

**STRATEGIC BUSINESS PLANNING WORKSHOP**  
**Special District Risk Management Authority**

Wednesday, February 6, 2019

8:00 a.m. – Noon

1112 I Street, 3<sup>rd</sup> Floor, Earl Sayre Board Room

Sacramento, CA 95814

916.231.4141/800.537.7790

*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.*

<b>ITEM</b>	<b>TOPIC</b>	<b>EST. TIME</b>	<b>RECOMMENDED ACTION</b>
<b>1.0</b>	<b>CALL MEETING TO ORDER</b> <i>Presenter(s): M. Scheafer – Board President</i>		
1.01	Board of Directors Policy Manual Review <i>Presenter(s): M. Scheafer – Board President; L. Gill – CEO</i> Review and consider approving revisions to the Board of Directors Policy Manual including Mission Statement, Statement of Visions and Norms	0:15	Information/Discussion
1.02	Review SDRMA “Protecting Our Future – Vision 2019” <i>Presenter(s): L. Gill – CEO</i> a. Loss Prevention and Claims – D. Timoney, CRO b. Finance – H. Thomson, CFO/P. Frydendal, COO c. Member Services – E. Doughty, CMSO d. Administration – L. Gill, CEO/P. Frydendal, COO	0:30	Information/Discussion
1.03	Discuss Goals and Objectives for 2022 Strategic Business Plan – Using Recommended Success Indicator Framework a. Safety/Loss Prevention b. Claims Management c. Financial Management d. Membership Retention and Growth e. Member Focused Service f. Operations/Administration	2:00	Information/Discussion
<b>2.0</b>	<b>CLOSED SESSION</b> CONFERENCE WITH LABOR NEGOTIATOR (Gov’t. Code Sec. 54957.6) Agency Designated Representative: Laura Gill Unrepresented employees: All	1:00	
	<b>ADJOURNMENT</b>		Adjourn no later than noon

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## Special District Risk Management Authority

### Board of Directors

*President*  
*Mike Scheafer*

*Vice-President*  
*Sandy Seifert-Raffelson*

*Secretary*  
*Bob Swan*

*Directors*  
*David Aranda, SDA*

*Jean Bracy, SDA*

*Ed Gray*

*Tim Unruh, SDA*

### Regular Board Meeting

Wednesday, February 6, 2019

1:00 – 5:30 p.m.

Thursday, February 7, 2019 (as needed)

8:00 – 10:00 a.m.

1112 I Street, 3<sup>rd</sup> Floor, Earl Sayre Board Room  
Sacramento, CA 95814

916.231.4141/800.537.7790

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ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
1.0	<b>CALL MEETING TO ORDER</b> <i>Presenter(s): M. Scheafer – Board President</i>		Determination of Quorum
2.0	<b>ADMINISTRATIVE ITEMS</b>		
2.01	<u>Recognize and Hear from Visitors</u> <i>Presenter(s): M. Scheafer – Board President</i> <i>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.</i>	0:20	Information/Discussion
2.02	<u>Acknowledgements and Presentations</u> <i>Presenter(s): M. Scheafer – Board President</i> a. Recognize Ellen Doughty for 12 years of service (1/22/07)	0:10	Information/Discussion
2.03	<u>Meeting, Conference and Educational Schedules</u> <i>Presenter(s): L. Gill – CEO</i> a. 2019 Board Meeting Schedule b. Upcoming Conferences/Educational Workshops	0:10	Information/Discussion
3.0	<b>CONSENT CALENDAR</b>		
3.01	<u>Meeting Minutes</u> <i>Presenter(s): E. Doughty – CMSO; B. Swan – Board Secretary</i> Review and consider approving draft minutes from the January 9, 2019 Board Meeting	0:05	Motion to Approve
3.02	<u>Communications and Correspondence</u> <i>Presenter(s): L. Gill – CEO</i>	0:05	Information/Discussion
3.03	<u>Signers for Custodial Bank, Local Agency Investment Fund (LAIF) &amp; River City Bank – Related Board Resolutions</u> <i>Presenter(s): P. Frydendal - COO</i> Review and consider action approving the following: <ul style="list-style-type: none"> <li>Resolution 2018-01-2 New Signers for The Bank of New York Mellon</li> <li>Resolution 2018-02-2 New Signers for LAIF</li> <li>Resolution 2018-03-2 New Signers for River City Bank</li> </ul>	0:10	Motion to Approve

## 4.0 CSDA RELATED ITEMS

4.01 CSDA Activity Status Update 0:10 Information/Discussion

*Presenter(s): N. McCormick – CSDA CEO*

a. CSDA Board Meeting Minutes – November 15, 2018

b. CSDA Executive Director’s Report -verbal

4.02 Alliance Executive Council Activity Status Update 0:10 Information/Discussion

*Presenter(s): N. McCormick – CSDA CEO; L. Gill – CEO;*

*AEC Members*

Review and discuss any Alliance business.

4.03 Special District Leadership Foundation Activity 0:10 Information/Discussion

Status Update

*Presenter(s): N. McCormick – CSDA CEO; L. Gill – CEO;*

*SDLF Members*

Review and discuss any SDLF business.

## 5.0 COMMITTEE REPORTS

5.01 None.

## 6.0 MEMBER SERVICES ITEMS

6.01 New Members 0:10 Motion to Approve

*Presenter(s): E. Doughty – CMSO*

Review and consider prospective members for approval in the following program(s):

- Property/Liability Program
- Workers’ Compensation Program

6.02 Marketing Report 0:05 Information/Discussion

*Presenter(s): E. Doughty – CMSO*

Review and discuss recent marketing activities

6.03 Underwriting Status Report (Quarterly Report) 0:05 Information/Discussion

*Presenter(s): E. Doughty – CMSO*

Review and discuss status of underwriting activities

## 7.0 FINANCIAL ITEMS

7.01 Paid Bills Listing 0:05 Motion to Ratify

*Presenter(s): H. Thomson – CFO*

Review and consider ratifying the bills paid for January 2019.

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|---|---|------|----------------------------|
| 7.02                                    | <p><b><u>Financial Statements</u></b><br/> <i>Presenter(s): H. Thomson – CFO</i><br/>           Review and consider action to receive and file financial reports presented for Property/Liability, Workers’ Compensation, Health Benefits Programs and Joint/Common Allocated Operations</p>  | 0:10 | Motion to Ratify           |
| <br>                                    |   |      |                            |
| <b>8.0 CLAIMS/LOSS PREVENTION ITEMS</b> |   |      |                            |
| 8.01                                    | <p><b><u>Claims Status Update (Quarterly report)</u></b><br/> <i>Presenter(s): D. Timoney – CRO</i><br/>           Review the status of open claims</p>   | 0:10 | Information/Discussion     |
| 8.02                                    | <p><b><u>Claims and Loss Prevention Report (Quarterly report)</u></b><br/> <i>Presenter(s): D. Timoney – CRO</i><br/>           Review quarterly claims and loss prevention report</p>  | 0:10 | Information/Discussion     |
| <br>                                    |   |      |                            |
| <b>9.0 BOARD ITEMS</b>                  |   |      |                            |
| 9.01                                    | <p><b><u>Treasurer’s Investment Report (Quarterly Report)</u></b><br/> <i>Presenter(s): P. Frydendal – COO</i><br/> <b>2:00 p.m. Presentation</b><br/> <b>Lauren Brant Managing Director – PFM Asset Management</b><br/>           a. Public Financial Management (PFM) Investment Report<br/>           b. Local Agency Investment Fund (LAIF)</p> | 0:20 | Motion to Receive and File |
| 9.02                                    | <p><b><u>Workers’ Compensation Rates for Program Year 2019-20</u></b><br/> <i>Presenter(s): H. Thomson - CFO</i><br/>           Review and consider action approving Workers’ Compensation rates for Program Year 2019-2020</p>   | 0:15 | Motion to Approve          |
| 9.03                                    | <p><b><u>Property/Liability Rates for Program Year 2019-2020</u></b><br/> <i>Presenter(s): H. Thomson - CFO</i><br/>           Review and consider action approving Property/Liability rates for Program Year 2019-2020</p>   | 0:15 | Motion to Approve          |
| 9.04                                    | <p><b><u>Member Longevity Distributions</u></b><br/> <i>Presenter(s): H. Thomson – CFO</i><br/>           Review and consider action approving a longevity distribution credit for 2018-2019 that will be applied to member’s 2019-2020 contribution invoices.</p>  | 0:10 | Motion to Approve          |

## Agenda

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9.05 Proposed Board Policy 2019-02 0:10 Motion to Approve  
*Presenter(s): L. Gill – CEO*  
Review and consider action approving Board Policy  
2019-021 (Governing Property/Liability  
Members' Drivers)

9.06 Board of Directors' Committee Appointments 0:05 Motion to Ratify  
*Presenter(s): M. Scheafer – Board President*  
Ratify Board Committee Appointments

**10.0 REPORTS/COMMENTS/OTHER BUSINESS** 0:05 Discussion/No  
Agenda Support

10.1 Staff

10.2 Board Members

**11.0 ADJOURNMENT**

**Adjourn no later than  
5:30 p.m.**

The next Board Meeting will be held March 27, 2019 at the **Hilton Arden West** in Sacramento.

Agenda Topics for the upcoming Board Meeting will include:

1. Strategic Planning Update

*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 Diane Daniels at (800) 537-7790 or at [ddaniels@sdrma.org](mailto:ddaniels@sdrma.org). Request must be made as early as possible.*