



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
VIA TELECONFERENCE
DECEMBER 4, 2019**

COMMITTEE MEMBERS PRESENT

Liz Ehrenstrom, City of Oroville - President (**Chair**)
Kristine Haile, City of Folsom - Vice President
Tim Sailsbery, City of Willows - Treasurer
Gina Will, Town of Paradise - Secretary
Elisa Arteaga, City of Gridley
Loree' McCay, City of Nevada City

COMMITTEE MEMBERS ABSENT

Veronica Rodriguez, City of Lincoln - CJPRMA Board Representative
Joanne Narloch, City of Galt
Jen Lee, City of Rio Vista

CONSULTANTS & GUESTS

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

A. CALL TO ORDER

Chair Liz Ehrenstrom called the meeting to order at 10:04 a.m.

B. ROLL CALL

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

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Gina Will

SECOND: Loree McCay

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ehrenstrom, Haile, Will, Arteaga, McCay

Nays: None

D. PUBLIC COMMENTS

There were no public comments.

E. CONSENT CALENDAR

1. Executive Committee Meeting Minutes - September 26, 2019 (Draft)
2. FY 19/20 Liability Claims Auditing Services Agreement with Risk Management Services



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

MOTION: Elisa Arteaga

SECOND: Gina Will

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ehrenstrom, Haile, Will, Arteaga, McCay

Nays: None

F. GENERAL RISK MANAGEMENT ISSUES

Mr. Marcus Beverly reminded the Committee that Laura Cole of Cole Pro Media, a Public Relations Risk Management firm, will provide a presentation on best practices for putting together a critical incident video at the January 2020 Board meeting. Mr. Beverly suggested having a contract in place with Laura Cole on a retainer basis in case a need should arise for her services and she can respond immediately. The Committee concurred and a draft general retainer agreement will be presented at the next EC meeting.

G. ADMINISTRATION REPORTS

G.1. President's Report

Chair Ehrenstrom had no items to report.

G.2. CJPRMA Update

Mr. Beverly indicated that Veronica Rodriguez from the City of Lincoln, NCCSIF's new CJPRMA Board Representative attended the recent CJPRMA meeting. Unfortunately, Veronica was not able to attend the meeting to provide an update. Essentially, the rate is up by 25% and the pool may need to take on a higher SIR (Self Insured Retention), \$750,000 likely for FY 20/21. Mr. Michael Simmons noted that is to be expected of the current volatile liability market: rates have been increasing and carriers have been reducing capacity. Alliant is closely watching how the excess pool program develops their funding concept and rates in the coming months.

G.3. Program Administrator's Report

Mr. Simmons provided the Committee with an update regarding his upcoming retirement and noted that Conor Boughy will be stepping in to the peer advisor role. The Committee directed the Program Administrators to e-mail Mike's letter to the Board ahead of the January meeting to keep members apprised of the service team transition plan.



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H. JPA BUSINESS

H.1. Bylaws Amendment - Terms of Officers

At the October 24, 2019 meeting, Mr. Beverly indicated that the Board changed the terms of the Executive Committee (EC) from a calendar year to a fiscal year rotation. The EC also agreed to change the terms of the Officers of the JPA from a calendar year to a fiscal year, but that change requires an amendment to the Bylaws. The proposed change is to Section 5, Officers of the Authority, paragraph B., changing the terms of office for the Officers of the JPA from a calendar year rotation to a fiscal year rotation, to coincide with the current rotation for the EC.

A motion was made to approve a 30-day notice of an amendment to the Bylaws to change the Officer's terms of office from calendar year to fiscal year.

MOTION: Elisa Arteaga

SECOND: Loree McCay

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ehrenstrom, Haile, Will, Arteaga, McCay

Nays: None

H.2. Policy and Procedure Revisions

H.2.a. A-16: Segregation of Accounting Duties

H.2.b. A-4: Quarterly Financial Statements

H.3.c. A-18: Finance Committee Composition and Duties

H.3.d. A-13: Review and Control of Investment Activities

The above items were reviewed altogether.

Mr. Beverly indicated that the Program Administrators are undertaking a review of NCCSIF Policies and Procedures (P&P) and the following Administrative Policies relating to the Treasurer's responsibility, preparation of quarterly financial statements and segregation of accounting duties are out of date and will need to bring current:

- a. P&P A-16: Segregation of Accounting Duties - introduces the role of the Financial Consultant as distinct from the Treasurer.
- b. P&P A-4: Quarterly Financial Statement - principal change is to replace references to the Treasurer's preparation of the financial statements with the Financial Consultant.
- c. P&P A-18: Finance Committee Composition and Duties - being updated to note that the Executive Committee performs the duties on a regular basis and convenes the Finance Committee as needed.



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- d. P&P A-13: Review and Control of Investment Activities - references the Executive Committee's normal role in review and control of investment activities. The Committee suggested to remove reference to specific name of banks in the policy as a good practice, thereby changing Chandler Asset Management to "Asset Company" and Bank of New York to "Custodial Bank."

It was noted that the Finance Committee had been dormant for some time and no one is currently appointed on the committee. The Executive Committee discussed reestablishing the Finance Committee and deemed it necessary to have a functional committee. The Finance Committee must meet at minimum once a year during the wrap up meeting with financial auditor and financial consultant as part of the financial audit oversight process.

A motion was made to approve the changes to P&P A-16: Segregation of Accounting Duties as presented; P&P A-4: Quarterly Financial Statements as presented; P&P A-18: Finance Committee Composition and Duties as presented; and P&P A-13: Review and Control of Investment Activities as amended.

MOTION: Loree McCay

SECOND: Kristine Haile

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Ehrenstrom, Haile, Will, Arteaga, McCay

Nays: None

H.3. January 2020 Long Range Planning and Board Meeting Draft Agenda

Mr. Beverly reviewed the draft agenda for the upcoming Long-Range Planning (LRP) and Board of Directors meeting in January with one additional item pertaining to the Bylaw change now that the EC provided direction.

A motion was made to approve the draft agenda for the January 16, 2020 LRP and Board meeting as amended to include the proposed Bylaw amendment.

MOTION: Elisa Arteaga

SECOND: Gina Will

**MOTION CARRIED
UNANIMOUSLY**

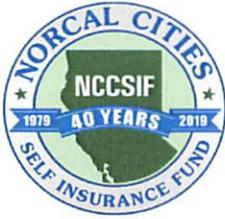
Ayes: Ehrenstrom, Haile, Will, Arteaga, McCay

Nays: None

I. INFORMATION ITEMS

1. NCCSIF Organizational Chart
2. NCCSIF 2020 Meeting Calendar

There was no discussion on these items.



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J. ADJOURNMENT

The meeting was adjourned at 10:38 a.m.

Respectfully Submitted,

Gina Will, Secretary

4/6/2020

Date