



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Teleconference Meeting Minutes
August 28, 2020**

Member Cities Present:

Mark Sorensen, City of Biggs
Wes Heathcock, City of Colfax
Blake Michaelsen, City of Dunsmuir
Todd Juhasz, City of Dunsmuir
Robert Jankovitz, City of Isleton
Aaron Palmer, City of Live Oak
Roger Carroll, Town of Loomis
Cricket Strock, Town of Loomis

Kathy LeBlanc, City of Loyalton
David Dunn, City of Montague
Lauren Knox, City of Portola
Kyle Knopp, City of Rio Dell
John Duckett, City of Shasta Lake
Jenny Coelho, City of Tulelake
Steve Baker, City of Yreka

Member Cities Absent:

City of Etna
City of Susanville

City of Mt. Shasta
City of Weed

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Kevin Wong, Gilbert Associates, Inc.
Jennifer Zraick, Gilbert Associates, Inc.

Dorienne Zumwalt, Sedgwick Risk Services
Ariel Leonhard, Sedgwick Risk Services
Shawn Millar, Sedgwick Risk Services
David Patzer, DKF Risk Services

A. CALL TO ORDER

Mr. Steve Baker called the meeting to order at 10:03 a.m.

B. ROLL CALL

The above mentioned members were present constituting a quorum. Cities absent from this meeting were the City of Etna, City of Mt. Shasta, City of Susanville, and City of Weed.

C. APPROVAL OF AGENDA AS POSTED

It was noted that Kathy LeBlanc was listed as both present and absent at the June 26, 2020 and requested that the minutes be revised to show her as only present.

A motion was made to approve the Agenda with the change to the members' cities absent and the revised minutes to be brought back as a consent calendar on the next agenda.



MOTION: Roger Carroll

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Teleconference Meeting *Draft* Minutes – June 26, 2020
2. Executive Committee Teleconference Meeting *Draft* Minutes – June 26, 2020
3. US Bank Account Statements – June—July 2020
4. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – June 30, 2020
5. Treasurer’s Report as of June 30, 2020
6. Investment Statements from Chandler Asset Management – June—July 2020
7. SCORE Checking Register as of June—July 2020
8. ACI Quarterly Utilization Report – April—June 2020
9. Target Solutions Administrative Summary as of June—July 2020
10. SCORE FY 20-21 Loss Control Grant Funding Usage as of August 20, 2020

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

MOTION: Wes Heathcock

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS

F1. President’s Report

Steve Baker welcomed everyone to the meeting and hopes everyone is staying healthy and safe.

F2. Alliant Update

- a) **CAJPA Conference will be Virtual**
- b) **LAWCX Risk Console updates on in2vate – due 9/11/20**

Marcus Beverly provided the Board with a brief update regarding the CAJPA Annual Conference which will be held virtually this year – members were encouraged to register and use conference funds to pay for registration fees. Michelle Minnick reminded members of the required information needed for the renewal of the Excess Workers’ Compensation coverage and noted that a failure to submit the required information by the deadline will result in a fine to SCORE.

G. FINANCIAL

G1. Quarterly Financials for QE June 30, 2020

Kevin Wong from Gilbert Associates provided a summary of the Quarterly Financials for the QE June 30, 2020.



- Total assets have increased by approx. \$1M – most is favorable LAIF balance increases
- Claims reserves have increased as compared to last year
- Total Liabilities increased as well
- Net position increased
- Total general admin expenses decreased

A motion was made to accept and file the Quarterly Financials for QE June 30, 2020.

MOTION: Roger Carroll

SECOND: John Duckett

**MOTION CARRIED
UNANIMOUSLY**

G2. Liability Premium Payment Plan Request - City of Etna

Marcus Beverly noted that we discourage payment plans and we do ask members to submit those requests are submitted before the budget is finalized. After the last Board meeting the city reached out and requested a payment plan for the liability program.

A motion was made to approve the Payment Plan as presented.

MOTION: Kathy LeBlanc

SECOND: Jenny Coelho

**MOTION CARRIED
UNANIMOUSLY**

H. JPA BUSINESS

H1. SCORE Conflict of Interest Code Review

Marcus Beverly noted that the Board reviews the Conflict of Interest Code every two years and mentioned there are no changes being proposed at this time.

A motion was made to approve the Conflict of Interest Code as presented.

MOTION: Blake Michaelson

SECOND: Lauren Knox

**MOTION CARRIED
UNANIMOUSLY**

H2. Loss Control Services and Work Plan

DKF was provided direction to email the SCORE members with information related to their training.

H3. October Long Range Planning & Board Meeting Topics

A discussion about the SCORE Board Agendas for the October meetings – each agenda was reviewed briefly and members were asked for comment.

This was an information item only.



I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

11:05am

1. Liability

- a. Hall v. Weed
- b. Duncan v. Susanville

2. Workers' Compensation

- a. City of Susanville SCWA-243618
- b. City of Susanville SCWA-555949

J. REPORT FROM CLOSED SESSION

The Board returned from closed session at 11:30 P.M. Mr. Baker reported that the above closed session items were discussed and appropriate direction was given to Staff and the Claims Administrator and no reportable actions were taken.

K. TOWN HALL OPEN DISCUSSION ON MEMBER ISSUES

L. INFORMATION ITEMS

- L1. SCORE Resource Contact Guide**
- L2. SCORE Glossary of Terms**
- L3. ERMA Training Reminder**

Items L1., L2., and L3. were provided as information items only.

M. CLOSING COMMENTS

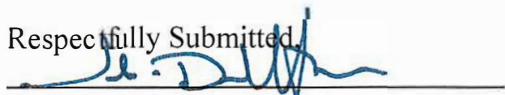
There were no closing comments.

N. AJOURNMENT

The meeting was adjourned at 11:32 P.M.

NEXT MEETING DATE: October 22, 2021 via Teleconference

Respectfully Submitted,



John Duckett, Secretary

11/30/2020
Date