



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
BOARD OF DIRECTORS MEETING MINUTES  
WEBEX TELECONFERENCE  
NOVEMBER 12, 2020**

---

**BOARD OF DIRECTORS PRESENT**

Liz Cottrell, City of Anderson  
Rachel Ancheta, City of Dixon  
Stephanie Van Steyn, City of Galt  
Dalacie Blankenship, City of Jackson  
Jennifer Styczynski, City of Marysville (**Secretary**)  
Dave Warren, City of Placerville (**Chair**)  
Spencer Morrison, City of Yuba City

Kristina Miller, City of Corning  
Kara Reddig, City of Elk Grove  
Jon Hanken, City of Ione  
Veronica Rodriguez, City of Lincoln  
Brooke Kerrigan, Town of Paradise  
Andrew Schiltz, City of Rocklin

**OTHER MEMBERS PRESENT**

Jim Ramsey, City of Elk Grove

**BOARD OF DIRECTORS ABSENT**

Cristina Shafer, City of Auburn  
Brad Koehn, City of Elk Grove  
Yvonne Kimball, City of Jackson  
Liz Ehrenstrom, City of Oroville  
Jose Jasso, City of Rio Vista (**Vice-Chair**)  
Kimberly Sarkovich, City of Rocklin

Toni Benson, City of Colusa  
Elisa Arteaga, City of Gridley  
Loree McCay, City of Nevada City  
Sandy Ryan, City of Red Bluff  
Jen Lee, City of Rio Vista (**Treasurer**)  
Wayne Peabody, City of Willows

**CONSULTANTS & GUESTS**

Marcus Beverly, Alliant Insurance Services  
Michael Simmons, Alliant Insurance Services  
Raychelle Maranan, Alliant Insurance Services  
Jenna Wirkner, Alliant Insurance Services  
Dori Zumwalt, Sedgwick  
Jill Petrarca, Sedgwick

Dave Beal, Sedgwick  
Carlos Oblites, Chandler Asset Management  
Michelle Duba, Crowe LLP  
James Marta, James Marta & Company  
Joseph Kowalczyk, Crowe LLP

**A. CALL TO ORDER**

Chair Dave Warren called the meeting to order at 9:09 a.m.

**B. ROLL CALL**

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

**C. PUBLIC COMMENTS**

There were no public comments.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
BOARD OF DIRECTORS MEETING MINUTES  
WEBEX TELECONFERENCE  
NOVEMBER 12, 2020**

---

**D. CONSENT CALENDAR**

1. Board of Directors Meeting Minutes – June 25, 2020
2. Board of Directors and Long Range Planning Meeting Minutes- October 29, 2020
3. Check Register from May 1, 2020 to October 31, 2020
4. Investment Reports
  - a. Chandler Asset Management Short/Long Term - May 2020 to September 2020
  - b. Chandler Asset Management GASB 40 Reports as of June 30, 2020
  - c. Chandler Asset Management GASB 72 Reports as of June 30, 2020
  - d. Local Agency Investment Fund (LAIF) Report as of September 30, 2020
  - e. Treasurer’s Report as of September 30, 2020
5. Police Risk Management Grant Funds Utilization Report as of October 2020
6. Sedgwick Workers’ Compensation Quarterly Claims Report
7. APIP Alliant Commission Disclosure Letter and Fact Sheet Retail v. Wholesale Commissions
8. Alliant Additional Commission “opt out” Letter
9. ALC Auditing Servicing Agreement

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

**MOTION:** Spencer Morrison      **SECOND:** Jennifer Styczynski      **MOTION CARRIED UNANIMOUSLY**  
**Ayes:** Cottrell, Miller, Ancheta, Reddig, Van Steyn, Hanken, Blankenship, Rodriguez, Styczynski, Kerrigan, Warren, Morrison  
**Nays:** None

**E. GENERAL RISK MANAGEMENT ISSUES**

Members discussed how cities are notifying the public of mountain lion sightings. The Police Department in the City of Placerville works with animal control, police app, signage and working with the local newspaper to announce any sightings.

Dave Beal shared a Mountain Lion sighting sign with the members that would be good to have posted.

**F. SUMMARY OF THE SEPTEMBER 26, 2020 EXECUTIVE COMMITTEE MEETING**

Mr. Beverly discussed the actions taken at the October 29<sup>th</sup>, 2020 Board of Directors and Long Range Planning Meeting. The City of Folsom’s grant request was approved for IAPro software. We will be having a wildfire risk presentation at the December 10<sup>th</sup> Board of Directors Meeting.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
BOARD OF DIRECTORS MEETING MINUTES  
WEBEX TELECONFERENCE  
NOVEMBER 12, 2020**

---

**G. ADMINISTRATION REPORTS**

**G.1. President's Report**

Dave Warren suggested speaking up during the meetings if you need to make a revision to a motion that was made. Dave Warren also thanked Dave Beal for his services and the great work he is doing for the members.

**G.2. CJPRMA Update**

No discussion, will give an update during the Long Range Planning Wrap-up item.

**G.3. Program Administrator's Report**

No discussion.

**H. FINANCIAL REPORTS**

**H.1. Investment Policy**

Carlos Oblites from Chandler Asset Management reviewed the changes made to the Investment Policy. Chandler Asset Management recommends replacing the table describing permitted investments with a paragraph for each asset class, where more detailed credit quality and concentration limits may be detailed.

Members discussed referencing the Executive Committee instead of the Finance Committee for authority.

*Andrew Schiltz joined the meeting at 9:29 a.m.*

**A motion was made to approve the Investment Policy with suggested changes.**

**MOTION:** Kristina Miller

**SECOND:** Jon Hanken

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Cottrell, Miller, Ancheta, Reddig, Van Steyn, Hanken, Blankenship, Rodriguez, Styczynski, Kerrigan, Warren, Schiltz, Morrison

**Nays:** None



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
BOARD OF DIRECTORS MEETING MINUTES  
WEBEX TELECONFERENCE  
NOVEMBER 12, 2020**

---

**H.2. NCCSIF Investment Portfolio Review**

Carlos Oblites gave a brief overview of the Short Term Investment Portfolio. The yield and maturity of this portfolio is 1.94%. The fair market value of the portfolio has gone up significantly. Total rate of return for 12 months is 4.83%. Because interest rates are so low the fair value won't move much. The Long Term Fund as of 9/30/20 portfolio average purchase yield is at 2.16%. A lot of how we will look going forward is vaccine dependent and inflation is expected. Both portfolios are designed for safety and are performing well.

Members discussed the outlook going forward. We're seeing growth in certain sectors. Unemployment is about double what it was before COVID-19, which will cause a strain on the economy.

Mr. Beverly advised the discount rate for both programs is 1.5% and is fine for now. James Marta discussed that the earnings are higher than most pools. We have started with a conservative strategy. Joseph Kowalczyk from Crowe said the Auditors like to see consistency and the percentage not to change.

*Jim Ramsey joined the meeting at 9:37 a.m.*

*Dee C. Legar-Garcia joined the meeting at 9:40 a.m.*

**A motion was made to approve to receive and file the report as presented.**

**MOTION:** Jon Hanken                      **SECOND:** Liz Cottrell                      **MOTION CARRIED  
UNANIMOUSLY**  
**Ayes:** Cottrell, Miller, Ancheta, Reddig, Van Steyn, Hanken, Blankenship, Rodriguez, Styczynski,  
Kerrigan, Warren, Schiltz, Morrison  
**Nays:** None

**H.3. FY 19/20 Financial Audit**

Joseph Kowalczyk and Michelle Duba from Crowe Investment reviewed the FY 19/20 Financial Audit. No major changes to the financials or issues for the year. This has been a very strong year, with plenty of investments to cover the current liability. A disclosure relating to COVID-19 has been added to the financial statements.

*Andrew Schiltz left the meeting at 9:54 a.m.*

*Andrew Schiltz joined the meeting at 9:55 a.m.*



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
BOARD OF DIRECTORS MEETING MINUTES  
WEBEX TELECONFERENCE  
NOVEMBER 12, 2020**

---

**A motion was made to approve the 19/20 FY Financial Audit**

**MOTION:** Andy Schiltz

**SECOND:** Kristina Miller

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Cottrell, Miller, Ancheta, Reddig, Van Steyn, Hanken, Blankenship, Rodriguez, Styczynski, Kerrigan, Warren, Schiltz, Morrison

**Nays:** None

**H.4. Financial Status as of June 30, 2020**

James Marta gave an overview of the Financial Status as of June 30, 2020. Expenses during the year included dividends to members totaling \$1,566,593.

The Statements of Net Position show strengthening from 2015 until now. We're seeing the expenses being driven by the Workers' Compensation program. We have seen an uptick in premiums and we should still see that increase. Investments are a big part of our success as a pool.

The historical Net Refunds to members have been \$50,836,743 and represent the success of the risk pool in being able to return funds to members over time.

Both programs have been able to maintain annual funding at the 80% confidence level and the position of the pool has improved as a result. The Liability Program had a good year and will help strengthen our position for future years.

*Information only.*

**H.5. Resolution 20-05 Authorizing the Treasurer to Invest and Re-Invest Funds**

**H.6. Resolutions 20-06 Authorizing Investment of Monies in the Local Agency Investment Fund (LAIF)**

Mr. Beverly discussed the annual delegation to the Treasurer, from October 29<sup>th</sup> to June 30<sup>th</sup>, 2021. Resolution 20-06 authorizes the signers for Authorizing Investment of Monies in the Local Agency Investment fund and is necessary due to the changes in Officers and accounting partners.

*Dave Warren left the meeting at 10:13 a.m.*

**A motion was made to approve Resolutions 20-05 and 20-06.**

**MOTION:** Liz Cottrell

**SECOND:** Spencer Morrison

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Cottrell, Miller, Ancheta, Reddig, Van Steyn, Hanken, Blankenship, Rodriguez, Styczynski, Kerrigan, Schiltz, Morrison

**Nays:** None



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
BOARD OF DIRECTORS MEETING MINUTES  
WEBEX TELECONFERENCE  
NOVEMBER 12, 2020**

---

**I. JPA BUSINESS**

**I.1. Policy and Procedure Revisions**

Mr. Beverly gave a brief overview of the Policy and Procedure Revisions.

- a. A-03: Meal Arrangements: Mr. Beverly recommended a repeal as this Policy only refers to Board Meetings and is outdated. The Board has approved a broader policy regarding travel expense reimbursements (A-15).
- b. A-11: Recalculation of Deposits – Mr. Beverly recommended broadening the criteria and renaming the policy “Recalculation of Deposits upon Change in Exposure”.
- c. A-14: Teleconferencing under the Brown Act- the Brown Act was amended 20 years ago to allow for teleconferencing. This policy does contain reminders regarding member participation and recommended allowance regarding roll call voting based on current practice and CA League of Cities guide for the Board to consider.
- d. A-23: NCCSIF Underwriting Policy- No change is recommended to the Underwriting Policy. The Underwriting Policy must be reviewed every three years to meet CAJPA standards.

**A motion was made to approve the policies as presented and revised.**

**MOTION:** Jennifer Styczynski      **SECOND:** Rachel Ancheta

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Cottrell, Miller, Ancheta, Reddig, Van Steyn, Hanken, Blankenship, Rodriguez, Styczynski, Kerrigan, Warren, Schiltz, Morrison

**Nays:** None

**I.2. Long-Range Planning Wrap-up**

Mr. Beverly gave a brief overview of the Long Range Planning Meeting. CJPRMA sent the recommended changes that will be presented to the CJPRMA Executive Committee on November 19<sup>th</sup>. We will have the recommendation at the next Board of Directors Meeting on December 10<sup>th</sup>. If they do commit to the plan presented to the Board of Directors we would recommend staying with CJPRMA.

Michael Simmons discussed the Funding options for CJPRMA, we had discussed wanting them to fund at 80%. We will be satisfied if the Executive Committee and Board accept the three year



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND  
BOARD OF DIRECTORS MEETING MINUTES  
WEBEX TELECONFERENCE  
NOVEMBER 12, 2020**

plan to get them up to the 80% confidence level over time knowing that they will be taking a big leap this year. Our best course is to stay with CJPRMA and continue lobbying for higher funding.

**I.3. Resolution 20-07 Recognizing Tim Sailsbery's Contributions to NCCSIF**

Mr. Beverly discussed approving Resolution 20-07 Recognizing Tim Sailsbery's Contribution to NCCSIF. Mr. Beverly let the Board know that Tim Sailsberry was very appreciative and thankful for the Resolution and we will be sending him a thank you gift.

Dave Warren discussed his appreciation for Tim Sailsbery's contribution to NCCSIF.

**A motion was made to approve Resolution 20-07 as presented.**

**MOTION:** Andy Schiltz

**SECOND:** Kara Redding

**MOTION CARRIED  
UNANIMOUSLY**

**Ayes:** Cottrell, Miller, Ancheta, Reddig, Van Steyn, Hanken, Blankenship, Rodriguez, Styczynski, Kerrigan, Warren, Schiltz, Morrison

**Nays:** None

**J. INFORMATION ITEMS**

1. Glossary of Terms
2. NCCSIF Organizational Chart
3. NCCSIF 2020-21 Meeting Calendar
4. NCCSIF Resource Contact Guide
5. York Who's Who in Claims - WC and Liability Contacts

These items were provided as information only.

**M. ADJOURNMENT**

The meeting was adjourned at 10:40 a.m.

**Next Meeting Date:**

Respectfully Submitted,

Jennifer Styczynski, Secretary

12-11-2020  
Date