



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 22, 2022**

COMMITTEE MEMBERS PRESENT

- Liz Cottrell, City of Anderson - Chair
- Kristina Miller, City of Corning
- Rachel Ancheta, City of Dixon- **Vice Chair**
- Kara Reddig, City of Elk Grove
- Michael Rock, City of Ione
- Tom Westbrook, City of Red Bluff
- Jen Lee, City of Rio Vista
- Andrew Schiltz, City of Rocklin
- Jennifer Styczynski, City of Marysville – **Secretary**
- Spencer Morrison, City of Yuba City

COMMITTEE MEMBERS ABSENT

- Nathan Bagwill, City of Auburn

CONSULTANTS & GUESTS

- | | |
|--|---|
| Marcus Beverly, Alliant Insurance Services | Conor Boughey, Alliant Insurance Services |
| Jenna Wirkner, Alliant Insurance Services. | Dorienne Zumwalt, Sedgwick |
| James Marta, James Marta & Company LLC | Summer Simpson, Sedgwick |
| Ritesh Sharma, James Marta & Company LLC | Shane Baird, Sedgwick |
| Michelle Duda, Crowe | Alicia Satarino, Crowe |
| Bernard Gagain, Sedgwick | |

A. CALL TO ORDER

Chair Liz Cottrell called the meeting to order at 10:35 a.m.

B. ROLL CALL

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

C. PUBLIC COMMENTS

There were no public comments.

D. CONSENT CALENDAR

1. Executive Committee Meeting Minutes - May 26, 2022
2. Executive Committee Special Meeting Minutes – July 14, 2022
3. Check Register from May 1, 2022, to August 31, 2022
4. Investment Reports



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- a. Chandler Asset Management Short/Long Term - May 2022 to August 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
5. Police Risk Management Grant Funds Utilization Report as of September 2022
6. PMIA Performance Report & LAIF Performance Report QE June 30, 2022

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

MOTION: Kara Reddig

SECOND: Rachel Ancheta

**MOTION CARRIED
UNANIMOUSLY**

Ayes: Cottrell, Miller, Ancheta, Reddig, Rock, Westbrook, Lee, Schiltz, Styczynski, Morrison

Nays: None

E. GENERAL RISK MANAGEMENT ISSUES

Members had no discussion.

F. ADMINISTRATION REPORTS

F.1. President's Report

Ms. Liz Cottrell discussed that NCCSIF has requested a veto vote on SB 1127. A letter was sent on behalf of NCCSIF.

F.2. CJPRMA Update

Mr. Beverly discussed being subject to a surcharge. We will be receiving a 20% surcharge, for the 23-24 renewal.

F.3. Program Administrator's Report

- *Website update*
- *Lexipol Grant Finder*
- *WC Claims Admin RFP*
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Mr. Beverly discussed the updated website, Lexipol Grant Find and the WC Claims Administration RFP.

Conor Boughey joined the meeting at 10:39a.m.



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ZOOM TELECONFERENCE
SEPTEMBER 22, 2022**

G. FINANCIAL REPORTS

G.1. Quarterly Financial Report for Period Ending June 30, 2022

Mr. James Marta from James Marta and Company discussed the Quarterly Financial Report for Period Ending June 30, 2022. We are in positive position overall. Carlos will be investing our funds in the Short-Term Fund. We are taking opportunities of investments available. Total operating income is \$26, 164,109. The total operating expense is \$22, 183,670. The next biggest expense is excess insurance and property insurance. We are investing \$13million. We received almost \$1million in Investment Income.

The Liability Program – The Admin layer should have about \$100,000 in reserve. Mr. Marta discussed returning the funds to members or keeping it in funding. It is recommended to keep surplus. Liability Banking is stable, shared bounces around more, which is why we need more capitol.

Members are encouraged to use Risk Management Reserve Funds and Police Risk Management Funds.

Mr. James Marta discussed the Financial Highlights for year ending June 30, 2022

A motion was made to recommend approval of the Quarterly Financial Report for Period Ending June 30,2022 to the Board of Directors.

MOTION: Spencer Morrison **SECOND:** Andrew Schiltz **MOTION CARRIED**
Ayes: Cottrell, Miller, Ancheta, Reddig, Rock, Westbrook, Lee, Schiltz, Styczynski, Morrison
Nays: None

G.2. Budget-to-Actual as of June 30, 2022

Information only, no vote taken.

G.3. FY 21/22 Financial Audit Update

Michelle Duda from Crowe gave a brief update on the FY 21/22 Financial Audit. Progressing on wrap up procedures and will have it to partner review next week. They haven't had any issues or adjustments. NCCSIF Program Administrators will review the MDA and return it to Crowe.

Information only, no vote taken.

Michelle Duda and Alicia Satarino left the call at 11:08a.m.



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EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 22, 2022**

H. JPA Business

H.1. Sedgwick Risk Control Services Update

Shane Baird from Sedgwick gave an update on Sedgwick Risk Control Services. Shane Baird gave an update on Services Members used over the last three years. Sedgwick offers onsite and virtual trainings.

Cash for Culture Program – members are encouraged to apply for the program.

Members discussed a playground training and sharing of inspection forms.

Information only, no vote taken

H.2. Policy and Procedure Revisions

A-7: Records Retention

A-8: Late Payment Charges

L-2: Liability Claims Management Within the Banking Layer

L-3: Small Property Damage Claim Procedure

RM-4: Use of Public Facilities

Mr. Beverly discussed the Policy and Procedure Revisions for A-7, A-8, L-2, L-3, and RM-4. We have minimal revisions to the policies.

A motion was made to recommend changes to the Policy and Procedures to the Board.

MOTION: Andrew Schiltz **SECOND:** Rachel Ancheta **MOTION CARRIED**
Ayes: Cottrell, Miller, Ancheta, Reddig, Rock, Westbrook, Lee, Schiltz, Styczynski, Morrison
Nays: None

H.3. Website ADA Compliance

Mr. Beverly discussed Website ADA Compliance for members websites. Members asked for scanning on websites within the City Website.



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 22, 2022**

Members discussed scores and how to make updates to websites.

Members discussed having an informational training for the Board of Directors.

Information only, no action taken.

H.4. Draft Board Long Range Planning (LRP) Meeting Agenda

Information only, no action taken.

Mr. Beverly reviewed the Long-Range Planning items.

Mr. Beverly discussed the Board Member Academy.

H.5. Additions to Liability Defense Attorney List – Suzanne Solomon and Jesse Maddox – Liebert, Cassidy, Whitmore

A motion was made to recommend the addition of Suzanne Solomon and Jesse Maddox to the Board of Directors.

MOTION: Rachel Ancheta **SECOND:** Spencer Morrison **MOTION CARRIED**
Ayes: Cottrell, Miller, Ancheta, Reddig, Rock, Westbrook, Lee, Schiltz, Styczynski, Morrison
Nays: None

H.6. Service Provider Survey Results

1. Workers' Compensation Claims Administrator Results

Members received the Workers' Compensation Claims Administrator results. Dori Zumwalt from Sedgwick has reviewed the survey results with members. Sedgwick has dedicated examiners and has established a plan for when adjusters are out of the office. Sedgwick is working on claims reviews and closing out claims.

2. Liability Claims Administrator Results

Summer Simpson discussed the Survey Results for the Liability Program. With team members leaving, they have had to ask other staff to fill in. They now have dedicated claims examiners. Sedgwick is working to resolve any issues and please reach out to her if you have questions or concerns. Ms. Simpson offered to do a claim review with members.

3. Safety and Risk Control Services Results



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
EXECUTIVE COMMITTEE MINUTES
ZOOM TELECONFERENCE
SEPTEMBER 22, 2022**

Shane Baird from Sedgwick discussed the Safety and Risk Control Service Results. Thanked members for the responses and will try to strive for good results.

4. Brokerage Risk Management and Program Administration Results

I. INFORMATION ITEMS

1. NCCSIF Organizational Chart
2. NCCSIF 2020-2021 Meeting Calendar

There was no discussion on these items.

J. ADJOURNMENT

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

Respectfully Submitted,

Jennifer Styczynski, Secretary

Date