



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
BOARD OF DIRECTORS MEETING MINUTES
ROCKLIN COMMUNITY CENTER – SPRINGVIEW HALL
OCTOBER 19, 2023**

BOARD OF DIRECTORS PRESENT

Christy White, City of Anderson
Rachel Ancheta, City of Dixon (**Chair**)
Allison Garcia, City of Folsom
Jodi Molinari, City of Gridley
Dalacie Blankenship, City of Jackson
Gabrielle Christakes, City of Nevada City
Crystal Peters, Town of Paradise
Tom Westbrook, City of Red Bluff
Spencer Morrison, City of Yuba City

Jennifer Leal, City of Auburn
Melissa Rojas, City of Elk Grove
Stephanie VanSteyn, City of Galt
Jodi Steneck, City of Ione
Jennifer Styczynski, City of Marysville
Elizabeth Ehrenstrom, City of Oroville
Cleve Morris, City of Placerville
Amanda Tonks, City of Rocklin

BOARD OF DIRECTORS ABSENT

Ishrat Aziz-Khan, City of Colusa
Veronica Rodriquez, City of Lincoln
Marti Brown, City of Willows

Brant Mesker, City of Corning
Jennifer Schultz, City of Rio Vista

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Evan Washburn, Alliant Insurance Services
Shane Baird, Sedgwick
Summer Simpson, Sedgwick
Jim Ramsey, City of Elk Grove
Ryan Denning, Crowe

Jenna Wirkner, Alliant Insurance Services
James Marta, James Marta and Co.
Brian Davis, Sedgwick
Karl Meng, Chandler
Gabriela Cousineau, City of Folsom

A. CALL TO ORDER

Chair Rachel Ancheta called the meeting to order at 12:03 p.m.

B. INTRODUCTIONS

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, 2023
2. Check Register from June 1, 2023, to September 30, 2023
3. Investment Reports
 - a. Chandler Asset Management Short/Long Term – July 2023 to September 2023
 - b. Chandler Asset Management GASB 40 Reports as of June 30, 2023
 - c. Chandler Asset Management GASB 72 Reports as of June 30, 2023
 - d. Treasurer’s Report as of June 30, 2023
4. PMIA Performance Report & LAIF Performance Report QE June 30, 2023
5. FY 22/23 Liability Claims Auditing Services Agreement
6. Alliant Commission Disclosure Letter and Fact Sheet Retail vs. Wholesale Commissions
7. SB 623 (Laird) – Workers’ compensation: post-traumatic stress disorder Oppose.
8. Bank of New York Fee Notice

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

MOTION: Elizabeth Ehrenstrom	SECOND: Jennifer Styczynski	MOTION CARRIED UNANIMOUSLY
Ayes: White, Leal, Ancheta, Rojas, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Peters, Morris, Westbrook, Tonks, Morrison		
Nays: None.		

E. GENERAL RISK MANAGEMENT ISSUES

None.

F. ADMINISTRATION REPORTS

F.1. Presidents Report

Mr. Rachel Ancheta discussed the Executive Committee Meeting.

F.2. CJPRMA Update

Ms. Liz Ehrenstrom discussed the assessment being 10% for the next year. Ms. Ehrenstrom is the Vice Chair. CJPRMA has agreed to partner with Benchmark Analytics and pay for the services for members.



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F.3. Program Administrator’s Report

- a. Service Provider Survey – Workers’ Compensation – The Workers Compensation TPA survey will go out in October to be reviewed at the December Board of Directors Meeting.
- b. Transition to US Bank – NorCal Cities moved the custodial account to US Bank, due to a significant increase.
- c. Sedgwick Liability Team Update – Ms. Summer Simpson provided an update on the Sedgwick Liability Team.
- d. NorCal Cities 23/24 Annual Report

G. SUMMARY OF THE EXECUTIVE COMMITTEE MEETING SEPTEMBER 21, 2023

Mr. Beverly provided a summary of the September 21, 2023, Executive Committee Meeting.

H. FINANCIAL REPORTS

H.1. FY 22/23 Financial Audit

Mr. Ryan Denning from Crowe joined the meeting by Zoom and discussed the Audited Financial Statements as of June 30, 2023, and June 30, 2022.

Financial Highlights, fiscal years ended June 30, 2023, and 2022

The **change in net position for the fiscal year ended June 30, 2023, was \$1,475,442.** Expenses during the year included dividends to members totaling \$2,745,542. Without the dividend to members the program would have shown change in net position of \$4,220,984.

The change in net position for the fiscal year ended June 30, 2022, was \$422,604. Expenses during the year included dividends to members totaling \$3,274,835. Without the dividend to members the program would have shown change in net position of \$3,697,439.

Total operating revenues for fiscal year 2023 were \$32,450,128, net of refunds, an increase of 24%, or \$6,289,019, as compared to fiscal year 2022. The increase in operating revenues was driven by increased excess costs and dividends offset by a decrease in claims projections.

Total operating revenues for fiscal year 2022 were \$26,164,109, net of refunds, an increase of 21.6%, or \$4,642,505, as compared to fiscal year 2021. The increase in operating revenues was driven by increased excess costs and dividends offset by a decrease in claims projections.

Karl Meng joined the meeting at 12:15p.m.



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A motion was made to receive and file the Audited Financial Statements as of June 30, 2022 and 2023.

MOTION: Spencer Morrison **SECOND:** Jennifer Styczynski **MOTION CARRIED UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Rojas, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Peters, Morris, Westbrook, Tonks, Morrison

Nays: None.

H.2. Quarterly Financial Report for Period Ending June 30, 2023

H.3. Budget-to-Actual as of June 30, 2023

Mr. James Marta discussed the Quarterly Financial Report for Period Ending June 30, 2023.

The net position for the fiscal year end June 30, 2023, for the pool increased by \$1,475,442. The increase included member dividends of \$2,745,542.

Decrease in prior years claims liabilities totaled (\$280,760); \$1,014,872 increase for the liability program and (\$1,295,632) decrease for workers' compensation program.

Liability shared layer ended the year with positive net position of \$3,750,406 – an increase of \$255,623 from last year's ending balance of \$3,494,783.

For both Liability and WC we are funding at 80% confidence level.

Investment income shows recognized earnings of \$1.12M and market value adjustment of (\$775,000).

H.3. Budget-to-Actual as of June 30, 2023

Mr. Marta discussed the Budget- to – Actual as of June 30, 2023.

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

MOTION: Liz Ehrenstrom **SECOND:** Crystal Peters **MOTION CARRIED UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Rojas, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Peters, Morris, Westbrook, Tonks, Morrison

Nays: None.



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H.3. Target Funding Benchmark Presentation

Mr. Marcus Beverly and Ms. Evan Washburn discussed the Target Funding Benchmarks for NorCal Cities. The five-year funding analysis required for CAJPA accreditation was also presented and discussed.

H.5. NCCSIF Investment Portfolio Review

Mr. Karl Meng gave an overview on the investment portfolio review. Recent economic data continues to suggest positive but below trend growth this year. Fed met in September and paused interest rate hikes. Strength in the labor market. Seeing slowing in the economy. Wage inflation (CPI), inflation peeked in June of 2022 and fell off a cliff. A lot of the fall came from energy prices and food prices going down. Energy prices are coming back up.

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

MOTION: Spencer Morrison **SECOND:** Jennifer Styczynski

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Rojas, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Peters, Morris, Westbrook, Tonks, Morrison

Nays: None.

I.6. Investment Policy

Mr. Meng reviewed the current Investment Policy and recommended revisions.

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

MOTION: Jennifer **SECOND:** Liz

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Rojas, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Peters, Morris, Westbrook, Tonks, Morrison

Nays: None.

H.7. Resolution 23-02 Authorizing Treasurer to Invest and Reinvest Funds

Mr. Beverly discussed Resolution 23-02 Authorizing Treasurer to Invest and Reinvest Funds.

A motion was made to approve the Resolution as presented.

MOTION: Liz Ehrenstrom **SECOND:** Jody Steneck

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Rojas, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Peters, Morris, Westbrook, Tonks, Morrison



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Nays: None.

I. JPA BUSINESS

I.1. Policy and Procedure Revisions

Ms. Washburn discussed the recommended revisions to RM-16: Special Events Risk Management.

- a. RM-16: Special Events Risk Management

A motion was made to approve the Special Events policy and procedure as presented.

MOTION: Liz Ehrenstrom

SECOND: Spencer Morrison

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Rojas, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Peters, Morris, Westbrook, Tonks, Morrison

Nays: None.

Ms. Washburn discussed the addition of RM-20: Ergonomics.

- b. RM-20: Ergonomics

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

MOTION: Jody Steneck

SECOND: Spencer Morrison

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Rojas, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Peters, Morris, Westbrook, Tonks, Morrison

Nays: None.

I.2. Lexipol Grant Finder

Ms. Wirkner discussed Lexipol Grant Finder with members and asked if anyone had any question or has been successful with Grant Writing or finding Grants.

Members discussed grant reporting services and asked if Lexipol could assist members with reporting.

I.3. Draft Board Strategic Planning Meeting Agenda

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



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I.4. Service Provider Survey Results

Ms. Summer Simpson updated the Board on the staffing issues at Sedgwick and their dedicated liability team.

Mr. Shane Baird discussed the survey results for the Risk Management and Program Administration survey.

Mr. Beverly discussed the survey results for Program Administrators.

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

MOTION: Liz Ehrenstrom

SECOND: Jennifer Styczynski

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Ancheta, Rojas, Garcia, VanSteyn, Molinari, Steneck, Blankenship, Styczynski, Christakes, Ehrenstrom, Peters, Morris, Westbrook, Tonks, Morrison

Nays: None.

I.5. NorCal Cities Service Provider Contract Renewal Review

Members discussed the contacts up for renewal.

- a. **Sedgwick Liability** – Members requested a proposal at the December Meeting.
- b. **ACI Employee Assistance Program** – Mr. Beverly discussed Concern EAP
- c. **Crowe Financial Auditing** – Members discussed remaining with Crowe for the Financial Audit.
- d. **Alliant Brokerage, Risk Management, Program Administration (optional year) – provide optional contract.** – Members requested a 5-year agreement.

J. INFORMATION ITEMS

1. Law Enforcement Training Day, November 8, 2023
2. CALPELRA Conference, November 14-18, 2023, Monterey, CA
3. Your Black Swan is Someone Else’s Grey Rhino presented by Gordon Graham, January 25, 2024
4. PARMA Conference, February 20-24, 2024, Sacramento, CA
5. Glossary of Terms
6. NCCSIF Organizational Chart
7. NCCSIF 2023-2024 Meeting Calendar
8. NCCSIF Resource Contact Guide
9. LWP Workers’ Compensation Contact



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- 10. Sedgwick Who's Who in Claims - Liability Contact
- 11. NCCSIF Travel Mileage Reimbursement Form

These items were provided as information only.

K. ADJOURNMENT

The meeting was adjourned at 2:35p.m.

Next Meeting Date: December 14, 2023

Respectfully Submitted,

Jennifer Styczynski, Secretary

4-2-24
Date