Services and Webinars	1.00
Employee Assessment	80.00
Consultation: Work/Life & Concierge	31.00
Consultation: Employee Consultation	5.00
Consultation: Supervisor, Management and Outside Consultants	43.00
<hr/> Total Program Hours this Period:	<hr/> 160.00

Utilization Comments

Employee Assistance Program Utilization Report

ACI understands what an important investment benefits programs are for every organization. To help our customers drive utilization and maximize ROI, ACI is excited to introduce MacroLife, a gamified platform for benefits engagement. MacroLife integrates ACI's current benefit offerings – Employee Assistance (EAP), Wellness, and Concierge – with each customer's full suite of additional benefits and corporate initiatives. Seamlessly integrated technology, customizable perks and services, and points and rewards for benefits participation help maximize employee performance and increase the value of benefits. ACI encourages all customers to speak with ACI's dedicated account management team for more information about increasing EAP utilization and enhancing their current benefits package with MacroLife.

ACI Specialty Benefits offers innovative benefits technology solutions to boost employee engagement and benefits utilization. ACI is excited to announce that all EAP customers will soon have access to myACIonline, a robust website that provides 24/7 instant access to EAP and work/life benefits and resources, including online requests and referrals. For mobile access to benefits, ACI encourages all employees and family members to use the popular myACI mobile app, available for iOS and Android.

MacroLife, ACI's newest product, is a gamified engagement platform that integrates employee benefits, corporate initiatives and rewards to drive benefits utilization. The first product of its kind, MacroLife serves as a single point of access for all company perks and initiatives, and employees earn real-time rewards for every benefit interaction. Learn more about MacroLife at www.gameofbenefits.com, and reach out to ACI's dedicated account management team for more information.

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In 2015, ACI Specialty Benefits saw incredible user engagement with over 100,000 video views on Youtube, in addition to increases in live chat, online intake, mobile app and text access to services. Tech-savvy employees and family members are looking for on-demand benefits and resources to meet their needs 24/7. These trends point to a revolutionary benefit solution – MacroLife.

ACI's MacroLife is the ultimate enhancement for ACI benefit packages – a custom-built platform that integrates EAP, Wellness and Concierge services to streamline benefits communication and solve HR challenges. MacroLife serves as a single point of access for all company perks and initiatives, offering a seamless benefits experience with real-time rewards. Learn more about MacroLife at www.gameofbenefits.com.

From 1/1/2015 to 12/31/2015, NCCSIF achieved an annualized utilization rate of 4.7%. With ACI's data calculated in real-time, annualized utilization rates presented in this report may be subject to a <2% variation.

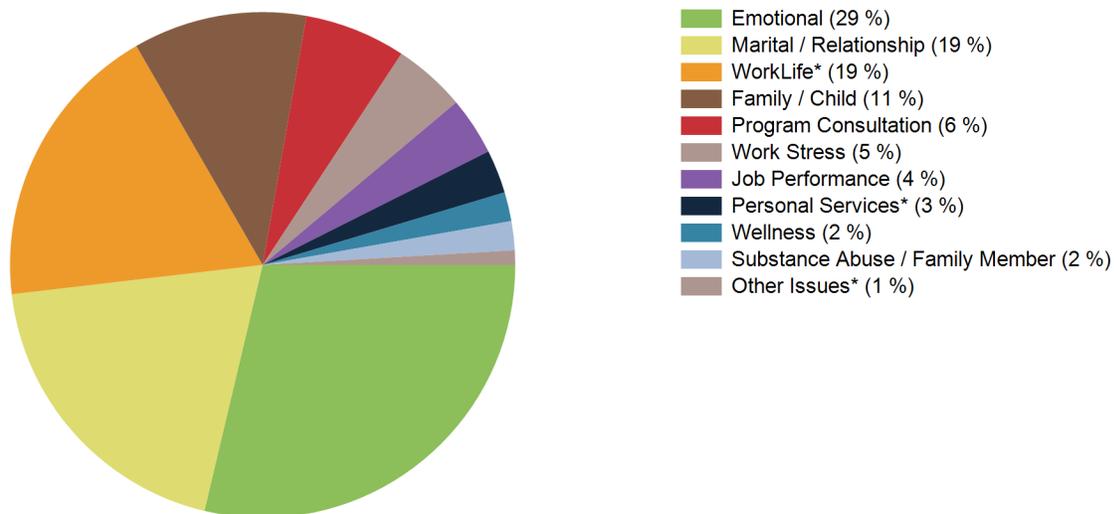
This decreased from the previous Utilization period which was 4.9%.

Primary Issue for Assessment

Primary Issue	New	Previous Quarter	Year To Date
Drugs	1	0	1
Emotional	31	14	31
Family / Child	12	2	12
Job Performance	4	0	4
Marital / Relationship	21	2	21
Other	0	1	0
Personal Services*	3	0	3
Program Consultation	7	4	7
Substance Abuse / Family Member	2	0	2
Wellness	2	12	2
Work Stress	5	1	5
WorkLife*	20	13	20

Nearly \$44 billion is lost by businesses and corporations each year due to the effects of depression, including lost productivity and lost work days (according to the Journal of AMA). Utilizing ACI's Employee Assistance Program services helps employees and family members better address everyday work and life issues affecting mental, emotional, and/or behavioral health.

New Issues this Quarter



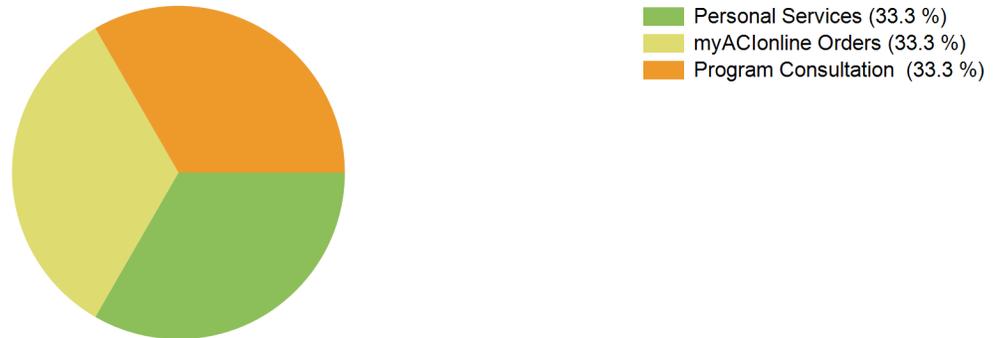
*Any WorkLife and Personal Services cases are detailed later in the report, and 'Other Issues' includes issues <1%.

Employee Assistance Program Utilization Report

Primary Issue Breakout for Personal Services

Referral Made	New	Previous Quarter	Year To Date
myAClonline Orders	1	0	1
Personal Services	1	0	1
Program Consultation	1	0	1

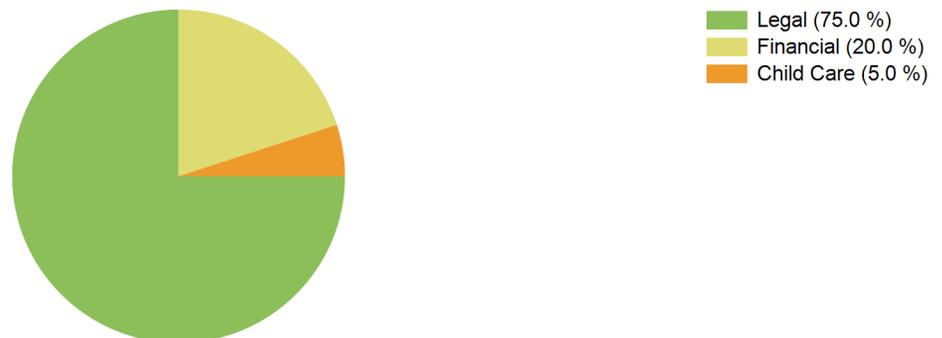
New Issues this Quarter



Primary Issue Breakout for WorkLife

Referral Made	New	Previous Quarter	Year To Date
Child Care	1	0	1
Financial	4	2	4
Legal	15	10	15

New Issues this Quarter

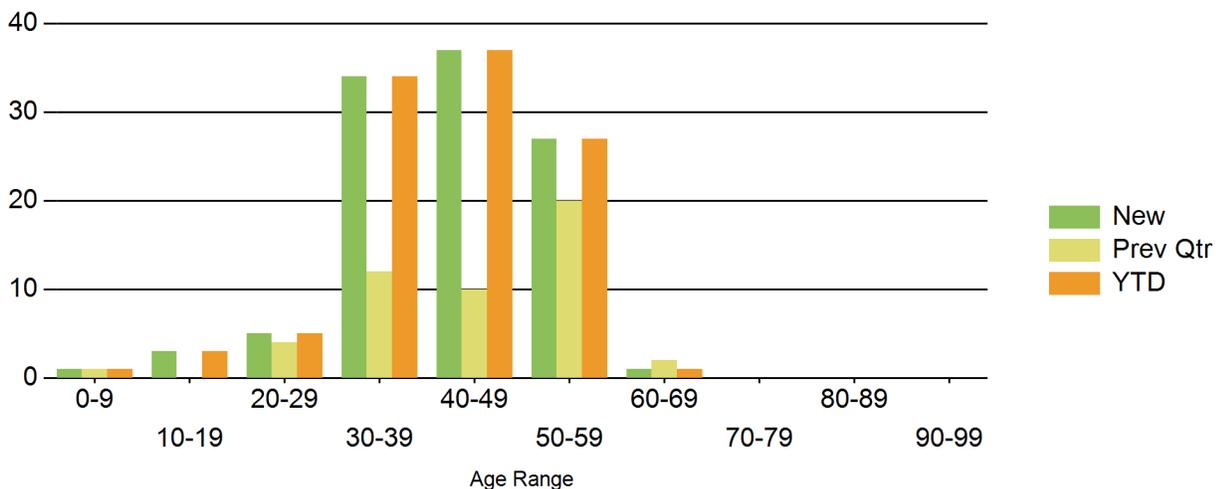


Demographic Data

Gender	New	Previous Quarter	Year To Date
Female	52	29	52
Male	53	19	53
Unknown	3	1	3

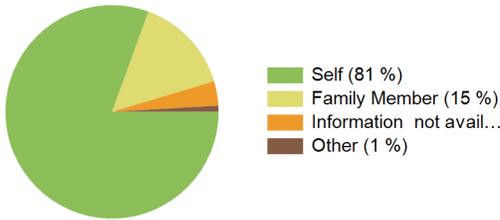


Age Range	New	Previous Quarter	Year To Date
0-9	1	1	1
10-19	3	0	3
20-29	5	4	5
30-39	34	12	34
40-49	37	10	37
50-59	27	20	27
60-69	1	2	1
70-79	0	0	0
80-89	0	0	0
90-99	0	0	0



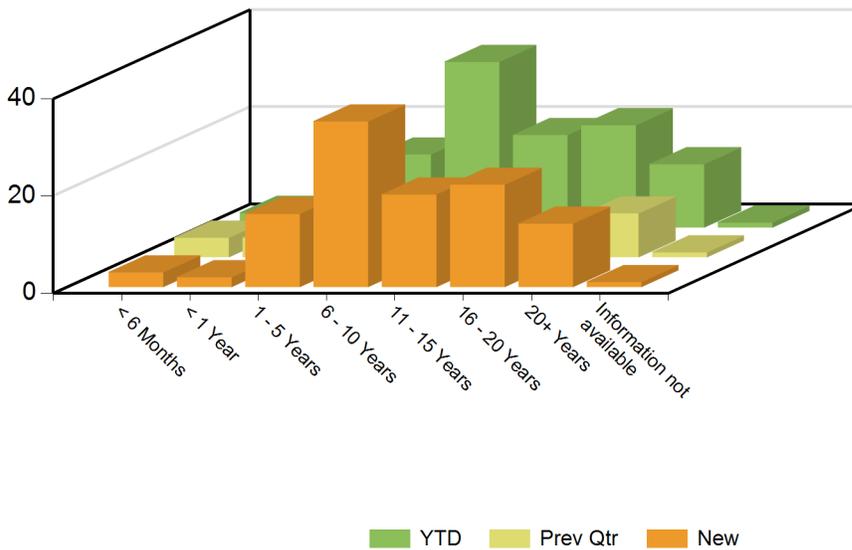
Who is Initiating Contact with ACI	New	Previous Quarter	Year To Date
Information not available	4	1	4
Self	87	46	87
Family Member	16	2	16
Other	1	0	1

Employee Assistance Program Utilization Report



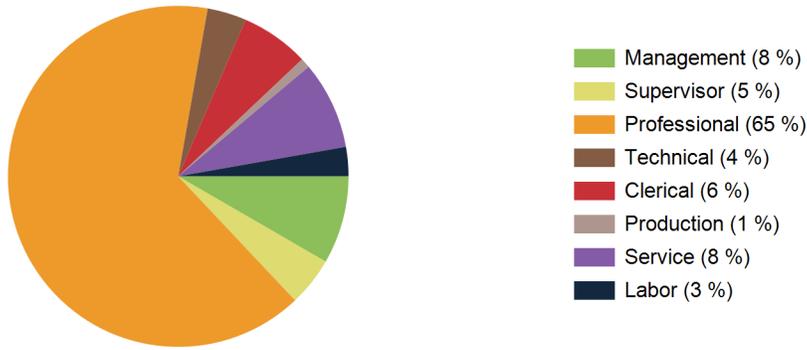
Employment Data

Years Employed	New	Previous Quarter	Year To Date
< 6 Months	3	4	3
< 1 Year	2	4	2
1 - 5 Years	15	7	15
6 - 10 Years	34	7	34
11 - 15 Years	19	11	19
16 - 20 Years	21	6	21
20+ Years	13	9	13
Information not available	1	1	1



Job Category	New	Previous Quarter	Year To Date
Management	9	2	9
Supervisor	5	3	5
Professional	70	36	70
Technical	4	4	4
Clerical	7	0	7
Production	1	0	1
Service	9	3	9
Sales	0	0	0
Labor	3	1	3
Other	0	0	0

Employee Assistance Program Utilization Report

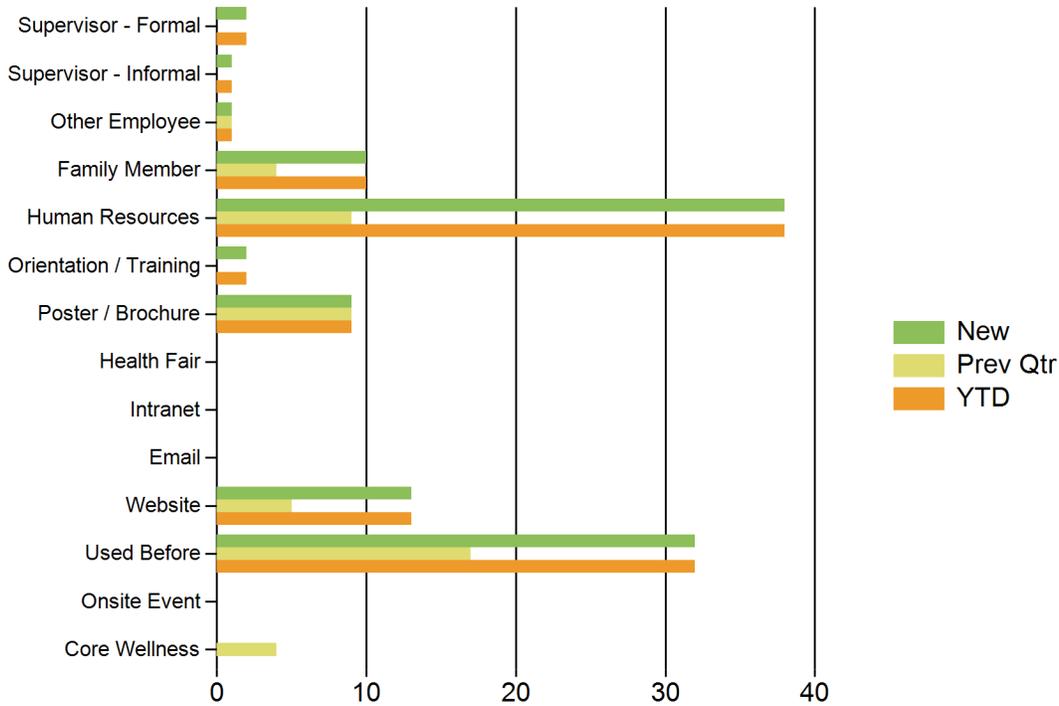


Referral Source

Referral Source	New	Previous Quarter	Year To Date
Supervisor - Formal	2	0	2
Supervisor - Informal	1	0	1
Other Employee	1	1	1
Family Member	10	4	10
Human Resources	38	9	38
Orientation / Training	2	0	2
Poster / Brochure	9	9	9
Health Fair	0	0	0
Intranet	0	0	0
Email	0	0	0
Website	13	5	13
Used Before	32	17	32
Onsite Event	0	0	0
Core Wellness	0	4	0

1/1/2015 - 12/31/2015

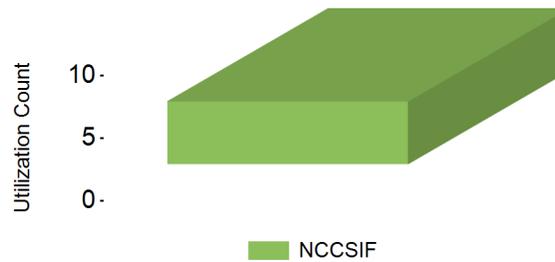
Employee Assistance Program Utilization Report



Comparison by Location

Top Locations

Location	Utilization Count
NCCSIF	5



Top Issues by Location:

Location	Issue	Utilization Count
NCCSIF	Password Reset	1
	Problem Assessment	1
	Tax Preparation	1



Agenda Item F.3.

OCCU-MED SERVICE AGREEMENT RENEWAL

ACTION ITEM

ISSUE: Currently NCCSIF is paying \$1,500 per month for up to six members to utilize Occu-Med's services, but only three members have recently been using the service. Based on a request from the Program Administrators, Occu-Med has proposed two options for the FY 16/17 pricing of their services, based on current member usage that is less than originally planned. Occu-Med's options are:

1. Extend the contract for one (1) year at a reduced rate of \$1,000.00 per month. This is a reduced rate, based upon the 2014 and 2015 utilization of NCCSIF's members. We are proposing a one-year extension, and would be happy to also include option years, to allow for services to be marketed to NCCSIF members with the intent of increasing utilization.

2. Transition to a fee-for-service agreement.

- QA2 (scheduling, EXAMQA, bill pay) - \$85.00 per applicant

- Job Analysis - \$1,500.00 per day of on-site Job Analysis, plus travel expenses

Option 1 includes usage by up to six members but the fee will be adjusted in FY 17/18 based on use.

RECOMMENDATION: Approve contract for one more year at \$1,000 per month and encourage more members to participate. If use remains within the current range consider moving to a fee-for-service model for FY 17/18 as part of a "cafeteria plan" approach to risk management services.

FISCAL IMPACT: Reduction in fee of \$500 per month, from \$18,000 per year to \$12,000.

BACKGROUND: NCCSIF initially contracted with Occu-Med in 2008, for services to include job analysis, pre-placement exams, and fit-for-duty exams for up to six members. Over the last two years only three members have been using the services regularly, so the Program Administrators have requested a change in the pricing and assistance in marketing the services to more members.

ATTACHMENT(S):

1. Occu-Med Utilization Report for FY 15/16, through May 10, 2016
2. Occu-Med Scope of Services
3. Occu-Med Utilization Report from 2013-2015

OCCU-MED UTILIZATION													
2015/16 Program Year													
	July	August	September	October	November	December	January	February	March	April	May*	June	Total
EXAMS	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500		\$ 16,500
Dixon	5	3	4	6	5	3	2	3	2	11	1		
Elk Grove	7	3	2	2	3	4	1	2	1	4	2		
Galt	0	0	0	0	0	0	0	0	0	0	0		
Rocklin	0	0	0	0	0	0	0	0	0	0	0		
Yuba City	2	3	4	2	4	5	9	3	11	9	3		
Total	14	9	10	10	12	12	12	8	14	24	6		131
Cost Per Exam	\$107.14	\$166.67	\$150.00	\$150.00	\$125.00	\$125.00	\$125.00	\$187.50	\$107.14	\$62.50	\$250.00		\$125.95
											* Thru May 10		
OTHER													
Vaccination Program Management	Dixon	Dixon	Dixon	Dixon	Dixon	Dixon	Dixon	Dixon	Dixon	Dixon	Dixon		
Fitness-for Duty Report for all participating Cities	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes		
FY 15/16 Average Exams Per Month	Proposed Fee Per Exam	Estimated Total per Year	Proposed monthly fee for up to 6 users	Current Annual Fee									
12.5	\$ 85	\$ 12,750	\$12,000	\$16,500									
2013 Total Exams	125												
2014 Total Exams	82												
2015 Total Exams	131												



Introduction to Occu-Med

Everything we do is designed to reduce worker injuries. Since 41% of injuries occur to workers in their first year of employment, Occu-Med focuses on preventing injuries through the performance of pre-placement medical evaluations. In 36 years of operation, Occu-Med has developed an unparalleled knowledge of medical conditions and functional limitations and how they affect workers' abilities to safely perform job tasks of varying physical demands and involving a multitude of environmental factors. For employers committed to preventing work injuries while affording applicants a fair opportunity to the jobs offered to them, Occu-Med is the obvious choice.

Occu-Med Scope of Services

EXAMQA

EXAMQA is Occu-Med's proprietary applicant-job compatibility assessment methodology. The overriding activity of EXAMQA is the determination of whether applicants for jobs are able to perform those jobs safely, with or without reasonable accommodation. That is to say, the purpose of EXAMQA is to identify any medical or physical conditions that might interfere with the safe performance of the essential tasks of the job applied for.

Occu-Med will review each pre-placement medical examination performed for timeliness, accuracy of medical components performed, thoroughness of medical information provided, correctness in the performance of medical testing, and completeness.

When the exam is deemed complete, it is forwarded for medical review. This review takes place by identifying any medical or physical conditions present (as documented by the medical history and medical exam) and comparing those conditions with the physical demands of the job. Occu-Med will review all complete exams submitted before 4:00 PM (PT) on the same day as received.

If the demands of the essential functions of the job are too great for the existing medical or physical condition, then Occu-Med will recommend that placement may be inappropriate. Occu-Med's recommendation will be communicated by email to the designated employer staff also on the same day that the exam is received. That communication is submitted in the form of a written report for each exam.

When the Occu-Med recommendation is that an applicant may only be placed with work restrictions or accommodations (that is, when the applicant is "Conditionally Qualified"—or "CQ"—under Occu-Med terminology), Occu-Med will prepare an Employment Agreement for the employee to sign agreeing to abide by the necessary restrictions. When appropriate, Occu-Med will also provide for the employee's supervisor to sign the document acknowledging the agreement.

When the Occu-Med recommendation is that a decision be delayed until certain medical information can be further explored (that is, when the applicant is classified as "Recommendation Delayed for Qualification"—or "RDQ"—under Occu-Med terminology), Occu-Med will submit that report as well as an additional report when the requested additional information is received and Occu-Med is able to offer a conclusive placement recommendation. Since the law permits making "further medical inquiry" into medical conditions that could pose a direct threat of injury from the performance of the job's essential duties, it is necessary to notify the applicant of the specific

findings as well as the information that will be necessary to submit in order to be cleared for the job. Since employers' staff may not have the time or the medical expertise to contact each of these applicants to describe in detail the medical findings and to answer their questions about the medical information needed for clearance to be approved, Occu-Med staff communicates directly with these applicants. Further, there is also a growing fear by employers that they may be receiving medical information about job applicants from medical examinations in violation of state and federal laws relating to such information (specifically, when the medical condition being investigated more fully pursuant to an "RDQ" designation is found to be benign in relation to the job's essential duties). For these reasons Occu-Med has developed—and will institute as part of this contract—a service designated as "RDQA." Under RDQA Occu-Med corresponds directly with job applicants to discuss the medical findings, to answer any questions about the medical condition or the process being employed, and to describe any medical records or documentation required for clearance. Applicants will have 5 days to respond to Occu-Med and 10 days to provide further information (these timeframes are examples and will be set forth by the employer). Employer staff will simply be notified that such a review has been initiated, and the employer will be informed on a weekly basis on the status of each RDQ. Then, when the requested information is submitted, Occu-Med will prepare the appropriate clearance report.

Finally, for any medical examination that results in a Medical Disqualification (that is, where there is a finding that the applicant is unable to safely perform the essential duties of the job in question, with or without reasonable accommodation), Occu-Med will prepare a report for use by the employer in notifying the applicant of this placement recommendation. This report will document the specific justifications for the recommendation to disqualify and will also document the fact that Occu-Med has guided the employer's staff through a discussion of "reasonable accommodation," as required by law. Specific reasons why reasonable accommodation is not feasible will be included in the report. The employer will send this report to the applicant directly.

The Occu-Med Network

The Occu-Med Network of medical, dental and specialist providers is comprised of more than 5,100 facilities throughout the world. The Occu-Med Network, augmented by our Medical Network Management, Scheduling and Provider Relations Departments, extend our customers complete flexibility with regard to when, where and how they execute pre-placement, deployment, periodic and return-to-work evaluations.

Exam Scheduling

Occu-Med's Exam Scheduling Department supports our employers' needs to swiftly coordinate pre-placement, deployment, periodic and return-to-work evaluations. Upon receipt of a client's request for services, Occu-Med will immediately (within two business hours) initiate contact to schedule the required appointment(s) at a qualified and Occu-Med-trained facility within a client-specified geographic range of the applicant or employee's location.

Electronic Medical Records

Occu-Med retains all resulting medical records electronically and securely in accordance with applicable DoD, HIPAA, and OSHA regulations. Additionally, all electronic records are stored within Occu-Med's database accompanied by all relevant examination and evaluation data. This information is available at the request of the client.

2013 EXAMS

City of Dixon 55 Exams	Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
	DMV Exam	1/2/2013	1/2/2013	0.00	MQ	1/2/2013	MQ
	Police Officer Series	1/21/2013	1/25/2013	4.00	MQ	1/25/2013	MQ
	DMV Exam	2/21/2013	2/21/2013	0.00	CQ	2/21/2013	CQ
	Wastewater Systems Operator I/II/Operator-In-Training	2/5/2013	2/6/2013	1.00	MQ	2/6/2013	MQ
	Wastewater Systems Operator I/II/Operator-In-Training	2/11/2013	2/11/2013	0.00	RDQ	2/19/2013	MQ
	DMV Exam	3/5/2013	3/8/2013	3.00	CQ	3/8/2013	CQ
	Wastewater Systems Operator I/II/Operator-In-Training	3/1/2013	3/4/2013	1.00	MQ	3/4/2013	MQ
	Senior Transit Driver	3/12/2013	3/22/2013	8.00	RDQ	3/22/2013	MQ
	DMV Exam	4/10/2013	4/10/2013	0.00	MQ	4/10/2013	MQ
	DMV Exam	5/28/2013	5/28/2013	0.00	MQ	5/28/2013	MQ
	Sedentary (Driving)	5/20/2013	5/23/2013	3.00	MQ	5/23/2013	MQ
	DMV Exam	6/19/2013	6/25/2013	4.00	CQ	6/25/2013	CQ
	Transit Driver I/II/Trainee/Coordinator	6/3/2013	6/4/2013	1.00	RDQ	6/17/2013	MQ
	DMV Exam	6/7/2013	6/7/2013	0.00	MQ	6/7/2013	MQ
	DMV Exam	6/5/2013	6/6/2013	1.00	RDQ	6/6/2013	CQ
	DMV Exam	7/24/2013	7/25/2013	1.00	MQ	7/25/2013	MQ
	Firefighter/Paramedic	8/9/2013	8/9/2013	0.00	CQ	8/9/2013	CQ
	Firefighter	8/13/2013	8/20/2013	5.00	CQ	8/20/2013	CQ
	Firefighter	8/13/2013	8/16/2013	3.00	CQ	10/1/2013	MQ
	Firefighter Series	8/6/2013	8/12/2013	4.00	MQ	8/12/2013	MQ
	Firefighter	8/13/2013	8/15/2013	2.00	MQ	8/15/2013	MQ
	Firefighter Series	8/9/2013	8/19/2013	6.00	CQ	8/23/2013	MQ
	Firefighter	8/13/2013	8/26/2013	9.00	MQ	8/26/2013	MQ
	Firefighter	8/6/2013	8/9/2013	3.00	RDQ	8/14/2013	MQ
	Firefighter Series	8/2/2013	8/7/2013	3.00	RDQ	8/29/2013	DQ
	Firefighter	8/9/2013	8/16/2013	5.00	MQ	8/16/2013	MQ
	Firefighter	8/13/2013	8/16/2013	3.00	RDQ	10/1/2013	MQ
	DMV Exam	7/29/2013	7/31/2013	2.00	MQ	7/31/2013	MQ
	DMV Exam	8/2/2013	8/5/2013	1.00	MQ	8/5/2013	MQ
	Firefighter Series	8/26/2013	9/11/2013	12.00	MQ	9/11/2013	MQ
	Firefighter	8/23/2013	9/6/2013	10.00	MQ	9/6/2013	MQ
	Firefighter	8/22/2013	9/6/2013	11.00	MQ	9/6/2013	MQ
	Firefighter	9/3/2013	9/9/2013	4.00	RDQ	10/10/2013	MQ
	Firefighter	9/3/2013	9/13/2013	8.00	CQ	9/13/2013	CQ
	Firefighter Series	8/29/2013	9/13/2013	11.00	MQ	9/13/2013	MQ
	Firefighter Series	9/5/2013	9/16/2013	7.00	MQ	9/16/2013	MQ
	Firefighter Series	8/26/2013	9/10/2013	11.00	MQ	9/10/2013	MQ
	Firefighter	9/16/2013	10/18/2013	24.00	RDQ	9/24/2013	RDQ (PSA)
	Firefighter	9/16/2013	9/30/2013	10.00	MQ	9/30/2013	MQ
	Firefighter	9/19/2013	10/1/2013	8.00	MQ	10/1/2013	MQ
	DMV Exam	9/11/2013	9/11/2013	0.00	MQ	9/11/2013	MQ
	Transit Driver I/II/Trainee/Coordinator	9/12/2013	9/17/2013	3.00	MQ	9/17/2013	MQ
	DMV Exam	9/20/2013	9/23/2013	1.00	CQ	9/23/2013	CQ
	Police Officer Series	10/4/2013	10/9/2013	3.00	MQ	10/9/2013	MQ
	DMV Exam	10/10/2013	10/11/2013	1.00	MQ	10/11/2013	MQ
	Transit Driver I/II/Trainee/Coordinator	10/9/2013	10/15/2013	4.00	RDQ	FFD Initated	
	DMV Exam	10/14/2013	10/16/2013	2.00	MQ	10/16/2013	MQ
	Police Officer Series	10/28/2013	11/1/2013	4.00	MQ	11/1/2013	MQ

DMV Exam	10/30/2013	10/30/2013	0.00	MQ	10/30/2013	MQ
Firefighter	11/8/2013	11/12/2013	2.00	CQ	11/12/2013	CQ
DMV Exam	11/14/2013	11/18/2013	2.00	MQ	11/18/2013	MQ
DMV Exam	11/14/2013	11/14/2013	0.00	MQ	11/14/2013	MQ
Fire Captain	12/19/2013	12/19/2013	0.00	MQ	12/19/2013	MQ
Police Officer Series	12/3/2013	12/17/2013	10.00	CQ	12/17/2013	CQ
DMV Exam	12/20/2013	12/27/2013	5.00	CQ	12/27/2013	CQ

**City of Elk Grove
16 Exams**

Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
Police Officer	3/22/2013	3/26/2013	2.00	MQ	3/26/2013	MQ
Police Officer	3/20/2013	4/4/2013	11.00	RDQ	4/8/2013	CQ
Police Officer	3/26/2013	4/5/2013	8.00	RDQ	4/9/2013	MQ
Police Officer	3/25/2013	4/5/2013	9.00	CQ	4/5/2013	CQ
Police Officer	3/19/2013	4/10/2013	16.00	CQ	4/10/2013	CQ
Police Officer	6/18/2013	7/2/2013	10.00	RDQ (PSE)		
Police Officer	6/17/2013	6/26/2013	7.00	CQ	6/26/2013	CQ
Police Dispatcher	7/3/2013	7/10/2013	5.00	RDQ	7/15/2013	CQ
Police Dispatcher	7/24/2013	7/31/2013	5.00	RDQ	8/5/2013	CQ
Police Officer	9/17/2013	9/24/2013	5.00	RDQ	10/2/2013	MQ
Police Officer	11/11/2013	11/15/2013	4.00	CQ	11/15/2013	CQ
Police Officer	11/18/2013	12/2/2013	10.00	RDQ	12/10/2013	CQ
Police Officer	12/3/2013	12/9/2013	4.00	RDQ	12/16/2013	MQ
Police Officer	12/6/2013	12/10/2013	2.00	RDQ	12/17/2013	MQ
Police Dispatcher	12/20/2013	12/26/2013	4.00	MQ	12/26/2013	MQ
Police Officer	12/20/2013	1/2/2014	9.00	CQ	1/2/2014	CQ

**City of Galt
10 Exams**

Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
Police Officer Series	2/27/2013	3/5/2013	4.00	RDQ	4/30/2013	RDQ
Police Officer Series	3/25/2013	3/29/2013	4.00	RDQ	4/2/2013	MQ
Police Officer Series	3/27/2013	4/5/2013	7.00	MQ	4/5/2013	MQ
Police Dispatcher	5/13/2013	5/16/2013	3.00	CQ	5/16/2013	CQ
Police Officer Series	6/5/2013	6/12/2013	5.00	RDQ	6/24/2013	DQ
Police Officer	7/3/2013	7/12/2013	7.00	RDQ	8/27/2013	RDQ (PSE)
Police Officer	7/10/2013	7/15/2013	3.00	CQ	7/15/2013	CQ
Police Officer Series	7/11/2013	7/22/2013	7.00	RDQ	7/26/2013	CQ
Police Officer Series	7/23/2013	7/31/2013	6.00	RDQ	8/7/2013	MQ
Police Officer Series	8/15/2013	8/23/2013	6.00	CQ	8/23/2013	CQ

**City of Yuba City
44 Exams**

Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
Accounting Technician/Intermediate Account Clerk/Senior	1/15/2013	1/25/2013	8.00	CQ	1/25/2013	CQ
Instrumentation Technician	1/30/2013	2/5/2013	4.00	MQ	2/5/2013	MQ
Police Dispatcher I/II/III/Supervisor	2/26/2013	3/1/2013	3.00	MQ	3/1/2013	MQ
Firefighter	3/6/2013	3/14/2013	6.00	MQ	3/14/2013	MQ
Firefighter	4/1/2013	4/8/2013	5.00	MQ	4/8/2013	MQ
Custodian/Lead	4/4/2013	4/10/2013	4.00	MQ	4/10/2013	MQ
Police Dispatcher I/II/III/Supervisor	4/2/2013	4/12/2013	8.00	MQ	4/12/2013	MQ
Custodian/Lead	5/7/2013	5/13/2013	4.00	CQ	5/13/2013	CQ
Maintenance Worker I/II/Supervisor/Manager- Parks	5/15/2013	5/16/2013	1.00	MQ	5/16/2013	MQ
Associate Civil Engineer/Engineering Technician I/II/III	5/13/2013	5/20/2013	5.00	MQ	5/20/2013	MQ
Associate Civil Engineer/Engineering Technician I/II/III	5/15/2013	5/20/2013	3.00	MQ	5/20/2013	MQ

Associate Civil Engineer/Engineering Technician I/II/III	5/20/2013	5/23/2013	3.00	CQ	5/23/2013	CQ
Police Officer	5/29/2013	6/4/2013	4.00	RDQ	6/6/2013	CQ
Plant Maintenance Mechanic/Senior	6/4/2013	6/7/2013	3.00	RDQ	6/14/2013	CQ
Kennel Care Technician	3/8/2013	3/13/2013	3.00	MQ	6/17/2013	MQ
Registered Veterinary Technician	1/8/2013	1/17/2013	7.00	RDQ	1/18/2013	CQ
Kennel Attendant I/II	3/29/2013	4/2/2013	2.00	RDQ	4/26/2013	MQ
Administrative Assistant/Clerk/Analyst	6/19/2013	6/21/2013	2.00	MQ	6/21/2013	MQ
Administrative Assistant/Clerk/Analyst	6/18/2013	6/21/2013	3.00	MQ	6/21/2013	MQ
Administrative Assistant/Clerk/Analyst	6/19/2013	6/24/2013	3.00	MQ	6/24/2013	MQ
Police Officer	6/18/2013	6/25/2013	5.00	CQ	6/25/2013	CQ
Public Works Maintenance Worker I/II/III	6/19/2013	6/24/2013	3.00	RDQ	7/8/2013	MQ
Administrative Assistant/Clerk/Analyst	6/21/2013	6/25/2013	2.00	RDQ	7/3/2013	CQ
Groundskeeper	6/24/2013	6/27/2013	3.00	RDQ	7/9/2013	MQ
Administrative Assistant/Clerk/Analyst	6/24/2013	6/27/2013	3.00	MQ	6/27/2013	MQ
Firefighter	6/25/2013	7/3/2013	6.00	CQ	7/3/2013	CQ
Public Works Maintenance Worker I/II/III	6/21/2013	7/1/2013	6.00	RDQ	7/16/2013	CQ
Police Officer	7/11/2013	7/18/2013	5.00	MQ	7/18/2013	MQ
Maintenance Worker I/II/III	8/2/2013	8/7/2013	3.00	MQ	8/7/2013	MQ
Administrative Assistant/Clerk/Analyst	8/9/2013	8/14/2013	3.00	CQ	8/14/2013	CQ
Animal Services Officer I/II	8/16/2013	8/22/2013	4.00	RDQ	9/12/2013	CQ
Kennel Attendant I / II	8/21/2013	8/26/2013	3.00	MQ	8/26/2013	MQ
Community Service Officer	8/20/2013	8/27/2013	5.00	CQ	8/27/2013	CQ
Human Resources Technician	8/30/2013	9/4/2013	3.00	MQ	9/4/2013	MQ
Police Officer	9/24/2013	10/2/2013	6.00	MQ	10/2/2013	MQ
Animal Services Officer I/II	10/8/2013	10/16/2013	6.00	MQ	10/16/2013	MQ
Police Officer	10/10/2013	10/17/2013	5.00	CQ	10/17/2013	CQ
Police Officer	10/15/2013	10/21/2013	4.00	CQ	10/21/2013	CQ
Administrative Assistant/Clerk/Analyst	10/30/2013	11/4/2013	3.00	CQ	11/4/2013	CQ
Mechanic / Lead	11/12/2013	11/14/2013	2.00	CQ	11/14/2013	CQ
Code Enforcement Officer	11/22/2013	11/25/2013	1.00	MQ	11/25/2013	MQ
Custodian/Lead	12/13/2013	12/17/2013	2.00	MQ	12/17/2013	MQ
Custodian/Lead	12/13/2013	12/17/2013	2.00	CQ	12/17/2013	CQ
Custodian/Lead	12/18/2013	12/27/2013	7.00	RDQ	12/27/2013	MQ

2014 EXAMS

City of Dixon 29 Exams	Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
	DMV Exam	1/8/2014	1/10/2014	2.00	RDQ	1/22/2014	MQ
	DMV Exam	2/10/2014	2/10/2014	0.00	CQ	2/10/2014	CQ
	Fire Captain	1/28/2014	2/3/2014	4.00	MQ	2/3/2014	MQ
	Fire Captain	2/24/2014	2/26/2014	2.00	CQ	2/26/2014	CQ
	Firefighter	2/21/2014	2/24/2014	1.00	MQ	2/24/2014	MQ
	Wastewater Systems Operator I/II/Operator-In-Training	2/26/2014	2/26/2014	0.00	CQ	2/26/2014	CQ
	Firefighter/Paramedic	2/27/2014	2/27/2014	0.00	CQ	2/27/2014	CQ
	Building Inspector I/II	3/11/2014	3/17/2014	4.00	RDQ	3/26/2014	MQ
	Chief Plant Operator	4/1/2014	4/2/2014	1.00	CQ	4/2/2014	CQ
	Community Service Officer	5/8/2014	5/15/2014	5.00	RDQ	5/23/2014	CQ
	Police Officer Series	5/6/2014	5/20/2014	10.00	MQ	5/20/2014	MQ
	Police Officer Series	5/13/2014	5/22/2014	7.00	RDQ	3/4/2015	DQ
	DMV Exam	5/28/2014	5/28/2014	0.00	MQ	5/28/2014	MQ
	DMV Exam	5/27/2014	5/28/2014	1.00	CQ	5/28/2014	CQ
	Firefighter	6/27/2014	7/2/2014	3.00	MQ	7/2/2014	MQ
	Maintenance Worker I/II/III/Senior	7/22/2014	7/30/2014	6.00	MQ	7/30/2014	MQ
	DMV Exam	7/14/2014	7/16/2014	2.00	MQ	7/16/2014	MQ
	Firefighter Series	8/26/2014	9/3/2014	6.00	CQ	9/3/2014	CQ
	DMV Exam	9/3/2014	9/4/2014	1.00	CQ	9/4/2014	CQ
	Transit Driver I/II/Trainee/Coordinator	9/5/2014	9/9/2014	2.00	MQ	9/9/2014	MQ
	Street Maintenance Supervisor	9/17/2014	9/18/2014	1.00	MQ	9/18/2014	MQ
	Transit Driver I/II/Trainee/Coordinator	9/25/2014	10/1/2014	4.00	CQ	10/1/2014	CQ
	Fire Engineer	10/28/2014	10/28/2014	0.00	CQ	10/28/2014	CQ
	DMV Examination	12/1/2014	12/4/2014	3.00	MQ	12/4/2014	MQ
	DMV Examination	12/17/2014	12/24/2014	5.00	MQ	12/24/2014	MQ
	Firefighter Series	12/16/2014	12/29/2014	9.00	MQ	12/29/2014	MQ
	Firefighter Series	12/18/2014	12/22/2014	2.00	MQ	12/22/2014	MQ
	Firefighter Series	12/22/2014	1/8/2015	13.00	MQ	1/8/2015	MQ
	DMV Examination	1/8/2015	1/9/2015	1.00	CQ	1/9/2015	CQ
City of Elk Grove 21 Exams	Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
	Police Officer	12/20/2013	1/2/2014	9.00	CQ	1/2/2014	CQ
	Police Officer	2/17/2014	2/20/2014	3.00	MQ	2/20/2014	MQ
	Police Officer	2/26/2014	2/28/2014	2.00	MQ	2/28/2014	MQ
	Drug Screen Only	4/17/2014	4/18/2014	1.00	MQ	4/18/2014	MQ
	Police Officer	4/21/2014	4/29/2014	6.00	MQ	4/29/2014	MQ
	Police Officer	5/22/2014	5/29/2014	5.00	RDQ	6/4/2014	CQ
	Police Officer	5/20/2014	5/29/2014	7.00	RDQ	6/4/2014	CQ
	Police Officer	6/6/2014	6/17/2014	7.00	CQ	6/17/2014	CQ
	Police Officer	6/18/2014	6/23/2014	3.00	MQ	6/23/2014	MQ
	Police Dispatcher	6/25/2014	6/27/2014	2.00	CQ	6/27/2014	CQ
	Unknown	6/25/2014	6/26/2014	1.00	MQ	6/26/2014	MQ
	Police Officer	7/30/2014	8/5/2014	4.00	CQ	8/5/2014	CQ
	Police Officer	8/12/2014	8/19/2014	5.00	MQ	8/19/2014	MQ
	Drug Screen Only	8/20/2014	8/22/2014	2.00	MQ	8/22/2014	MQ
	Police Officer	9/9/2014	9/12/2014	3.00	CQ	9/12/2014	CQ
	Police Officer	10/6/2014	10/13/2014	5.00	MQ	10/13/2014	MQ
	Police Dispatcher	9/25/2014	10/1/2014	4.00	RDQ	10/13/2014	MQ
	Police Officer	10/31/2014	11/4/2014	2.00	MQ	11/4/2014	MQ
	Police Officer	11/7/2014	11/12/2014	3.00	MQ	11/12/2014	MQ
	Police Officer	12/22/2014	12/29/2014	5.00	RDQ	1/12/2015	CQ
	Police Officer	12/18/2014	1/5/2015	12.00	CQ	1/5/2015	CQ

**City of Yuba City
32 Exams**

Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
Mechanic / Lead	1/10/2014	1/14/2014	2.00	RDQ	2/6/2014	CQ
Police Officer	1/21/2014	1/28/2014	5.00	RDQ	2/4/2014	MQ
Maintenance Worker I	2/4/2014	2/10/2014	4.00	RDQ	2/14/2014	CQ
Police Dispatcher I/II/III/Supervisor	2/10/2014	2/12/2014	2.00	CQ	2/12/2014	CQ
Police Dispatcher I/II/III/Supervisor	2/7/2014	2/13/2014	4.00	CQ	2/13/2014	CQ
Groundskeeper	2/12/2014	2/19/2014	5.00	MQ	2/19/2014	MQ
Police Dispatcher I/II/III/Supervisor	2/7/2014	2/19/2014	8.00	CQ	2/19/2014	CQ
Public Works Maintenance Worker I/II/III	2/21/2014	2/25/2014	2.00	MQ	2/25/2014	MQ
Public Works Maintenance Worker I/II/III	2/21/2014	2/26/2014	3.00	MQ	2/26/2014	MQ
Public Works Maintenance Worker I/II/III	2/24/2014	2/27/2014	3.00	MQ	2/27/2014	MQ
Public Works Maintenance Worker I/II/III	2/25/2014	2/27/2014	2.00	CQ	2/27/2014	CQ
Maintenance Worker I/II/Supervisor/Manager- Parks	2/26/2014	3/3/2014	3.00	MQ	3/3/2014	MQ
Maintenance Worker I/II/Supervisor/Manager- Parks	2/26/2014	3/4/2014	4.00	MQ	3/4/2014	MQ
Public Works Maintenance Worker I/II/III	3/4/2014	3/7/2014	3.00	MQ	3/7/2014	MQ
Kennel Attendant I / II	3/18/2014	3/25/2014	5.00	MQ	3/25/2014	MQ
Police Officer	4/9/2014	4/16/2014	5.00	CQ	4/16/2014	CQ
Police Officer	4/18/2014	4/22/2014	2.00	MQ	4/22/2014	MQ
Administrative Assistant/Clerk/Analyst	4/25/2014	4/29/2014	2.00	MQ	4/29/2014	MQ
Police Officer	5/20/2014	5/27/2014	5.00	MQ	5/27/2014	MQ
Police Officer Series	5/28/2014	6/3/2014	4.00	RDQ	6/4/2014	MQ
Police Officer Series	6/18/2014	6/24/2014	4.00	MQ	6/24/2014	MQ
Police Officer Series	6/17/2014	6/24/2014	5.00	MQ	6/24/2014	MQ
Administrative Series	9/2/2014	9/9/2014	5.00	RDQ	9/15/2014	MQ
Police Officer Series	9/9/2014	9/19/2014	8.00	CQ	9/19/2014	CQ
Custodian / Lead	9/19/2014	9/26/2014	5.00	MQ	9/26/2014	MQ
Police Officer Series	9/16/2014	9/26/2014	8.00	MQ	9/26/2014	MQ
Construction Inspector	10/3/2014	10/6/2014	1.00	MQ	10/6/2014	MQ
Administrative Series	10/1/2014	10/7/2014	4.00	CQ	10/7/2014	CQ
Custodian / Lead	10/8/2014	10/13/2014	3.00	MQ	10/13/2014	MQ
Police Officer Series	11/10/2014	11/17/2014	5.00	RDQ	11/18/2014	MQ
Police Officer Series	12/9/2014	12/11/2014	2.00	MQ	12/11/2014	MQ
Police Officer Series	12/17/2014	12/23/2014	4.00	MQ	12/23/2014	MQ

2015 EXAMS

City of Dixon 41 Exams	Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
	Maintenance Worker - Storm Drains	2/11/2015	2/18/2015	5.00	CQ	2/18/2015	CQ
	Transit Driver I/II/Trainee/Coordinator	5/20/2015	5/21/2015	1.00	CQ	5/21/2015	CQ
	Transit Driver I/II/Trainee/Coordinator	8/26/2015	8/31/2015	3.00	CQ	9/2/2015	MQ
	Transit Driver I/II/Trainee/Coordinator	9/14/2015	9/15/2015	1.00	CQ	9/15/2015	CQ
	Firefighter / Paramedic	10/20/2015	10/23/2015	3.00	CQ	10/23/2015	CQ
	Transit Driver I/II/Trainee/Coordinator	10/29/2015	10/29/2015	0.00	CQ	10/29/2015	CQ
	Maintenance Worker I/II/III/Senior	11/3/2015	11/13/2015	8.00	CQ	11/17/2015	MQ
	DMV Examination	1/22/2015	1/23/2015	1.00	MQ	1/23/2015	MQ
	Wastewater Systems Operator I	1/28/2015	1/29/2015	1.00	MQ	1/29/2015	MQ
	Maintenance Worker I/II/III/Senior	2/12/2015	2/20/2015	6.00	MQ	2/20/2015	MQ
	DMV Examination	2/25/2015	2/25/2015	0.00	MQ	2/25/2015	MQ
	Maintenance Worker I/II/III/Senior	3/13/2015	3/16/2015	1.00	MQ	3/16/2015	MQ
	Police Officer Series	3/31/2015	4/6/2015	4.00	MQ	4/6/2015	MQ
	Firefighter Series	5/28/2015	5/28/2015	0.00	MQ	5/28/2015	MQ
	Transit Driver I/II/Trainee/Coordinator	5/19/2015	5/20/2015	1.00	MQ	5/20/2015	MQ
	Firefighter Series	6/9/2015	6/12/2015	3.00	MQ	6/12/2015	MQ
	Parks and Building Supervisor	5/22/2015	5/26/2015	2.00	MQ	5/26/2015	MQ
	Sr. Transit Driver	6/25/2015	6/29/2015	2.00	MQ	6/29/2015	MQ
	Maintenance Worker I/II/III/Senior	6/16/2015	6/22/2015	4.00	MQ	6/22/2015	MQ
	Building Inspector I/II	7/22/2015	7/29/2015	5.00	MQ	7/29/2015	MQ
	Transit Driver I/II/Trainee/Coordinator	7/31/2015	8/5/2015	3.00	MQ	8/5/2015	MQ
	Transit Driver I/II/Trainee/Coordinator	8/17/2015	8/19/2015	2.00	MQ	8/19/2015	MQ
	Police Officer Series	8/31/2015	9/3/2015	3.00	MQ	9/3/2015	MQ
	Street Maintenance Supervisor	9/11/2015	9/14/2015	1.00	MQ	9/14/2015	MQ
	Fire Engineer	10/2/2015	10/5/2015	1.00	MQ	10/5/2015	MQ
	Transit Driver I/II/Trainee/Coordinator	9/24/2015	9/24/2015	0.00	MQ	9/24/2015	MQ
	Police Officer Series	10/19/2015	10/23/2015	4.00	MQ	10/23/2015	MQ
	Fire Captain	11/11/2015	11/11/2015	0.00	MQ	11/11/2015	MQ
	Maintenance Worker I/II/III/Senior	12/22/2015	1/4/2016	9.00	MQ	1/4/2016	MQ
	Transit Driver I/II/Trainee/Coordinator	12/21/2015	12/28/2015	5.00	MQ	12/28/2015	MQ
	Transit Driver I/II/Trainee/Coordinator	4/29/2015	4/30/2015	1.00	RDQ	7/7/2015	RDQ (PSA)
	Police Officer Series	6/8/2015	6/11/2015	3.00	RDQ	6/23/2015	DQ
	Maintenance Worker I/II/III/Senior	7/15/2015	7/22/2015	5.00	RDQ	7/23/2015	CQ
	Transit Driver I/II/Trainee/Coordinator	8/24/2015	8/27/2015	3.00	RDQ	8/28/2015	CQ
	Transit Driver I/II/Trainee/Coordinator	8/26/2015	8/31/2015	3.00	RDQ	9/8/2015	MQ
	Police Officer Series	9/4/2015	9/10/2015	4.00	RDQ	9/14/2015	MQ
	Wastewater Systems Operator I/II/Operator-In-Training	9/9/2015	9/17/2015	6.00	RDQ	9/18/2015	MQ
	Police Officer Series	10/20/2015	10/26/2015	4.00	RDQ	2/12/2016	RDQ
	Police Officer Series	11/20/2015	11/25/2015	3.00	RDQ	12/4/2015	MQ
	Transit Driver I/II/Trainee/Coordinator	9/24/2015	N/A - Occu-Vax				
	Police Officer Series	12/21/2015	N/A - RDQ (PSE)				
City of Elk Grove 36 Exams	Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
	Police Officer	1/13/2015	1/21/2015	6.00	RDQ	2/9/2015	CQ
	Police Officer	1/9/2015	1/16/2015	5.00	MQ	1/16/2015	MQ

Drug Screen Only	2/11/2015	2/13/2015	2.00	MQ	2/13/2015	MQ
Drug Screen Only	1/30/2015	2/2/2015	1.00	MQ	2/2/2015	MQ
Drug Screen Only	2/9/2015	2/10/2015	1.00	MQ	2/10/2015	MQ
Drug Screen Only	2/5/2015	2/10/2015	3.00	MQ	2/10/2015	MQ
Police Officer Series	2/25/2015	3/10/2015	9.00	MQ	3/10/2015	MQ
Animal Service Officer	3/17/2015	3/18/2015	1.00	MQ	3/18/2015	MQ
Drug Screen Only	4/2/2015	4/3/2015	1.00	MQ	4/3/2015	MQ
Police Officer Series	4/20/2015	5/7/2015	13.00	MQ	5/7/2015	MQ
Police Officer Series	5/1/2015	5/12/2015	7.00	CQ	5/12/2015	CQ
Police Officer Series	5/4/2015	5/12/2015	6.00	MQ	5/12/2015	MQ
Police Officer Series	5/5/2015	5/12/2015	5.00	CQ	5/12/2015	CQ
Police Officer Series	6/3/2015	6/9/2015	4.00	MQ	6/9/2015	MQ
Police Officer Series	6/8/2015	6/11/2015	3.00	RDQ	7/2/2015	MQ
Police Officer Series	6/5/2015	6/10/2015	3.00	MQ	6/10/2015	MQ
Police Dispatcher	6/3/2015	6/8/2015	3.00	MQ	6/8/2015	MQ
Police Officer Series	6/12/2015	6/18/2015	4.00	MQ	6/18/2015	MQ
IT Technician	6/11/2015	6/12/2015	1.00	MQ	6/12/2015	MQ
Community Service Officer	6/25/2015	6/26/2015	1.00	MQ	6/26/2015	MQ
Records Technician	7/16/2015	7/17/2015	1.00	RDQ	7/23/2015	MQ
Records Technician	7/20/2015	7/21/2015	1.00	MQ	7/21/2015	MQ
Property and Evidence Technician	7/24/2015	7/27/2015	1.00	MQ	7/27/2015	MQ
Facilities Technician	7/31/2015	8/5/2015	3.00	MQ	8/5/2015	MQ
Police Officer Series	8/14/2015	8/18/2015	2.00	RDQ	8/20/2015	MQ
Police Dispatcher	9/2/2015	9/4/2015	2.00	MQ	9/4/2015	MQ
Police Officer Series	9/2/2015	9/17/2015	11.00	CQ	9/17/2015	CQ
Police Officer Series	10/6/2015	10/9/2015	3.00	MQ	10/9/2015	MQ
Animal Service Officer	10/9/2015	10/12/2015	1.00	MQ	10/12/2015	MQ
Police Officer Series	10/7/2015	10/19/2015	8.00	CQ	10/19/2015	CQ
Police Officer Series	10/13/2015	10/19/2015	4.00	CQ	10/19/2015	CQ
Police Officer Series	11/2/2015	11/6/2015	4.00	RDQ	11/11/2015	MQ
Police Officer Series	11/16/2015	11/19/2015	3.00	MQ	11/19/2015	MQ
Police Officer Series	11/18/2015	11/23/2015	3.00	CQ	11/24/2015	MQ
Police Officer Series	12/7/2015	12/14/2015	5.00	CQ	12/16/2015	MQ
Police Officer Series	12/30/2015	1/11/2016	8.00	MQ	1/11/2016	MQ

**City of Yuba City
54 Exams**

Job Class	Date Of Exam	Initial Decision Date	Date of Exam to Date of Initial Decision	Initial Decision	Final Decision Date	Final Decision
Registered Veterinary Technician	1/14/2015	1/21/2015	5.00	MQ	1/21/2015	MQ
Administrative Series	1/28/2015	2/3/2015	4.00	MQ	2/3/2015	MQ
Kennel Attendant I/II	2/6/2015	2/9/2015	1.00	MQ	2/9/2015	MQ
Administrative Series	2/4/2015	2/10/2015	4.00	MQ	2/10/2015	MQ
Police Officer Series	2/9/2015	2/19/2015	8.00	RDQ	2/26/2015	MQ
Recreation Supervisor I/II/III	3/13/2015	3/17/2015	2.00	CQ	3/17/2015	CQ
Electrical Technician I/II/III	3/17/2015	3/23/2015	4.00	MQ	3/23/2015	MQ
Recreation Supervisor I/II/III	3/20/2015	3/23/2015	1.00	MQ	3/23/2015	MQ
Police Officer Series	3/19/2015	3/30/2015	7.00	RDQ	4/1/2015	CQ
Public Works Maintenance Worker I/II/III	3/23/2015	3/27/2015	4.00	MQ	3/27/2015	MQ
Administrative Series	3/27/2015	3/31/2015	2.00	MQ	3/31/2015	MQ
Public Works Maintenance Worker I/II/III	3/24/2015	4/1/2015	6.00	MQ	4/1/2015	MQ
Police Officer Series	3/31/2015	4/6/2015	4.00	RDQ	4/9/2015	CQ

Groundskeeper	4/8/2015	4/16/2015	6.00	MQ	4/16/2015	MQ
Water Treatment Plant Operator	4/16/2015	4/22/2015	4.00	MQ	4/22/2015	MQ
Custodian/Lead	4/20/2015	4/23/2015	3.00	CQ	4/23/2015	CQ
Wastewater Treatment Plant Operator I/II/III/Chief	4/20/2015	4/24/2015	4.00	MQ	4/24/2015	MQ
Police Officer Series	4/20/2015	4/27/2015	5.00	MQ	4/27/2015	MQ
Police Officer Series	4/21/2015	4/28/2015	5.00	RDQ	5/13/2015	MQ
Wastewater Treatment Plant Operator I/II/III/Chief	4/24/2015	4/27/2015	1.00	RDQ	5/11/2015	MQ
Custodian/Lead	5/13/2015	5/18/2015	3.00	MQ	5/18/2015	MQ
Sedentary (Driving)	5/26/2015	5/29/2015	3.00	CQ	5/29/2015	CQ
Customer Service Representative I/II/Senior/Manager	5/20/2015	5/26/2015	4.00	MQ	5/26/2015	MQ
Public Works Maintenance Worker I/II/III	5/20/2015	5/27/2015	5.00	CQ	5/27/2015	CQ
Laboratory Technician I/II	5/18/2015	6/4/2015	13.00	CQ	6/4/2015	CQ
Custodian/Lead	5/26/2015	5/29/2015	3.00	MQ	5/29/2015	MQ
Groundskeeper	6/23/2015	6/29/2015	4.00	MQ	6/29/2015	MQ
Associate Civil Engineer/Engineering Technician I/II/III	7/2/2015	7/8/2015	4.00	MQ	7/8/2015	MQ
Administrative Series	7/1/2015	7/9/2015	6.00	MQ	7/9/2015	MQ
Associate Civil Engineer/Engineering Technician I/II/III	7/6/2015	7/9/2015	3.00	RDQ	9/17/2015	MQ
Police Officer Series	8/12/2015	8/14/2015	2.00	RDQ	9/16/2015	RDQ
Kennel Attendant I/II	8/13/2015	8/19/2015	4.00	MQ	8/19/2015	MQ
Kennel Attendant I/II	8/19/2015	8/25/2015	4.00	MQ	8/25/2015	MQ
Kennel Attendant I/II	8/21/2015	8/27/2015	4.00	RDQ	9/9/2015	MQ
Police Officer Series	9/4/2015	9/16/2015	8.00	MQ	9/16/2015	MQ
Public Works Maintenance Worker I/II/III	9/2/2015	9/21/2015	13.00	MQ	9/21/2015	MQ
Administrative Series	10/9/2015	10/13/2015	2.00	MQ	10/13/2015	MQ
Community Service Officer	10/7/2015	10/14/2015	5.00	CQ	10/14/2015	CQ
Custodian/Lead	10/26/2015	10/29/2015	3.00	RDQ	11/6/2015	CQ
Custodian/Lead	10/28/2015	10/30/2015	2.00	MQ	10/30/2015	MQ
Firefighter Series	11/10/2015	11/19/2015	7.00	RDQ	12/7/2015	CQ
Police Officer Series	11/18/2015	11/23/2015	3.00	MQ	11/23/2015	MQ
Police Officer Series	11/20/2015	11/23/2015	1.00	MQ	11/23/2015	MQ
Police Officer Series	11/20/2015	11/23/2015	1.00	RDQ	12/14/2015	MQ
Police Officer Series	11/20/2015	11/24/2015	2.00	RDQ	11/30/2015	MQ
Police Officer Series	11/25/2015	12/2/2015	5.00	MQ	12/2/2015	MQ
Police Officer Series	12/4/2015	12/9/2015	3.00	MQ	12/9/2015	MQ
Police Officer Series	12/4/2015	12/11/2015	5.00	RDQ	1/14/2016	MQ
Police Officer Series	12/4/2015	12/9/2015	3.00	MQ	12/9/2015	MQ
Police Officer Series	12/4/2015	12/11/2015	5.00	RDQ	12/15/2015	MQ
Police Dispatcher I/II/III/Supervisor	12/9/2015	12/11/2015	2.00	MQ	12/11/2015	MQ
Laboratory Technician I/II	12/16/2015	12/21/2015	3.00	MQ	12/21/2015	MQ
Custodian/Lead	12/17/2015	12/21/2015	2.00	MQ	12/21/2015	MQ
Custodian/Lead	12/18/2015	12/22/2015	2.00	MQ	12/22/2015	MQ



FY 16/17 RISK CONTROL SERVICES BUDGET

ACTION ITEM

ISSUE: For the FY 16/17 Risk Control Services Budget the Program Administrators have included the option for the additional risk assessment service day provided by Bickmore, a reduction in the Occu-Med contract, and an increase in the Lexipol Policy Manual Updates.

RECOMMENDATION: Review and recommend budget for FY 16/17.

FISCAL IMPACT: TBD - Total proposed with option is \$504,438.

BACKGROUND: The Risk Management Committee annually reviews the administrative budget for Risk Management Services and makes a recommendation to the Executive Committee for the upcoming fiscal year.

ATTACHMENT(S):

1. Proposed Risk Management Services Budget for FY 16/17
2. Budget to Actual as of 3/31/16

NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
DRAFT BUDGET For Risk Management Services
July 1, 2016 to June 30, 2017

EXPENSES:		WORK COMP	LIABILITY	2016-17 TOTAL	2015-16 PRIOR YEAR	\$ CHANGE	% CHANGE	
Administrative Expenses:								
Safety Services:								
52204	Bickmore Onsite Risk Assessments	\$52,500	\$31,500	\$84,000	\$67,500	\$16,500	24%	<i>Extra service day</i>
52203	Bickmore Police Risk Mgmt Comm Training	\$3,950	\$3,950	\$7,900	\$7,900	\$0	0%	
52204	Bickmore Risk Control Service Days	\$18,230	\$18,230	\$36,460	\$36,460	\$0	0%	
52204	Bickmore Phone Consultation	\$9,300	\$9,300	\$18,600	\$18,600	\$0	0%	
52204	Bickmore Newsletter	\$2,790	\$2,790	\$5,580	\$5,580	\$0	0%	
52204	Bickmore Safety Training Coordination	\$7,440	\$7,440	\$14,880	\$14,880	\$0	0%	
52204	Bickmore Meeting Preparation	\$4,650	\$4,650	\$9,300	\$9,300	\$0	0%	
52214	OCCUMED Occupational Health Consulting	\$12,000	0	\$12,000	\$18,000	(\$6,000)	-33%	<i>Revised based on use</i>
52215	Online Risk Management Services	\$7,000	\$7,000	\$14,000	\$14,000	\$0	0%	
52217	ACI - Wellness Optional	\$15,072	0	\$15,072	\$15,072	\$0	0%	
52201	Outside Training	\$15,000	\$15,000	\$30,000	\$30,000	\$0	0%	
52202	Risk Mgmt Comm Mtg Expense	\$750	\$750	\$1,500	\$1,500	\$0	0%	
52207	Seminars and PARMA	\$40,000	\$32,600	\$72,600	\$72,600	\$0	0%	
52208	Lexipol Law Enforcement Policy Manual Updates DTB	\$15,903	\$116,643	\$132,546	\$106,250	\$26,296	25%	<i>Pricing Increase</i>
52209	Police Risk Management Funds	\$25,000	\$25,000	\$50,000	\$50,000	\$0	0%	
	Total Safety Services Expenses	\$229,585	\$274,853	\$504,438	\$467,642	\$36,796	8%	

Northern California Cities Self Insurance Fund
Budget to Actual
As of March 31, 2016

	Budget 2015-2016			YTD Expended 2015-2016			Remaining 2015-2016			
	Total	WC	Liab	Total	WC	Liab	Total \$	Total %	WC	Liab
ADMIN BUDGET										
Administrative Revenue										
41010 Administrative Deposit - See Note 1	\$ 1,320,429	\$ 922,691	\$ 397,738	\$ 559,027	\$ 260,723	\$ 298,304	\$ 761,402	58%	\$ 661,968	\$ 99,434
44030 Change in Fair Value - See Note 2	-	-	-	5,706	5,580	126	(5,706)		(5,580)	(126)
44040 Interest Income - See Note 2	-	-	-	3,836	3,459	377	(3,836)		(3,459)	(377)
44080 Risk Management Grants - See Note 3	-	-	-	152,449	152,449	-	(152,449)		(152,449)	-
XXXXX Member Identity Theft Protection	16,000	-	16,000	-	-	-	16,000	100%	-	16,000
Total Admin Revenue	\$ 1,336,429	\$ 922,691	\$ 413,738	\$ 721,018	\$ 422,211	\$ 298,807	\$ 615,411	46%	\$ 500,480	\$ 114,931
Administrative Expenses										
52101 Claims Audit	\$ 5,000	\$ -	\$ 5,000	\$ 5,945	\$ -	\$ 5,945	\$ (945)	-19%	\$ -	\$ (945)
52102 Financial Audit	26,100	13,050	13,050	26,100	13,050	13,050	-	0%	-	-
52103 Legal Services	10,000	3,000	7,000	5,075	1,608	3,467	4,925	49%	1,392	3,533
52104 Actuarial Services	11,800	5,000	6,800	9,300	4,650	4,650	2,500	21%	350	2,150
52106 JPA Accreditation	-	-	-	-	-	-	-		-	-
52107 Fidelity Bonds	2,200	1,100	1,100	2,182	449	1,733	18	1%	651	(633)
52109 Miscellaneous Consultants	5,000	2,500	2,500	-	-	-	5,000	100%	2,500	2,500
Total Admin Expenses	\$ 60,100	\$ 24,650	\$ 35,450	\$ 48,602	\$ 19,757	\$ 28,845	\$ 11,498	19%	\$ 4,893	\$ 6,605
Safety Services										
52201 Outside Training	\$ 30,000	\$ 15,000	\$ 15,000	\$ 10,286	\$ 5,143	\$ 5,143	\$ 19,714	66%	\$ 9,857	\$ 9,857
52202 Risk Mgmt Comm Mtg Expense	1,500	750	750	64	32	32	1,436	96%	718	718
52203 Police Risk Mgmt Comm Svcs	7,900	3,950	3,950	7,168	3,584	3,584	732	9%	366	366
52204 On Site Monthly Fee	152,320	78,410	73,910	114,709	57,755	56,954	37,611	25%	20,655	16,956
52207 Seminars and PARMA	72,600	40,000	32,600	9,508	6,301	3,207	63,092	87%	33,699	29,393
52208 Police Risk Mgmt Manual	106,250	12,400	93,850	78,675	9,300	69,375	27,575	26%	3,100	24,475
52209 Safety Contingency	50,000	25,000	25,000	-	-	-	50,000	100%	25,000	25,000
52214 OCCUMED	18,000	18,000	-	13,500	13,500	-	4,500	25%	4,500	-
52215 Online Risk Management Services	14,000	7,000	7,000	9,450	4,725	4,725	4,550	33%	2,275	2,275
52217 Wellness Optional	15,072	15,072	-	1,318	1,180	138	13,754	91%	13,892	(138)
54200 Safety Grant Fund - See Note 3	-	-	-	97,063	97,063	-	(97,063)		(97,063)	-
Total Safety Services Expenses	\$ 467,642	\$ 215,582	\$ 252,060	\$ 341,741	\$ 198,583	\$ 143,158	\$ 125,901	27%	\$ 16,999	\$ 108,902



BACK TO AGENDA

**Northern California Cities Self Insurance Fund
Risk Management Committee Meeting
June 9, 2016**

Agenda Item F.5.

ROUND TABLE DISCUSSION

INFORMATION ITEM

ISSUE: The floor will be open to the Committee for discussion.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: The item is to the Committee members for any topics or ideas that members would like to address.

ATTACHMENT(S): None.

Northern California Cities Self Insurance Fund

Travel Reimbursement Expense Form

Member Representative: _____

Entity: _____

Payee Address: _____

Meeting or Committee: _____

Date of Meeting: _____

Location of Meeting: _____

Total Mileage: _____

Payment Made to:

Signature _____ Date _____