



Sandy Seifert-Raffelson, Board President

Robert Swan, Vice President
Jesse Claypool, Secretary
Mike Scheafer

Timothy Unruh, CSDM
Thomas Wright
Robert Housley

Special District Risk Management Authority
Regular Board Meeting

Wednesday, November 6, 2024
2:00 p.m.

Thursday, November 7, 2024
8:30 a.m.

1112 I Street, 3rd Floor, Earl Sayre Board Room
Sacramento, CA 95814
and

Via Zoom

Phone: (669) 900-9128
Meeting ID: 562 012 1037
Password: 875411

*Note: Agenda posting and meetings are done in accordance with Ralph M. Brown Act. Govt. Code §54954.2 and §54953 (b) (1) allows local agencies to conduct meetings via teleconferencing. Part (b) (3) of the same section requires that all teleconference locations be identified in the agenda, and that each location be accessible to the public. Section (b) (2) of this Section requires that **all votes taken during a teleconference meeting shall be by roll call**. Any agenda item may be discussed in a different order, if necessary. The Board may take action whether items are listed as action, information or discussion.*

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a regular meeting to arrange for such reasonable accommodations: Candice Richardson, (916) 231-4141 or crichardson@sdrma.org.

AGENDA

1.0 CALL MEETING TO ORDER

- 1.1 Roll Call
- 1.2 Consideration of Off Agenda Items

Pursuant to Government Code Section 54954.2(b), except as provided in this paragraph, no action or discussion shall be taken at a regular meeting on any item which does not appear on the posted Final Agenda. Pursuant to Government Code Section 54954.2 (b)(2) an item may be added to the Final Agenda after the Final Agenda has been posted upon a determination by a two-thirds vote of the Board of Directors (or an unanimous vote if less than two-thirds of the Board of Directors are present); the vote shall be on a motion stating that there is a need to take immediate action and that the need for action came to the attention of the Board of Directors subsequent to the Final Agenda being posted. Any such motion shall be accompanied by distribution of a written statement on a form provided by the office of the Chief Executive Officer/Secretary of the Board, to be included in the record, stating the facts upon which it can be determined that the need to take action arose after the Final Agenda was posted. In addition, action may be taken on an item not on the posted Final Agenda under the circumstances stated in Government Code Section 54954.2 (b)(1) [emergency] and 54954.2 (b)(3) [continued regular meetings].

2.0 PUBLIC COMMENT

At this time, members of the public may speak on any item not on the agenda with comments limited to 5 minutes per person. A maximum time limit of 20 minutes for all public testimony is permitted under this agenda item. The Board reserves the right to waive the foregoing time limits by a majority vote.

3.0 CONSENT CALENDAR – Items expected to be routine and non-controversial

- 3.1 Approval of Minutes, August 7, 202416
An action to approve the Minutes of the above Board meeting.
- 3.2 Meeting, Conference, and Educational Schedules27
Review the 2024 meeting, conference, and educational schedules.
- 3.3 Paid Bills Listing32
An action to ratify payment of bills paid for the months of July, August, and September 2024.
- 3.4 Quarterly Financial Reports.....54
An action to receive and file the quarterly financial reports presented for the Property/Liability, Workers’ Compensation, Health Benefits Programs, and Joint/Common Allocated Operations.

4.0 GENERAL BUSINESS ITEMS AND PRESENTATIONS

- 4.1 Executive Summary of Training (Board President).....84
An informational item to review and discuss training sessions attended since the last Board meeting.

- 4.2 CSDA Business and Activity Update (CSDA Chief Executive Officer)85
An informational item to review and discuss CSDA business and activity.

- 4.3 Alliance Executive Council Business and Activity Update (CSDA Chief Executive Officer; AEC Members; Chief Executive Officer)86
Staff recommends the following:
 - *Review and discuss AEC business and activity; and*
 - *Approve the 2025 California Special Districts Alliance Collaborative Opportunities and the 2025 Cooperative Marketing Plan*

- 4.4 Special District Leadership Foundation Business & CSDA Committee Updates (CSDA Chief Executive Officer; SDLF Members; CSDA Committee Members).....94
An informational item to review and discuss SDLF business and CSDA Committees updates.

- 4.5 Review of 2024 Legislative Session (Aaron Avery, CSDA)96
An action item to receive and file the end-of-session legislative update concerning legislation related to Workers’ Compensation and Property/Liability Programs.

- 4.6 Member Services/Underwriting Update (Member Services Manager; Underwriting/Program Manager)107
An action item to receive and file the reports for Underwriting and Member Services.

- 4.7 Health Benefits Program Update (Health Benefits Manager; HR/Office Manager)123
An informational item to provide an update on the Health Benefits Program 2025 renewal, marketing, and revised underwriting guidelines for the medical program.

- 4.8 Update on Strategic Planning (HR/Office Manager)129
An action item to provide direction and authorize staff to move forward with engaging DeLizia Consulting Services for the 2025 strategic planning session.

- 4.9 2025 Board Meeting Schedule (Chief Executive Officer)133
An action item to approve the 2025 board meeting schedule.

- 4.10 2025 Board of Directors Election Schedule (Chief Financial Officer; Management Analyst)136
An action item to approve the 2025 election schedule.
- 4.11 Review of CEO Evaluation Process (Board President)148
An action item to consider appointing an ad-hoc committee to determine an evaluation process for the Chief Executive Officer.
- 4.12 Association of Governmental Risk Pools (AGRiP) Advisory Standards Recognition Application (Chief Financial Officer)151
An action item to approve the self-evaluation and authorize the Board President to electronically sign the Attestation of the AGRiP Agreement form to process the Advisory Standards Recognition Application.

5.0 INSURANCE PROGRAMS

- 5.1 FY 2025-26 Property/Liability Program Excess Insurance Outlook (Chief Executive Officer)205
An informational item to provide an update on the state of the excess insurance market.
- 5.2 Board Resolution Revisions (Underwriting/Program Manager)219
An action item to approve the following Board Resolution:
- *Board Resolution No 2024-02 (formerly Resolution 2022-07) – Authorizing Application to the Director of Industrial Relations*

6.0 CLAIMS/RISK CONTROL ITEMS

- 6.1 Quarterly Claims Review and Settlement Approval (Chief Risk Officer)221
Staff recommends the following actions:
- *Receive and file the status report concerning claims activities for the quarter ending September 30, 2024; and*
 - *Approve claims settlements as presented in the status report*
- 6.2 Quarterly Risk Control Update – Q1 2024-25 (Risk Control Manager)232
An action item to receive and file the status report regarding safety and risk control efforts by SDRMA for the quarter ending September 30, 2024.
- 6.3 Reclassification of Risk Control Specialist to Senior Risk Control Specialist (Risk Control Manager)235
An action item to approve the reclassification request for the existing and vacant Risk Control Specialist position to a Senior Risk Control Specialist.

- 6.4 Aggregate Stop-Loss Attachment Point & Corridor Quarterly Status Review (Chief Financial Officer)240
An action item to receive and file the Aggregate Stop-Loss Attachment Point and Corridor Quarterly Status Reports.

7.0 FINANCIAL ITEMS

- 7.1 Workers' Compensation Program Actuarial Report (Chief Financial Officer; Mike Harrington, Bickmore Actuarial) **Time-Sensitive – Thursday, November 7 at 8:30 a.m.** 245
An action item to receive and file the final versions of the Workers' Compensation Program Tail Outstanding Liabilities Actuarial Report and the SDRG Outstanding Liabilities Actuarial Report by Bickmore Actuarial dated September 17, 2024.
- 7.2 Property/Liability Program Actuarial Report (Chief Financial Officer; Mike Harrington, Bickmore Actuarial)382
An action item to receive and file the final version of the Property/Liability Program Actuarial Report by Bickmore Actuarial dated September 16, 2024.
- 7.3 Annual Independent Financial Audit and Internal Control Final Reports (Chief Financial Officer; Paul Kaymark, Nigro & Nigro)723
An action item to receive and file the Final Communications of the Annual Independent Financial Audit and Internal Control Report for the year ended June 30, 2024, as presented.
- 7.4 Final Budget to Actual Analysis by Program (Chief Financial Officer)727
An informational item to review the Final Fiscal Year 2023-24 Budget to Actual Analysis for Property/Liability, Workers' Compensation, Health Benefits, and Joint/Common Allocated Operations.
- 7.5 Annual Internal Control Policy Review with Proposed Revisions (Chief Financial Officer)758
An action item to approve Board Policy No. 2024-10 - Defining Financial Internal Controls with proposed revisions.
- 7.6 Treasurer's Quarterly Investment Report (Chief Financial Officer)766
An action item to receive and file the Quarterly Investment Report, Certification of Investments, and Cash Flow Sufficiency.

8.0 REPORTS/COMMENTS/OTHER BUSINESS

- 8.1 Staff Reports
Staff will report on matters of interest to the Board.

- 8.2 Board Director Reports
Comments, future agenda items, recommendations, and questions.

9.0 ADJOURNMENT

The next Board meeting will be held January 8, 2025 at the SDRMA Administration Building, 1112 I Street, 3rd Floor, Earl Sayre Board Room Sacramento, CA 95814. Items to be discussed at this meeting include:

- Board Officer Elections
- Update: FY 2025-26 Rate Review
- Conflict of Interest Code

Posted on October 31, 2024



ADA Compliance: *In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact Candice Richardson, at (800) 537-7790 or at crichardson@sdrma.org. Requests must be made as early as possible.*