



AGENDA
Executive Management Team Meeting
Wednesday, March 22nd, 2017 – 11:00 A.M.
Fort Washington C.C., Fresno, CA

President: Kelly Porterfield
Vice President: Jim Allen
Secretary: Kate Knutson
Treasurer: Janelle Mehling

Any individual with a disability who requires reasonable accommodation to attend or participate in a meeting may request assistance by contacting the CRMA Office, 1430 W. Herndon Ave, Fresno, CA 93711, Telephone (559) 476-2999.

Any writings or documents that are public records and are provided to a majority of the Executive Management Team regarding an open session item on this agenda will be made available for public inspection at the time they are distributed to a majority of the governing board at the following location: CRMA Office, 1430 W. Herndon Ave, Fresno, CA 93711 and the documents will be posted on the CRMA website at www.crma-jpa.org

CRMA I

I. OPENING BUSINESS

A. Call to order at _____ a.m. /p.m.

B. Roll Call: Executive Management Team

<input type="checkbox"/> Darren Sylvia	CUSD	<input type="checkbox"/> Janelle Mehling	SUSD
<input type="checkbox"/> Kate Knutson	CUHSD	<input type="checkbox"/> James Bushman	UHS
<input type="checkbox"/> Jim Allen	CHUSD	<input type="checkbox"/> Kelly Porterfield	CUSD
<input type="checkbox"/> Andrew Alvarado	GVUSD	<input type="checkbox"/> Leonard Kahn	YUSD
<input type="checkbox"/> Kent Albertson	MUSD	<input type="checkbox"/> LeAnn Nowlin	GPUSD
<input type="checkbox"/> Eduardo Martinez	SUSD		

Administration:

<input type="checkbox"/> Alan Caeton	<input type="checkbox"/> Larry Chow	<input type="checkbox"/> Nick Kovacevich
<input type="checkbox"/> Brett Caeton	<input type="checkbox"/> Debbie Smith	<input type="checkbox"/> Carmen Urena
<input type="checkbox"/> Lisa Perez		

C. Discussion and Approval of Agenda and any additions and/or deletions thereof.

D. Discussion and Approval of Minutes of the January 18th, 2017 EMT Meeting. (Attachment A)

II. COMMUNICATIONS FROM THE PUBLIC

A maximum of 30 minutes total is set aside for persons wishing to address the Executive Management Team on any item not on the agenda. If you wish to address the Executive Management Team on an agenda item, please do so when that item is called. A maximum of three (3) minutes may be allowed. Items requiring lengthy discussion may, at the Executive Management Team's discretion, be scheduled as a specific agenda item at future meetings. Speakers are requested to state their name and to address comments to the Executive Management Team. The Executive Management Team is governed by the Brown Act and legally can only briefly respond to public comments but take no action except on items scheduled on the agenda.

CALIFORNIA RISK MANAGEMENT AUTHORITY I
PROPERTY & LIABILITY

III. DISCUSSION AND ACTION ITEMS

- A. Discussion and Approval Financial Report (Alan Caeton). (Attachment B)
- B. Discussion and Approval for Renewal of Administrative Services Contract.
- C. Discussion and Approval for adopting the MOC Liability Coverages.

IV. INFORMATION ONLY ITEMS

- A. Discussion and Update on Coverage for Liability Coverages.
- B. Discussion and Update on 2017-2018 Renewal and Contributions. (Handout)
- C. 10 Year Claims Review presented by Alan Caeton/Debbie Smith as of 02-28-17 (Handout)

V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Persons wishing to address the Executive Management Team on any closed session item may do so at this time. Speakers are requested to state their name and to address comments to the Executive Management Team. The Executive Management Team is governed by the Brown Act and may briefly respond to public comments but take no action except on items scheduled on the agenda. A maximum of 10 minutes total is set aside for public comment on closed session items.

VI. CLOSED SESSION (Personnel/Negotiations/Claims/Litigation)

- A. Open P & L claims activity report, presented by Debbie Smith
- B. Liability Claim
 - i. RMA-001445
 - ii. RMA-001235

VII. RECONVENE IN OPEN SESSION

- A. Adjourn Closed Session and Reconvene Open Session
- B. Report Action Taken in Closed Session

VIII. ADVANCED PLANNING

- A. Next **EMT Meeting** is scheduled for:

Fort Washington C.C.

Location

May 11th, 2017 at 11:00 a.m.

Date & Time

IX. ADJOURNMENT



MINUTES
EXECUTIVE MANAGEMENT TEAM
January 18th, 2017 11:00 A.M.

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I. OPENING BUSINESS

A. CALL PUBLIC SESSION TO ORDER

The meeting was called to order at 11:25 am by Mr. Kelly Porterfield, President.

B. ROLL CALL:

Executive Management Team:

Kelly Porterfield, Jim Allen, Darren Sylvia, Kent Albertson, Kevin Edwards, James Bushman, Andy Alvarado, Janelle Mehling, and LeAnn Nowlin

Administration:

Alan Caeton, Brett Caeton, Larry Chow, Nick Kovacevich, Debbie Smith, Lisa Perez and Carmen Urena

Other Members in Attendance:

Emily Anderson, Charlotte Kelsey and Nathan Rose

Members Absent:

Kate Knutson, Leonard Kahn

- C. Discussion and Approval of Agenda. The board moved to approve the agenda with Item III-E and IV-A moved to become III A and III B.

Motion: Andy Alvarado **Seconded:** Jim Allen

Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)

- D. Discussion and Approval of Minutes of the September 27th, 2016 EMT Meeting. The board moved to approve the minutes of previous meeting.

Motion: Jim Allen **Seconded:** Kent Albertson

Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)

II. COMMUNICATIONS FROM THE PUBLIC:

NONE

III. DISCUSSION AND ACTION ITEMS:

- A. **Discussion and Approval of endorsing Unmanned Aircraft Coverage and providing Risk Management Guidelines.** The board moved to approve the unmanned aircraft coverage **as presented**

Motion: Janelle Mehling **Seconded:** Jim Allen **Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)**

- B. The Administrator discussed Memorandum of Coverage (MOC) for liability. The liability coverage will mirror the current policy except for unmanned aircraft coverage and coverage for non-profits.

- C. **Discussion and Approval of Financial Report as of December 31st, 2016)** The board moved to approve the financial report as presented.
Motion: Janelle Mehling **Seconded:** Jim Allen
Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)
- D. **Discussion and Approval of Final Actuarial Report ending June 30th, 2016)**
The board moved to approve the final actuarial report as presented.
Motion: Jim Allen **Seconded:** Janelle Mehling
Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)
- E. **Discussion and Approval of 2015-2016 Financial Statements and Independent Auditor's Report)** The board moved to approve the financial statements and independent auditors report as presented.
Motion: Janelle Mehling **Seconded:** Jim Allen
Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)
- F. **Discussion and Review of 2015-2016 JPA Annual Report**
The Administrator Alan Caeton discussed the Annual Report

IV. INFORMATION ONLY ITEMS

- A. Alan Caeton, presented the ten-year P & L Claims Activity Report. Overall the claim count and severity are trending upward.
- B. Larry Chow discussed the standardization of threat assessment, discussed the development of a safety orientation check list for job categories, discussed the benefits of having a safety committees for each district

V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

- A. **ACTION ITEM:**

VI. CLOSED SESSION

- A. **LIABILITY CLAIMS:**
 - i. RMA-001464
 - ii. RMA-001266
 - iii. RMA-001412

VII. RECONVENE IN OPEN SESSION

- A. **DISCUSSION** Adjourn Closed Session and Reconvene Open Session - The Meeting was reconvened at 12:05 p.m.

B. Report Action Taken in Closed Session

- i. **RMA-001464**- Discussed final property damages authority approved.

The board moved to approve the settlement authority as presented

Motion: James Bushman **Seconded:** Kent Albertson

Vote: (Ayes 9, Noes 0, Absent 2, Abstain 0)

- ii. **RMA-001266** – Discussed the plaintiff demand in excess of the SIR.

- iii. **RMA-001412** – Discussed current status the claim.

VIII. ADVANCED PLANNING

- A. Next Regular meeting date: March 22nd, 2017 @11:00 A.M.

IX. ADJOURNMENT - The meeting was adjourned at 12:25 p.m.

Accrual Basis

California Risk Management Authority I

Balance Sheet

As of February 28, 2017

	<u>Feb 28, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
9009 · Central Valley Community Bank	2,690,972.51
9017 · CD 011400729	824,664.16
9020 · CBB CD 359905200	507,402.01
Total Checking/Savings	<u>4,023,038.68</u>
Accounts Receivable	
1200 · *Accounts Receivable	6,324.65
Total Accounts Receivable	<u>6,324.65</u>
Other Current Assets	
1300 · Accrued Interest Receivable	3,717.51
1499 · Undeposited Funds	1,309.90
9022 · Citizens Trust	975,064.74
Total Other Current Assets	<u>980,092.15</u>
Total Current Assets	<u>5,009,455.48</u>
TOTAL ASSETS	<u>5,009,455.48</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	4,081.56
Total Accounts Payable	<u>4,081.56</u>
Total Current Liabilities	4,081.56
Long Term Liabilities	
9590 · Unpaid claims & expense	1,521,446.14
Total Long Term Liabilities	<u>1,521,446.14</u>
Total Liabilities	1,525,527.70
Equity	
1110 · Beginning Period Net Assets	2,193,512.98
Net Income	1,290,414.80
Total Equity	<u>3,483,927.78</u>
TOTAL LIABILITIES & EQUITY	<u>5,009,455.48</u>

Profit & Loss

July 2016 through February 2017

Accrual Basis

	Jul '16 - Feb 17
Ordinary Income/Expense	
Income	
5401-1 · Alvieu-Dairyland	20,485.74
5402-1 · Bass Lake	49,646.02
5403-1 · Big Creek	13,730.32
5404-1 · Burrel	7,331.94
5405-1 · Chawanakee	81,075.24
5406-1 · Chowchilla High	64,078.59
5407-1 · Coalinga	248,729.66
5409-1 · Madera	813,719.30
5410-1 · Mariposa	123,202.08
5411-1 · Pine Ridge	10,504.88
5412-1 · Raymond	6,914.73
5413-1 · Sierra Unified	125,875.96
5415-1 · Yosemite	114,219.24
5416-1 · Golden Valley	110,289.50
5418-1 · University High	27,313.12
5420-1 · Sherman Thomas Charter	8,996.39
5421-1 · Corcoran Unified	181,786.72
5422-1 · Western Sierra	11,222.30
5423-1 · Central Unified School District	758,998.71
5424-1 · Yosemite Wawona Elementary ...	1,527.65
5425-1 · Golden Plains	138,367.43
5426-1 · Sanger Unified	559,859.53
5802-1 · Drug/Alcohol Testing	735.00
5808-1 · Tablet Insurance Program	
District Billing	168,704.35
Insurance Proceeds	825.00
Total 5808-1 · Tablet Insurance Program	169,529.35
Total Income	3,648,139.40
Gross Profit	3,648,139.40
Expense	
5001-1 · Travel and Conference	7,097.40
5002-1 · Memberships / Subscriptions	75.00
5500-1 · Claims	330,349.25
5500.1 · Claims Liability Adjustment	214,446.14
5501-1 · Tablet Claims	69,645.12
5503-1 · Property / Liability	1,197,786.52
5504-1 · Excess P & L Insurance	178,151.00
5809-1 · DOT	1,050.00
5820-1 · Administrative Services	342,000.00
5822-1 · Tablet Insurance Administration	10,500.00
5827-1 · Safety Training	3,823.98
5830-1 · Audit, General	9,500.00
5840-1 · Legal	561.00
5845-1 · Office Expense	221.80
5850-1 · Actuarial Report	3,200.00
5860-1 · Web Site & Training Modules	589.36
5875-1 · Roundtable	433.07
6561-1 · We Tip	2,500.00
Total Expense	2,371,929.64
Net Ordinary Income	1,276,209.76

Accrual Basis

California Risk Management Authority I

Profit & Loss

July 2016 through February 2017

	<u>Jul '16 - Feb 17</u>
Other Income/Expense	
Other Income	
5000-1 - Interest Income	
CBB	712.12
CVCB	13,492.92
Total 5000-1 - Interest Income	<u>14,205.04</u>
Total Other Income	<u>14,205.04</u>
Net Other Income	<u>14,205.04</u>
Net Income	<u><u>1,290,414.80</u></u>

California Risk Management Authority I

Profit & Loss Budget vs. Actual

July 2016 through June 2017

Accrual Basis

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5401-1 · Alview-Dairyland	20,485.74	20,485.74	0.00	100.0%
5402-1 · Bass Lake	49,646.02	49,646.02	0.00	100.0%
5403-1 · Big Creek	13,730.32	13,730.32	0.00	100.0%
5404-1 · Burrel	7,331.94	6,750.94	581.00	108.6%
5405-1 · Chawanakee	81,075.24	81,075.24	0.00	100.0%
5406-1 · Chowchilla High	64,078.59	64,078.59	0.00	100.0%
5407-1 · Coalinga	248,729.66	248,729.66	0.00	100.0%
5409-1 · Madera	813,719.30	813,719.30	0.00	100.0%
5410-1 · Mariposa	123,202.08	123,202.08	0.00	100.0%
5411-1 · Pine Ridge	10,504.88	10,504.88	0.00	100.0%
5412-1 · Raymond	6,914.73	6,914.73	0.00	100.0%
5413-1 · Sierra Unified	125,875.96	125,875.96	0.00	100.0%
5415-1 · Yosemite	114,219.24	114,219.24	0.00	100.0%
5416-1 · Golden Valley	110,289.50	110,289.50	0.00	100.0%
5418-1 · University High	27,313.12	27,313.12	0.00	100.0%
5420-1 · Sherman Thomas Charter	8,996.39	7,896.39	1,100.00	113.9%
5421-1 · Corcoran Unified	181,786.72	181,786.72	0.00	100.0%
5422-1 · Western Sierra	11,222.30	11,222.30	0.00	100.0%
5423-1 · Central Unified School District	758,998.71	758,998.71	0.00	100.0%
5424-1 · Yosemite Wawona Elementar...	1,527.65	1,527.65	0.00	100.0%
5425-1 · Golden Plains	138,367.43	138,367.43	0.00	100.0%
5426-1 · Sanger Unified	559,859.53	559,859.53	0.00	100.0%
5808-1 · Tablet Insurance Program				
District Billing	168,704.35	0.00	168,704.35	100.0%
Insurance Proceeds	1,650.00	0.00	1,650.00	100.0%
Total 5808-1 · Tablet Insurance Program	170,354.35	0.00	170,354.35	100.0%
Total Income	3,648,229.40	3,476,194.05	172,035.35	104.9%
Gross Profit	3,648,229.40	3,476,194.05	172,035.35	104.9%
Expense				
5001-1 · Travel and Conference	8,144.32	8,500.00	-355.68	95.8%
5002-1 · Memberships / Subscriptions	75.00	1,250.00	-1,175.00	6.0%
5023-1 · Tablet Insurance	0.00	0.00	0.00	0.0%
5500-1 · Claims	356,092.87	1,557,609.29	-1,201,516.42	22.9%
5500.1 · Claims Liability Adjustment	214,446.14	0.00	214,446.14	100.0%
5501-1 · Tablet Claims	69,645.12	0.00	69,645.12	100.0%
5503-1 · Property / Liability	1,197,786.52	1,241,587.46	-43,800.94	96.5%
5504-1 · Excess P & L Insurance	178,151.00	179,076.99	-925.99	99.5%
5809-1 · DOT	1,050.00	2,500.00	-1,450.00	42.0%
5810-1 · Treasurer's fee	0.00	0.00	0.00	0.0%
5820-1 · Administrative Services	342,000.00	456,000.00	-114,000.00	75.0%
5822-1 · Tablet Insurance Administration	10,500.00	0.00	10,500.00	100.0%
5826-1 · Building Appraisals	0.00	2,500.00	-2,500.00	0.0%
5827-1 · Safety Training	3,823.98	10,000.00	-6,176.02	38.2%
5830-1 · Audit, General	9,500.00	9,500.00	0.00	100.0%
5840-1 · Legal	561.00	7,500.00	-6,939.00	7.5%
5850-1 · Actuarial Report	3,200.00	3,500.00	-300.00	91.4%
5851-1 · Opacity	0.00	2,000.00	-2,000.00	0.0%
5855-1 · Claims Audit	0.00	1,000.00	-1,000.00	0.0%
5860-1 · Web Site & Training Modules	589.36	4,000.00	-3,410.64	14.7%
5875-1 · Roundtable	433.07	5,000.00	-4,566.93	8.7%
6561-1 · We Tip	2,500.00	2,640.28	-140.28	94.7%
Total Expense	2,398,498.38	3,494,164.02	-1,095,665.64	68.6%
Net Ordinary Income	1,249,731.02	-17,969.97	1,267,700.99	-6,954.6%
Other Income/Expense				
Other Income				
5000-1 · Interest Income				
CBB	712.12	0.00	712.12	100.0%
CVCB	13,492.92	0.00	13,492.92	100.0%
5000-1 · Interest Income - Other	0.00	30,000.00	-30,000.00	0.0%
Total 5000-1 · Interest Income	14,205.04	30,000.00	-15,794.96	47.4%

California Risk Management Authority I
Profit & Loss Budget vs. Actual
July 2016 through June 2017

Accrual Basis

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Total Other Income	14,205.04	30,000.00	-15,794.96	47.4%
Net Other Income	14,205.04	30,000.00	-15,794.96	47.4%
Net Income	1,263,936.06	12,030.03	1,251,906.03	10,506.5%