



**MINUTES OF THE
NCCSIF EXECUTIVE COMMITTEE MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
MAY 18, 2017**

COMMITTEE MEMBERS PRESENT

Liz Cottrell, City of Anderson	Dave Warren, City of Placerville (Chair)
Astrida Trupovnieks, City of Lincoln	Sandy Ryan, City of Red Bluff
Corey Shaver, City of Nevada City	Tim Sailsbery, City of Willows
Liz Ehrenstrom, City of Oroville	Natalie Springer, City of Yuba City

COMMITTEE MEMBERS ABSENT

Toni Benson, City of Colusa	Satwant Takhar, City of Marysville
Kristina Miller, City of Corning	

CONSULTANTS & GUESTS

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

A. CALL TO ORDER

Chair Dave Warren called the meeting to order at 11:06 a.m.

B. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

Motion: Tim Sailsbery	Second: Liz Ehrenstrom	Motion Carried
Ayes: Cottrell, Shaver, Ehrenstrom, Warren, Ryan, Sailsbery, Springer		

C. PUBLIC COMMENTS

There were no public comments.

D. CONSENT CALENDAR

1. Executive Committee Meeting Minutes - March 23, 2017
2. Check Register from March 1, 2017 to April 30, 2017
3. Investment Reports



- a. Chandler Asset Management Short/Long Term - March 2017 to April 2017
- b. Local Agency Investment Fund (LAIF) Report as of March 31, 2017
- c. Treasurer's Report as of March 31, 2017

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

Motion: Liz Ehrenstrom

Second: Tim Sailsbery

Motion Carried

Ayes: Cottrell, Shaver, Ehrenstrom, Warren, Ryan, Sailsbery, Springer

E. CLOSED SESSION

Pursuant to Government Code Section 54956.95, the Committee recessed to closed session at 11:08 a.m. to discuss a liability claim: Coryell vs. City of Oroville.

Astrida Trupovnieks arrived at 11:10 a.m.

F. REPORT FROM CLOSED SESSION

The Committee reconvened to open session at 11:30 a.m. Chair Warren indicated that no formal announcement is necessary as direction was given to the Program and Claims Administrators to the claim referenced above.

G. ADMINISTRATION REPORTS

G1. President's Report

Chair Warren thanked Astrida Trupovnieks for volunteering as the CJPRMA Board Representative. Chair Warren requested to add options in the agenda item reports to assist Board and Committee members identify other alternative actions to take.

G2. Program Administrator's Report

Mr. Marcus Beverly indicated that members should have received email announcements from Bickmore regarding various risk management regional trainings scheduled in the coming months and encouraged members to sign up for those trainings.

H. JPA BUSINESS

H1. Accounting and Financial Services Agreement

Mr. Beverly indicated that due to the recent development in the negotiation with James Marta and Company, the Accounting Services Ad Hoc Committee met with James Marta on May 5, 2017, at the Alliant Insurance Services office to continue discussion on various factors for the significant increase in Marta's annual fee. After continued negotiation, the Ad Hoc Committee determined to



issue a Request for Proposal (RFP) for Accounting and Financial Services as it is prudent after twelve years of continued service to gauge the market and do a cost-benefit analysis. In order to allow NCCSIF time to conduct an RFP, a six-month contract term with James Marta and Company was negotiated. The proposed six-month non-cancelable agreement with James Marta and Company effective July 1, 2017 through December 31, 2017, and the proposed RFP timeline were reviewed.

Mr. James Marta indicated the current contract has been lenient, but it needs to bring up to realization of actual cost to service the account.

James Marta and York Risk Services staff were asked to step out of the room.

Members of the Ad Hoc Committee provided the sequence of events that took place during the negotiation process.

After a substantial discussion, a motion was made to approve the six-month agreement for Accounting and Financial Services Agreement with James Marta and Company commencing July 1, 2017 through December 31, 2017; and for the Ad Hoc Committee to work with Program Administrators to develop a Request for Proposal for Accounting and Financial Services.

Motion: Sandy Ryan **Second:** Astrida Trupovnieks **Motion Carried**
Ayes: Cottrell, Shaver, Ehrenstrom, Warren, Ryan, Sailsbery, Springer

James Marta and York Risk Services representatives were asked to rejoin the meeting.

H2. Approval of NCCSIF Defense Attorney List for Workers' Compensation

Mr. Beverly reported that the Claims Committee reviewed this item at its earlier meeting and the Claims Committee recommended the addition of the following attorneys to the NCCSIF Workers' Compensation Counsel Approved List:

1. Ohnmar M. Shin, Senior Partner with Mullen & Filippi, LLP - Sacramento office
2. Serineh Karapetian, Associate Partner with Mullen & Filippi, LLP - Sacramento office
3. Medy F. Beauchane, Managing Partner with Mullen & Filippi, LLP - Chico office
4. Oscar L. Haro, Associate with Mullen & Filippi, LLP - Chico office
5. Joel E. Kautz with Lenahan, Lee, Slater, & Pearse, LLP

It was noted that Joel Kautz with Lenahan, Lee, Slater, & Pearse, LLP was added by City of Yuba City's request and provided an updated address for the Lenahan firm as 2452 River Plaza Drive, Sacramento, 95833.



A motion was made to approve the list of attorneys to the NCCSIF Workers' Compensation Counsel Approved List as amended and noted new address for Lenahan, Lee, Slater, & Pearse, LLP, and removal of Isaac Escobedo from the defense attorney list.

Motion: Tim Sailsbery **Second:** Liz Cottrell **Motion Carried**
Ayes: Cottrell, Shaver, Ehrenstrom, Warren, Ryan, Sailsbery, Springer

H3. Modifications to CJPRMA Memorandum of Coverage (MOC)

Mr. Beverly reviewed the proposed modifications to CJPRMA Memorandum of Coverage (MOC). The NCCSIF is underlying coverage and follows the form of CJPRMA, excess Liability carrier. Mr. Beverly noted the drone coverage is still excluded however, per his discussion with David Clovis, CJPRMA General Manager, there may be a coverage option by July 1, 2017. It will all be decided on at the CJPRMA meeting scheduled the following week, May 24-25, 2017.

Mr. Mike Simmons indicated drone use is more common now in public sector and most Joint Powers Authorities are now providing coverage for drones. Members are reminded to follow the drone operations and pilot certification requirement in accordance with the FAA (Federal Aviation Administration) rules and regulations.

Mike Simmons left the meeting at 12:03 p.m.

Mr. Beverly explained the hammer clause stipulated in the MOC requires CJPRMA to seek member city's approval prior to settling a claim for a specific amount. However, if the member city does not approve the recommended figure, the consent to settlement clause states that CJPRMA will not be liable for any additional monies required to settle the claim or for the defense costs that accrue from the point after CJPRMA makes the settlement recommendation.

Members were also reminded that CJPRMA has an Endorsement for Special Events Liability and if a contract is secured with a hold harmless agreement, the CJPRMA retained limit will drop to \$25,000. If members allow a Fireworks display, the city must secure a \$5 Million limit from the vendor.

Presented as information only, no action taken.

The Committee recessed for lunch at 12:20 p.m.

Cameron Dewey left the meeting during lunch.

The Committee reconvened at 12:43 p.m.



H4. Meeting Schedule and Topic Discussion

Mr. Beverly indicated the December 2017 meeting is scheduled to be a Long Range Planning (LRP) as required by the CAJPA (California Association of Joint Powers Authorities) Accreditation to hold an LRP every three years.

The Committee suggested the following topics for the Long Range Planning meeting:

- Long-term risk financing in light of increased claims severity.
- Brainstorming on lack of infrastructure maintenance leading to bigger claims.
- Review/revision of key governing documents.
- Review of NCCSIF's Mission and updating the strategic plan.

The Committee suggested moving the LRP to December 14, 2017 due to conflict with the CalPELRA (California Public Employers Labor Relations Association) conference.

Presented as information only, no action taken.

H5. Preliminary FY 17/18 NCCSIF Budget

Mr. Beverly provided an overview of the changes in the preliminary budget for FY 17/18. The Legal Services have increased by \$7,000 based on increased number of coverage opinions. The Accounting Services fee increase is to be determined due to the ongoing negotiation. Mr. Beverly noted there was a significant increase in the State Funding/Fraud Assessment by 34%, or 10% from the actual expense for FY 16/17 for the anticipated increase. It was noted that it is hard to estimate the State Funding/Fraud Assessment bill due to various factors mainly depending on State's budget as well as claim input for indemnity payments. The Risk Management Committee recommended to eliminate the ACI Wellness and re-allocate the budgeted \$15,000 with the Seminar Conference training budget and renamed it as 'Member Training' with \$4,000 allotted for each member to use for risk management trainings. It was noted that ACI agreed to eliminate Wellness service and the group rate discount for EAP remains the same. Any member interested to continue the wellness service may do so. ACI will be conducting a webinar regarding their services and encourages members to participate in the webinar.

Information only, no action taken.

H6. Round Table Discussion

Mr. Tim Sailsbery made a remarks regarding Corey Shaver, City of Nevada City, retiring this year.



I. INFORMATION ITEMS

1. Glossary of Terms
2. NCCSIF Organizational Chart
3. NCCSIF 2017 Meeting Calendar
4. NCCSIF Vendor Services Matrix
5. NCCSIF Resource Contact Guide
6. NCCSIF Travel Reimbursement

There was no discussion on these items.

J. ADJOURNMENT

This meeting was adjourned at 1:06 p.m.

NEXT MEETING DATE: September 21, 2017 in Rocklin, CA

Respectfully Submitted,

Date