



**Small Cities Organized Risk Effort (SCORE)
Board of Directors Teleconference Meeting Minutes
August 23, 2024**

Member Cities Present:

Shanna Stahl, City of Colfax
Blake Michaelsen, City of Dunsmuir
Pamela Eastlick, City of Etna
David Kent, City of Isleton
Jessica Mata, City of Live Oak
Wes Heathcock, Town of Loomis
Kathy LeBlanc, City of Loyalton
David Dunn, City of Montague

Jim Murphy, 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
Sandra Duchi, City of Weed
John Elsnab, City of Yreka
Cyndy Prohaska, City of Yreka

Member Cities Absent:

City of Biggs

City of Mt. Shasta

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Gina Dean, PRISM
Kevin Wong, Gilbert & Associates
Jennifer Zraick, Gilbert & Associates
Cindy Wilkerson, CAJPA Accreditation Committee

Connie Hampson, Intercare
Ebony Aleksin, Intercare
Heather Spain, Intercare
Chris Carmona, George Hills
John Balestrini, DKF Risk Solutions

A. CALL TO ORDER

Mr. Wes Heathcock called the meeting to order at 9:05 a.m.

B. ROLL CALL

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

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as presented.

MOTION: Blake Michaelsen

SECOND: Sandi Duchi

**MOTION CARRIED
UNANIMOUSLY**



D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Meeting *Draft* Minutes – June 24, 2024
2. US Bank Account Statements – June—July 2024
3. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – June 30, 2024
4. Investment Statements from Chandler Asset Management – June—July 2024
5. Investment Statements from Chandler Asset Management Enhanced Cash Account— June—July 2024
6. SCORE Checking Register as of June—July 2024
7. Treasurer’s Report as of June 30, 2024
8. ACI Quarterly Utilization Report – April—June 2024
9. VectorSolutions Utilization Report – January—June 2024
10. SCORE FY 24-25 Loss Control Grant Funding Usage as of August 16, 2024
11. HCA Asset Management, LLC Property Appraisal Agreement – firm selected at June 23, 2024
SCORE Board Meeting

*A revision was noted – as it relates to the June minutes that an incorrect name was listed and a change was requested.

A motion was made to accept the consent calendar with the minutes as amended.

MOTION: Jenny Coelho

SECOND: Blake Michaelsen

**MOTION CARRIED
UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS

F.1.A. PRESIDENT’S REPORT

Mr. Wes Heathcock wanted to follow up on the Entertainment Zone to see how that would be impactful for other SCORE members (zones where alcohol can be open carried) he noted that SF and other jurisdictions have these and we would like to explore the liability related to the concept.

F.2.A. ALLIANT UPDATE - CAJPA ACREDITATION WITH EXCELLENCE CERTIFICATE – CINDY WILKERSON

Marcus Beverly provided an introduction of Cindy Wilkerson, a member of the Accreditation Committee, who presented the Accredited with Excellence certificate for the period 2023-2026. Cindy also highlighted the SCORE JPA has been Accredited with Excellence since 2006 which is quite an accomplishment and a true reflection of the leadership of Alliant.

F.2.B. ALLIANT UPDATE - OSIP QUESTIONNAIRE – DUE 9/1/24

Michelle Minnick reminded members that the OSIP Reporting questions were sent out and are due back by September 1, 2024.



F.2.C. ALLIANT UPDATE - LAWCX RISK CONSOLE UPDATES ON ILEARNING – DUE 9/15/24

Michelle Minnick provided a reminder for the Board that the Excess Workers’ Compensation carrier annually requires the members to complete 2 surveys (Renewal and Payroll) and the deadline to complete is September 15, 2024. Members were reminded if they do not submit by the deadline there is a penalty. Additionally, members were asked to reach out for assistance if there were any issues accessing the surveys.

F.3. PRISM PUBLIC ENTITY ENGAGEMENT MEETING

Gina Dean provided the Board with a review of the programs that SCORE participates in through PRISM as well as some services (consultation services, legal services) that are available to members. Marcus Beverly additionally noted there is a lot of Police Risk Management services and mentioned the company Concern providing EAP that specializes in first responders, available through PRISM.

G. FINANCIAL

G.1. QUARTERLY FINANCIALS FOR QE JUNE 30, 2024

Kevin Wong provided the Board with a review of the Quarterly Financials for QE June 30, 2024 and indicated that this past year was a great year where SCORE’s total assets increased by \$2.6M. Total Liabilities increased as well but not to the same degree (\$400k). Total net position increased from \$11.3M to \$13.5M. Kevin provided that the year end audit starts on Monday and they are looking forward to that happening more timely so we can report the audit is complete at the Oct meeting.

A motion was made to accept and file the report as presented.

MOTION: Blake Michaelsen

SECOND: Wendy Howard

**MOTION CARRIED
UNANIMOUSLY**

G.2. ISLETON PAYMENT PLAN (ASSESSMENTS & FY 24/25 PREMIUMS)

Wes Heathcock noted that he was pleased with the City of Isleton and Marcus Beverly efforts to get them back on track. Marcus Beverly provided a review of the City of Isleton’s proposed payment plan and mentioned that we have recently received a \$15k payment. After a discussion it was requested that a consent item be brought back to the SCORE Board to keep track of Isleton’s payments moving forward.

A motion was made to accept the payment plan as presented.

**MOTION: Pamela Eastlick
Abstain: David Kent**

SECOND: Blake Michaelsen

MOTION CARRIED



H. JPA BUSINESS

H.1. LOSS CONTROL SERVICES AND WORK PLAN

John Balestrini provided the Board with a review of the work plan and he reminded members of the recent new legislation that requires a Workplace violence policy. He additionally mentioned that Fall Protection regulations were recently approved which include big changes to fall protection that go into effect in November and reminders will be sent out to members. Also CalOSHA also did some updates to the Indoor Heat Illness Regulations and DKF will host a webinar on 9/17 to review the new regulations. He also provided an update about member site visits and reminded members if there are specific topics they would like covered to reach out to John Balestrini. Members were also reminded of the DKF Sewer Summit and the Verbal Judo class that was very popular.

There was no motion made on this item.

H.2. CONFLICT OF INTEREST CODE

Michelle Minnick noted the Conflict of Interest Code is presented every even year and no changes are being recommended at this time. If the Board is in agreement you may accept and file the report.

A motion was made to accept and file the report.

MOTION: Sandy Duchi

SECOND: Kathy LeBlanc

**MOTION CARRIED
UNANIMOUSLY**

H.3. SCORE BYLAWS AMENDMENT

Michelle Minnick provided the Board with notice that the Alliant Office will be moving floors in the same building (from suite 460 to suite 380) and as the principal address for the SCORE JPA the Bylaws need to be amended to reflect the new address. Originally our intended move date was at the end of September 2024 but that has been pushed back to October 2024. Members received notice via mail regarding the proposed change.

A motion was made to accept the change to the SCORE Bylaws.

MOTION: Blake Michaelsen

SECOND: Jenny Coelho

**MOTION CARRIED
UNANIMOUSLY**

Items H.4.A., H.4.B, and H.4.C. were all discussed together.

H.4.A. NEW CLAIM REPORTING CONTRACTS & PROCEDURES – PROPERTY

It was noted the Claims Reporting pages were shared with members as a reminder that George Hills has taken over the GL Claims handling and Intercare has taken over the WC Claims handling. Additionally, members were reminded of the Property Banking layer for claims that fall below the



\$25,000 deductible in APIP. It was also noted that the FY 24/25 Claims Reporting Manual has been sent to members and if additional copies are needed, members were encouraged to reach out.

H.4.B. NEW CLAIM REPORTING CONTRACTS & PROCEDURES – GENERAL LIABILITY

H.4.C. NEW CLAIM REPORTING CONTRACTS & PROCEDURES – WORKERS' COMPENSATION

H.5. OCTOBER STRATEGIC PLANNING & BOARD OF DIRECTORS MEETING TOPICS

Michelle Minnick provided the Board with a review of agendas for the October meeting and members were asked to provide feedback. Additionally members were reminded that PARMA and CAJPA are coming up and anyone who is interested in attending was asked to please let Alliant staff know so that we may send an invite to the Alliant dinner for each conference. We haven't received confirmation on where dinner will be for PARMA so more to follow as we get closer to 2025.

I. GENERAL RISK MANAGEMENT ISSUES

There was no discussion on this item.

J. INFORMATION ITEMS

J.1. FY 24/25 Resource Contact Guide

This was provided as an information item only.

J.2. Glossary of Terms

This was provided as an information item only.

J.3. LAW ENFORCEMENT TRAINING DAY

This was provided as an information item only.

J.4. CAJPA (SEPT. 2024 – SOUTH LAKE TAHOE) AND PARMA (FEB. 2025 – ANAHEIM) CONFERENCES

This was provided as an information item only.

J.5. ERMA TRAINING REMINDER

This was provided as an information item only.

K. CLOSING COMMENTS



L. AJOURNMENT

The meeting was adjourned at 10:23 AM

NEXT MEETING DATE: October 24, 2024 Anderson, CA

Respectfully Submitted,

Jenny Coelho
Jenny Coelho, Secretary
10/25/2024
Date