



**MINUTES OF THE  
NCCSIF SPECIAL EXECUTIVE COMMITTEE MEETING  
TELECONFERENCE  
OCTOBER 17, 2013**

**MEMBERS**

**PRESENT**

Shari Conley, City of Auburn  
John Lee, City of Lincoln  
Liz Ehrenstrom, City of Oroville  
Gina Will, Town of Paradise  
Catrina Olson, City of Nevada City  
Russell Hildebrand, City of Rocklin  
Tim Sailsbery, City of Willows

**MEMBERS ABSENT**

Karin Helvey, City of Gridley

**GUESTS & CONSULTANTS**

Susan Adams, Alliant Insurance Services  
Marylin Kelley, Alliant Insurance Services

**A. CALL TO ORDER**

The meeting was called to order at 10:02 a.m.

**B. PUBLIC COMMENTS**

There were no public comments made.

**C. APPROVAL OF AGENDA AS POSTED**

A motion was made to approve the Agenda as posted.

**MOTION:** Gina Will      **SECOND:** Russell Hildebrand      **MOTION CARRIED**

**D. JPA BUSINESS**

**D1. Approval of Liability Claims Audit with Risk Management Services, Inc.**

Ms. Marylin Kelley explained that every year NCCSIF conducts a claims audit for either Workers' Compensation or for Liability. This year NCCSIF is due to conduct a liability claims audit and the audit process is beginning later than usual. As a result, rather than go through a formal RFP process to select the auditor, staff has contacted the Claims Auditor for the past two



audits and requested their availability and pricing for the performance of the audit this fall for presentation at the December Board of Directors meeting.

**A motion was made to approve the completion of the Liability Claims Audit in accordance with the proposal submitted by RMS, Inc.**

**MOTION:** Catrina Olson    **SECOND:** Shari Conley    **MOTION CARRIED**

## **D2. Executive Committee Rotation Schedule and Terms of Officers Discussion**

Ms. Kelley explained that staff was asked to research the possibility of extending the Executive Committee Officers which will require amending the NCCSIF Bylaws as well as updating the NCCSIF Executive Committee Rotation Schedule accordingly. NCCSIF is required to give a 30 day Notice of Intent to Amend the Bylaws should the organization wish to make any changes to the Executive Committee Terms of Officers.

Ms. Gina Will advised that she agrees with the proposed extension of the Terms of Officers as she believes continuity of the officers will benefit the organization.

The Committee then discussed a few options as proposed by Ms. Ehrenstrom and Ms. Kelley. Staff will bring back options to the next Executive Committee meeting for further discussion prior to submission to the Board of Directors.

**A motion was made to approve the Notice of Intent to Amend the Bylaws.**

**MOTION:** Russell Hildebrand    **SECOND:** Catrina Olson    **MOTION CARRIED**

## **E. ADJOURNMENT**

The meeting was adjourned at 10:28 a.m.