



Sandy Seifert-Raffelson, Board President

Robert Swan, Vice President
Jesse Claypool, Secretary
Mike Scheafer

Timothy Unruh, CSDM
Thomas Wright
Vacant

Special District Risk Management Authority
Regular Board Meeting

Wednesday, May 1, 2024
1:00 p.m.

1112 I Street, 3rd Floor, Earl Sayre Board Room
Sacramento, CA 95814
and

Via Zoom

Phone: (669) 900-9128
Meeting ID: 562 012 1037
Password: 875411

*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.*

A copy of this agenda must be posted at each location

Teleconference Participants

The following Director(s) will participate in the Board meeting via teleconference at the locations listed:

Director Scheafer, 1551 Baker Street, Suite B, Costa Mesa, CA 92626
Director Unruh, 29534 Madera Ave, Shafter, CA 93263

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a regular meeting to arrange for such reasonable accommodations: Candice Richardson, (916) 231-4141 or crichardson@sdrma.org.

AGENDA

1.0 CALL MEETING TO ORDER

- 1.1 Roll Call
- 1.2 Consideration of Off Agenda Items

Pursuant to Government Code Section 54954.2(b), except as provided in this paragraph, no action or discussion shall be taken at a regular meeting on any item which does not appear on the posted Final Agenda. Pursuant to Government Code Section 54954.2 (b)(2) an item may be added to the Final Agenda after the Final Agenda has been posted upon a determination by a two-thirds vote of the Board of Directors (or an unanimous vote if less than two-thirds of the Board of Directors are present); the vote shall be on a motion stating that there is a need to take immediate action and that the need for action came to the attention of the Board of Directors subsequent to the Final Agenda being posted. Any such motion shall be accompanied by distribution of a written statement on a form provided by the office of the Chief Executive Officer/Secretary of the Board, to be included in the record, stating the facts upon which it can be determined that the need to take action arose after the Final Agenda was posted. In addition, action may be taken on an item not on the posted Final Agenda under the circumstances stated in Government Code Section 54954.2 (b)(1) [emergency] and 54954.2 (b)(3) [continued regular meetings].

2.0 PUBLIC COMMENT

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.

3.0 BOARD OF DIRECTORS CANDIDATE (Chief Executive Officer) – Interview set to begin at 1:00 p.m.15

The Board of Directors will interview one candidate and consider appointing one candidate to fill the vacant Director seat for the remainder of the unexpired term through December 31, 2025.

4.0 CONSENT CALENDAR – Items expected to be routine and non-controversial

- 4.1 **Approve** draft meeting minutes from the Regular Board Meeting on March 25, 2024 and Annual Membership Meeting on March 26, 202428
- 4.2 **Review** recent marketing activities and communication updates42
- 4.3 **Review** Meeting, Conference, and Educational Schedules55

4.4	Ratify payment of bills paid for the months of January, February and March 2024	61
4.5	Receive and file quarterly financial reports presented for the Property/Liability, Workers' Compensation, Health Benefits Programs, and Joint/Common Allocated Operations	78
4.6	Receive and file the Underwriting Status Quarterly Report for the third quarter of 2023-24	107

5.0 GENERAL BUSINESS ITEMS AND PRESENTATIONS

5.1	Recognition Staff Anniversaries (Chief Executive Officer)	109
5.2	Review of Executive Summary of Training (Board President)	111
5.3	Review and discuss CSDA business and activity (CSDA Chief Executive Officer)	112
5.4	Review and discuss Alliance Executive Council business and activity (CSDA Chief Executive Officer; AEC Members)	113
5.5	Review and discuss Special Leadership Foundation business and activity (CSDA Chief Executive Officer; SDLF Members)	114
5.6	Review of CSDA Committees Updates (Board President)	115
5.7	Potential Member Notice of Intent to Withdraw (Underwriting/Program Manager)	117
	<i>An informational item regarding an update of potential member withdrawal notices for the 2024-25 program year.</i>	
5.8	Employee Handbook Revisions (HR/Office Manager)	120
	<i>An action item to approve the recommended revisions to the SDRMA's employee handbook.</i>	
5.9	Board Policy Review and Revisions (HR/Office Manager; Underwriting/Program Manager)	211
	<i>An action item to repeal the following Board Policy:</i>	
	• Policy 2014-03-3 Employee Incentive Award Program	
	<i>An action item to approve the following Board Policy:</i>	
	• Policy 2024-06 (formerly 2022-01) Governing Late Submission of Annual Renewal Questionnaire	

5.10	Board Policy Manual (Chief Executive Officer)	219
	<i>An action item to approve the proposed changes to the Board Policy Manual and Policy No. 2024-07 Policy of the Board of Directors Regarding Operations of the SDRMA Board.</i>	

6.0 CLAIMS/RISK CONTROL ITEMS

6.1	Quarterly Claims Review and Settlement Approval (Chief Risk Officer)	228
	<i>Staff recommends the following actions:</i>	
	1) Receive and file the status report concerning claims activities for the quarter ending March 31, 2024; and	
	2) Approve claims settlements as presented in the status report	
6.2	Quarterly Review of Risk Control Activities (Risk Control Manager).....	239
	<i>An action item to receive and file the status report regarding safety and risk control efforts by SDRMA for the quarter ending March 31, 2024.</i>	
6.3	Aggregate Stop-Loss Attachment Point & Corridor Quarterly Status Review (Chief Financial Officer)	249
	<i>An action item to receive and file the Aggregate Stop-Loss Attachment Point and Corridor Quarterly Status Reports.</i>	
6.4	Amendments to 2024-25 Credit Incentive Program Criteria (Chief Risk Officer)	254
	<i>An action item to approve the proposed Credit Incentive Program (CIP) criteria for the Property/Liability and Workers' Compensation Programs for Program Year 2024-25.</i>	

7.0 INSURANCE PROGRAMS

Workers' Compensation Program

7.1	Update on the 2024-25 Excess Workers' Compensation Program Renewal (Chief Executive Officer)	263
	<i>An informational item regarding an update on the workers' compensation program renewal.</i>	

Property/Liability Program

7.2	2024-25 Property and Excess Liability Program Renewal (Chief Executive Officer)	264
	<i>An action item to approve acceptance of the following excess liability layer proposal:</i>	
	<ul style="list-style-type: none"> Upland Specialty Insurance Company: \$7.5M - \$10M (\$2.5M xs of \$7.5M) 	

8.0 FINANCIAL ITEMS

- 8.1 **Treasurer’s Quarterly Investment Report** (Chief Financial Officer; Lauren Brant, Public Financial Management; Allison Kuane, Public Financial Management) ...294
An action item to receive and file the Quarterly Investment Report and Certification of Investments and Cash Flow Sufficiency.

- 8.2 **Board Member Compensation and Conference Attendance** (Chief Financial Officer)404
An informational item for the Board of Directors to provide direction to staff in regards to determining and managing the board conference attendance and budgeting process.

9.0 REPORTS/COMMENTS/OTHER BUSINESS

- 9.1 Staff Reports and Updates

- 9.2 Board Director Reports, Comments, Future Agenda Items, Recommendations, and Questions

10.0 ADJOURNMENT

The next Board meeting will be held June 26-27, 2024, at the SDRMA Administration Building, 1112 I Street, 3rd Floor, Earl Sayre Board Room Sacramento, CA 95814. Items to be discussed at this meeting include:

- FY 2024-25 Final Budget
- Legislative Report
- Member Withdrawal Report
- Insurance/Reinsurance Coverage Program Structure
- OPEB Review
- Annual Safety Awards Recipients

Posted on April 24, 2024



ADA Compliance: *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 Candice Richardson, at (800) 537-7790 or at crichardson@sdrma.org. Request must be made as early as possible.*