



Small Cities Organized Risk Effort (SCORE) Board of Directors Meeting Minutes October 27, 2023

Member Cities Present:

Josh Cook, City of Biggs
Shanna Stahl, City of Colfax
Blake Michaelson, City of Dunsmuir
Dustin Reif, City of Dunsmuir
Pamela Eastlick, City of Etna
Charles Bergson, City of Isleton
Aaron Palmer, City of Live Oak
Carol Parker, Town of Loomis
Wes Heathcock, Town of Loomis
Kathy LeBlanc, City of Loyalton

David Dunn, City of Montague
Todd Juhasz, City of Mt. Shasta
Muriel Terrell, City of Mt. Shasta
Kyle Knopp, City of Rio Dell
Wendy Howard, City of Shasta Lake
Dan Newton, City of Susanville
Jenny Coelho, City of Tulelake
Jazlyn Chavolla, City of Tulelake
John Elsnab, City of Yreka

Member Cities Absent:

City of Portola

City of Weed

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Kevin Wong, Gilbert Associates

Danielle Buri-Beaton, Intercare
Chris Carmona, George Hills
Rob Andrews, AAATraq

A. CALL TO ORDER

Mr. Wes Heathcock called the meeting to order at 8:01a.m.

B. ROLL CALL

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

C. APPROVAL OF AGENDA AS POSTED

E.1 will be pulled from the consent calendar due to edits that are needed regarding Wes attendance
It was noted that Item G.2 Financial Audit will be pulled from the agenda at this time.

A motion was made to approve the Agenda as amended.



MOTION: Blake Michaelsen

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Teleconference Meeting Minutes – August 25, 2023
2. SCORE Checking Register – July—September 2023
3. Chandler Asset Management Investment Statements – August—September 2023
4. US Bank Account Statement – August—September 2023
5. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – September 30, 2023
6. Treasurer's Report for Period Ending September 30, 2023
7. Vector Solutions Utilization Report January – September 2023
8. SCORE Internal Controls – REDLINE
9. PRISM Pollution Premium Estimates – October 2023
10. SCORE FY 23-24 Loss Control Grant Funding Usage as of October 20, 2023

A motion was made to accept the consent calendar.

MOTION: Dustin Reif

SECOND: David Dunn

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS

President's Report

Wes Heathcock thanked the group for the fun time last night and hoped that everyone had a great time.

E2. Alliant Update

Marcus Beverly provided the Board with a short review of the Annual Report and noted the changes that were made to the members participating. Members were encouraged to share this information with their council. Members were also reminded the Claims Reporting Manual was sent out to members previously and includes the new reporting information for Intercare and George Hills. Lastly members were reminded that the Annual Vendor Survey will be sent out to members broken out by different vendors to allow members who interact with different vendors to answer the survey accurately. Members were also encouraged to consider attending the PARMA Conference.

G. FINANCIAL

G.1. Quarterly Financial for QE June 30, 2023

Kevin Wong provided a review of the Quarterly Financial Report – Period Ended June 30, 2023.



He noted that this was a good fiscal year for SCORE and noted that in the Statement of Net Position the total net position increased and reminded the Board that we were able to provide Dividends and increase the net position.

A motion was made to accept and file.

MOTION: Todd Juhasz

SECOND: Jenny Coelho

**MOTION CARRIED
UNANIMOUSLY**

G.3. City of Isleton Financial Requests

G.3.a. City of Isleton – Payroll Adjustment Request

Marcus noted that the City has indicated that the City of Isleton payroll was overstated as a contractor was paid incorrectly through payroll and an additional \$20k was paid to an employee who performed no service for the City during that time. Chuck Bergson from Isleton offered further explanation and noted that the big storms impacted the city significantly and so they called a contractor to fix the sewer plant and (\$80k). Additionally he noted a person was on Administrative Leave and during that time the city paid \$20k and they are requesting to have their payroll to be reduced by that amount. After a discussion the Board generally agreed that if the City was able to provide an Amended or Adjusted DE-9 the Board would be agreeable to a payroll reduction.

A motion was made to approve the credit of \$80k once the amended DE-9 has been received.

MOTION: Dustin Reif

SECOND: David Dunn

**MOTION CARRIED
UNANIMOUSLY**

AYES: Shanna Stahl, Dustin Reif, Pamela Eastlick, Charles Bergson, Aaron Palmer, Wes Heathcock, Kathy LeBlanc, David Dunn, Todd Juhasz, Kyle Knopp, Wendy Howard, Dan Newton, Jazlyn Chavolla, John Eslnab.

ABSENT: City of Biggs, City of Portola, City of Weed.

G.3.b. Premium Payment Plan Request for FY 23/24

Charles Bergson from City of Isleton provided reasons that they are requesting a payment plan as again a result of the storms that drained the city's finances. Marcus Beverly also noted that the city has caught up with prior assessment plan (recently paid \$23k toward the assessment payment plan) and additionally provided that Isleton has past due assessments and is requesting a premium payment plan for programs.

A motion was made to approve the payment plan modified with the revised DE-9 including the 3% Administrative Fee.

MOTION: Wes Heathcock

SECOND: Kyle Knopp

**MOTION CARRIED
UNANIMOUSLY**



AYES: Shanna Stahl, Dustin Reif, Pamela Eastlick, Charles Bergson, Aaron Palmer, Wes Heathcock, Kathy LeBlanc, David Dunn, Todd Juhasz, Kyle Knopp, Wendy Howard, Dan Newton, Jazlyn Chavolla, John Eslnab.

ABSENT: City of Biggs, City of Portola, City of Weed.

H. JPA BUSINESS

H.1. SCORE FY 24/25 Meeting Dates and Locations

Michelle Minnick provided the Board with a review of the proposed dates for FY 24/25 and after a discussion it was noted that all meetings should begin at 9am (including the October meeting) – members were agreeable to keeping the meetings at the Gaia Hotel.

A motion was made to approve the meeting dates as amended.

MOTION: Kathy LeBlanc

SECOND: Wendy Howard

**MOTION CARRIED
UNANIMOUSLY**

H.2. Claims Settlement Authority for the SCORE President

Marcus Beverly provided the board with a review of the settlement authority for the SCORE JPA and noted that there are instances when the member has approved settlement of a low value claim that falls just above the member's authority level. The Board was asked to consider extending authority to the SCORE President to approve settlement. Members were reminded that inflation is affecting these settlements and the hope is to allow SCORE to be more maneuverable to bring claims to resolution.

A motion was made to approve the change to the claims settlement authority as presented.

MOTION: Dan Newton

SECOND: Wendy Howard

**MOTION CARRIED
UNANIMOUSLY**

H.3. Form 700 – Filing Process

Michelle Minnick provided the Board with reminders that the FPPC is being more stringent with fines related to the Form 700 filing process. Members were reminded when changes occur at the City level to either the SCORE Board Representative or the Board Alternate that information needs to be communicated to the Program Administration so that we may notify the FPPC as filing is due within 30 days. Program Administration provided a suggestion to consider passing a resolution at the city level when a change in the SCORE Board Representative or the Board Alternate occurs to ensure the City Council, the person assigned are all aware of the role and requirements.

H.4. SCORE Schedule of Contract and Renewal Direction



Marcus Beverly provided the Board with a list of contacts that are coming up on expiration in the next fiscal year.

- ACI Employee Assistance Program – expires 9/2024 and we will be requesting pricing from ACI so we can start to plan the budget for FY 24/25
- George Hills – Liability Claims Adjusting – pricing for FY 24/25
- Maze Associates – Financial Auditor – continue using for FY 24/25
- Workers’ Compensation Auditor – need to select auditor for FY 23/24
- GL Auditor – need to select for FY 24/25

H.5. Policy and Procedure Payment Plan Requests

Marcus Beverly provided the Board with a draft Premium Payment Plan Policy & Procedure and noted that there are some instances where a member needs a payment plan and SCORE has been agreeable to those requests in the past. Members were informed that we will share the preliminary budget at the March meeting and members will have a more solidified idea of the premiums for the coming fiscal year. Additionally, it was noted that SCORE is required to pay premiums for certain lines of coverage in full (property, crime, excess coverage for GL & WC, etc.) at the start of the policy period.

A motion was made to approve the policy as presented.

MOTION: Jenny Coelho

SECOND: Wendy Howard

MOTION CARRIED

NAYS: Chuck Bergson

ABSENT: City of Biggs, City of Portola, City of Weed.

I. ROUNDTABLE DISCUSSION

Members were reminded the Underwriting Policy was pulled from the agenda yesterday and will be brought back in January and have a greater discussion regarding the Mini-Cities as it relates to Administrative funding and Ex Mod as well as the payroll threshold. It was noted that the ERMA presentation was very informative and would like to see more training from them with more time.

J. INFORMATION ITEMS

J.1. Glossary of Terms

This was provided as an information item only.

J.2. FY 23/24 Resource Contact Guide

This was provided as an information item only.

K. CLOSING COMMENTS

Thank you and we appreciate all that Michelle and Marcus do for the SCORE group. Members had a general discussion regarding FEMA.



L. AJOURNMENT

The meeting was adjourned at 10:51 AM

NEXT MEETING DATE: January 26, 2024 Gaia Hotel, Anderson CA

Respectfully Submitted,

Muriel Terrell

Muriel Terrell, Secretary

1-29-24
Date