



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
BOARD OF DIRECTORS MEETING MINUTES
ROCKLIN EVENT CENTER
OCTOBER 20, 2022**

BOARD OF DIRECTORS PRESENT

Nathan Bagwill, City of Auburn
Rachel Ancheta, City of Dixon (**Chair**)
Allison Garcia, City of Folsom
Chris Hancock, City of Ione
Jennifer Styczynski, City of Marysville
Cleve Morris, City of Placerville
Jennifer Schultz, City of Rio Vista
Spencer Morrison, City of Yuba City

Ishrat Aziz-Khan, City of Colusa
Jim Ramsey, City of Elk Grove
Lorenzo Hines, City of Galt
Yvonne Kimball, City of Jackson
Ross Gilb, Town of Paradise
Tom Westbrook, City of Red Bluff
Andy Schiltz, City of Rocklin

BOARD OF DIRECTORS ABSENT

Liz Cottrell, City of Anderson
Kara Reddig, City of Elk Grove
Stephanie Van Steyn, City of Galt
Michael Rock, City of Ione
Sean Grayson, City of Nevada City
Dave Warren, City of Placerville

Kristina Miller, City of Corning
Steven Wang, City of Folsom
Elisa Arteaga, City of Gridley
Veronica Rodriguez, City of Lincoln
Liz Ehrenstrom, City of Oroville
Marti Brown, City of Willows

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Conor Boughey, Alliant Insurance Services
Sedgwick, Shane Baird
Sedgwick, Summer Simpson
Chandler, Carlos Oblites
PRISM, Scarlett Sandler
Sedgwick, Ben Garza

Jenna Wirkner, Alliant Insurance Services
James Marta and Company, James Marta
Sedgwick, Devora Brainard
Sedgwick, Dori Zumwalt
Chandler, Karl Mang
Sedgwick, Chris Perez

A. CALL TO ORDER

Chair Rachel Ancheta called the meeting to order at 12:00 p.m.

B. ROLL CALL

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

C. PUBLIC COMMENTS

There were no public comments.



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D. CONSENT CALENDAR

1. Board of Directors Meeting Minutes – June 23, 2022
2. Check Register from June 1, 2022, to September 30, 2022
3. Investment Reports
 - a. Chandler Asset Management Short/Long Term – July 2022 to September 2022
 - b. Chandler Asset Management GASB 40 Reports as of June 30, 2022
 - c. Chandler Asset Management GASB 72 Reports as of June 30, 2022
 - d. Local Agency Investment Fund (LAIF) Report as of June 30, 2022
 - e. Treasurer’s Report as of June 30, 2022
4. PMIA Performance Report & LAIF Performance Report QE June 30, 2022
5. FY 21/22 Workers’ Compensation Claims Auditing Services Agreement with ACL
6. Alliant Commission Disclosure Letter and Fact Sheet Retail vs. Wholesale Commissions

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

MOTION: Chris Hancock

SECOND: Tom Westbrook

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Aziz-Khan, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Gilb, Morris, Westbrook, Schiltz, Morrison

Nays: None.

E. GENERAL RISK MANAGEMENT ISSUES

Members discussed having a Monkey Pox Policy. PRISM discussed a CAL-OSHA post regarding monkey pox. Mr. Beverly discussed the new senate bill relating to workers’ compensation claims.

F. PRISM SERVICES OVERVIEW – SCARLETT SADLER

Scarlett Sandler from PRISM gave an overview of the resources available for NCCSIF members. Members can have access to the PRISM website and resources. Members can post in the message board in the PRISM portal. Members can ask any questions regarding issues or suggestions. Menu of services can be book marked with services available.

Employer pool notice program available on the PRISM website. PRISM EAP services available as part of the EWC Program. The site has two great EPL manuals, one on the Interactive Process and one on Leaves. The risk management brochure on the site leads to all of the quick start guides. The login for PRISM TV, containing videos on a variety of topics, is separate from the PRISM portal. PRISM hosts tailgate talks every two weeks through the site.



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Scarlett Sandler left the meeting at 12:30p.m.

G. SUMMARY OF THE EXECUTIVE COMMITTEE MEETING SEPTEMBER 21, 2022

Mr. Beverly provided the Summary of the September 21, 2022 Executive Committee Meeting.

H. FINANCIAL REPORTS

H.1. Quarterly Financial Report for Period Ending September 30, 2022

Mr. James Marta gave an overview of the Quarterly Financial Report for Period Ending September 30, 2022. Financial Highlights. The Net Position for the fiscal year ended June 30, 2022, for the pool increased \$422,604. We have seen strengthening in our Net Position. In September we have been holding more cash in LAIF, when we saw it changed, we changed our investments. Liability Program – the equity is \$3.4 million. We did report and record dividends and assessments.

Conclusion: The financial position of the pool strengthened in FYE 2022.

H.2. Budget-to-Actual as of September 30, 2022

We are below on training expenses and the Work Comp Fraud Assessment. The Training is lower because of COVID, and cities are focused on other things.

A motion was made to approve to receive and file the statement.

MOTION: Jim Ramsey

SECOND: Spencer Morrison

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Aziz-Khan, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Gilb, Morris, Westbrook, Schiltz, Morrison

Nays: None.

H.3. Five-Year Financial Comparison Summary

CAJPA has made a new requirement that pools need to be showing a Five-Year Financial Comparison Summary. This shows we have been funding at the 80% confidence level for the Workers Compensation Program and shows where the program is heading. As your SIR goes up, your liabilities will go up.

H.4. Financial Audit



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Mr. Marta discussed the Financial Audit. The auditor reviewed significant accounting policies, management judgements and accounting estimates. We didn't have any adjustments or corrections. Management discussion and analysis is prepared by James Marta and Marcus Beverly. This is a clean audit. The auditor didn't report any changes.

A motion was made to receive and file the Audited Financial Statements as of June 30, 2021, and 2022.

MOTION: Jennifer Styczynski **SECOND:** Andy Schiltz

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Aziz-Khan, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Gilb, Morris, Westbrook, Schiltz, Morrison

Nays: None.

H.5. NCCSIF Investment Portfolio Review

Carlos Oblites and Karl Mang from Chandler Asset Management discussed the NCCSIF Investment Portfolio Review. We are having a remarkable year. The fed is paying close attention the employment situation. The unemployment rate has gone down to 3.5%. The feds are continuing to fight inflation. The PCE and CPI are extremely relevant at this time. The COLA for social security was just adjusted, the price will never go down. This is a level of permanent higher inflation.

A motion was made to receive and file the Investment Portfolio.

MOTION: Ishrat Aziz-Khan **SECOND:** Andy Schiltz

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Aziz-Khan, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Gilb, Morris, Westbrook, Schiltz, Morrison

Nays: None.

I.6. Investment Policy

Chandler Asset Management discussed one small change to the Investment Policy. The change was made because we delegate authority. You can't delegate your authority to invest. The Investment Policy reflects CA code.

A motion was made to approve the investment policy as presented.

MOTION: Jennifer NAME **SECOND:** Ishrat Aziz – khan

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Aziz-Khan, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Gilb, Morris, Westbrook, Schiltz, Morrison



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Nays: None.

I.7. Resolution 22-02 Authorizing Treasurer to Invest and Reinvest Funds

Mr. Beverly discussed Resolution 22-02 as necessary every year given the Code restricts the authorization to no more than one year.

A motion was made to approve the Resolution as presented.

MOTION: Chris Hancock

SECOND: Andy Schiltz

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Aziz-Khan, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Gilb, Morris, Westbrook, Schiltz, Morrison

Nays: None.

Carlos and Ken left the meeting at 2:11p.m.

J. JPA BUSINESS

J.1. Policy and Procedure Revisions

Mr. Beverly discussed the updates to the Policy and Procedures Revisions.

A-7: Records Retention

A-8: Late Payment Changes

L-2: Liability Claims Management Within the Banking Layer

L-3: Small Property Damage Claim Procedure

RM-4: Use of Public Facilities

A motion was made to approve the policy and procedures as presented.

MOTION: Yvonne Kimball

SECOND: Ishrat Aziz- Khan

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Aziz-Khan, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Gilb, Morris, Westbrook, Schiltz, Morrison

Nays: None.

I.2. Lexipol Grant Finder



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Members discussed this being a good resource for grants. Members discussed grant writing services and needing help finding grant writers. Members asked if they can help with the reporting and grant writing management.

We will discuss this at our December Meeting. Information only.

L.3. Website ADA Compliance

Mr. Beverly discussed the website ADA compliance resources.

Members discussed the ADA compliance scores. Members would like more information on the subject.

We will discuss at our December Meeting.

Information only.

L.4. Draft Board Strategic Planning Meeting Agenda

Members are encouraged to reach out to Program Administrators if they have any suggestions.

L.5. Workers' Compensation RFP Update

The Ad Hoc Committee has met and discussed the Workers' Compensation RFP. The RFP has been sent to the TPAs and we have responded to questions. The RFP is posted to the website.

L.6. Service Provider Survey Results

Members discussed the Service Provider Survey Results.

Summer Simpson from Sedgwick discussed the Liability survey results.

Dori Zumwalt from Sedgwick discussed the Workers' Compensation survey results.

A motion was made to accept and file the Service Provider Survey Results.

MOTION: Andrew Schiltz

SECOND: Ishrat Aziz- Khan

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Bagwill, Aziz-Khan, Ancheta, Ramsey, Garcia, Hines, Hancock, Kimball, Styczynski, Gilb, Morris, Westbrook, Schiltz, Morrison

Nays: None.



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Jim Marta left the meeting at 3:06p.m.

J. INFORMATION ITEMS

1. CALPELRA Conference, November 15-18, 2022, Monterey, CA
2. PARMA Conference, February 7- 10, 2023, Sacramento, CA
3. Glossary of Terms
4. NCCSIF Organizational Chart
5. NCCSIF 2022-2023 Meeting Calendar
6. NCCSIF Resource Contact Guide
7. Sedgwick Workers' Compensation Resource Contact Guide
8. Sedgwick Who's Who in Claims - Liability Contact
9. NCCSIF Certificate Request Form
10. NCCSIF Travel Mileage Reimbursement Form

These items were provided as information only.

K. ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

Next Meeting Date:

Respectfully Submitted,

Jennifer Styczynski, Secretary

5-26-23

Date