

**MINUTES OF THE NCCSIF
RISK MANAGEMENT COMMITTEE MEETING
MARCH 3, 2011
City of Lincoln, City Hall
10:30 a.m.**

MEMBERS PRESENT

Juanita Barnett, City of Anderson
Tom Watson, City of Corning
Steve Johnson, City of Dixon
Paula Islas, City of Galt
Carla Soracco, City of Jackson
John Lee, City of Lincoln
Catrina Andres, City of Nevada City
Liz Ehrenstrom, City of Oroville
Crystal Peters, Town of Paradise
Tessa Pritchard, City of Red Bluff (arrived at 11:15 am)
Judy LaPorte, City of Rocklin
Natalie Walter, City of Yuba City

MEMBERS ABSENT

Robert Richardson, City of Auburn
Randy Dunn, City of Colusa
Loo Ng, City of Folsom
Dixon Coulter, City of Marysville
Dave Warren, City of Placerville
Hector De La Rosa, City of Rio Vista
Wayne Peabody, City of Willows

GUESTS & CONSULTANTS

Susan Adams, Alliant Insurance Services
Stacey Weeks, Alliant Insurance Services
Jack Kastorff, York Insurance Services
Rudy Schroeder, York Insurance Services
Silvestre Luna, CSAC-EIA
Luis Espedes, Team Trainers, LLC
Laurrel Montoya, Team Trainers, LLC

A. CALL TO ORDER

The meeting was called to order at 10:35 a.m.

B. PUBLIC COMMENTS

No public comments. The Committee, Guests and Consultants introduced themselves.

C. APPROVAL OF AGENDA AS POSTED

MOTION: Liz Ehrenstrom **SECOND:** Natalie Walter **MOTION CARRIED**

D. CONSENT CALENDAR

Juanita Barnett reported that she is the city's representative and to replace her name from Ted Wrask.

A motion was made to approve the consent calendar.

MOTION: Juanita Barnett **SECOND:** Tom Watson **MOTION CARRIED**

E. RISK MANAGEMENT PRESENTATIONS

E1. Team Trainers – Review of On Site Training Programs and Law and New Technologies Training Program

Team Trainers representatives (Luis Espedes and Laurel Montoya) presented on on-line training programs and the law, in addition to presenting the new technologies of their training program. Team Trainers reported on the training provided to the members for Sexual Harassment.

E2. CSAC EIA – Report of Training and Other Services

Silvestre Luna, CSAC EIA presented on CSAC-EIA's on-site and telephonic consultation; legislative review, communications, and representation, and regulatory consultation Loss Prevention Services. All classes are listed on-line. CSAC-EIA has scheduled training for the upcoming month.

F. LOSS PREVENTION SERVICE REPORTS

F1. FIT Backsafe Workplace Injury Prevention

The Committee requested maintaining this training in the program.

F2. Gordon Graham Seminar, June 3, 2011

Jack Kastorff reported that the Gordon Graham training session is scheduled for June 3, 2011 at the City of Lincoln.

F3. Target Safety Online Training

The Committee discussed utilization on-line and in person and requested training on how to utilize the on-line services.

F4. 2010-2011 Team Trainers Session Summary

Team Trainers discussed the summary in their presentation earlier in the meeting.

F5. York Insurance Services Group Activity Report

Rudy Schroeder reported on the training conducted in the utilization report (part of the agenda). Rudy discussed the 2011 Safety Expo in Sacramento on April 19-21, 2011. The Expo is a statewide safety training and management conference.

G. RISK MANAGEMENT BUSINESS

G1. Nomination and Selection of Committee Chair and Vice Chair

Susan Adams discussed how historically the member city who's Board representative is acting as the Board Chair (President), that member city's Risk Management Committee member acts as the chair of the Risk Management Committee. This year is Yuba City's Risk Management Committee representative's first year in serving on the NCCSIF Risk Management Committee and she does not feel comfortable presiding as the Risk Management Committee Chair. Judy LaPorte reported that she would be willing to act as Chair of the Risk Management Committee if no one else is interested.

A motion was made to appoint Judy LaPorte as the Chair of the Risk Management Committee.

MOTION: Liz Ehrenstrom **SECOND:** Tom Watson **MOTION CARRIED**

G2. Discussion Regarding Future Risk Management Committee Meetings

a. Attendance

b. Future Meetings Scheduled Prior to Board of Directors (1 ½)

Susan Adams discussed with the Committee her conversations with the Board/Executive Committee Chair, Steve Kroeger, on the continual lack of quorum for the Risk Management Committee. A quorum requires eight Committee members to attend the meeting. Susan discussed the importance of the meetings. Staff recommends that the Risk Management Committee meet an hour or an hour and half before the Board meeting. There are 12 members of the Committee who sit on the Board. The Committee agreed with the recommendation, where the majority of the Committee members are out of the office attending the Board meeting, it would not make a difference to have the Committee meeting before or after the Board meeting. The member would only have to be out of the office one day and travel once for two meetings. The Committee also discussed the possibility of conducting its meeting via teleconference. Susan discussed the different types of teleconferencing available as a meeting option.

G3. Results of the Wellness Fitness Walking Challenge

Judy LaPorte reported on the successful Wellness Fitness Walking Challenge her city won and the wonderful luncheon prize. Judy discussed with the Committee how many employees continue with their walking challenge program.

G4. Consideration to Revise Administrative Policy & Procedure A-15 *Travel Expenses*

Susan Adams discussed the revisions approved by the Board regarding the Travel Expense policy where the Risk Management Committee members will be allowed to be reimbursed for attending Committee meetings. The policy is also revised to include “Professional Conferences” in addition to CAJPA and PARMA.

A motion was made to approve Policy and Procedure A-15 – *Travel Expenses* as presented at today’s meeting.

MOTION: Natalie Walter **SECOND:** Paula Islas **MOTION CARRIED**

G5. PARMA Conference 2011 Recap

Stacey Weeks discussed the sessions attended at the PARMA conference and how the conference had a very good selection of training sessions.

H. INFORMATION ITEMS

H1. NCCSIF 2010-11 Risk Management Budget

Susan Adams discussed the preliminary budget and the recommendation to form an Ad Hoc Budget Committee.

H2. NCCSIF 2011 Meeting Calendar

H3. NCCSIF Resource Contact Guide

H4. CAJPA Legislative Update

Jack Kastorff discussed the Certified Pool training and asked the members if they are interested to contact Susan Adams or Stacey Weeks. Rudy Schroeder reported that he is available for the member’s training needs.

I. ADJOURNMENT

The meeting was adjourned at 12:15 p.m.