



**MINUTES OF THE
NCCSIF EXECUTIVE COMMITTEE MEETING
1101 CREEKSIDE RIDGE DRIVE, SUITE 100
ROSEVILLE, CA 95678
SEPTEMBER 19, 2013**

MEMBERS PRESENT

Karin Helvey, City of Gridley
John Lee, City of Lincoln
Liz Ehrenstrom, City of Oroville
Russell Hildebrand, City of Rocklin
Catrina Olson, City of Nevada City
Tim Sailsbery, City of Willows

MEMBERS ABSENT

Shari Conley, City of Auburn
Paula Islas, City of Galt
Gina Will, Town of Paradise

GUESTS & CONSULTANTS

Michael Simmons, Alliant Insurance Services
Susan Adams, Alliant Insurance Services
Johnny Yang, Alliant Insurance Services
Robin Zane, James Marta & Company
Gale Chmidling, WellComp
Ben Burg, York Risk Services
Lela Casey, York Risk Services
Jennifer Nogosek, York Risk Services

A. CALL TO ORDER

The meeting was called to order at 11:40 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: Russell Hildebrand **SECOND:** Tim Sailsbery **MOTION CARRIED**

D. CONSENT CALENDAR

1. Executive Committee Meeting Minutes – May 30, 2013 (Draft)
2. Executive Committee Meeting Minutes – August 9, 2013 (Draft)
3. Check Register at June 30, 2013
4. Investment Reports
 - a. Chandler Asset Management Short/Long Term – August 2013
 - b. Treasurer's Report as of June 30, 2013
5. Utilization Report for Safety Grant Funds as of June 30, 2013
6. Budget to Actual Report as of June 30, 2013



A motion was made to approve the consent calendar.

MOTION: Tim Sailsbery **SECOND:** Catrina Olson **MOTION CARRIED**

E. COMMITTEE REPORTS

1. Board of Directors Meeting Minutes - August 21, 2013 (Draft)
2. Board of Directors Meeting Minutes - June 13, 2013 (Draft)
3. Risk Management Committee Meeting Minutes - June 13, 2013 (Draft)
4. Claims Committee Meeting Minutes - May 9, 2013 (Draft)

These are provided as information only. There was no discussion on this item.

F. ADMINISTRATION REPORT

F1. President's Report

Ms. Liz Ehrenstrom advised that the City of Elk Grove's City Council has approved their membership into NCCSIF Workers' Compensation program.

F2. Program Administration Report

Ms. Susan Adams advised that she will no longer be working with Alliant Insurance Services effective October 1, 2013.

G. FINANCIAL REPORTS

G1. Quarterly Financial Report for Period Ending June 30, 2013

Ms. Robin Zane from James Marta & Company provided the Committee with a presentation on the Quarterly Financial Report for Period Ending June 30, 2013.

G2. Update on YE 2013 Financial Audit

Ms. Zane provided an update to the Committee explaining that the financial audit has been finalized and completed. Ms. Adams advised that the financial auditor will present the audit at the October Board of Directors meeting.

H. JPA BUSINESS

H1. Update on City of Elk Grove

Ms. Adams explained that the City of Elk Grove has joined NCCSIF's Workers' Compensation program effective September 1, 2013. She advised that the City is very impressed with



NCCSIF's Risk Management services. Ms. Adams mentioned that as they do not have a fire department exposure, this is a great addition to NCCSIF's Workers' Compensation program. Mr. Ben Burg advised that Elk Grove has been set up in the claims system as well.

H2. Review of Preliminary 2014 Meeting Calendar

Ms. Adams explained the Executive Committee and the Board of Directors are asked to review the preliminary 2014 Meeting Calendar prior to approval of the final calendar at the Board of Directors meeting in December. The Committee was asked to provide feedback regarding any conflicting dates they may have.

H3. Appointment of NCCSIF Vice President

Ms. Adams explained that Mr. Andy Heath, NCCSIF Vice President, is no longer with the City of Auburn. The Executive Committee should appoint a new Vice President to serve out the term that expires December 31, 2013. The Vice President presides over the Executive Committee meetings and the Board of Directors meetings in the absence of the President and chairs the Claims Committee. Staff has reached out to Mr. Russell Hildebrand, City of Rocklin, who indicated he would accept the office of NCCSIF Vice President if offered.

A motion was made to recommend the appointment of Mr. Russell Hildebrand as NCCSIF Vice President.

MOTION: Tim Sailsbery SECOND: Catrina Olson MOTION CARRIED

H4. Medical Service Provider Network Services

Ms. Adams explained that NCCSIF's current Medical Provider Network Management Services Vendor, Professional Dynamics, Inc., has been unresponsive to inquiries from members and staff as respects services, billings and/or general questions. Staff has been in contact with York Risk Services to determine the possibilities of utilizing MPN Services by WellComp Managed Care Services. NCCSIF had contracted with Professional Dynamics, Inc. for MPN Management Services which expired on June 18, 2013.

A motion was made to move forward with consideration of utilizing MPN Services by WellComp Managed Care Services.

MOTION: Russell Hildebrand SECOND: Catrina Olson MOTION CARRIED

H5. NCCSIF Rating Plan Review Update

Ms. Adams explained during the 13/14 rating calculation approval, there were some members who received substantial increases over the prior year. This prompted staff to review the current NCCSIF Rating Plan and see if a new Rating Plan options should be considered.



Ms. Adams explained that staff has looked at several different options and narrowed it down to four different options to be considered. Option 1 uses three years incurred losses versus 4 years. Option 2 uses the same shared risk calculation for both layers. Option 3 uses paid losses in lieu of incurred losses. Option 4 uses capped experience modification factors. Between the different rating problems reviewed by staff, there is not a lot of variation between the deposit premiums.

Mr. Tim Sailsbery noted that last year appears to be an anomaly as the rating plan has seemed adequate for the years prior. Ms. Ehrenstrom also agrees that the current rating plan does seem to work well for NCCSIF. Staff will not pursue a new rating plan option.

H6. Long Range Planning

H6.a. Update on December 13, 2012 Long Range Planning Meeting

Ms. Adams explained that an update has been included in the Agenda packet which explains the Long Range Planning Action List and updates on what has been completed. Ms. Adams noted the main item addressed at the Long Range Planning Meeting was the decision to change NCCSIF's Liability Self Insured Retention from \$1,000,000 to \$500,000. She explained that staff has been out to various cities to perform a new member orientation throughout the year.

H6.b. Discussion of the December 12, 2013 Long Range Planning Meeting

Ms. Adams explained that NCCSIF has held Long Range Planning Meetings for the past two consecutive years to discuss the Loss Portfolio Transfer and the Liability equity, discount, and confidence level issues. CAJPA requires a Long Range Planning Meeting be held every three years to be accredited with Excellence. Ms. Adams asked the Executive Committee if there are any issues that should be discussed at the October meeting.

Mr. Russell Hildebrand asked that staff reaches out to the Board requesting topics to be discussed at the Board of Directors meeting to determine the need of a Long Range Planning or Training Day in December.

Ms. Adams suggested the discussion of the rotation schedule as NCCSIF officers hold an office for one year and are rotated off. NCCSIF may want to consider longer terms for officers to hold stability in the officers.

Staff was directed to reach out to the Board of Directors for topics to be discussed at the Board of Directors meeting.

H7. Approval of Counsel Selection – P&P A-9

Ms. Ehrenstrom advised that these items are repetitive items approved by the Claims Committee and need to also be approved by the Executive Committee.



H7.a. Addition of NCCSIF Defense Attorney List (Stephanie Quinn)

A motion was made to approve Ms. Stephanie Quinn to the NCCSIF Defense Attorney List.

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

H7.b. Approval of NCCSIF Attorney List (Scott Smith)

A motion was made to update the Defense Attorney List to remove Mr. Scott Smith. His services will be retained for the two cases for which he is currently assisting Defense Attorney Douglas Thorne with.

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

H7.c. Defense Attorney James A. Wyatt Rate Increase

A motion was made to approve Rate Increase request for Defense Attorney James A. Wyatt.

MOTION: Tim Sailsbery **SECOND:** John Lee **MOTION CARRIED**

H7.d. Update on Defense Attorney Douglas Thorne

There was no further discussion on this item.

The meeting was adjourned at 12:13 p.m.