



**Small Cities Organized Risk Effort (SCORE)  
Board of Directors Teleconference Meeting Minutes  
August 25, 2017**

**Member Cities Present:**

Roger Frith, City of Biggs  
Wes Heathcock, City of Colfax  
Mark Brannigan, City of Dunsmuir  
Sarah Griggs, City of Etna  
Linda Romaine, Town of Fort Jones  
Jim Goodwin, City of Live Oak  
Roger Carroll, Town of Loomis  
Muriel Howarth Terrell, City of Mt. Shasta

Robert Meacher, City of Portola  
Brooke Woodcox, City of Rio Dell  
John Duckett, City of Shasta Lake  
Jared Hancock, City of Susanville  
Jenny Coelho, City of Tulelake  
Steve Baker, City of Yreka  
Diana Howard, City of Weed

**Member Cities Absent:**

City of Isleton  
City of Loyalton

City of Montague

**Consultants & Guests**

Michael Simmons, Alliant Insurance Services  
Marcus Beverly, Alliant Insurance Services  
Michelle Minnick, Alliant Insurance Services

Jennifer Zraick, Gilbert Associates, Inc.  
Craig Nunn, York Risk Services  
David Patzer DKF Risk Services

**A. CALL TO ORDER**

Mr. Roger Carroll 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 Isleton, City of Loyalton, and City of Montague.

**C. APPROVAL OF AGENDA AS POSTED**

*A motion was made to approve the Agenda as posted.*

**MOTION:** Robert Meacher

**SECOND:** Mark Brannigan

**MOTION CARRIED  
UNANIMOUSLY**

**D. PUBLIC COMMENT**

There were no public comments.



## **E. CONSENT CALENDAR**

1. Board of Directors Meeting *Draft* Minutes – June 16, 2017
2. US Bank Account Statements – June—July 2017
3. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – June 30, 2017
4. Treasurer’s Report as of June 30, 2017
5. Investment Statements from Chandler Asset Management – June—July 2017
6. SCORE Checking Register as of June—August 17, 2017
7. ACI Quarterly Utilization Report – April—June 2017
8. Target Solutions Administrative Summary as of March—June 2017

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

**MOTION: Roger Frith**

**SECOND: Jenny Coelho**

**MOTION CARRIED  
UNANIMOUSLY**

## **F. ADMINISTRATIVE REPORTS**

### **F1. President’s Report**

Mr. Roger Carroll mentioned that both CAJPA and PARMA are coming up and noted they are great opportunities to get some training. He also reviewed the financial statement and noted people are not using the money available to attend these conferences to get some great training so he encouraged member to attend either conference or send someone from the city to attend. It was mentioned that the PARMA Conference is in Monterey this year and focuses on the basics of the Risk Management Field (Liability 101, Risk 101, Workers’ Compensation 101).

### **F2. CJPRMA Update**

Roger Carroll noted that Gordon Graham will be doing Fire Fighter Leader Training (Employment Liability) which will be free to attend – dates will be announced and members should consider attending if they have fire operations. He also mentioned that the Sewer Summit in Oakland is coming up and as SCORE is a CJPRMA member attendance is free for all SCORE members – he highlighted this is a great opportunity for those who have sewer collection or sewer plants.

### **F3. Program Comparison Ad Hoc Committee Update**

Marcus Beverly mentioned the agenda includes the Program Comparison previously provided to the Ad Hoc Committee – the committee noted there was no update to provide at this time.

### **F4. Alliant Update**

Marcus Beverly mentioned the CalPELRA Conference held in December is focused on Human Resources and would qualify for the \$1,000 Conference Funds available to each member. It was also



noted that Ariel Leonhard received the Certificate of Appreciation for the 100% Compliance on the Workers' Compensation Audit which was very well received. He also provided brief update regarding the CAJPA Accreditation process and indicated SCORE received a conditional Accreditation with Excellence as there is a new Underwriting Policy requirement this year. SCORE will need to create an Underwriting Policy and the Program Administration is working on a Policy to be presented to the Board at the October meeting. The full CAJPA Accreditation report will also be presented at that time. Lastly members were reminded of the SCORE Travel Reimbursement policy and reminded to submit their requests for reimbursement within 30 days following the meeting date.

## **G. FINANCIAL**

### **G1. Quarterly Financials for QE June 30, 2017**

Jennifer Zraick from Gilbert Associates was introduced as the new contact. She provided a summary of the Quarterly Financials for the QE June 30, 2017 and mentioned there is not a lot of change from the prior year.

- Statement of Net Position – current assets have decreased by approximately \$200,000 as compared to last year.
- Total Liabilities have increased by approximately \$66,000 as compared to last year
- Total Net Position has decreased approximately \$300,000 as compared to last year.

*A motion was made to accept the Quarterly Financials for QE June 30, 2017.*

**MOTION: Linda Romaine**

**SECOND: Mark Brannigan**

**MOTION CARRIED  
UNANIMOUSLY**

## **H. JPA BUSINESS**

### **H1. October Training Day and Board Directors Meeting Topics**

Marcus Beverly provided a review of the agendas for the each day's meetings. Training and orientation in the morning which will lead into more detailed information about the funding. We will have the actuary at the meeting to present and explain the Actuary Reports. He mentioned we have listed all the lines of coverage on the second meeting date and the idea is to review one line of coverage at each meeting to ensure members understand the value of the coverage being provided. Members requested a discussion of claims reporting processes for each type of claim and the process to follow when a claim occurs - members also requested a flow chart which shows the process.

### **H2. Loss Control Grant Fund Program**

Michelle Minnick provided the Board with an update of the FY 17/18 Loss Control Grant Funds. It was noted there were some members who opted to combine their funds from FY 16/17 with FY 17/18 to get more help with funding large projects (ADA compliance upgrades, sidewalk improvements, etc.). Members were encouraged to use these funds for any upcoming projects or purchases that will reduce claims and were reminded the deadline to submit a request for funds is June 15, 2018.



### **H3. SCORE Liability Policy & Procedure #L-9 Recommended Law Firm**

Marcus Beverley presented the Board with a redline version and mentioned that we reviewed this policy as a result of CJPRMA's recent updates to their policy. Our review revealed no changes to the policy itself but updates to the approved Attorney List were necessary as some of the listed attorneys have since retired or are no longer practicing.

*A motion was made to approve the SCORE Liability Policy & Procedure #L-9 as presented.*

**MOTION: Robert Meacher**

**SECOND: Roger Frith**

**MOTION CARRIED  
UNANIMOUSLY**

### **H4. DKF 2017/18 Work Plan and Roadmap**

David Patzer and John Balestrini presented information about the current DKF Work Plan and recent visits to the SCORE members. It was mentioned they have completed 5 CalOSHA policy updates and there are 3 more policy updates on the horizon this year. The Sewer Summit has grown in popularity since last year and Members are encouraged to attend at the new location (Oakland Airport Hilton) which will take place on October 19<sup>th</sup>, 2017 – attendance is free for all SCORE members.

Members were encouraged to provide the contact information for any employee that would be interested in receiving the DKF Newsletter which contains information about OSHA Compliance and Tailgate Training Topics. Lastly members were informed there is a new online data reporting for the State Water Board called the California Integrated Water Quality System Project (CIWQS) and the new requirement for data submitters to be certified as Legally Responsible Officials.

### **H5. SCORE Sponsorship of Sewer Summit**

It was mentioned that this item is no longer necessary given the recent information received during the CJPRMA update earlier in the meeting. There was no discussion of this item.

## **I. TOWN HALL OPEN DISCUSSION ON MEMBER ISSUES**

There was no discussion of this item.

## **J. INFORMATION ITEMS**

**J1. FY 2017/18 Resource Contact Guide**

**J2. Glossary of Terms**

**J3. CAJPA Conference—September 12-15, 2017 in South Lake Tahoe, CA**

**J4. Sewer Summit—Thursday October 19, 2017 at Oakland Airport Hilton, Oakland, CA**

Items J1., J2., J3., and J4 were provided as information items only.



**M. CLOSING COMMENTS**

There were no closing comments.

**N. AJOURNMENT**

The meeting was adjourned at 10:59 A.M.

**NEXT MEETING DATE: October 26, 2017 in Anderson, CA**

Respectfully Submitted,

  
\_\_\_\_\_  
Brooke Woodcox, Secretary

\_\_\_\_\_  
Date

10/27/17