



Sandy Seifert-Raffelson, Board President

Robert Swan, Vice President
Jesse Claypool, Secretary
David Aranda, CSDM

Mike Scheafer
Timothy Unruh, CSDM
Thomas Wright

Special District Risk Management Authority
Regular Board Meeting

Wednesday, August 9, 2023
2:00 p.m.

Thursday, August 10, 2023
8:30 a.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

In compliance with AB361 this will be a hybrid virtual/in-person meeting in the SDRMA Board Room/Zoom as the State continues to recommend measures to promote social distancing.

Note: Meeting agendas are posted in accordance with the Ralph M. Brown Act. Govt. Code §54954.2 As amended by AB 361, Section 54953 (e)(3) allows local agencies to conduct meetings via teleconferencing during a proclaimed state of emergency or when state or local officials have recommended measures to promote social distancing, without complying with the requirement to identify all teleconference locations on the agenda, and without complying with the requirement that each location be accessible to the public. Section 54953 (b)(2) still 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.

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

- 3.1 **Approve** draft meeting minutes from the June 12, 2023 Special Board Meeting, June 21-22, 2023 Board Meeting, and July 18, 2023 Special Board Meeting (Board Clerk)
- 3.2 **Review** recent marketing activities (Chief Executive Officer)
- 3.3 **Ratify** payment of bills paid for the month of December 2022 (Chief Financial Officer)
- 3.4 **Receive and file** financial reports presented for the Property/Liability, Workers' Compensation, Health Benefits Programs and Joint/Common Allocated Operations (Chief Financial Officer)

- 3.5 **Receive and file** the Underwriting Status Quarterly report of the fourth quarter of 2022-23 (Chief Executive Officer)
- 3.6 **Adopt** Resolution 2023-13 Making Findings and Determinations under AB 361 for Continued Virtual Meetings (Chief Executive Officer)
- 3.7 **Review** Meeting, Conference, and Educational Schedules (Chief Executive Officer)

4.0 GENERAL BUSINESS ITEMS AND PRESENTATIONS

- 4.1 Recognition Staff Anniversaries (Board President)
- 4.2 Review communication and correspondence (Chief Executive Officer)
- 4.3 Review of Executive Summary of Training (Board President)

5.0 CSDA-RELATED ITEMS

- 5.1 **Review and discuss** CSDA business and activity (CSDA Chief Executive Officer)
- 5.2 **Review and discuss** Alliance Executive Council business and activity (CSDA Chief Executive Officer; Chief Executive Officer; AEC Members)
- 5.3 **Review and discuss** Special Leadership Foundation business and activity (CSDA Chief Executive Officer; Chief Executive Officer; SDLF Members)
- 5.4 **Review** of CSDA Committees Updates (Board President)

6.0 ADMINISTRATIVE ITEMS

6.1 **Subject: SDRG Captive Update**

Presenter: Brian Kelley, Chief Executive Officer

Recommendation: **Receive and file** SDRG Captive Update

6.2 **Subject: Employee Handbook Revisions**

Presenter: Allison Bateman, HR/Office Manager

Recommendation: **Approve** the recommended final revisions to the Employee Handbook

6.3 **Subject: Board of Directors Policy Manual**

Presenters: Brian Kelley, Chief Executive Officer

Recommendation: **Review and approve** revised SDRMA Board of Directors Policy Manual and Policy No. 2023-02 Policy of the Board of Directors Regarding Operations of the SDRMA Board.

6.4 **Subject: Revised Resolutions Designating CEO Brian Kelley**

Presenters: Brian Kelley, Chief Executive Officer

Recommendation: **Review and approve** the following:

- 1.) Resolution 2023-14 designating Brian Kelley as decision maker with PRISM
- 2.) Resolution 2023-15 naming Brian Kelley as SDRMA representative for AGRIP

7.0 **MEMBER ITEMS**

7.1 **Subject: Approval of Prospective Members into SDRMA Workers' Compensation and Property/Liability Programs**

Presenter: Wendy Tucker, Member Services Manager

Recommendation: None

7.2 **Subject: Quarterly Review of Risk Control Activities**

Presenter: Enriqueta (Henri) Castro, Risk Control Manager

Recommendation: **Receive and file** the status report regarding risk control efforts by SDRMA for the quarter ending June 30, 2023

7.3 **Subject: Quarterly Claims Review and Settlement Approval**

Presenter: Debbie Yokota, Chief Risk Officer

Recommendations: Staff recommends the following actions:

- 1) **Receive and file** the status report concerning claims activities for the quarter ending June 30, 2023; and
- 2) **Approve** claims settlements as presented in the status report

7.4 **Subject: Aggregate Stop-Loss Attachment Point & Corridor Quarterly Status Review**

Presenter: Debbie Yokota, Chief Risk Officer

Recommendation: **Receive and file** the Aggregate Stop-Loss Attachment Point and Corridor Quarterly Status Reports

Thursday, August 10, 2023 – 8:30 am

8.0 FINANCIAL ITEMS

8.1 **Subject: Treasurer’s Quarterly Investment Report**

Presenters: Lauren Brant, Managing Director, Public Financial Management
Allison Kaune, Senior Analyst, Public Financial Management
Matt Clutterbuck, Chief Financial Officer

Recommendation: **Receive and file** Investment Report, LAIF Statement, and Certification of Investments and Cash Flow Sufficiency

8.2 **Subject: Reinsurance and Risk Transfer Agreement**

Presenter: Brian Kelley, Chief Executive Officer

Recommendation: **Approve** the 2021-22, 2022-23 and 2023-24 Reinsurance Agreements for transferring risk to SDRG

8.3 **Subject: Adoption of FY 2023-24 Final Budget**

Presenter: Matt Clutterbuck, Chief Financial Officer

Recommendation: **Adopt** FY 2023-24 Final Budget that includes the capital outlay of \$150k for SDRMA office improvements

8.4 **Subject: Purchase Approval for Capital Outlay**

Presenter: Brian Kelley, Chief Executive Officer

Recommendation: **Approve** the purchase of office improvements not to exceed \$150k as approved in the FY 23-24 Final Budget, which includes replacing staff workplace cubicles and lobby furniture from one single source per Policy No. 2017-02 Purchasing Contracting Procedures.

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 November 1-2, 2023, 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:

- Financial Audit results
- Internal Control Policy review
- Actuarial projections
- Legislative Wrap-up
- 2024 Board Meeting Schedule
- Claims Audit
- Quarterly reports:
 - Underwriting
 - Claims status
 - Claims/Loss Prevention
 - Treasurer's Report

Posted on August 3, 2023



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.*