

**Special District Risk Management Authority
ANNUAL MEMBERSHIP MEETING**

Tuesday, March 26, 2019

8:15 a.m. – 8:45 a.m.

Hilton Sacramento Arden West
Tahoe-Berryessa-Eagle Meeting Rooms
2200 Harvard Street
Sacramento, CA 95815
916.922.4700/800.559.4299

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.

ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
1.0	CALL MEETING TO ORDER <i>Presenter(s): M. Scheafer – Board President</i>		Determination of Quorum
1.01	<u>Introduce Board of Directors</u> <i>Presenter(s): M. Scheafer – Board President</i>		
2.0	ADMINISTRATIVE MATTERS	0:20	
2.01	<u>Comments from the Public</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>		
2.02	<u>Report on Previous Board Action</u> <i>Presenter(s): M. Scheafer – Board President</i>	0:05	Information/Discussion
2.03	<u>Report on Business Operations</u> <i>Presenter(s): L. Gill - CEO</i>	0:05	Information/Discussion
3.0	REPORTS/COMMENTS/OTHER BUSINESS		Discussion/No Agenda Support
4.0	ADJOURNMENT		

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. Request must be made as early as possible.

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, March 27, 2019
8:00 – 11:00 a.m.

Hilton Sacramento Arden West
Brandywine Room
2200 Harvard Street
Sacramento, California 95815
916.922.4700/800.559.4299

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Agenda



ITEM	TOPIC	EST. TIME	RECOMMENDED ACTION
1.0	CALL MEETING TO ORDER <i>Presenter(s): M. Scheafer – Board President</i>		Determination of Quorum
2.0	ADMINISTRATIVE ITEMS		
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 Paul Frydendal for 26 years of service (2/16/93) b. Recognize Heather Thomson for 4 years of service (3/16/15)	0:05	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	0:05	Information/ Discussion
3.0	CONSENT CALENDAR		
3.01	<u>Meeting Minutes</u> <i>Presenter(s): L. Gill - CEO; B. Swan – Board Secretary</i> Review and consider approving draft minutes from the February 6-7, 2019 Board Meeting and from the February 6-7, 2019 Strategic Planning Workshop.	0:05	Motion to Approve
3.02	<u>Communications and Correspondence</u> <i>Presenter(s): L. Gill – CEO</i> a. SDRMA E-Blast 2/4/19 b. SDRMA E-Blast 2/14/19	0:05	Information/ Discussion
4.0	CSDA RELATED ITEMS		
4.01	None.		
4.02	<u>Alliance Executive Council Activity Status Update</u> <i>Presenter(s): N. McCormick – CSDA CEO; L. Gill – CEO; AEC Members</i> Review and discuss any Alliance business.	0:05	Information/ Discussion

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- 4.03 Special District Leadership Foundation Activity Status Update 0:05 Information/
Presenter(s): N. McCormick – CSDA CEO; L. Gill – CEO; Discussion
SDLF Members
Review and discuss any SDLF business.
- 5.0 COMMITTEE REPORTS**
- 5.01 None.
- 6.0 MEMBER SERVICES ITEMS**
- 6.01 None.
- 6.02 Marketing Report 0:05 Information/
Presenter(s): E. Doughty – CMSO Discussion
Review and discuss recent marketing 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 - February 2019.
- 7.02 Financial Statements 0:05 Motion to Ratify
Presenter(s): H. Thomson – CFO
Review and consider action to receive and file financial
reports presented for Property/Liability, Workers'
Compensation, Health Benefits Programs and Joint/
Common Allocated Operations.
- 8.0 CLAIMS/LOSS PREVENTION ITEMS**
- 8.01 None.
- 9.0 BOARD ITEMS**
- 9.01 Board of Directors' Policy Manual Review 0:10 Motion to
Presenter(s): L. Gill – CEO Approve
Review and consider approving revisions to the Board of
Directors' Policy Manual including Mission Statement and
Statement of Vision and Norms.

Agenda



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| 9.02 | <u>Employee Handbook Revisions</u>
<i>Presenter(s): L. Gill - CEO</i>
Review and consider action approving revisions to the Compensation and Time Keeping Section of the SDRMA Employee Handbook due to the implementation of an Alternative Work Schedule. | 0:10 | Motion to Approve |
| 9.03 | <u>Strategic Plan Update</u>
<i>Presenter(s): L. Gill - CEO</i>
Review progress report on 2022 Strategic Business Plan. | 0:10 | Information/
Discussion |
| 9.04 | <u>Termination of One Member</u>
<i>Presenter(s): P. Frydendal - COO</i>
Review and consider action to approve termination “for cause” of one member of the Property/Liability Program. | 0:05 | Motion to Approve |
| 9.05 | <u>Policy 2016-02 Late Submissions of Annual Information – Revisions</u>
<i>Presenter(s): P. Frydendal - COO</i>
Review and consider approving Policy 2016-02 Governing Late Submission of Annual Renewal Questionnaires and Workers’ Compensation Annual Wage Information incorporating proposed revisions to Policy 2014-01. | 0:10 | Motion to Approve |
| 9.06 | <u>Discuss adding Roth 457 Option to the 457 Program through CalPERS</u>
<i>Presenter(s): P. Frydendal - COO</i>
Review and consider approving Roth option to the 457 Program. | 0:05 | Motion to Approve |
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| 10.0 | CLOSED SESSION | | |
| 10.01 | <u>Government Code § 54956.9(d)(2)</u> – Conference with Legal Counsel – Anticipated Litigation: one case | 0:30 | Closed Session |
| 10.02 | <u>Government Code § 54956.9(d)(4)</u> - Conference with Legal Counsel – Anticipated Litigation: one case | 0:30 | Closed Session |
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| OPEN SESSION | | | |
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| 11.0 | REPORTS/COMMENTS/OTHER BUSINESS | 0:05 | Discussion/No Agenda Support |
| 11.01 | Staff | | |
| 11.02 | Board Members | | |
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| 12.0 | ADJOURNMENT | | Adjourn no later than 11:00 a.m. |

Agenda



The next Board Meeting will be held May 1-2, 2019 at the SDRMA Administration Building in Sacramento.

Agenda Topics for the upcoming Board Meeting will include:

1. W/C Program Claims Audit
2. Review Board Travel Policy
3. Review All Programs Preliminary Budgets

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