



AGENDA
Executive Management Team Meeting
Thursday, May 11th, 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

II.

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

B. Roll Call: Executive Management Team

☐ Darren Sylvia	CUSD	☐ Janelle Mehling	SUSD
☐ Kate Knutson	CUHSD	☐ James Bushman	UHS
☐ Jim Allen	CHUSD	☐ Kelly Porterfield	CUSD
☐ Andrew Alvarado	GVUSD	☐ Leonard Kahn	YUSD
☐ Kent Albertson	MUSD	☐ LeAnn Nowlin	GPUSD
☐ Eduardo Martinez	SUSD		

Administration: ☐ Alan Caeton ☐ Larry Chow ☐ Nick Kovacevich
☐ Brett Caeton ☐ Debbie Smith ☐ Carmen Urena
☐ Lisa Perez

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

D. Discussion and Approval of Minutes of the March 22nd, 2017 EMT Meeting. (Attachment A)

III. 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

IV. 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 of 2017-2018 Proposed Budget & Contributions. (Attachment C)
- D. Discussion and Selection of Roundtable Presentations for 2017-2018

V. INFORMATION ONLY ITEMS

- A. 10 Year Claims Review presented by Alan Caeton/Debbie Smith as of 02-28-17
(Attachment D)

VI. 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.

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

- A. Open P & L claims activity report, presented by Debbie Smith
- B. Liability Claim
 - i. RMA-001491
 - ii. RMA-001412

VIII. RECONVENE IN OPEN SESSION

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

IX. ADVANCED PLANNING

- A. **Scheduled dates for the next 2017-2018 EMT Meetings:**

1st Quarter – September 13th, 2017

2nd Quarter- December 21st, 2017 or January 17th, 2018

3rd Quarter-March 14th, 2018

4th Quarter- May 9th, 2018

Board of Director's Meeting- June 13th, 2018

- B. Reminder that the next **Board of Director's Meeting** is scheduled for:

Fort Washington C.C.

Location

June 13th, 2017 at 10:00 a.m.

Date & Time

- C. The next EMT Meeting is scheduled for

Fort Washington C.C.

Location

September 13th, 2017 at 11:00 a.m.

Date & Time

X. ADJOURNMENT



MINUTES
EXECUTIVE MANAGEMENT TEAM
March 22nd, 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 10:54 am by Mr. Kelly Porterfield, President.

B. ROLL CALL:

Executive Management Team:

Kelly Porterfield, Jim Allen, Darren Sylvia, Kate Knutson, Kent Albertson, Kevin Edwards, Andy Alvarado, Janelle Mehling, Leonard Kahn, and LeAnn Nowlin

Administration:

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

Other Members in Attendance:

Roger Leach, Loren York

Members Absent:

James Bushman

- C.** Discussion and Approval of Agenda. The board moved to approve the agenda as presented.

Motion: Andy Alvarado **Seconded:** Kent Albertson

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

- D.** Discussion and Approval of Minutes of the January 18th, 2017 EMT Meeting. The board moved to approve the minutes of previous meeting.

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

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

II. COMMUNICATIONS FROM THE PUBLIC:

NONE

III. DISCUSSION AND ACTION ITEMS:

- A.** **Discussion and Approval of Financial Report as of February 28th, 2017)** The board moved to approve the financial report as presented.

Motion: Andy Alvarado **Seconded:** Kent Albertson

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

- B.** **Discussion and Approval of Renewal of Administrative Services Contract.** The board moved to table for the next EMT Meeting on May 11th, 2017.

- C. **Discussion and Approval of Adopting the MOC Liability Coverages.** The board moved to approve the MOC Liability Coverages as presented.
Motion: Kent Albertson **Seconded:** LeAnn Nowlin
Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

IV. INFORMATION ONLY ITEMS

- A. Alan Caeton the administrator, presented the update on Coverage of Liability negotiating \$375,000 SIR vs. \$500,000 SIR with MOC in place puts us in a better market position. Chartis has excluded Cumulative Concussion Trauma. The Administrator will search the market to replace coverage for the excluded benefits.
- B. The Administrator discussed the loss data exposure information which was calculated with the figures the EMT provided, and there will be an increase of rates for the 2017-2018 policy year.
- C. Alan Caeton, presented the ten-year P & L Claims Activity Report. Overall the claim count and severity are trending upward.

V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

- A. **ACTION ITEM:**

VI. CLOSED SESSION

- A. **LIABILITY CLAIMS:**
- i. RMA-001445
 - ii. RMA-001235

VII. RECONVENE IN OPEN SESSION

- A. **DISCUSSION** Adjourn Closed Session and Reconvene Open Session - The Meeting was reconvened at 11:40 a.m.
- B. Report Action Taken in Closed Session
- i. **RMA-001445-** Discussed final property damages authority approved. The board moved to approve the settlement authority as presented
Motion: Darren Sylvia **Seconded:** LeAnn Nowlin
Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)
 - ii. **RMA-001235** – Discussed the plaintiff's final settlement demand in excess of the SIR. The board moved to approve the settlement authority as presented
Motion: Kent Albertson **Seconded:** LeAnn Nowlin
Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

VIII. ADVANCED PLANNING

- A. Next Regular meeting date: May 11th, 2017 @ 11:00 A.M.

IX. ADJOURNMENT - The meeting was adjourned at 11:41 p.m. The board moved to adjourn the meeting.

Motion: Janelle Mehling **Seconded:** Andy Alvarado

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

California Risk Management Authority I

Balance Sheet

Accrual Basis

As of April 30, 2017

	Apr 30, 17
ASSETS	
Current Assets	
Checking/Savings	
9009 · Central Valley Community Bank	1,503,107.07
9017 · CD 011400729	825,385.74
9020 · CBB CD 359905200	507,859.57
9030 · Wells Fargo	1,000,000.00
Total Checking/Savings	3,836,352.38
Accounts Receivable	
1200 · *Accounts Receivable	9,319.53
Total Accounts Receivable	9,319.53
Other Current Assets	
1300 · Accrued Interest Receivable	3,717.51
1499 · Undeposited Funds	7,323.63
9022 · Citizens Trust	975,064.74
Total Other Current Assets	986,105.88
Total Current Assets	4,831,777.79
TOTAL ASSETS	4,831,777.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	-814.40
Total Accounts Payable	-814.40
Total Current Liabilities	-814.40
Long Term Liabilities	
9590 · Unpaid claims & expense	1,521,446.14
Total Long Term Liabilities	1,521,446.14
Total Liabilities	1,520,631.74
Equity	
1110 · Beginning Period Net Assets	2,193,512.98
Net Income	1,117,633.07
Total Equity	3,311,146.05
TOTAL LIABILITIES & EQUITY	4,831,777.79

Profit & Loss

Accrual Basis

July 2016 through April 2017

Jul '16 - Apr '17

Ordinary Income/Expense

Income

5401-1 · Alview-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	186,110.35
5422-1 · Western Sierra	11,222.30
5423-1 · Central Unified School District	758,998.71
5424-1 · Yosemite Wawona Elementary Char	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	178,773.88
Insurance Proceeds	1,650.00

Total 5808-1 · Tablet Insurance Program	180,423.88
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Total Income	3,663,357.56
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Gross Profit	3,663,357.56
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Expense

5001-1 · Travel and Conference	9,307.96
5002-1 · Memberships / Subscriptions	75.00
5500-1 · Claims	419,171.77
5500.1 · Claims Liability Adjustment	214,446.14
5501-1 · Tablet Claims	86,598.01
5503-1 · Property / Liability	1,197,786.52
5504-1 · Excess P & L Insurance	182,474.63
5809-1 · DOT	1,050.00
5820-1 · Administrative Services	418,000.00
5822-1 · Tablet Insurance Administration	10,500.00
5827-1 · Safety Training	4,931.13
5830-1 · Audit, General	9,500.00
5840-1 · Legal	1,384.41
5845-1 · Office Expense	221.80
5850-1 · Actuarial Report	3,200.00
5851-1 · Opacity	107.88
5860-1 · Web Site & Training Modules	672.49
5875-1 · Roundtable	562.21
6561-1 · We Tip	2,500.00

Total Expense	2,562,489.95
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Net Ordinary Income	1,100,867.61
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Profit & Loss

Accrual Basis

July 2016 through April 2017

	Jul '16 - Apr 17
Other Income/Expense	
Other Income	
5000-1 - Interest Income	
CBB	1,169.68
CVCB	15,595.78
Total 5000-1 - Interest Income	16,765.46
Total Other Income	16,765.46
Net Other Income	16,765.46
Net Income	1,117,633.07

California Risk Management Authority I

Profit & Loss Budget vs. Actual

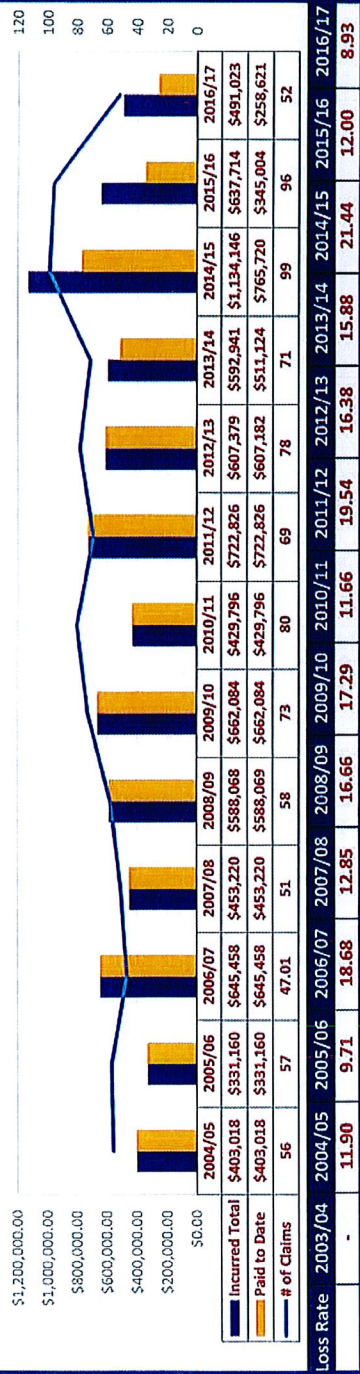
July 2016 through June 2017

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	186,110.35	181,786.72	4,323.63	102.4%
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 Elementary Chai	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	178,773.88	0.00	178,773.88	100.0%
Insurance Proceeds	1,650.00	0.00	1,650.00	100.0%
Total 5808-1 - Tablet Insurance Program	180,423.88	0.00	180,423.88	100.0%
Total Income	3,662,622.56	3,476,194.05	186,428.51	105.4%
Gross Profit	3,662,622.56	3,476,194.05	186,428.51	105.4%
Expense				
5001-1 - Travel and Conference	9,307.96	8,500.00	807.96	109.5%
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	418,668.30	1,557,609.29	-1,138,940.99	26.9%
5500-1 - Claims Liability Adjustment	214,446.14	0.00	214,446.14	100.0%
5501-1 - Tablet Claims	86,598.01	0.00	86,598.01	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	182,474.63	179,076.99	3,397.64	101.9%
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	418,000.00	456,000.00	-38,000.00	91.7%
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	4,931.13	10,000.00	-5,068.87	49.3%
5830-1 - Audit, General	9,500.00	9,500.00	0.00	100.0%
5840-1 - Legal	1,384.41	7,500.00	-6,115.59	18.5%
5850-1 - Actuarial Report	3,200.00	3,500.00	-300.00	91.4%
5851-1 - Opacity	107.88	2,000.00	-1,892.12	5.4%
5855-1 - Claims Audit	0.00	1,000.00	-1,000.00	0.0%
5860-1 - Web Site & Training Modules	672.49	4,000.00	-3,327.51	16.8%
5875-1 - Roundtable	562.21	5,000.00	-4,437.79	11.2%
6561-1 - We Tip	2,500.00	2,640.28	-140.28	94.7%
Total Expense	2,561,764.68	3,494,164.02	-932,399.34	73.3%
Net Ordinary Income	1,100,857.88	-17,969.97	1,118,827.85	-6,126.1%
Other Income/Expense				
Other Income				
5000-1 - Interest Income				
CBB	1,169.68	0.00	1,169.68	100.0%
CVCB	15,595.78	0.00	15,595.78	100.0%
5000-1 - Interest Income - Other	0.00	30,000.00	-30,000.00	0.0%
Total 5000-1 - Interest Income	16,765.46	30,000.00	-13,234.54	55.9%
Total Other Income	16,765.46	30,000.00	-13,234.54	55.9%
Net Other Income	16,765.46	30,000.00	-13,234.54	55.9%
Net Income	1,117,623.34	12,030.03	1,105,593.31	9,290.3%

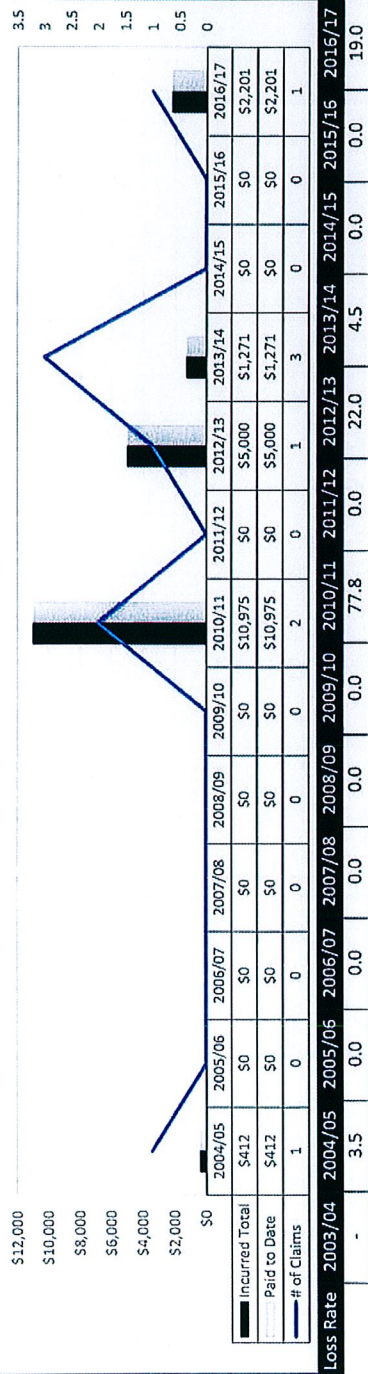
Account Numbers	Property & Liability	2017-2018 Proposed Budget	2016-2017 Approved Budget
	<u>Revenue</u>		
5000-1	Interest	\$30,000.00	\$30,000.00
5802-1	Drug & Alcohol Testing	\$9,835.00	\$9,895.00
5805-1	Opacity Testing	\$2,640.00	\$2,690.00
	Sub Total	\$42,475.00	\$42,585.00
5401-5420-1	Premiums	\$3,563,749.40	\$3,476,194.01
	Total Income	\$3,606,224.40	\$3,518,779.01
	<u>Expenses</u>		
5001-1	Travel & Conference	\$10,000.00	\$8,500.00
5002-1	Memberships/Subscriptions	\$1,250.00	\$1,250.00
5500-1	Loss Fund	\$1,641,465.85	\$1,557,609.29
5503-1	Property & Liability Insurance	\$1,228,501.58	\$1,241,587.46
5504-1	EXCESS Liability Insurance	\$179,475.80	\$179,076.99
5809-1	DOT Software - Maint.Plan	\$2,500.00	\$2,500.00
5820-1	Administration Services	\$471,000.00	\$456,000.00
5826-1	Building Evaluations	\$2,500.00	\$2,500.00
5827-1	Safety Training	\$10,000.00	\$10,000.00
5830-1	Audit General	\$9,500.00	\$9,500.00
5840-1	Legal & Consulting Services	\$7,500.00	\$7,500.00
5850-1	Actuary Study	\$3,500.00	\$3,500.00
5851-1	Opacity	\$2,000.00	\$2,000.00
5855-1	Claims Audit	\$1,000.00	\$1,000.00
5860-1	Website, and training modules	\$4,000.00	\$4,000.00
5875-1	Round Table	\$5,000.00	\$5,000.00
	WeTip	\$2,646.16	\$2,640.28
	Other Expenses Total	\$61,396.16	\$59,890.28
	Total Expenditures	\$3,581,839.40	\$3,494,164.02

P & L Totals For JPA



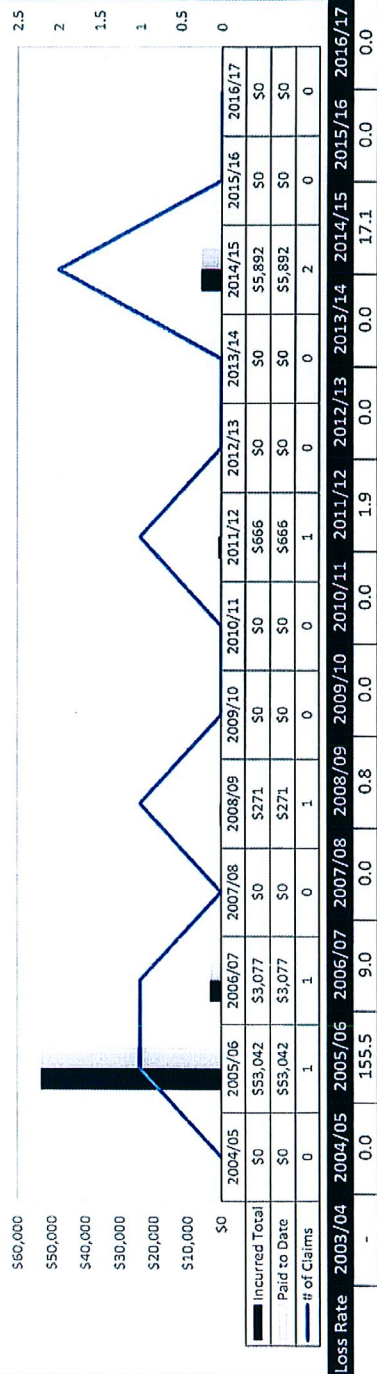
Totals as of 4/30/2017	
Total Incurred:	\$7,698,832
Paid to Date:	\$6,723,281
# of Claims:	739
Total Loss Rate	15.27

Acel/Burrel Elementary



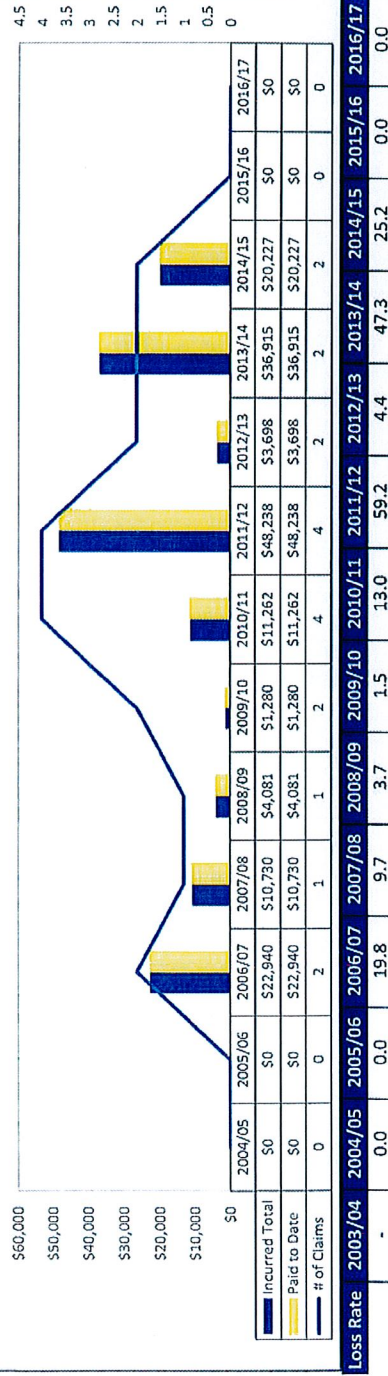
Totals as of 4/3/2017	
Total Incurred:	\$17,658
Paid to Date:	\$17,658
# of Claims:	7
Total Loss Rate	8.8

Alview Dairyland Elementary



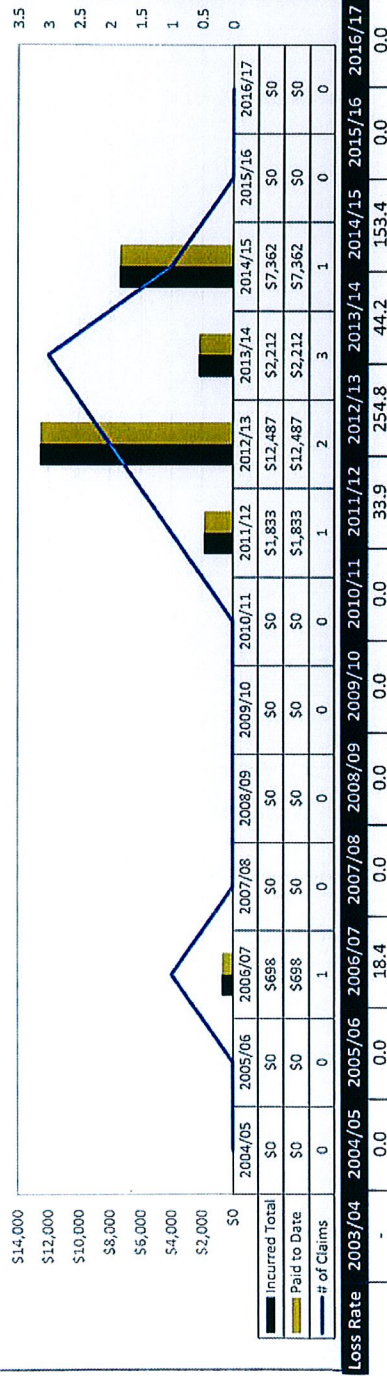
Totals as of 4/30/2017	
Total Incurred:	\$62,948
Paid to Date:	\$62,948
# of Claims:	6
Total Loss Rate	15.2

Bass Lake Joint Unified



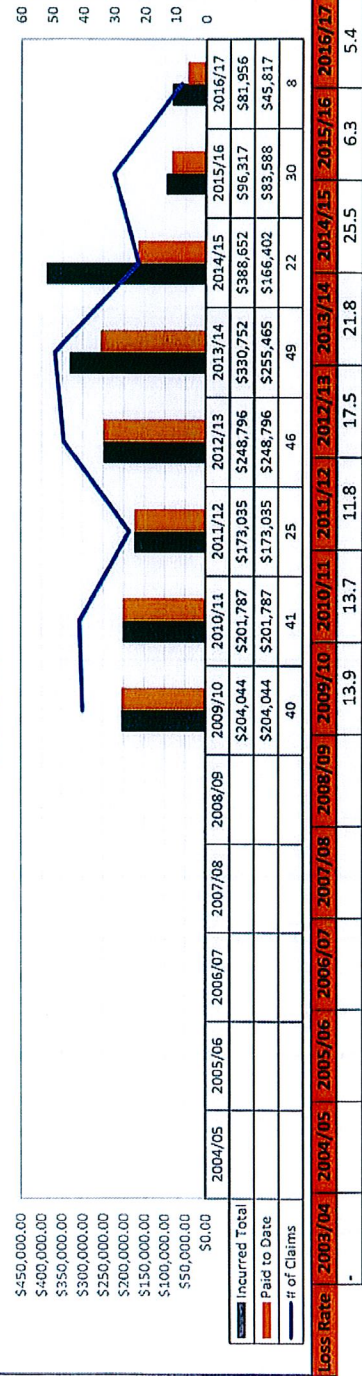
Total as of 4/30/2017	
Total Incurred:	\$159,371
Paid to Date:	\$159,371
# of Claims:	20
Total Loss Rate:	13.8

Big Creek Elementary



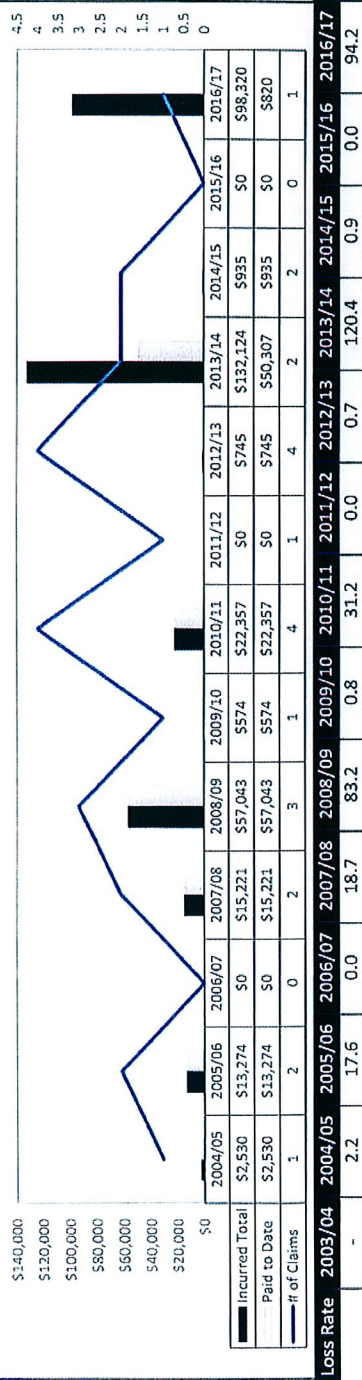
Total as of 4/30/2017	
Total Incurred:	\$24,591
Paid to Date:	\$24,591
# of Claims:	8
Total Loss Rate:	48.7

Central Unified



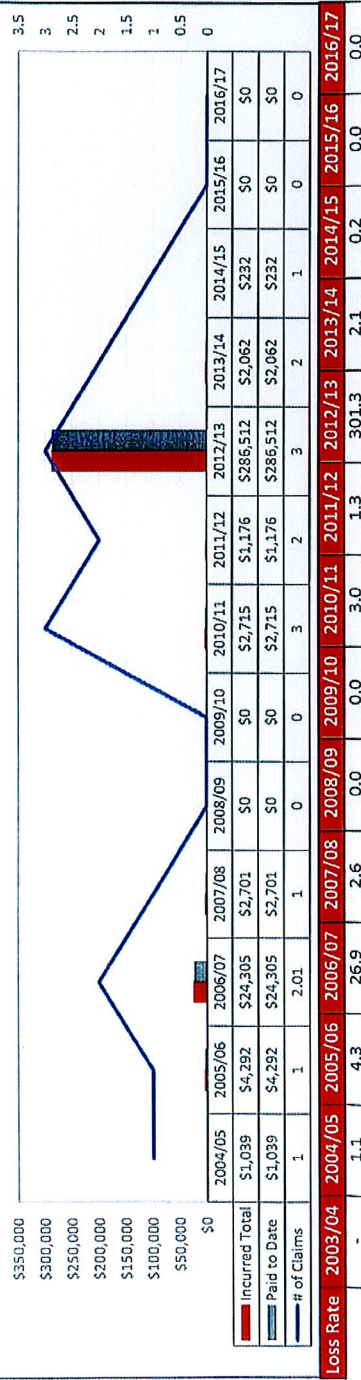
Total as of 4/30/2017	
Total Incurred:	\$566,925
Paid to Date:	\$295,807
# of Claims:	60
Total Loss Rate:	18.6

Chawanakee Unified



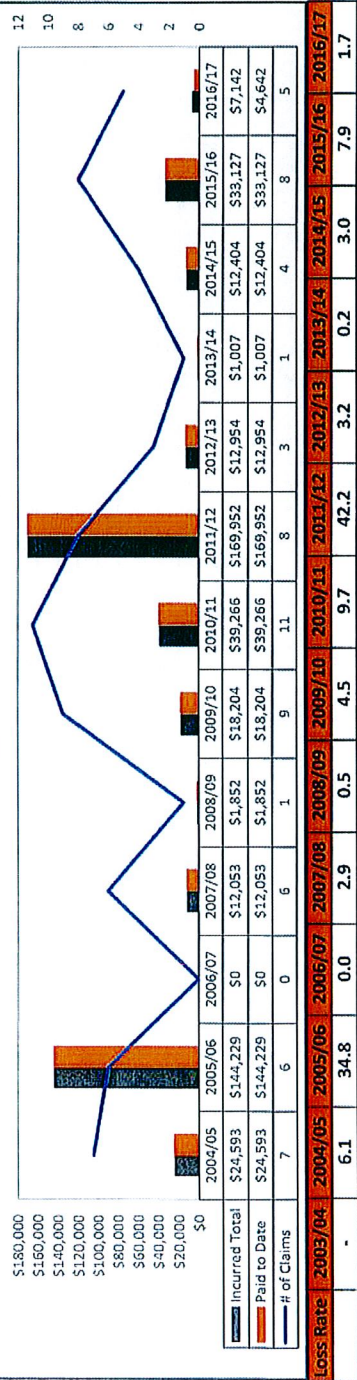
Total as of 4/30/2017	
Total Incurred:	\$343,122
Paid to Date:	\$163,805
# of Claims:	22
Total Loss Rate	32.1

Chowchilla High School



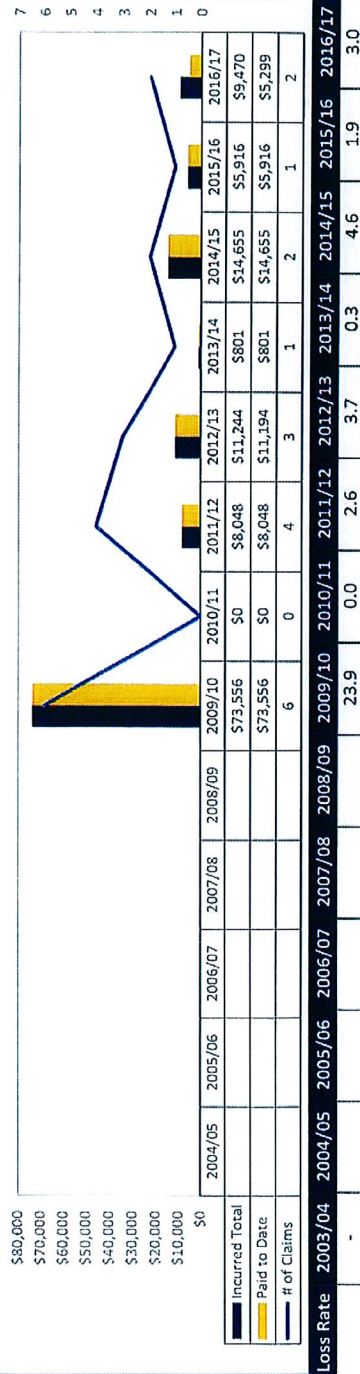
Totals as of 4/30/2017	
Total Incurred:	\$325,035
Paid to Date:	\$325,034
# of Claims:	16
Total Loss Rate	27.5

Coalinga Huron Unified



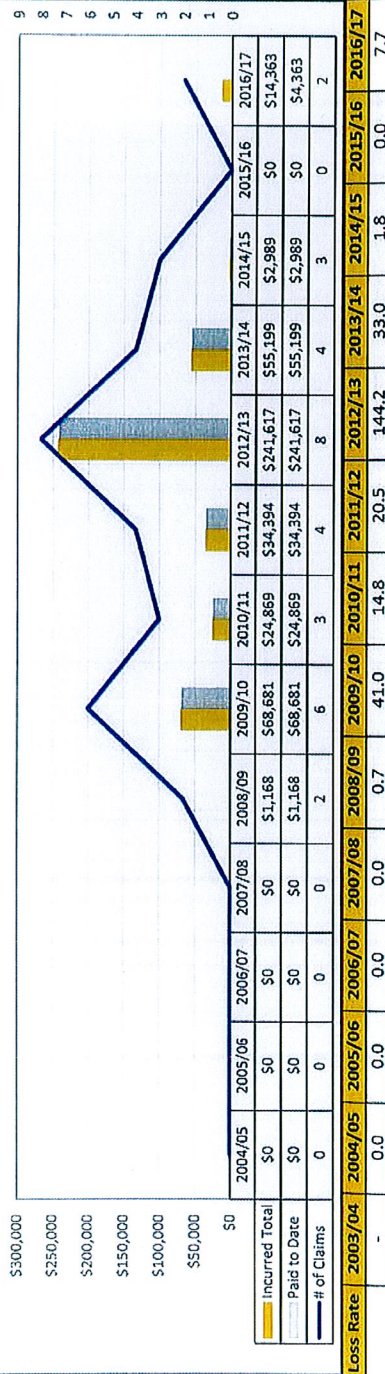
Totals as of 4/30/2017	
Total Incurred:	\$469,642
Paid to Date:	\$469,642
# of Claims:	56
Total Loss Rate	9.6

Corcoran Unified



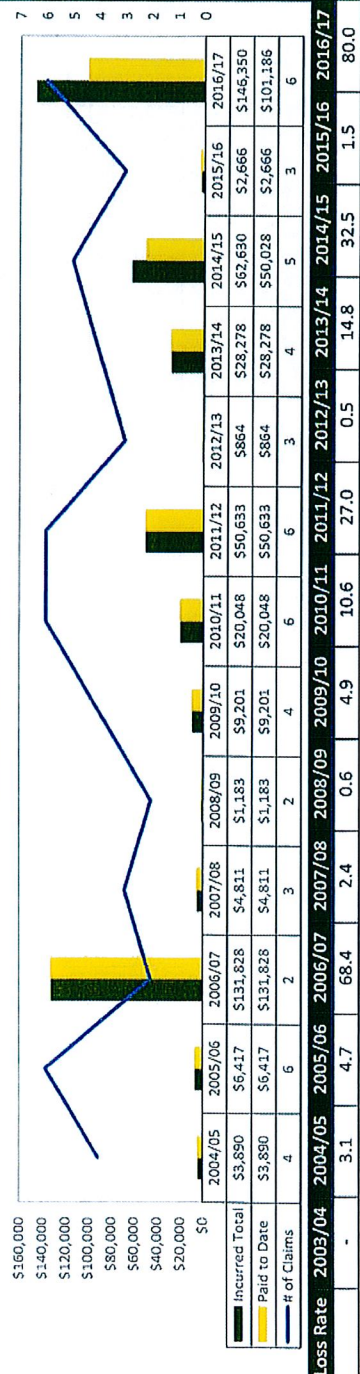
Totals as of 4/30/2017	
Total Incurred:	\$123,690
Paid to Date:	\$119,468
# of Claims:	19
Total Loss Rate	5.7

Golden Plains Unified



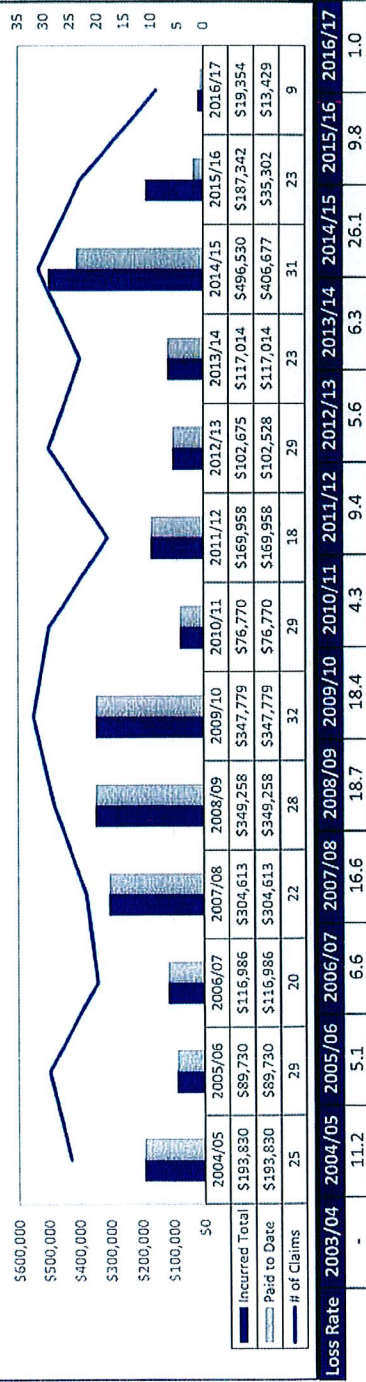
Totals as of 4/30/2017	
Total Incurred:	\$428,917
Paid to Date:	\$428,917
# of Claims:	30
Total Loss Rate	32.0

Golden Valley Unified



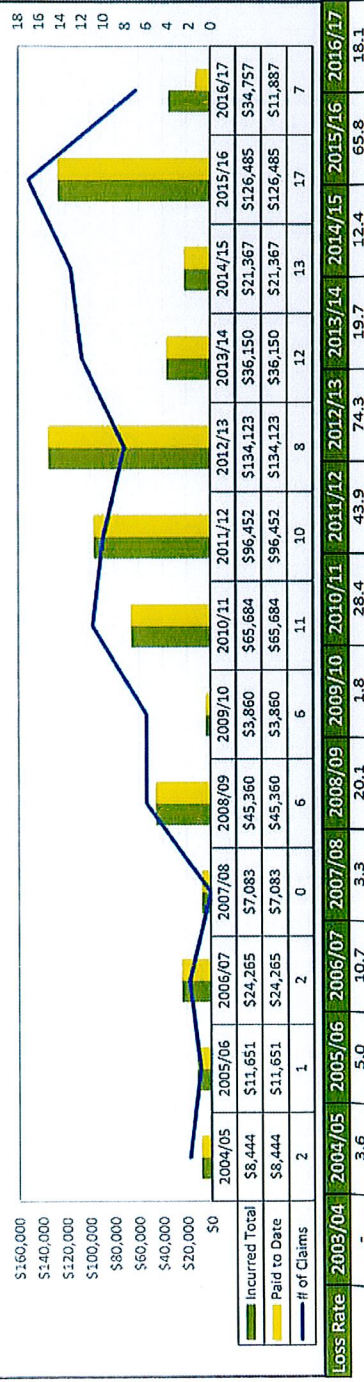
Totals as of 4/30/2017	
Total Incurred:	\$322,448
Paid to Date:	\$309,847
# of Claims:	45
Total Loss Rate	14.9

Madera Unified



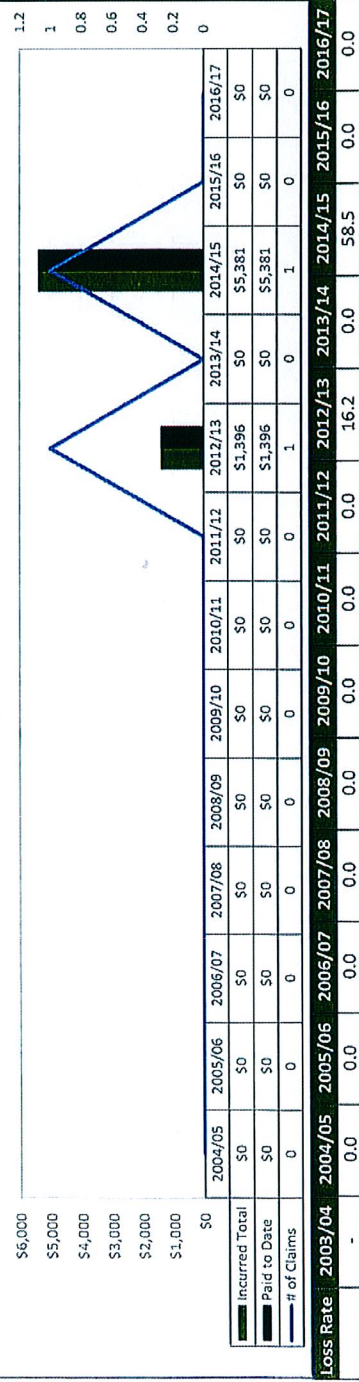
Totals as of 4/30/2016	
Total Incurred:	\$2,552,485
Paid to Date:	\$2,310,445
# of Claims:	286
Total Loss Rate	11.6

Mariposa County



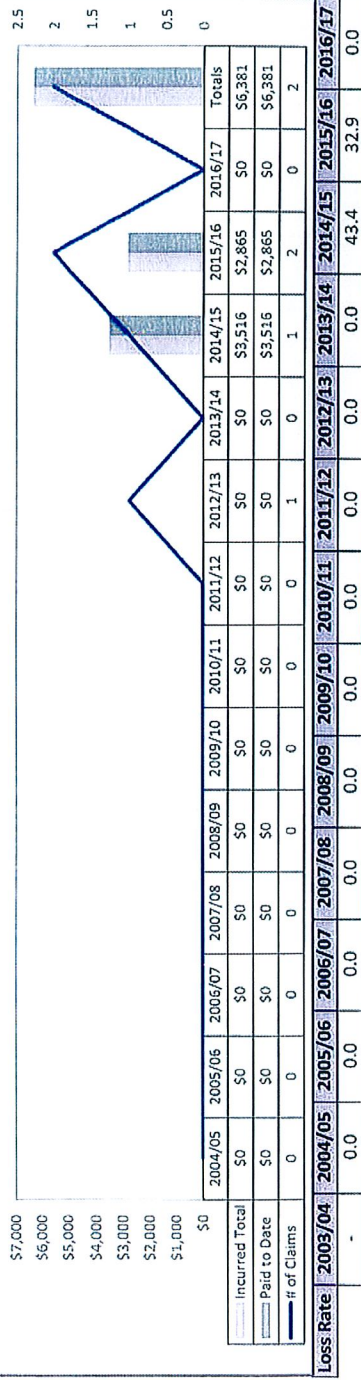
Totals as of 4/30/2017	
Total Incurred:	\$580,924
Paid to Date:	\$580,924
# of Claims:	71
Total Loss Rate	23.0

Pine Ridge Elementary



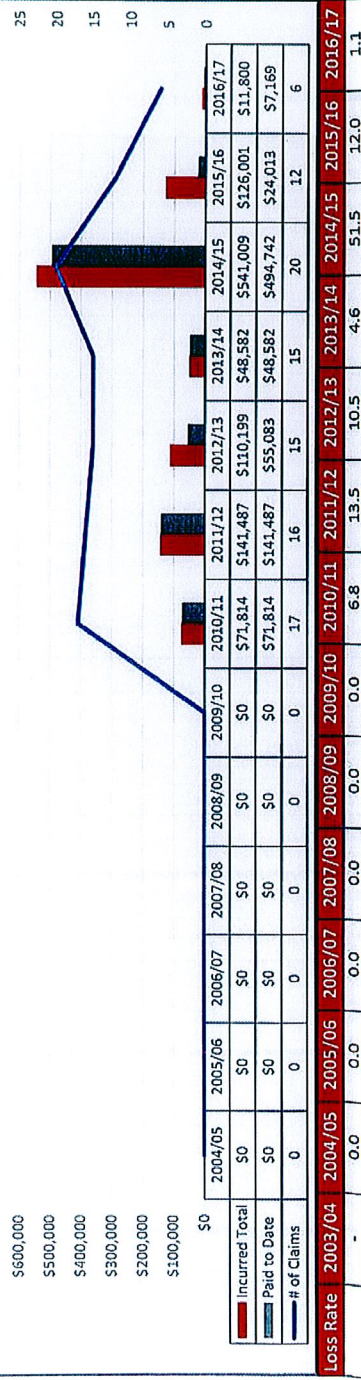
Totals as of 4/30/2017	
Total Incurred:	\$6,777
Paid to Date:	\$6,777
# of Claims:	2
Total Loss Rate	6.6

Raymond Knowles



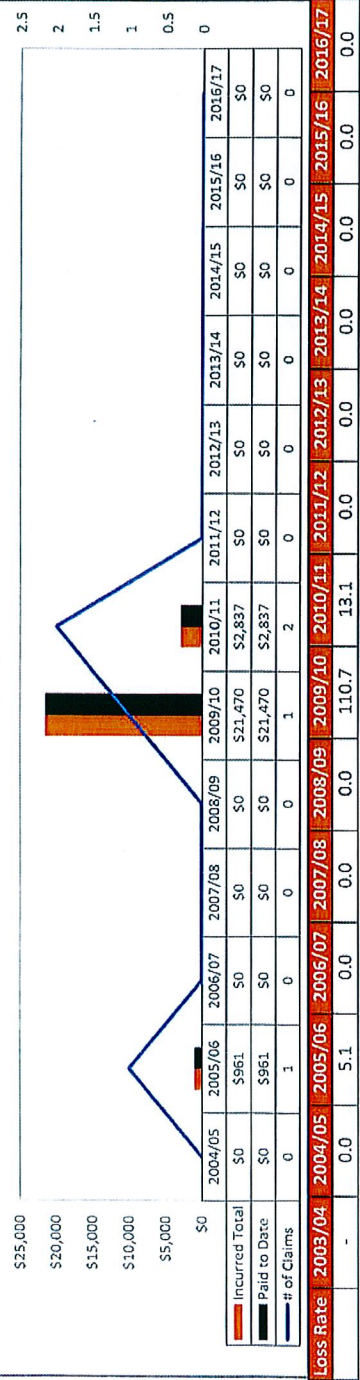
Totals as of 4/30/2017	
Total Incurred:	\$6,381
Paid to Date:	\$6,381
# of Claims:	2
Total Loss Rate	6.4

Sanger Unified



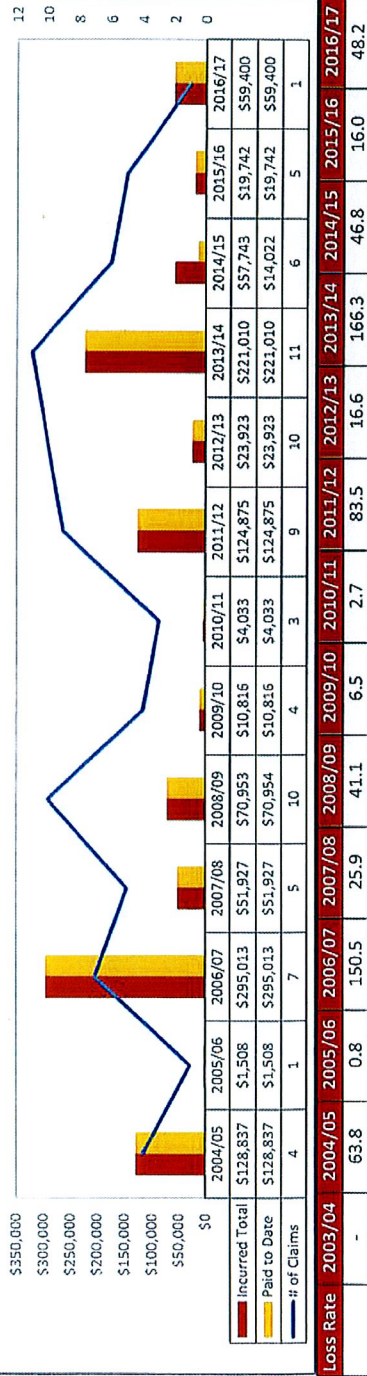
Totals as of 4/30/2017	
Total Incurred:	\$1,039,091
Paid to Date:	\$835,720
# of Claims:	95
Total Loss Rate	16.5

Sherman Thomas



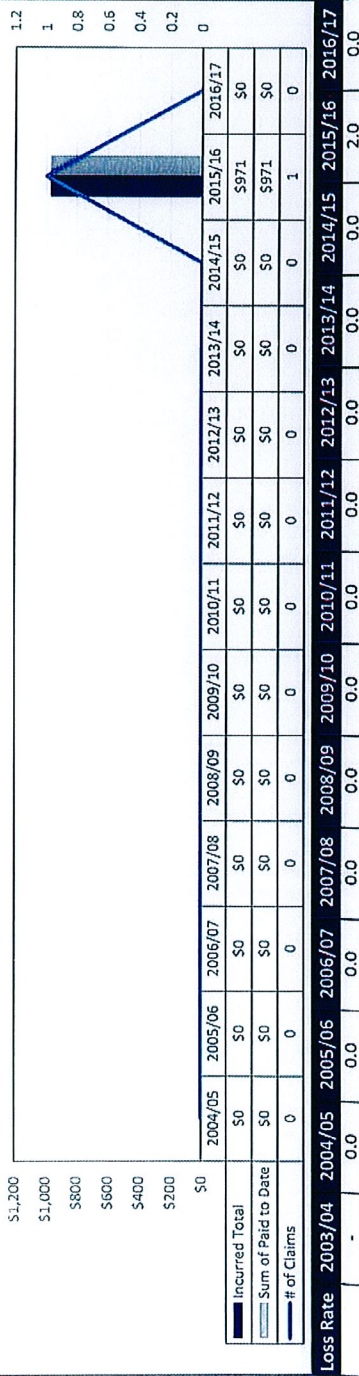
Totals as of 4/30/2017	
Total Incurred:	\$25,268
Paid to Date:	\$25,268
# of Claims:	4
Total Loss Rate	9.7

Sierra Unified



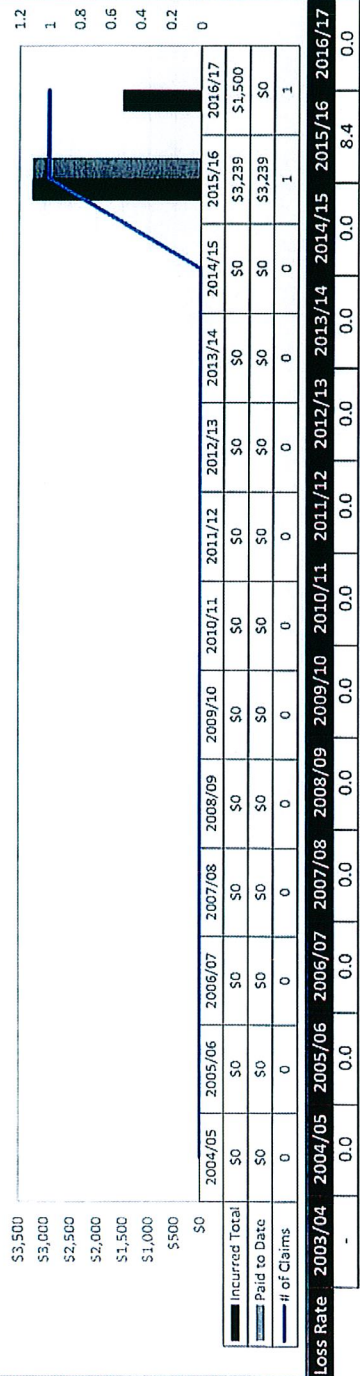
Totals as of 4/30/2017	
Total Incurred:	\$1,010,380
Paid to Date:	\$966,659
# of Claims:	70
Total Loss Rate	51.5

University High School



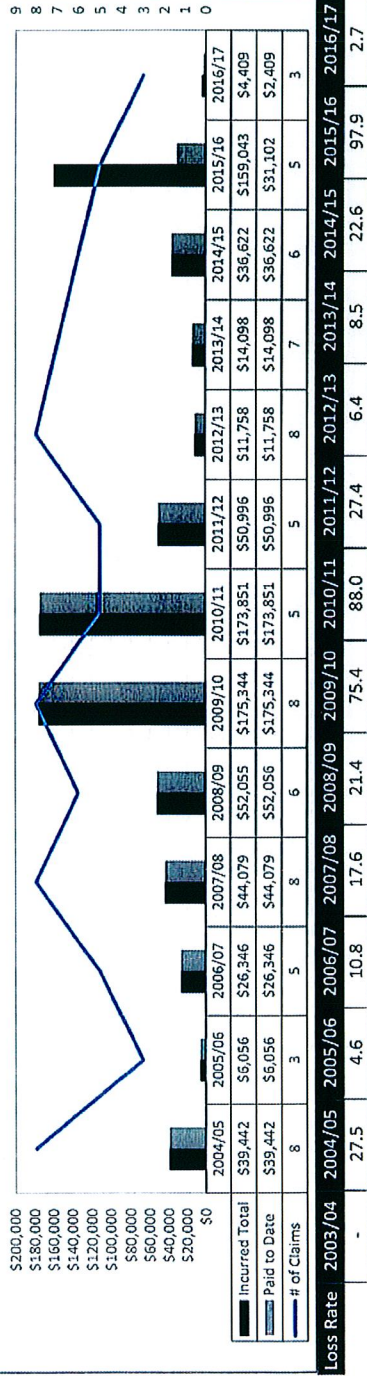
Totals as of 4/30/2017	
Total Incurred:	\$971
Paid to Date:	\$971
# of Claims:	1
Total Loss Rate	0.2

Western Sierra/Yosemite Wawona



Totals as of 4/30/2017	
Total Incurred:	\$4,739
Paid to Date:	\$3,239
# of Claims:	2
Total Loss Rate	1.4

Yosemite Unified



Totals as of 4/30/2017	
Total Incurred:	\$789,690
Paid to Date:	\$661,750
# of Claims:	69
Total Loss Rate	34.3