



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Meeting Minutes
August 27, 2021**

Member Cities Present:

Mark Sorensen, City of Biggs
John Busch, City of Biggs
Shanna Stahl, City of Colfax
Blake Michaelsen, City of Dunsmuir
Charles Bergson, City of Isleton
Aaron Palmer, City of Live Oak
Roger Carroll, Town of Loomis
Kathy LeBlanc, City of Loyalton

David Dunn, City of Montague
Muriel Terrell, City of Mt. Shasta
Lauren Knox, City of Portola
Kyle Knopp, City of Rio Dell
Wendy Howard, City of Shasta Lake
Heidi Whitlock, City of Susanville
Jenny Coelho, City of Tulelake
Rhetta Hogan, City of Yreka

Member Cities Absent:

City of Etna

City of Weed

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Conor Boughey, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
David Patzer, DKF
Jennifer Jobe, ERMA

Ariel Leonhard, Sedgwick
Dori Zumwalt, Sedgwick
Jennifer Zraick, Gilbert
Kevin Wong, Gilbert

A. CALL TO ORDER

Mr. Blake Michaelsen called the meeting to order at 9:07 a.m.

B. ROLL CALL

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

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as presented.

MOTION: Roger Carroll

SECOND: Lauren Knox

**MOTION CARRIED
UNANIMOUSLY**



D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Teleconference Meeting *Draft Minutes* – June 25, 2021
2. Treasurer’s Report as of June 30, 2021
3. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – June 30, 2021
4. US Bank Account Statements – June—July 2021
5. Investment Statements from Chandler Asset Management – June—July 2021
6. SCORE Checking Register as of March—July 2021
7. ACI Quarterly Utilization Report – April—June 2021
8. Target Solutions Administrative Summary as of June—July 2021
9. SCORE FY 21-22 Loss Control Grant Funding Usage as of August 20, 2021

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

MOTION: Kathy LeBlanc

SECOND: Lauren Knox

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS

F1. President’s Report

Mr. Wes Colfax was not present on the call and so there were no issues to report for SCORE.

F.2. Alliant Update

Marcus Beverly provided the Board with a reminder of the LAWCX Risk Console updates that are required annually for the renewal as well as the OSIP Questionnaire which has new requirements and requested that anyone who has not yet responded to these requests to provide a response soon.

G. FINANCIAL

G.1. Quarterly Financials for QE June 30, 2021

Kevin Wong provided the Board with a review of the SCORE Quarterly Financials for QE June 30, 2021. He noted there has been an increase in approximately 1.7 M in Total Assets while Total Liabilities remained stable which has put the Total Net Position around \$10.7M. Jennifer Zraick provided an update regarding the status of the financial audit as they have been provided with all they need to get started – it is expected that the audit will be presented at the October meeting.

A motion was made to accept and file the financial report for the QE June 30, 2021.

MOTION: Wendy Howard

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**



G.2. Isleton Payment Plan Update

Marcus Beverly provided the Board with a review of the City of Isleton past due balances and the Board discussed the need to revise their payment plan. The Board was presented with an alternative payment plan which includes a down payment of \$20,000 as well as annual payments of \$20,000 to bring them to current. It was noted that a plan to address the older outstanding balances is a move in the right direction.

A motion was made to accept the proposed payment plan as presented in the Excel file.

**MOTION: Roger Carroll SECOND: Muriel Terrell AFTER A ROLL CALL VOTE
THE MOTION CARRIED
UNANIMOUSLY**

Absent: Heidi Whitlock

H. JPA BUSINESS

H.1. Loss Control Services and Work Plan

David Patzer provided the Board with a review of the SCORE Risk Control Services including an update regarding the COVID Exposure Control Plans and Companion Training Course. He also reminded the Board of the upcoming Sewer Summit coming up on October 20, 2021 and the Transite Pipe Training which will also occur in October 2021. Additionally David provided the Board with some recent claim examples and information about Cyber threats and how cities can protect themselves from cyber attacks. Members were also provided with the contact information for a third party Cyber Security Firm which provides audits of data & networks to identify vulnerabilities so they can be addressed prior to a hack (Progent, Tony Ciangiarulo, Phone: 408-240-9429, Tony.Ciangiarulo@progent.com).

It was requested that Item H.5. be discussed at this time.

H.5. ERMA Orientation

Jennifer Jobe provided the Board with a review of the ERMA coverage, noting that SCORE was one of the original founding members of ERMA and noted that membership from SCORE has grown from 4 members to the current 13 participating members. Jennifer provided a review of the Litigation Management process to ensure members are aware of the reporting requirements and the importance of reporting claims timely as coverage can be denied if reported after 30 days. Members who do not already participate in ERMA coverage were encouraged to consider joining the ERMA JPA to ensure EPL coverage, as SCORE does not provide EPL coverage in the Self-insured layer.

H.2. SCORE – Workers’ Compensation Claims Audit RFP

Marcus Beverly provided a review of the North Bay Associates Proposal and noted that this is the



same auditor to complete the claims audit from the prior year. They are offering the same services for a comparable price with a goal to present the results of the audit at the January 2022 meeting.

A motion was made to approve the North Bay Associates Proposal as presented.

MOTION: Kathy LeBlanc

SECOND: Roger Carroll

**MOTION CARRIED
UNANIMOUSLY**

H.3. October Long Range Planning & Board of Directors Meeting Topics

Marcus Beverly provided the Board with draft copies of the October meetings agendas and a brief discussion was held regarding potential topics of interest. It was mentioned that this meeting will occur in person and members were encouraged to share any topics that may be of interest to the Board.

H.4. CJPRMA Updates

Marcus Beverly reviewed the CJPRMA MOC and provided notice of the change in the group's Self-Insured Retention from \$5M to \$7.5M as well as a \$20M aggregate limit on the coverage that CJPRMA has committed to fund if needed. Additionally one carrier – Munich Re – added a wildfire exclusion and CJPRMA has agreed to fund if the need arises. It was also mentioned that if any members have a TOT agreement to look at the contract and/or send it to the Alliant Staff to review to ensure the city is not assuming additional liability and confirm there is appropriate coverage.

H.6. Insurance Requirements In Contracts (IRIC) Manual Review

Marcus Beverly provided the Board with a review of the IRIC Manual and the Exhibit for most contracts to ensure members were aware of the recommended language to be used in their contracts. Members were encouraged to reach out to the Alliant Staff with any questions regarding contracts or agreements as they are available to help review and provide comment.

I. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.95

****REQUESTING AUTHORITY**

1. Workers Compensation

- a. SCWA-556180, SCWA-556181, SCWA-556194 v. City of Shasta Lake

J. REPORT FROM CLOSED SESSION

The Board returned from closed session at 11:08 A.M. Mr. Beverly reported that the above closed session items were discussed and appropriate direction was given to Staff and the Claims Administrator.

K. Town Hall Open Discussion on Member Issues



There was no discussion.

L. INFORMATION ITEMS

L.1. Glossary of Terms

This was provided as an information item only.

L.2. FY 21/22 Resource Contact Guide

This was provided as an information item only.

M. CLOSING COMMENTS

There were no closing comments.

N. AJOURNMENT

A motion was made to adjourn the meeting.

MOTION: Wendy Howard

SECOND: Lauren Knox

**MOTION CARRIED
UNANIMOUSLY**

The meeting was adjourned at 11:12 AM

NEXT MEETING DATE: October 28, 2021 Gaia Hotel, Anderson CA

Respectfully Submitted,



Muriel Terrell, Secretary

7/3/22

Date