



AGENDA
Executive Management Team Meeting
Thursday, May 11th, 2017 - 10:00 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 II

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	☐ Gail Hart	PRESO
☐ 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 II WORKERS COMPENSATION

IV. DISCUSSION AND ACTION ITEMS

- A. Discussion and Approval Financial Report. (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.
- E. Discussion and Approval on Post Offer Cumulative Trauma Testing by Job Descriptions.

V. INFORMATION ONLY ITEMS

- A. Claims Review presented by Larry Chow/ Nick Kovacevich/Brett Caeton. (Attachment D)
- B. Discussion and update on Health Care JPA.

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)

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 Directors 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 10:30 a.m.

Date & Time

C. The next **EMT Meeting** is scheduled for:

Fort Washington C.C.

Location

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

Date & Time

X. ADJOURNMENT



MINUTES
Executive Management Team Meeting
March 22nd, 2017 10:00 a.m.

I. OPENING BUSINESS

II.

A. CALL PUBLIC SESSION TO ORDER

The meeting was called to order at 10:01 am by Mr. Kelly Porterfield, President.

B. ROLL CALL:

Executive Management Team:

Kelly Porterfield, Kate Knutson, Jim Allen, Andy Alvarado, Darren Sylvia, Kent Albertson, Kevin Edwards, 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:

Loren York

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:** Janelle Mehling

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

III. COMMUNICATIONS FROM THE PUBLIC:

NONE

IV. 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: Janelle Mehling **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.

V. INFORMATION ONLY ITEMS

- A. Brett Caeton discussed the status on worker's compensation claims and the 10-year history Indemnity and Litigated worker's compensation claims. Larry Chow discussed roll out of AB 2246 Suicide Prevention Training in 2017-2018. Also, discussed the modifications of the Healthy School Act; shortening of training and removing the Disinfect Wipes and Sanitizers from the list of pesticides.
- B. The Administrator discussed the loss data exposure information which was calculated with the figures the EMT provided, the rates will remain the same as last year.
- C. The Administrator discussed the Post Offer Cumulative Trauma Testing, he will gather additional information to evaluate the cost benefit. The board moved to table the discussion for the next meeting.
- D. The Administrator discussed developing a 3rd JPA for purpose of Health Coverages. It was agreed a committee would be established for further discussion committee members are Darren Sylvia, Andy Alvarado, Kent Albertson, Kate Knutson, Janelle Mehling, Kelly Porterfield, and Kevin Edwards

VI. PUBLIC COMMENT ON CLOSED SESSION ITEMS

- A. ACTION ITEM:
None

VII. CLOSED SESSION
THERE WERE NO ITEMS FOR CLOSED SESSION

VIII. RECONVENE IN OPEN SESSION
NONE

IX. ADVANCED PLANNING

- A. Next Regular meeting date: May 11th, 2017 @10:00 A.M.

X. ADJOURNMENT

The meeting was adjourned at 10:50 a.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 II
Balance Sheet
As of April 30, 2017

Accrual Basis

	Apr 30, 17
ASSETS	
Current Assets	
Checking/Savings	
9009 · CVCB Money Market	4,606,330.44
9010 · Central Valley Community Bank	27,523.77
9016 · CD 011400583	1,031,724.75
9022 · CBB CD 359905243	1,085,378.70
9030 · Wells Fargo	3,000,103.76
Total Checking/Savings	9,751,061.42
Accounts Receivable	
1200 · *Accounts Receivable	1,212,086.67
Total Accounts Receivable	1,212,086.67
Other Current Assets	
1300 · Accrued Interest Receivable	28,322.91
1499 · Undeposited Funds	426,728.25
9024 · Citizens Trust	6,894,844.94
9250 · Trust Account Intercare	156,034.62
Total Other Current Assets	7,505,930.72
Total Current Assets	18,469,078.81
TOTAL ASSETS	18,469,078.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	-38,125.00
Total Accounts Payable	-38,125.00
Total Current Liabilities	-38,125.00
Long Term Liabilities	
9590 · Unpaid claims & expense	8,321,170.58
Total Long Term Liabilities	8,321,170.58
Total Liabilities	8,283,045.58
Equity	
3900 · Beginning Period Net Assets	7,420,815.53
Net Income	2,765,217.70
Total Equity	10,186,033.23
TOTAL LIABILITIES & EQUITY	18,469,078.81

California Risk Management Authority II

Profit & Loss

Accrual Basis

July 2016 through April 2017

	Jul '16 - Apr 17
Ordinary Income/Expense	
Income	
5306-2 · Chawanakee USD	114,550.00
5403-2 · Big Creek	11,316.00
5406-2 · Chowchilla Union High	128,674.00
5407-2 · Coalinga	481,901.00
5409-2 · Madera	1,817,481.00
5410-2 · Mariposa	205,806.00
5411-2 · Pine Ridge	18,404.00
5412-2 · Raymond	9,613.00
5413-2 · Sierra Unified	160,830.00
5416-2 · Golden Valley	179,264.00
5418-2 · University High	38,722.88
5420-2 · Sherman Thomas Charter	19,188.00
5421-2 · Burrel Union Elementary	12,417.00
5422-2 · Central Unified SD	1,562,952.00
5423-2 · Yosemite Unified School District	185,168.00
5424-2 · Yosemite - Wawona	1,394.00
5425-2 · Sanger Unified School District	1,261,940.00
5426-2 · Golden Plains USD	340,037.00
Total Income	6,549,657.88
Expense	
5001-2 · Travel & Conference	8,268.83
5002-2 · Memberships / Subscriptions	75.00
5500-2 · Claims	
5500.1 · Claim Liability Adjustment	110,170.58
5500.2 · Company Nurse	44,365.00
5500-2 · Claims - Other	2,463,271.33
Total 5500-2 · Claims	2,617,806.91
5501-2 · W/C Premium	474,609.00
5502-2 · Brokers Fee	60,000.00
5503-2 · State Assessment	39,514.66
5505-2 · Insurance - TPA	179,454.30
5820-2 · Administrative Services	380,000.00
5827-2 · Safety Training	1,855.93
5829-2 · MMSEA Annual Fee	1,000.00
5830-2 · Audit, General	9,500.00
5831-2 · Safety Rewards Program	3,315.00
5832-2 · MPN Maintenance	1,000.00
5845-2 · Post Injury - FFD Exams	30,487.50
5846-2 · Office Expense	0.00
5850-2 · Actuarial Audit	4,750.00
5860-2 · Web Site & Training Modules	672.50
5875-2 · Roundtable	387.75
6561-2 · WeTip	2,500.00
Total Expense	3,815,197.38
Net Ordinary Income	2,734,460.50
Other Income/Expense	
Other Income	
5400-2 · Interest Income	
CBB	3,643.16
CVCB	27,114.04
Total 5400-2 · Interest Income	30,757.20
Total Other Income	30,757.20

California Risk Management Authority II
Profit & Loss

Accrual Basis

July 2016 through April 2017

	Jul '16 - Apr 17
Net Other Income	30,757.20
Net Income	<u>2,765,217.70</u>

California Risk Management Authority II
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				
5306-2 · Chawanakee USD	114,550.00	114,550.00	0.00	100.0%
5403-2 · Big Creek	11,316.00	11,316.00	0.00	100.0%
5406-2 · Chowchilla Union High	128,674.00	128,674.00	0.00	100.0%
5407-2 · Coalinga	481,901.00	481,901.00	0.00	100.0%
5409-2 · Madera	1,817,481.00	1,817,481.00	0.00	100.0%
5410-2 · Mariposa	205,806.00	205,806.00	0.00	100.0%
5411-2 · Pine Ridge	18,404.00	18,404.00	0.00	100.0%
5412-2 · Raymond	9,613.00	9,613.00	0.00	100.0%
5413-2 · Sierra Unified	160,830.00	160,830.00	0.00	100.0%
5416-2 · Golden Valley	179,264.00	179,264.00	0.00	100.0%
5418-2 · University High	38,722.88	38,723.00	-0.12	100.0%
5420-2 · Sherman Thomas Charter	19,188.00	19,188.00	0.00	100.0%
5421-2 · Burrel Union Elementary	12,417.00	12,417.00	0.00	100.0%
5422-2 · Central Unified SD	1,562,952.00	1,562,952.00	0.00	100.0%
5423-2 · Yosemite Unified School Di...	185,168.00	185,168.00	0.00	100.0%
5424-2 · Yosemite - Wawona	1,394.00	1,394.00	0.00	100.0%
5425-2 · Sanger Unified School Distr...	1,261,940.00	1,261,940.00	0.00	100.0%
5426-2 · Golden Plains USD	340,037.00	340,037.00	0.00	100.0%
Total Income	6,549,657.88	6,549,658.00	-0.12	100.0%
Expense				
5001-2 · Travel & Conference	8,268.83	10,000.00	-1,731.17	82.7%
5002-2 · Memberships / Subscriptions	75.00	1,250.00	-1,175.00	6.0%
5500-2 · Claims				
5500.1 · Claim Liability Adjustment	110,170.58	0.00	110,170.58	100.0%
5500-2 · Claims - Other	2,463,271.33	5,211,963.00	-2,748,691.67	47.3%
Total 5500-2 · Claims	2,573,441.91	5,211,963.00	-2,638,521.09	49.4%
5501-2 · W/C Premium	474,609.00	443,394.52	31,214.48	107.0%
5502-2 · Brokers Fee	60,000.00	60,000.00	0.00	100.0%
5503-2 · State Assessment	39,514.66	40,000.00	-485.34	98.8%
5505-2 · Insurance - TPA	197,399.73	265,000.00	-67,600.27	74.5%
5820-2 · Administrative Services	418,000.00	456,000.00	-38,000.00	91.7%
5827-2 · Safety Training	1,855.93	8,000.00	-6,144.07	23.2%
5829-2 · MMSEA Annual Fee	1,000.00	1,000.00	0.00	100.0%
5830-2 · Audit, General	9,500.00	9,500.00	0.00	100.0%
5831-2 · Safety Rewards Program	3,315.00	8,000.00	-4,685.00	41.4%
5832-2 · MPN Maintenance	1,000.00	1,000.00	0.00	100.0%
5840-2 · Legal	0.00	3,500.00	-3,500.00	0.0%
5845-2 · Post Injury - FFD Exams	30,487.50	30,000.00	487.50	101.6%
5846-2 · Office Expense	0.00	0.00	0.00	0.0%
5850-2 · Actuarial Audit	4,750.00	4,750.00	0.00	100.0%
5860-2 · Web Site & Training Modules	672.50	2,500.00	-1,827.50	26.9%
5865-1 · Investment Fees	0.00	0.00	0.00	0.0%
5875-2 · Roundtable	387.75	7,500.00	-7,112.25	5.2%
5876-2 · Job Analysis	0.00	3,500.00	-3,500.00	0.0%
Total Expense	3,824,277.81	6,566,857.52	-2,742,579.71	58.2%
Net Ordinary Income	2,725,380.07	-17,199.52	2,742,579.59	-15,845.7%
Other Income/Expense				
Other Income				
5400-2 · Interest Income				

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

Accrual Basis

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
CBB	3,643.16	0.00	3,643.16	100.0%
CT	0.00	0.00	0.00	0.0%
CVCB	27,114.04	0.00	27,114.04	100.0%
Madera County	0.00	0.00	0.00	0.0%
5400-2 · Interest Income - Other	0.00	80,000.00	-80,000.00	0.0%
Total 5400-2 · Interest Income	30,757.20	80,000.00	-49,242.80	38.4%
5510-2 · Dividends	0.00	0.00	0.00	0.0%
6000-2 · Gains & Losses on Investme...	0.00	0.00	0.00	0.0%
Total Other Income	30,757.20	80,000.00	-49,242.80	38.4%
Net Other Income	30,757.20	80,000.00	-49,242.80	38.4%
Net Income	2,756,137.27	62,800.48	2,693,336.79	4,388.7%

CRMA II
Proposed 2017-2018 Budget

	2017-2018 SELF INSURED \$500,000 SIR	2016-2017 SELF INSURED Approved \$500,000 SIR
5820-2 Administration / Loss Control / Payroll Audit / Claims Investigation	\$471,000	\$456,000
5850-2 Actuary	\$4,750	\$4,750
5855-2 Claims Audit	\$0	\$0
5830-2 Financial Audit	\$9,500	\$9,500
5840-2 Legal	\$3,500	\$3,500
5827-2 Safety Training	\$8,000	\$8,000
5001-2 Travel & Conference	\$10,000	\$10,000
5875-2 Round Table	\$7,500	\$7,500
5830-2 Safety Rewards Program (added WeTip)	\$8,000	\$8,000
5876-2 Job Analysis	\$3,500	\$3,500
5845-2 Fit For Duty Exams Post & Pre-employment	\$45,000	\$30,000
5002-2 Memberships/ Subscriptions	\$1,250	\$1,250
5860-2 Web Site Development and Update	\$2,500	\$2,500
5502-2 Broker Fee	\$60,000	\$60,000
JPA Total	\$634,500	\$604,500
5505-2 TPA	\$240,000	\$265,000
5832-2 MPN -TPA Maintenance	\$1,000	\$1,000
5500-2 Loss Fund	\$5,582,158	\$5,220,942
5501-2 Excess Insurance	\$474,887.93	\$444,158.40
5503-2 State Tax Assessment	\$45,000	\$40,000
5829-2 MMSEA Annual Fee	\$1,000	\$1,000
Total Insurance Costs	\$6,344,046	\$5,972,100
Grand Total	\$6,978,546	\$6,576,600
Interest Income	\$135,800	\$80,000
Adjusted Total	\$6,842,746	\$6,496,600
Total Budget	\$6,842,746	\$6,496,600
Payroll Estimate	\$404,504,203	\$378,329,132
Aggregate Limit of Liability	Statutory	Statutory
SIR Per Occurrence	500,000 SIR	500,000 SIR
RATE - UNADJUSTED (60%CL)	1.725209746	1.738327786
RATE - ADJUSTED (60% CL)	1.691637784	1.717182176
60% Confidence Level Factor	0.0138	0.0138

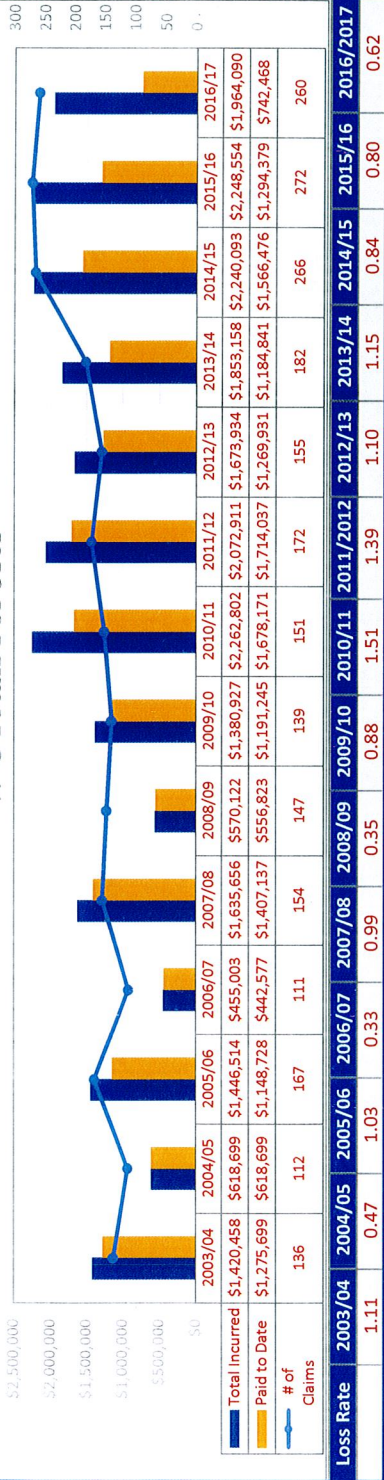
SAFETY NATIONAL
1-800-451-1111

A pie chart showing the distribution of responses for the statement 'The use of the Internet is a waste of time'. The chart is divided into eight segments with the following percentages: 31.07% (dark blue), 3.30% (black), 2.84% (yellow), 2.71% (light blue), 6.89% (dark grey), 1.52% (medium blue), 23.55% (orange), and 19.04% (red).

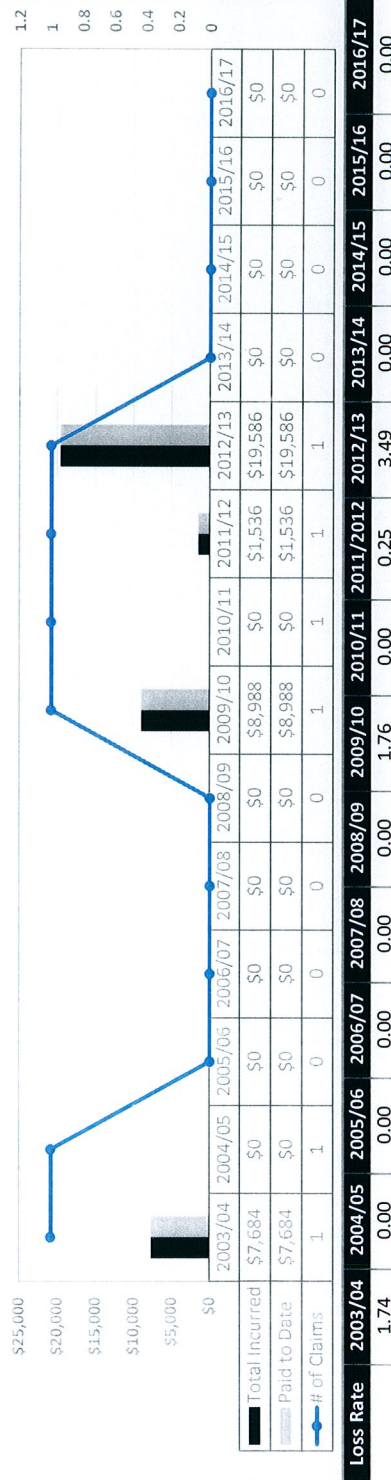
Response	Percentage
Strongly agree	31.07%
Agree	3.30%
Disagree	2.84%
Strongly disagree	2.71%
Don't know	6.89%
Other	1.52%
Not sure	23.55%
Yes	19.04%

CALIFORNIA RISK
MANAGEMENT AUTHORITY

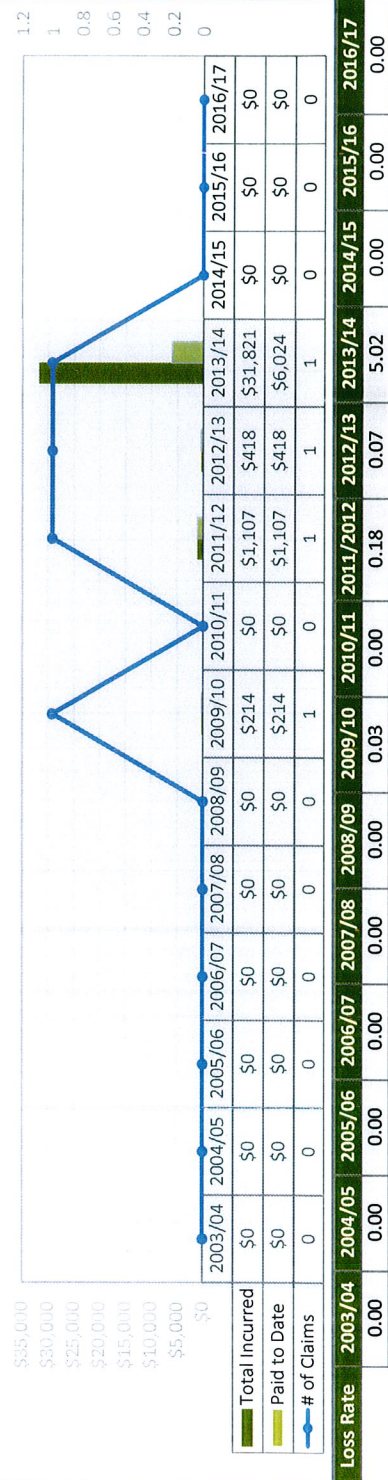
W-C Totals For JPA



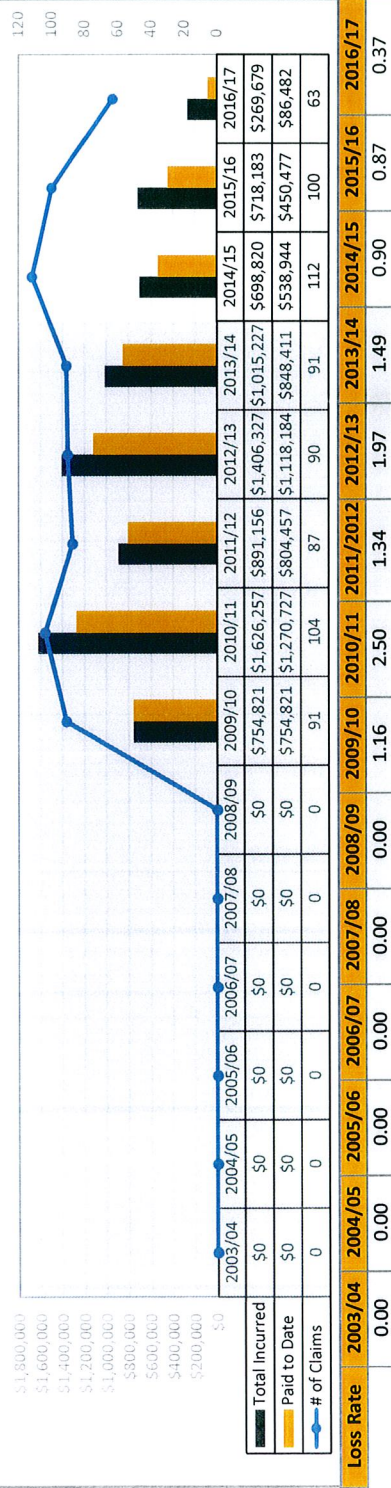
Big Creek



Burrel

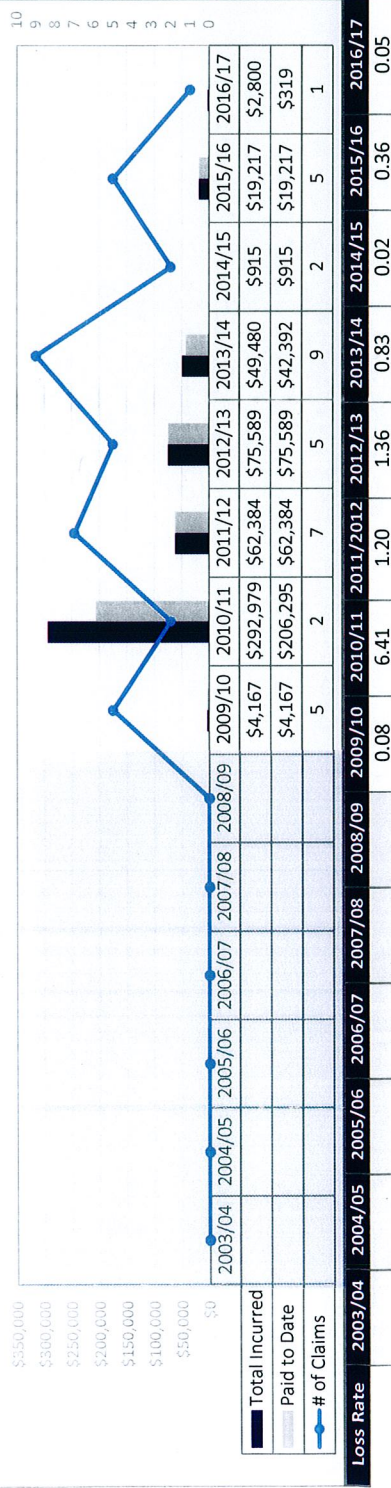


Central Unified



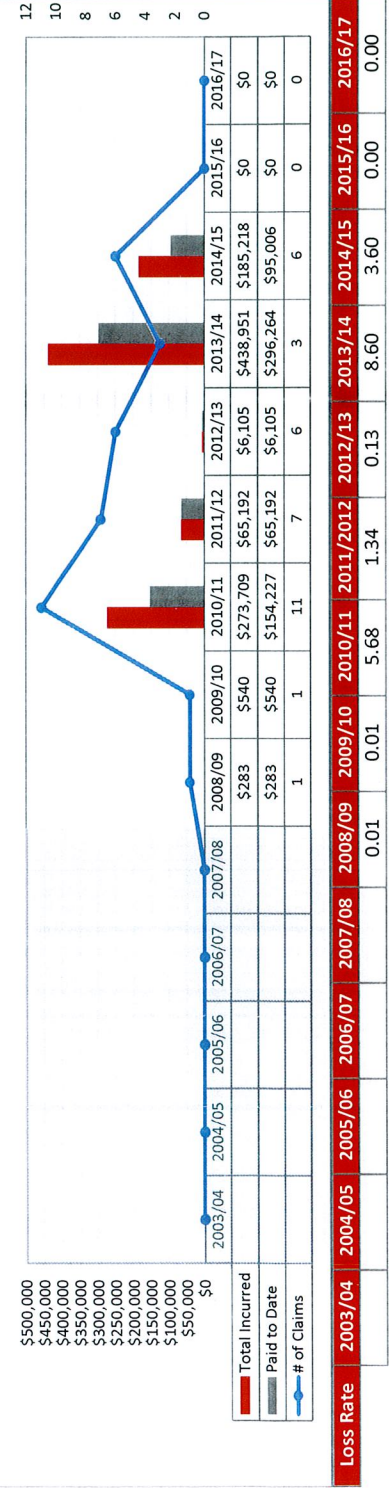
Totals as of 4/30/2017		
Total Incurred:	\$1,686,682	
Paid to Date:	\$1,075,903	
# of Claims:	275	
Total Loss Rate	0.72	

Chawanakee Unified



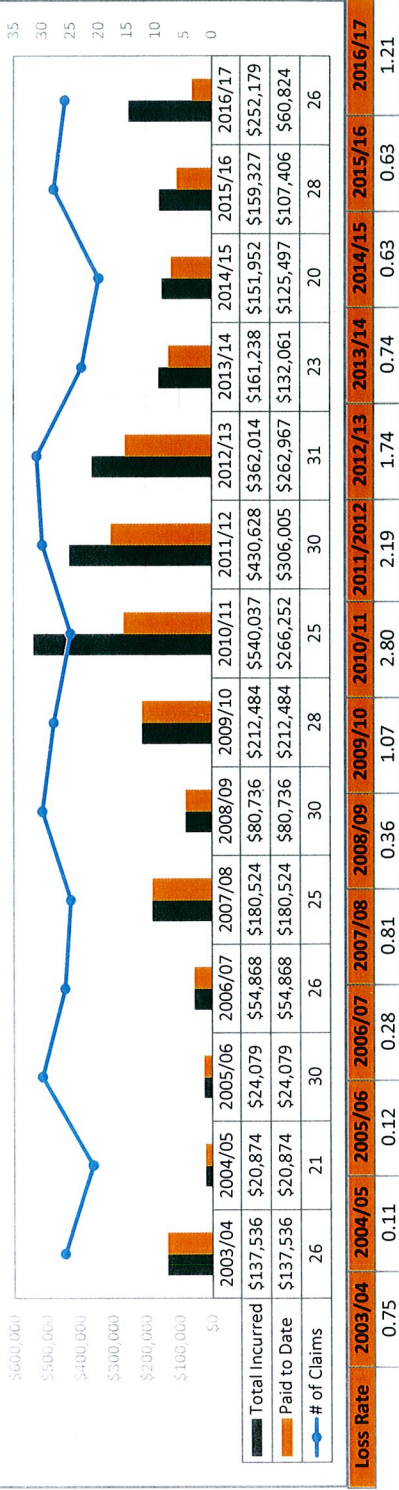
Totals as of 4/30/2017		
Total Incurred:	\$507,531	
Paid to Date:	\$411,278	
# of Claims:	36	
Total Loss Rate	1.19	

Chowchilla Union



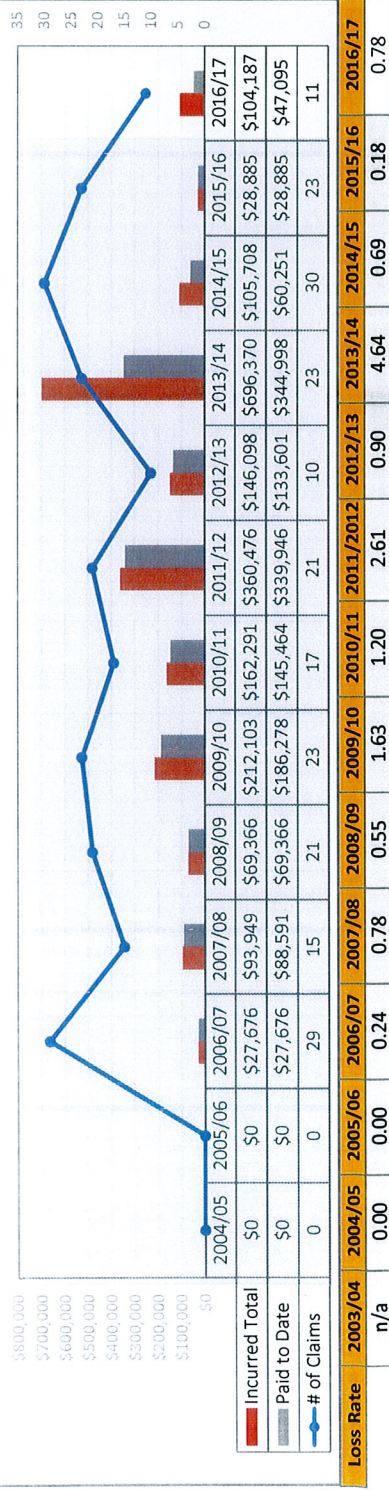
Totals as of 4/30/2017		
Total Incurred:	\$969,997	
Paid to Date:	\$617,616	
# of Claims:	35	
Total Loss Rate	2.14	

Coalinga-Huron



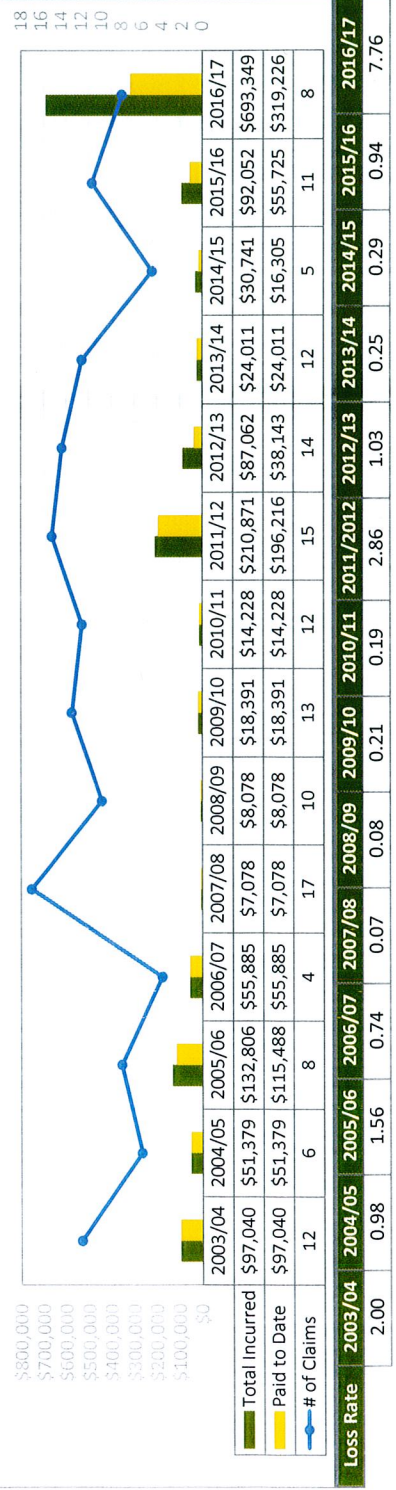
Totals as of 4/30/2017			
Total Incurred:	\$2,768,478		
Paid to Date:	\$1,972,115		
# of Claims:	369		
Total Loss Rate	0.89		

Golden Plains



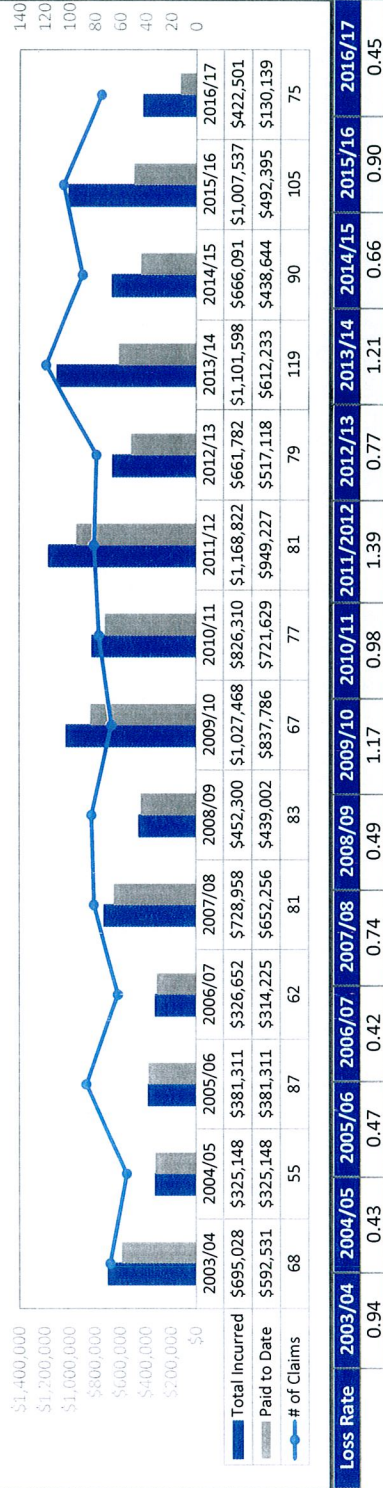
Totals as of 4/30/2017			
Total Incurred:	\$104,187		
Paid to Date:	\$47,095		
# of Claims:	11		
Total Loss Rate	0.78		

Golden Valley



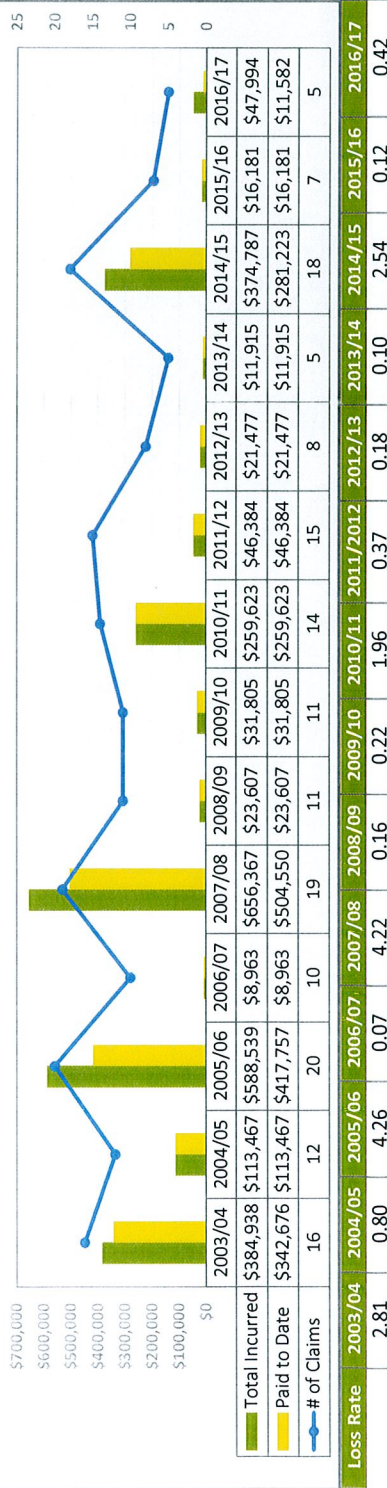
Totals as of 4/30/2017			
Total Incurred:	\$1,522,972		
Paid to Date:	\$1,017,193		
# of Claims:	147		
Total Loss Rate	1.28		

Madera Unified



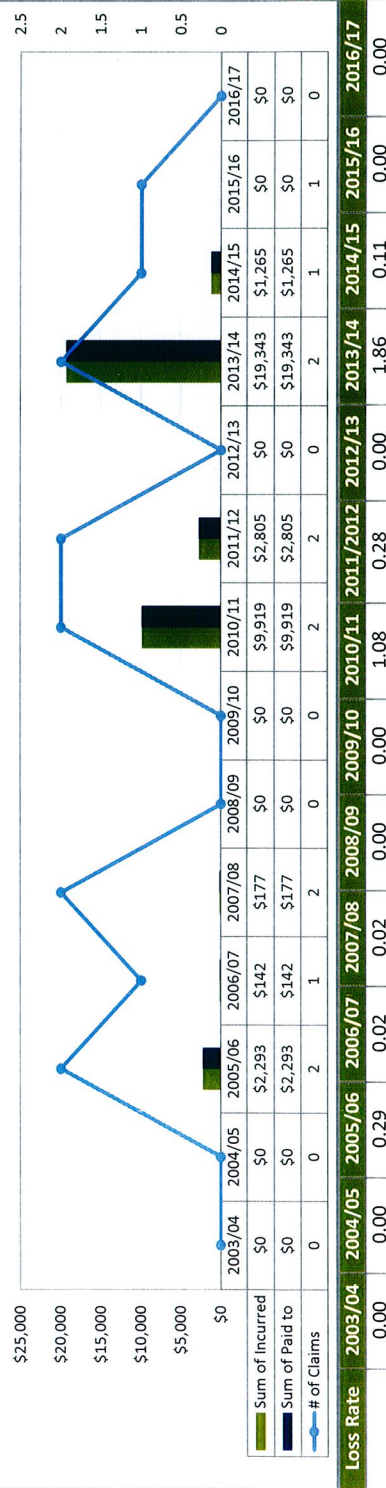
Totals as of 4/30/2017			
Total Incurred:	\$9,791,507		
Paid to Date:	\$7,403,644		
# of Claims:	1129		
Total Loss Rate		0.74	

Mariposa



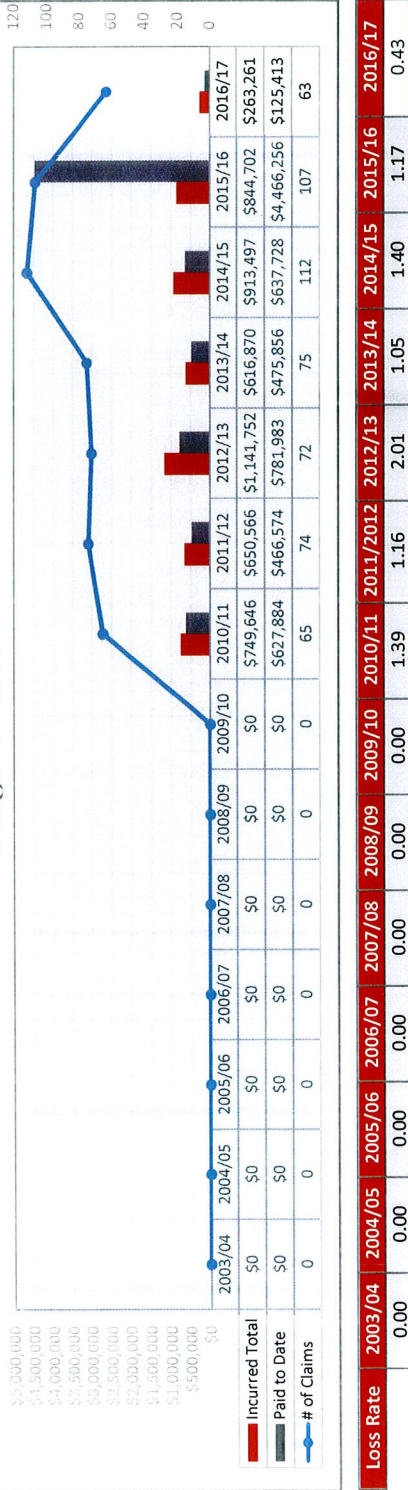
Totals as of 4/30/2017			
Total Incurred:	\$2,586,048		
Paid to Date:	\$2,091,209		
# of Claims:	171		
Total Loss Rate		1.27	

Pine Ridge



Totals as of 4/30/2017			
Total Incurred:	\$35,944		
Paid to Date:	\$35,944		
# of Claims:	13		
Total Loss Rate		0.26	

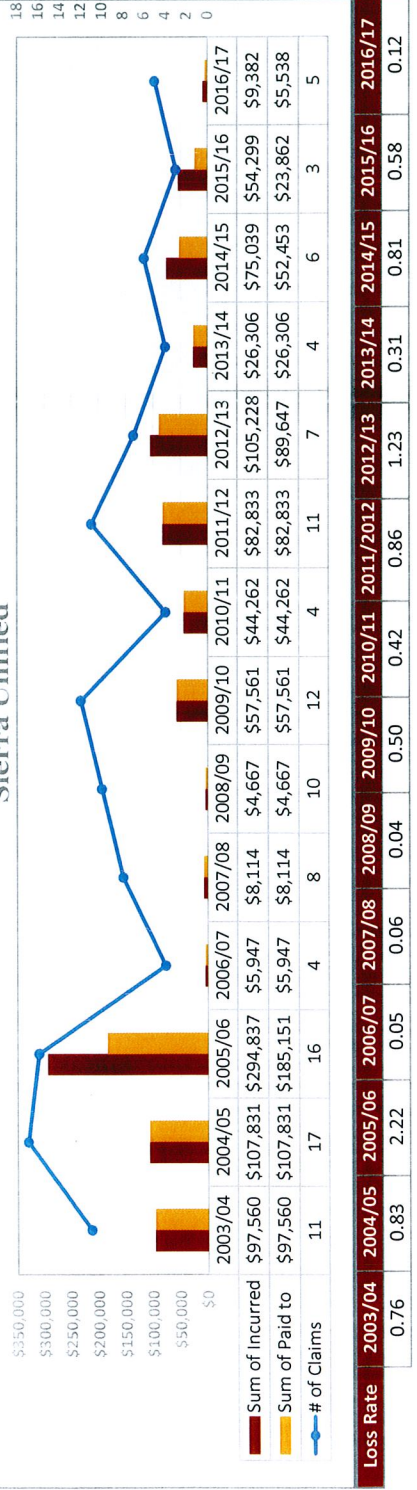
Sanger Unified



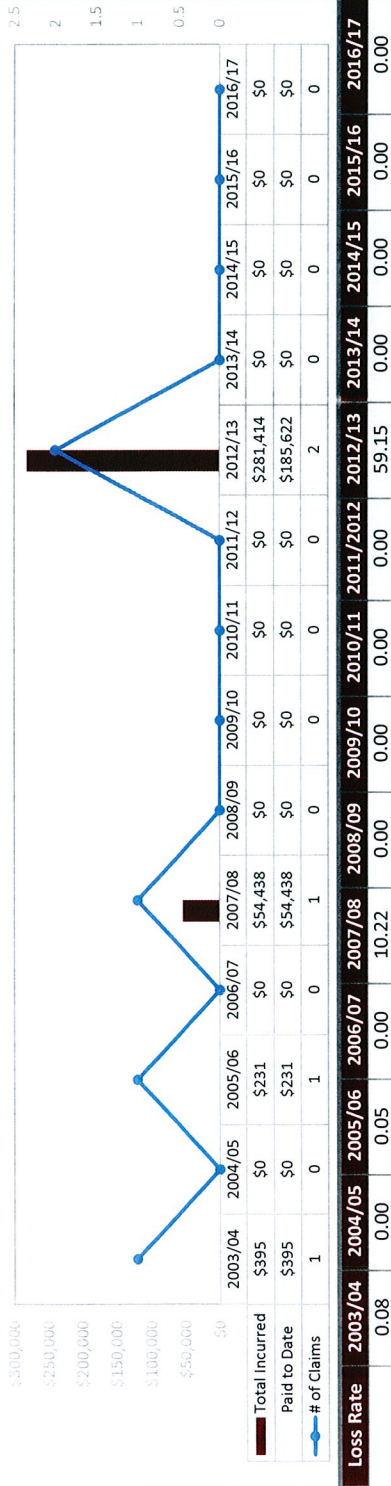
Sherman Thomas Charter



Sierra Unified

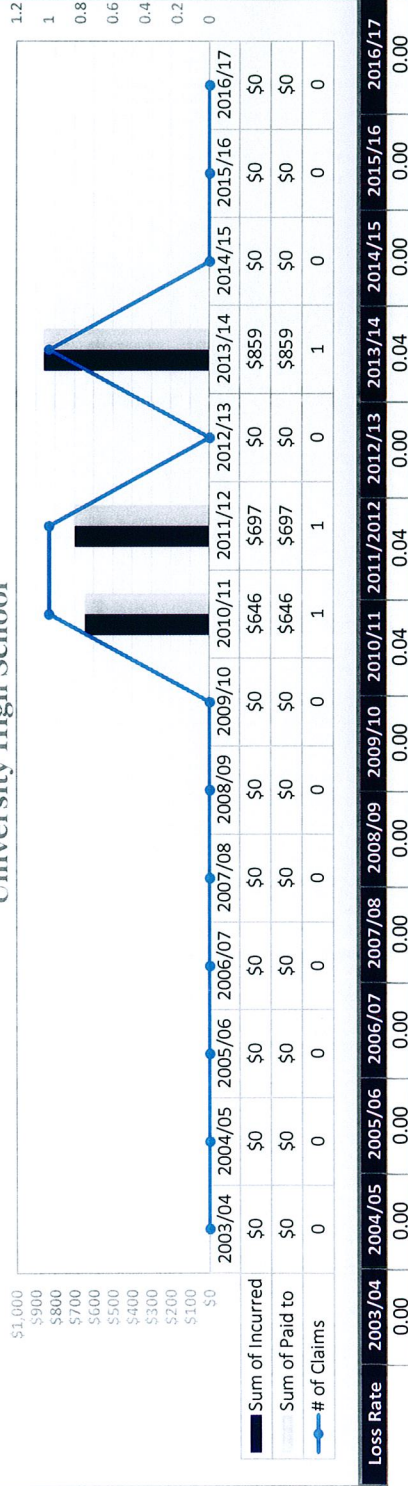


Raymond Knowles



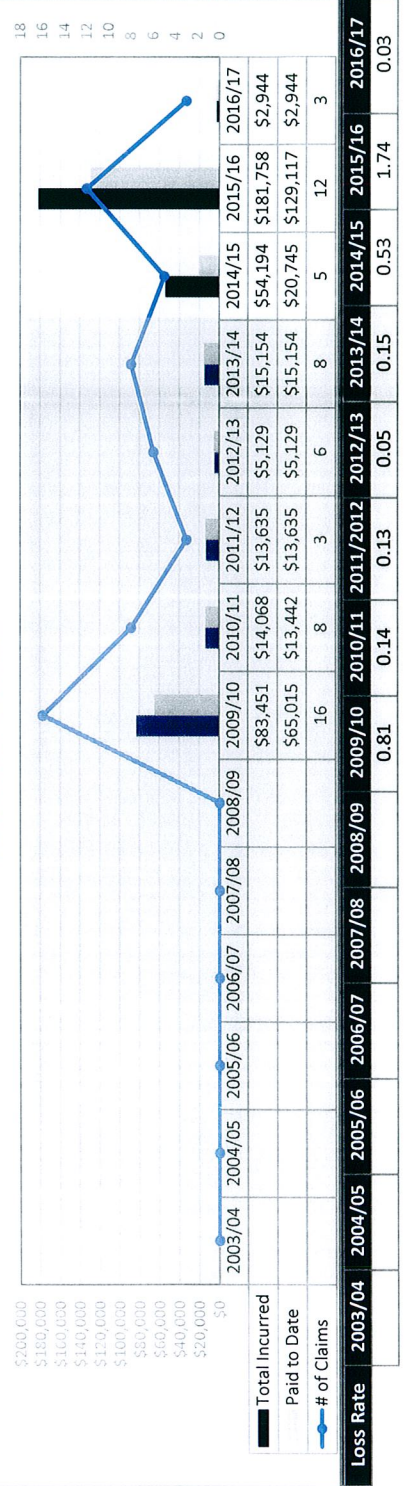
Totals as of 4/30/2017		
Total Incurred:	\$336,478	
Paid to Date:	\$240,685	
# of Claims:	5	
Total Loss Rate		4.60

University High School



Totals as of 4/30/2017		
Total Incurred:	\$2,202	
Paid to Date:	\$2,202	
# of Claims:	3	
Total Loss Rate		0.01

Yosemite Unified



Totals as of 4/30/2017		
Total Incurred:	\$238,896	
Paid to Date:	\$152,807	
# of Claims:	20	
Total Loss Rate		0.80