



**MINUTES OF THE
NCCSIF BOARD OF DIRECTORS MEETING
ROCKLIN EVENT CENTER, ROCKLIN, CA
OCTOBER 25, 2018**

BOARD OF DIRECTORS PRESENT

Liz Cottrell, City of Anderson
Toni Benson, City of Colusa
Kristina Miller, City of Corning
Rachel Ancheta, City of Dixon
Brad Koehn, City of Elk Grove
Kristine Haile, City of Folsom (Alternate)
Cora Hall, City of Galt
Jon Hanken, City of Ione
Yvonne Kimball, City of Jackson
Ruthann Codina, City of Lincoln (Alternate)

Joyce Starosciak, City of Marysville
Loree McCay, City of Nevada City
Liz Ehrenstrom, City of Oroville
Gina Will, Town of Paradise
Dave Warren, City of Placerville (**Chair**)
Sandy Ryan, City of Red Bluff
Kimberly Sarkovich, City of Rocklin
Tim Sailsbery, City of Willows
Natalie Springer, City of Yuba City

OTHER MEMBERS PRESENT

Jim Ramsey, City of Elk Grove
Julie Rucker, City of Elk Grove

Veronica Rodriguez, City of Lincoln
Jennifer Styczynski, City of Marysville (Alternate)

BOARD OF DIRECTORS ABSENT

Cristina Shafer, City of Auburn
Jim Francis, City of Folsom
Juan Solis, City of Gridley

City of Lincoln (primary Board vacant)
City of Rio Vista (primary Board vacant)

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Raychelle Maranan, Alliant Insurance Services
James Marta, James Marta & Company
Dori Zumwalt, York Risk Services

Matthew Nethaway, Crowe LLP
Marty Cassell, Chandler Asset Management
Carlos Oblites, Chandler Asset Management
Tom Baber, York Risk Services

A. CALL TO ORDER

Chair Dave Warren called the meeting to order at 12:33 p.m.

B. INTRODUCTIONS

The above-mentioned members were present constituting a quorum.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.



Motion: Liz Ehrenstrom **Second:** Tim Sailsbery **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

D. PUBLIC COMMENTS

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Meeting Minutes - June 14, 2018
2. Check Register from May 1, 2018 to August 31, 2018
3. Investment Reports
 - a. Chandler Asset Management Short/Long Term - May 2018 to August 2018
 - b. Chandler Asset Management GASB 40 Reports as of June 30, 2018
 - c. Chandler Asset Management GASB 72 Reports as of June 30, 2018
 - d. Local Agency Investment Fund (LAIF) Report as of June 30, 2018
 - e. Treasurer's Report as of June 30, 2018
4. NCCSIF Quarterly Financial Report for Period Ending June 30, 2018
5. Policy and Procedure A-9: Attachment A Defense Attorney List for Liability Revised as of September 27, 2018
6. FY 17/18 Liability Program Claims Audit and York Response
7. FY 18/19 Alliant Deadly Weapon Response Program Proposal
8. Alliant Deadly Weapon Response Program Brochure
9. AssetWorks Property Appraisal Services Agreement
10. FY 18/19 Workers' Compensation Program Claims Audit Agreement with Farley Consulting Services, LLC
11. Alliant Commission Disclosure Letter and Fact Sheet Retail vs. Wholesale Commissions

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

Motion: Liz Ehrenstrom **Second:** Jon Hanken **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

F. SUMMARY OF THE SEPTEMBER 27, 2018 EXECUTIVE COMMITTEE MEETING

There were no discussion.

Presented as information only.



G. ADMINISTRATION REPORTS

G.1. President's Report

Chair Warren read Cameron Dewey's farewell letter to the Board. Mr. Dewey is leaving York Risk Services effective October 31, 2018.

Chair Warren also noted that he is working with a local graphic artist for a new logo to commemorate the organization's 40th anniversary and will unveil a draft logo at the December Board meeting.

G.2. CJPRMA Update

Mr. Beverly mentioned that the current Assistant General Manager, Tony Giles, will assume the General Manager position upon David Clovis's retirement effective November 3, 2018. CJPRMA has hired a new Claims Administrator, Marinda Griese, she was from Yolo County Public Agency Risk Management Insurance Authority (YCPARMIA).

Presented as information only.

G.3. Program Administrator's Report

Mr. Beverly reported that the CAJPA Accreditation and Property Appraisals are underway. It was noted that the City of Rio Vista requested appraisal of their properties and will have a complete data to provide a quote in the Property Program effective July 1, 2018.

Ms. Kris Haile, City of Folsom, confirmed that AssetWorks completed the site visits of all city's properties in four days.

H. 2019 OFFICERS AND EXECUTIVE COMMITTEE

Mr. Beverly indicated that membership on the Executive Committee (EC) rotates annually based on a rotation schedule previously approved by the Board and each member serves for a two-year term, with the President serving as Chair of the Committee. Mr. Beverly noted that five seasoned Board members are rotating off the EC by December 31, 2018, and four of the five that are rotating on the EC effective January 1, 2019, are newly appointed Board members.

Chair Warren indicated that the EC nominated Ms. Liz Ehrenstrom for President. Liz is currently the Vice President for the past two and a half years and also served as past President. There were no nominations from the floor for the President position.

A motion was made to nominate Liz Ehrenstrom from the City of Oroville as NCCSIF President.



Motion: Dave Warren **Second:** Sandy Ryan **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

Chair Warren indicated that the EC nominated Ms. Kristine Haile for Vice President. There were no nominations from the floor for the Vice President position.

A motion was made to nominate Kristine Haile from the City of Folsom as NCCSIF Vice President.

Motion: Dave Warren **Second:** Jon Hanken **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

Chair Warren indicated that the EC nominated Ms. Gina Will for Secretary and CJPRMA Board Representative. There were no nominations from the floor.

A motion was made to nominate Gina Will from the Town of Paradise as NCCSIF Secretary and CJPRMA Board Representative.

Motion: Dave Warren **Second:** Tim Sailsbery **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

Chair Warren indicated that the EC recommended appointment of Mr. Tim Sailsbery for Treasurer. It was noted that Tim served as NCCSIF Treasurer for the past six years.

A motion was made to appoint Tim Sailsbery from the City of Willows as NCCSIF Treasurer.

Motion: Dave Warren **Second:** Liz Ehrenstrom **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

A motion was made to approve the Executive Committee Rotation Schedule as presented.

Motion: Tim Sailsbery **Second:** Liz Ehrenstrom **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None



Mr. Sailsbery commended Dave Warren for his service to the JPA. He noted that Dave stepped in to the President role with maturity and wisdom.

I. FINANCIAL REPORTS

I.1. Financial Status at June 30, 2018

Mr. James Marta announced that Alana Theiss is leaving James Marta and Company effective October 31, 2018.

Mr. Marta provided a presentation of NCCSIF Financial Status at June 30, 2018. Highlights of the presentation as follows:

- Decrease in net position for the fiscal year ended June 30, 2018 was \$377,089 for the pool as a whole.
- Increase in prior year's claims liabilities totaled \$642,527: \$404,930 for the liability program and \$237,597 for workers' compensation.
- Expenses during the year included dividends to members totaling \$2,551,295.
- Assessments to members totaled \$268,520 all in the banking layer. No liability shared layer assessment for FY 17/18.
- Liability shared layer ended the year with positive net position of \$1,509,875 – up \$121,929 from last year's ending balance of \$1,387,946.

It was noted the net refunds to members over the last ten years is approaching \$32 million, and over the last twenty-three years totaled \$48 million.

Presented as information only.

I.2. FY 17/18 Financial Audit

Mr. Matthew Nethaway from Crowe LLP provided the Board of Directors a brief overview of the financial audit process. He noted the independent audit brings credibility to the financial information the Board receives throughout the year. The audit concluded no adjustment needed to be made and his firm issued an unmodified opinion on the financial statements and a management letter with no recommendation in relation to the internal controls.

No questions from the Board.

A motion was made to receive and file the Financial Audit for Year Ending June 30, 2018.

Motion: Jon Hanken

Second: Liz Ehrenstrom

Motion Carried

Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer

Nays: None



Matthew Nethaway left the meeting at 1:05 p.m.

I.3. Investment Policy

Mr. Beverly reviewed the proposed modifications that Chandler Asset Management, NCCSIF's Investment Manager, recommended be made to the policy. The recommended changes were minor that provided clarity and readability of the policy under section D.3. and H., and added reference to rating categories under J.1.

A motion was made to approve the proposed changes to the Investment Policy as presented.

Motion: Kimberly Sarkovich **Second:** Liz Ehrenstrom **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

I.4. NCCSIF Investment Portfolio Review

Mr. Carlos Oblites, SVP Portfolio Strategist, from Chandler Asset Management provided a presentation of the economic factors that had direct impact on the rate of return to NCCSIF's Investment Portfolio.

Mr. Oblites reviewed the NCCSIF investment strategy. The investment goals of NCCSIF are to preserve principal, to provide liquidity, and to maximize yield within the constraints of capital preservation and liquidity. The pool invests in high-quality taxable investments with a maximum maturity of ten years in order to achieve these objectives.

The total market value of the Short-Term Portfolio as of September 30, 2018 is \$25,600,153. The total market value of the Long-Term Portfolio as of September 30, 2018 is \$26,410,488. The appropriate risk profile for Government entity is: 1) Safety, 2) Liquidity, and 3) Rate of return.

Information only and no action were taken.

I.5. Resolution 19-01 Authorizing the Treasurer to Invest and Re-invest Funds

Mr. Beverly indicated that the Board must annually approve a resolution authorizing the NCCSIF Treasurer to invest and reinvest funds, including the sale or exchange of securities.

A motion was made to approve the NCCSIF Resolution 19-01 as presented.

Motion: Liz Ehrenstrom **Second:** Jon Hanken **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None



I.6. Resolution 19-02 Authorizing Signers for the Investment of Monies in the Local Agency Investment Fund (LAIF)

Mr. Beverly indicated that the Resolution 19-02 gives authority to certain officers to order deposits or withdrawals of monies in the LAIF account. Mr. Beverly noted the Resolution will need to be amended to replace Alana Theiss to David Baker, Partner with James Marta and Company, as designated officer to make transactions on behalf of NCCSIF.

A motion was made to approve the Resolution 19-02 with correction to designate David Baker instead of Alana Theiss as amended.

Motion: Tim Sailsbery **Second:** Jon Hanken **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

J. JPA BUSINESS

J.1. December 2018 Training Day and Meeting Agenda

Mr. Beverly indicated the Board Training and meeting is scheduled for December 13, 2018. Mr. Beverly briefly reviewed the draft agenda and topics. It was noted that the stress test is more appropriate to discuss during the Long-Range Planning session in January 2019.

Information only.

J.2. Revision of Policy and Procedure A-6B: Workers' Compensation Shared Layer Settlement Authority

The Board reviewed the proposed changes to the Policy and Procedure A-6b: Workers' Compensation Shared Risk Layer Claims Settlement Authority.

A motion was made to approve the revision to Policy and Procedure A-6B: Workers' Compensation Shared Layer Settlement Authority as presented.

Motion: Kristina Miller **Second:** Liz Ehrenstrom **Motion Carried**
Ayes: Cottrell, Benson, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

Toni Benson left the meeting at 2 p.m.



J.3. NCCSIF Underwriting Policy

Mr. Beverly mentioned the Underwriting Policy is a new requirement to receive CAJPA Accreditation with Excellence. There are no changes to current practice as this was simply the consolidation of information from the Bylaws and various Policies and Procedures (P&P) of each Program rating process into one document.

A motion was made to approve the Underwriting Policy as presented.

Motion: Liz Ehrenstrom **Second:** Kimberly Sarkovich **Motion Carried**
Ayes: Cottrell, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

Marty Cassell and Carlos Oblites left the meeting at 2:04 p.m.

J.4. 2019 Meeting Calendar

Mr. Beverly indicated the EC reviewed the Preliminary Meeting Calendar for 2019 at the September 27, 2018 meeting and noted that the EC is recommending approval of the meeting calendar to the Board. The 40th Anniversary celebration is scheduled in conjunction with the October Board meeting. The plan is to have a formal luncheon, invite former Board and staff members to the celebration, and a group tour at Rocklin Adventure Park. It was noted the usual Board meeting in December has been moved to January to gain more attendance. The January 2019 meeting date will be a Long-Range Planning session.

A motion was made to approve the 2019 Meeting Calendar as presented.

Motion: Liz Ehrenstrom **Second:** Liz Cottrell **Motion Carried**
Ayes: Cottrell, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak, McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Sailsbery, Springer
Nays: None

J.5. 2019 Service Calendar

Mr. Beverly reviewed the Service Calendar to the Board that outlines the timeline of the annual activities to be completed on behalf of NCCSIF. Activities have been highlighted to spot the key items that require participation from members: meetings in blue, requests for information in yellow, and training conferences in gray.

Presented as information only.



J.6. York Risk Services Workers' Compensation Claims Administration

J.6.a. York Quarterly Report

Ms. Zumwalt introduced Tom Baber to the Board. Tom will oversee the liability team until a replacement for Cameron Dewey is hired.

Ms. Dori Zumwalt from York reviewed the quarterly report to the Board. The report shows the recent activities and progress to date in meeting claims management benchmarks. File reviews are regularly conducted either in person or over the phone.

Information only.

J.6.b. WC Claim TPA Follow-up Survey Results

Tim Sailsbery left the meeting at 2:18 p.m.

Mr. Beverly reported that 100% of the members responded to the survey.

Chair Warren asked York staff and Marta to step out of the room.

Dori Zumwalt, Tom Baber and James Marta stepped out of the room at 2:20 p.m.

The Board reviewed the survey result. Chair Warren indicated that based on the overall result, the EC recommended to relieve York from the Workers' Compensation Performance Improvement Plan. The general consensus of the Board for York to continue to provide the WC Quarterly Report.

A motion was made to receive and file the survey results, release York Workers' Compensation team from the Performance Improvement Plan, and for York to continue to provide WC Quarterly Report and place the report on the Consent Calendar as amended.

Motion: Liz Ehrenstrom **Second:** Liz Cottrell **Motion Carried**
Ayes: Cottrell, Miller, Ancheta, Koehn, Haile, Hall, Hanken, Kimball, Codina, Starosciak,
McCay, Ehrenstrom, Will, Warren, Ryan, Sarkovich, Springer
Nays: None

York staff and Marta re-joined the meeting at 2:25 p.m.

Chair Warren informed York staff of Board's action.



J.7. Service Providers Contract Renewal Strategy

Mr. Beverly indicated that the EC scheduled a special meeting on November 19, 2018 to review the Alliant and Bickmore's contract renewal terms. The two York's contracts will be reviewed at the March 2019 EC meeting.

Information only.

J.8. Round Table

Chair Warren mentioned that the City of Placerville was affected by PG&E power shutdown earlier this month as fire prevention tactic. The City of Placerville is planning to issue a letter of condemnation to PG&E in response to their power shutoff as overly aggressive play by the power company. Chair Warren stated that Placerville would welcome any cities in a joint effort protest.

Mr. Beverly reminded members about the Liebert Cassidy Whitmore (LCW) Annual Conference in Southern California on January 2019. The cost to attend the LCW conference would qualify for reimbursement from Member's Training Fund. LCW is hosting webinar regarding Peace Officer Personnel Records and Obligations on November 5, 2018.

K. INFORMATION ITEMS

1. CalPELRA 2018 Conference (December 3-7, 2018) in Monterey, CA
2. PARMA 2019 Conference (February 10-13, 2019) in Anaheim, CA
3. Glossary of Terms
4. NCCSIF Organizational Chart
5. NCCSIF 2018 Meeting Calendar
6. York Who's Who in Claims WC Contacts
7. York Who's Who in Claims Liability Contacts
8. NCCSIF Resource Contact Guide
9. NCCSIF Travel Mileage Reimbursement Form

These items were provided as information only.

L. ADJOURNMENT

The meeting was adjourned at 2:38 p.m.

Next Meeting Date: December 13, 2018 in Rocklin, CA

BOD Approval Date of Minutes: 12/13/2018



Respectfully Submitted,



Gina Will, Secretary

1/7/19
Date