

**MINUTES OF THE
NCCSIF EXECUTIVE COMMITTEE MEETING
JACKSON CITY HALL, JACKSON CALIFORNIA
NOVEMBER 18, 2010**

MEMBERS PRESENT

Bruce Cline, City of Folsom
Michael Daly, City of Jackson
Dixon Coulter, City of Dixon
Dave Warren, City of Placerville

MEMBERS ABSENT

Beth Penner, City of Colusa
Paula Islas, City of Galt
Steve Kroeger, City of Yuba City

GUESTS & CONSULTANTS

Susan Adams, Alliant Insurance Services
Marylin Kelley, Alliant Insurance Services
Stacey Weeks, Alliant Insurance Services
Jim Marta, James Marta & Company
Ben Berg, York Insurance Services
Craig Wheaton, York Insurance Services
Richard Crabtree – Counsel City of Red Bluff (arrived at 11:45 a.m.)
Martin Nichols, City of (Arrived at 12:10pm)

A. CALL TO ORDER

The meeting was called to order at 11:25 a.m.

B. PUBLIC COMMENTS

No public comments. Introduction of members and guests. Waiting for quorum. Discussed information items.

C. APPROVAL OF AGENDA AS POSTED

Marylin Kelley explained that the agenda item G11 – Discussion of Annual Service Provider Performance Evaluations was added to the agenda.

A motion was made to approve the meeting agenda as posted.

MOTION: Bruce Cline **SECOND:** David Warren **MOTION CARRIED**

D. CONSENT CALENDAR

- D1. Draft Minutes of the Executive Committee Meeting – September 28, 2010**
- D2. Check Register at September 30, 2010**

D3. Investment Reports
LAIF Report at September 2010
Chandler Reports: October 31, 2010
CJPRMA Reports: September 2010
CSAC-EIA

Jim Marta reviewed the check register with the Committee and reported that two signatures are required on checks with amount over \$5,000.

A motion was made to approve the consent calendar.

MOTION: David Warren **SECOND:** Bruce Cline **MOTION CARRIED**

E. COMMITTEE REPORTS

- E1. Summary of CJPRMA Board of Directors Meeting – October 28, 2010**
- E2. Board of Directors Meeting – October 28, 2010**

Dixon Coulter reported that CJPRMA is in the process of creating standards for the members for the type of training the members receive.

F. FINANCIAL REPORTS

- F1. Approval of Quarterly Financial Report - Period Ending September 30, 2010**

Jim Marta reported on the Quarterly Financials where the JPA is on track with last year as respects payments. Jim reported that the financials do not indicate anything out of the ordinary.

A motion was made to approve the NCCSIF Quarterly Financial Report for the period ending September 30, 2010.

MOTION: Dixon Coulter **SECOND:** David Warren **MOTION CARRIED**

G. JPA BUSINESS

- G1. Review and Approval of 2011 Revised Meeting Calendar**

Stacey Weeks discussed the NCCSIF 2011 Revised Meeting Calendar where the revisions are in “**bold**” and CJPRMA meetings are highlighted in yellow for easy reference for the Committee. Marilyn Kelley reported that either Susan Adams or Mike Simmons will attend the CJPRMA meetings, rather than the scheduled NCCSIF meeting when those meetings conflict.

A motion was made to approve the 2011 Meeting Calendar as presented at today’s meeting.

MOTION: Bruce Cline **SECOND:** Dixon Coulter **MOTION CARRIED**

G2. Approval of 2011 Service Calendar

Marylin Kelley reported that the NCCSIF 2011 Service Calendar is submitted to communicate to the Members the business of the JPA.

A motion was made to approve the 2011 Service Calendar as presented at today's meeting.

MOTION: Bruce Cline **SECOND:** Dixon Coulter **MOTION CARRIED**

G3. Approval of 2011 Executive Committee Rotation Schedule

Marylin Kelley explained the 2011 Committee Rotation Schedule where effective January 1, 2011, the Cities of Folsom, Jackson, and Placerville will rotate off the Executive Committee. The Cities of Anderson, Corning, Red Bluff and Willows will rotate onto the Executive Committee. The Cities of Colusa, Marysville and Yuba City will remain on the Executive Committee.

A motion was made to approve the 2011 Executive Committee Rotation Schedule as presented at today's meeting.

MOTION: Bruce Cline **SECOND:** Dixon Coulter **MOTION CARRIED**

G4. Approval of 2011 Nominating Committee and Nomination of Officers

Marylin Kelley explained that the newly-elected officers (President, Vice President, Secretary and Treasurer) are nominated by the Executive Committee, acting as the Nominating Committee. The Nomination slate is as follows:

President – Steve Kroeger
Vice President - Steve Kimbrough
Treasurer - Dixon Coulter

Marylin nominated Tim Sailsbury as the Secretary and will confirm at the Board meeting in December 2010.

A motion was made to approve the Executive Committee appointing itself to act as the Nominating Committee and approve the officers as presented at today's meeting, with Marylin Kelley reporting on the status of Tim Sailsbury as Secretary at the upcoming Board of Directors meeting December 15, 2010.

MOTION: Bruce Cline **SECOND:** Dixon Coulter **MOTION CARRIED**

G5. Approval of Resolution 11-01 Authorizing Investment of Monies

Marylin Kelley explained that annually, records are updated with the Local Agency Investment Fund (LAIF), to designate the President, Vice President, Treasurer and Financial Consultant to order the deposits or withdrawal of monies in LAIF.

A motion was made to approve Resolution 2011-01 authorizing the Investment of Monies as discussed at today's meeting.

MOTION: Bruce Cline **SECOND:** Dixon Coulter **MOTION CARRIED**

G6. Approval of 2011/12 Marketing Update and Renewal Marketing Plan

Marylin Kelley explained that annually the Board reviews the insurance market update and approves or amends the renewal marketing plan for the coming fiscal year. The industry is extremely well capitalized and financially prepared to pay very large scale losses, if necessary. The markets are indicating a "flattening" market for the upcoming renewal. The insurance industry has historically relied substantially on investments to make a profit rather than on underwriting performance. As respects Workers' Compensation, Staff does not foresee the JPA costs going down. The NCCSIF rating formula was changed and Staff anticipates the rates for FY 2011/12 will increase. The JPA continues to receive dividends and Staff is not recommending any changes at this time.

A motion was made to approve the FY 2011/12 marketing update and renewal marketing plan as presented at today's meeting.

MOTION: Bruce Cline **SECOND:** David Warren **MOTION CARRIED**

G7. Review and Approval of 2010 WC CSAC EIA Claims Audit

Marylin Kelley explained the claims audit completed by Robert Hoyle for the Workers' Compensation files of CSAC-EIA. Robert Hoyle completed the exit interview with York, NCCSIF's Third Party Claims Administrator. The results of the exit interview are included in the audit. At this time Robert Hoyle has not been asked to appear at the NCCSIF Board of Directors December meeting – this would be at an additional cost but he has stated that he is available. The Committee discussed conducting two audits next year, NCCSIF Liability and Workers' Compensation programs.

A motion was made to conduct a NCCSIF Liability and Workers' Compensation Claims audit next year (2011).

MOTION: Bruce Cline **SECOND:** Dixon Coulter **MOTION CARRIED**

G8. Appointment of Finance Committee Replacement (Margaret VanWarmerdam)

Marylin Kelley explained the departure of Margaret Van Warmerdam from the City of Red Bluff. Per the NCCSIF policy and procedure A-18, the Finance Committee shall have one member of the Committee who acts as a finance or assistant finance director of an Authority. Staff recommends the Committee approve the appointment of Robin Bertagna, Finance Director, City of Yuba City to fill the vacant seat of Margaret Van Warmerdam.

A motion was made to approve Robin Bertagna, Finance Director, City of Yuba City to fill the vacant seat of Margaret Van Warmerdam.

MOTION: David Warren **SECOND:** Bruce Cline **MOTION CARRIED**

G9. Results of JPA Benchmarking Study

Marylin Kelley provided a summary of the JPA Benchmarking Study.

G10. First Annual Well Comp Year to Year Saving Comparison Report

Marylin Kelley reported on the Well Comp Year to Year Saving Comparison.

G11. Discussion of Annual Service Provider Performance Evaluations

The Committee discussed reviewing the process of annual Service Provider Performance Evaluations and to revise the Policy and Procedure where annually the Executive Committee discusses whether or not Service Provider Performance Evaluations are warranted for the year.

A motion was made to approve the Executive Committee annually discusses Service Provider Performance Evaluations at its March meeting and make recommendations to the Board of Directors at its December meeting whether or not the Evaluation should be conducted in the Spring of the following year and to revise the policy and procedure accordingly.

MOTION: Bruce Cline **SECOND:** Dixon Coulter **MOTION CARRIED**

Stop Loss Portfolio Transfer WC

Marylin Kelley discussed with the Committee the concept of a Stop Loss Portfolio Transfer for the Workers' Compensation program and the process of such a program. The Committee directed Staff to research the concept and to discuss at the Committee's March 2011 meeting.

H. INFORMATION ITEMS

H1. EAP Utilization Report

H2. NCCSIF Resource Contact Guide

The Committee was asked to review and provide recommended changes to Staff.

I. ADJOURNMENT

The meeting was adjourned at 12:40 p.m.

MOTION: Dixon Coulter **SECOND:** David Warren **MOTION CARRIED**