



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Meeting
October 27, 2017**

Member Cities Present:

Wes Heathcock, City of Colfax
Mark Brannigan, City of Dunsmuir
Sarah Griggs, City of Etna
Linda Romaine, Town of Fort Jones
Robert Jankovitz, City of Isleton
Jim Goodwin, City of Live Oak
Roger Carroll, Town of Loomis
Cricket Strock, Town of Loomis
Kathy LeBlanc, City of Loyalton
Muriel Howarth Terrell, City of Mt. Shasta

Robert Meacher, City of Portola
Melissa Klunby, City of Portola
Brooke Woodcox, City of Rio Dell (late)
John Duckett, City of Shasta Lake
Debi Savage, City of Susanville
Penny Velador, City of Tulelake
Diana Howard, City of Weed
Steve Baker, City of Yreka
Renee Hoisington, City of Yreka

Member Cities Absent:

Roger Frith, City of Biggs

Shelley Gray, City of Montague

Consultants & Guests

Michael Simmons, Alliant Insurance Services
Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Kevin Wong, Gilbert & Associates
Jen Hall, Crowe Horwath

Dori Zumwalt, York Risk Services
Cameron Dewey, York Risk Services
Ariel Leonhard, York Risk Services
Teng Her, York Risk Services

SCORE PROGRAM COVERAGE REVIEW

- a. LIABILITY MEMORANDUM OF COVERAGE (MOC)***
- b. POLLUTION***
- c. ERMA – EMPLOYMENT PRACTICES LIABILITY (EPL)***
- d. CRIME – ID Fraud & ACIP***
- e. WORKERS’ COMPENSATION MEMORANDUM OF COVERAGE (MOC)**
- f. PROPERTY – (APIP INCLUDING CYBER & POLLUTION)**

A. CALL TO ORDER

Mr. Roger Carroll called the meeting to order at 9:39 am.



B. ROLL CALL

The above mentioned members were present constituting a quorum. Cities absent from this meeting were the City of Biggs and the City of Montague.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Robert Meacher

SECOND: John Duckett

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Teleconference Meeting Minutes – August 25, 2017
2. SCORE Checking Register – August—September 2017
3. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – September 30, 2017
4. Treasurer’s Report as of September 30, 2017
5. Investment Statements from Chandler Asset Management – August—September 2017
6. US Bank Account Statement – August—September 2017
7. ACI Quarterly Utilization Report – July—September 2017
8. Alliant Commission Disclosure Letter and Fact Sheet Retail vs. Wholesale Commissions
9. Company Nurse Injury Summary Report – August—September 2017
10. Farley Consulting Workers’ Compensation Claims Audit Proposal

***NOTE:** A request was made to pull E.10. for separate discussion.

A motion was made to accept the Consent Calendar Items E.1.-E.9.

MOTION: Steve Baker

**SECOND: Muriel
Howarth Terrell**

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.



E.10. Farley Consulting Workers’ Compensation Claims Audit Proposal

It was requested that a cover sheet be included with each item for things like this as it was unclear regarding the action. Marcus Beverly noted that Farley has completed the Workers’ Compensation Audit for the last three years and has provided a proposal which falls within budget.

A motion was made to accept the Consent Calendar Item E.10.

MOTION: Linda Romine

SECOND: Robert Meacher

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

F. ADMINISTRATIVE REPORT

F.1. PRESIDENT’S REPORT

Mr. Carroll recommended that all SCORE members attend the “Fall into Education” training session provided for free by York Risk Services. If your member city has Fire Operations there are a number of vaccinations that you the employer are required to provide. He noted if the employee would like to receive the vaccination the City is required to pay for it and conversely if the employee declines the vaccination you are required to have them sign a waiver. Parks and Recreation employees who are servicing areas frequented by homeless people you are required to provide HepB inoculations (and they also recommend HepA). He also noted that CJPRMA is providing upcoming training on Police Liability presented by Dale Neilson on Tues November 28, 2017 in Livermore, CA or on Wednesday November 29, 2017 at the Embassy Suites in Old Sacramento – both sessions are free to attend for CJPRMA members. The next training session for Fire Management Operations will take place sometime between January and March focuses on Employment Practices Liability for Fire Departments presented by Gordon Graham – there will be three locations of the training but none have been announced.

F.2. ALLIANT UPDATE

- a. **Annual Vendor Service Provider Survey** – Members were reminded that the Program Administration will be sending out the Annual Survey after this meeting and the survey will close before Christmas to allow the Program Administration to compile the responses for presentation to the Board at the January meeting. Michelle Minnick noted the survey will be broken into one survey for each Service Providers to increase the number of responses.
- b. **Media Response Training** – Members were polled to determine if there was any interest in a Media Response Training Session being offered up north – members expressed interest in having a session at the upcoming January meeting. Program Administration will book the speaker and will send a Save the Date to members in the event the Public Relations or Media Relations person from the city would like to attend.



- c. **CSAC EIA Pollution Program Renewal** – Members were reminded that the FY 18-21 CSAC EIA Pollution Application has been sent out to members. The Program Administration will send out information about the CSAC EIA Pollution webinar which provides training on how to complete the application.
- d. **Recent Cyber Incidents** – There has been a recent increase in the number of email phishing attempts. Members are reminded to follow internal procedures for payment requests to ensure no member falls victim to the scams that are occurring.

Marcus Beverly mentioned we distributed the FY 17-18 Annual Report to members yesterday which has been revamped from last year – he noted there is a letter from the SCORE President and we were able to include the Audited Financials this year.

G. FINANCIAL

G.1. AUDITED FINANCIAL REPORT FOR YEAR ENDING JUNE 30, 2017

Kevin Wong from Gilbert Associates noted that the audit has been completed and presented Jen Hall from Crowe Horwath. Jen noted that they are required to notify the Board of any issues in the audit process and there were no issues and no findings or recommendations – it was a clean year and a good audit. She went on to mention they provided an Unmodified Opinion.

A motion was made to accept the Audited Financial Report as presented.

MOTION: Steve Baker

SECOND: Mark Brannigan

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H. JPA BUSINESS

H.1.A CAJPA—ACCREDITATION UPDATE

Marcus Beverly presented the Board with a copy of the CAJPA Accreditation Report – we have received conditional Accreditation with Excellence. He mentioned the four requirements needed to be fulfilled to receive the certificate of Accreditation with Excellence which will be addressed later in the meeting. Program Administrators were pleased to announce that we have completed two of the requirements and the next two agenda items will satisfy all the outstanding requirements.

A motion was made to accept the CAJPA Accreditation report.

MOTION: Kathy LeBlanc

SECOND: Wes Heathcock

**MOTION CARRIED
UNANIMOUSLY**



AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H.1.B. CAJPA—2017 CONFERENCE FEEDBACK

Roger Carroll mentioned that he attends the CAJPA Conference each year and mentioned he thought this year was good. He mentioned Mike Madrid who spoke at the wrap-up and trends in politics. There was another comment made about when hiring millennials you schedule an Ergonomic Evaluation to determine what their preexisting symptoms are.

H.1.C CAJPA—SCORE UNDERWRITING POLICY

Marcus Beverly presented the Board with the SCORE Underwriting Policy and noted there are no changes to current practice as this was simply the consolidation of the information into one location. He mentioned the Underwriting Policy is a new requirement to receive CAJPA Accreditation with Excellence. If accepted SCORE will be asked to review this policy every three years. Lastly it was mentioned that the Administrative Expense Allocation has changed and so we have been completing the LRP review of the MC in the past year.

A motion was made to accept the SCORE Underwriting Policy as presented.

MOTION: Robert Meacher

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H.1.D. CAJPA—YORK RISK SERVICES CONTRACT AMENDMENTS

Marcus Beverly noted that the last requirement for CAJPA Accreditation with Excellence is an amendment to the York agreements for Liability Claims and WC Claims Administration which should include Conflict of Interest language.

A motion was made to accept the York Contract amendments as presented.

MOTION: Mark Brannigan

SECOND: John Duckett

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.



H.2. TARGET SOLUTIONS CONTRACT RENEWAL OPTIONS

Marcus Beverly mention that Target Solutions has been the provider of online training including Fire and Police Training. It was noted that a number of members rely on this training platform to ensure compliance with Fire and Police Training requirements. The number of courses offered has increased over the years by almost 50%. Currently Target Solutions is offering two renewal options:

Option 1 – One year agreement at an increased rate of \$25,911.71

Option 2 – Three year agreement at current rate of \$25,157

There were questions about what other types of training offered through Target Solutions and it was noted there are several Human Relations courses as well as training targeted toward Public Works employees. It was also mentioned while DKF offers My Safety Officer (MSO) there are more courses available through Target Solutions (specifically Fire Training).

A motion was made to approve Option 2 for a three year contact.

MOTION: Robert Meacher

**SECOND: Muriel Howarth
Terrell**

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H.3. PROGRAM ADMINISTRATION CONTRACT EXPIRATION JUNE 30, 2018

Marcus Beverly notified the Board that the Program Administrators contract will expire on June 30, 2017 and the Board should consider their options. Mike Simmons noted that it is no longer a requirement to have a substantive intervening review but we would recommend assigning an Ad Hoc committee to complete and analysis.

A motion was made to assign the Executive Committee to review and an Executive Committee Teleconference will be held in December.

MOTION: Robert Meacher

SECOND: John Duckett

**MOTION CARRIED
UNANIMOUSLY**

AYES: Heathcock, Meacher, Brannigan, Griggs, Woodcox, Romaine, Duckett, Jankovitz, Savage, Goodwin, Velador, Carroll, Howard, Baker, LeBlanc, Howarth Terrell.

NAYS: None

ABSENT: Frith, Gray.

H.4. LIABILITY MEMORANDUM OF COVEARGE (MOC)

Marcus Beverly reminded members that the City of Live Oak has constructed a Skate and Bike Park which opens tomorrow and the Board is asked to add the address to the SCORE Liability MOC.



A motion was made to approve the addition of the City of Live Oak Skate and Bike Park to the Liability MOC endorsement #1.

MOTION: Steve Baker

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

H.5. LIABILITY CLAIMS REPORTING AND LESSONS LEARNED

Cameron Dewey provided members with a presentation of Lessons Learned from claims and included examples of hazardous conditions (i.e. floating sidewalk in Louisiana, broken sewer grate, sidewalk issues). It was noted that CJPRMA has opined that paved walkways and sidewalks can be given trail immunity if it is reported as a trail and included in the Trail map. It was also mentioned that Natural Condition Immunity trumps the Dangerous Condition theory.

YORK WORKERS' COMPENSATION 101/102 LUNCHTIME PRESENTATION

Dori Zumwalt from York Risk Services provided the Board with information related to Workers' Compensation and provided members with instructions on how to complete the DWC-1 Form and how to report a claim. She provided a brief history of Workers' Compensation as well as a description of the different types of claims: Medical Only (no lost time), Indemnity (lost time), and Future Medical (after claim resolves via Stipulation or Compromise and Release).

H.7. SCORE FY 17/18 CLAIMS REPORTING MANUAL

Michelle Minnick presented the first Claims Reporting Manual for FY 17/18 SCORE lines of coverage and noted that each section includes: a list of participating members in the program, vendor providing claims services, policy period, contact information for claims persons, as well as reporting instructions. It was mentioned this resource was created so members could have a document for all city employees to use in the event of a claim at the city.

I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

****REQUESTING AUTHORITY**

At _____ pm, pursuant to Government code section 54956.95, the Board held a closed session to discuss the following claims for payment.

1. Workers' Compensation Program

- a. SWCA-320321 vs. City of Yreka**
- b. SWCA-555977 Rio Dell**
- c. SWCA-555847 Town of Fort Jones**
- d. SWCA-176713 Mt. Shasta**



J. REPORT FROM CLOSED SESSION

The Board returned from closed session at 12:44 pm. Mr. Carroll reported that the above closed session items were discussed and appropriate direction was given to Program Consultants.

K. ROUNDTABLE DISCUSSION

Natural Condition exemption - (trees)
Learn more about the Natural Condition

L. INFORMATION ITEMS

1. PARMA Conference, February 14-16, 2018, Monterey, CA
2. Glossary of Terms
3. SCORE Resource Contact Guide
4. SCORE Travel Reimbursement Form

M. CLOSING COMMENTS

There were no closing comments.

N. AJOURNMENT

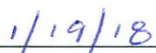
The meeting was adjourned at 12:46 PM

NEXT MEETING DATE: January 19, 2018 in Anderson, CA

Respectfully Submitted,



Brooke Woodcox, Secretary



Date