



Mike Scheafer, Board President

Sandy Seifert-Raffelson, Vice President
Bob Swan, Secretary
David Aranda, CSDM

Jean Bracy, CSDM
Tim Unruh, CSDM
Jesse Claypool

Special District Risk Management Authority
Regular Board Meeting

Wednesday, January 6, 2021
1:00 p.m.

Thursday, January 7, 2021
8:00 a.m.

Held Remotely Via Zoom
Phone: (669) 900-9128
Meeting ID: 562 012 1037
Password: 875411

This Virtual Meeting is held pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 that directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still satisfying state transparency requirements. Executive Order N-33-20, prohibits people from leaving their homes or places of residence except to access necessary supplies and services or to engage in specified critical infrastructure employment.

Note: Pursuant to the Brown Act, Section 54953(b)(2). Section (b) (2) 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. The meeting is being held solely by remote means and will be made accessible to members of the public seeking to attend and address the Board solely through the phone number set forth above, except that 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 make arrangements for such reasonable accommodations: Ashley Flores, Board Clerk, (916) 231-4132 or aflores@sdrma.org

AGENDA

1.0 CALL MEETING TO ORDER

- 1.1 Roll Call
- 1.2 Approval of Agenda (Board President)

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 ADMINISTRATIVE ITEMS AND PRESENTATIONS

- 3.1 Recognition Staff Anniversaries (Board President)
- 3.2 Review Meeting, Conference, and Educational Schedules (Chief Executive Officer)
- 3.3 Review communication and correspondence (Chief Executive Officer)
- 3.4 Review of Executive Summary of Training (Board President)

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

- 4.1 **Approve** draft minutes for the following Board Meetings (Board Clerk):
 - October 22, 2020 Special Board Meeting
 - October 30, 2020 Special Board Meeting
 - November 5-6, 2020 Board Meeting
 - November 17, 2020 Special Board Meeting
 - December 10, 2020 Special Board Meeting
- 4.2 **Review** recent marketing activities (Chief Member Services Officer)
- 4.3 **Ratify** payment of bills paid for the months of October and November 2020 (Finance Manager)
- 4.4 **Receive and file** financial reports presented for the Property/Liability, Workers' Compensation, Health Benefits Programs and Joint/Common Allocated Operations (Finance Manager)

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)

6.0 BOARD ITEMS

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

Presenter: Ellen Doughty, Chief Member Services Officer

Recommendation: **Approve** admission of new members into the following programs:

- Workers' Compensation: None
- Property/Liability:
 - Ventura County Transportation Commission
 - Feather River West Levee Financing Authority

- 6.2 **Subject: FY 2021-22 rate scenario review**

Presenter: Laura Gill, Chief Executive Officer

Recommendation: **Receive and File** the rate scenarios for the Workers' Compensation and Property/Liability Programs and provide direction as appropriate

- 6.3 **Subject: Records Retention Policy with Proposed Revisions**

Presenter: Laura Gill, Chief Executive Officer
Ashley Flores, Management Analyst

Recommendation: **Approve** the Board's Record Retention and Destruction Policy No. 2021-01, with the changes as presented

6.4 **Subject: Employee Handbook Revisions**

Presenter: Laura Gill, Chief Executive Officer

Recommendation: **Approve** the recommended revisions to the Board Policies contained in the SDRMA's employee handbook

6.5 **Subject: Board of Directors Election Policy No. 2021-01 & 2021 Election Schedule**

Presenter: C. Paul Frydendal, Chief Operating Officer

Recommendation: **Approve** the Board of Directors New Election Policy No. 2021-01 and the 2021 Election Schedule

6.6 **Subject: Election of 2021 Board Officers**

Presenter: C. Paul Frydendal, Chief Operating Officer

Recommendation: **Approve** election of 2020 Board Officers

7.0 **TIMED ITEMS**

(This section will include presentations with a specific day and time for specific speakers: consultants, brokers, legislative director, coverage counsel, etc.)

Wednesday, January 6 – 1:00 pm

7.1 **Subject: Request for Presentation - Clark Bros., Inc.**

Presenter: Laura Gill, Chief Executive Officer

Recommendation: This item is for information-discussion only

7.2 **Subject: CAJPA Accreditation Final Report and Presentation**

Presenter: Laura Gill, Chief Executive Officer

Recommendation: **Receive and file** the California Association of Joint Powers Authorities (CAJPA) final accreditation report dated November 17, 2020

Wednesday, January 6 – 3:00 pm

7.3 Subject: Captive Formation Items

Presenter: C. Paul Frydendal, Chief Operating Officer

Recommendations:

- **Approve** a name for SDRMA's captive
- **Confirm** the captive's purpose as placing the Workers' Compensation Program on a go-forward basis beginning July 1, 2021
- Provide direction to staff on the composition of the captive Board

8.0 OPPORTUNITY FOR PUBLIC TO ADDRESS CLOSED SESSION MATTERS

9.0 CLOSED SESSION

9.1 Conference with Legal Counsel Government Code Section 54956.9(d)(2): one case

10.0 ANNOUNCEMENT OF REPORTABLE ACTION IN CLOSED SESSION

11.0 REPORTS/COMMENTS/OTHER BUSINESS

7.1 Staff Reports and Updates

7.2 Board Director Reports, Comments, Future Agenda Items, Recommendations, and Questions

12.0 ADJOURNMENT

The next Board meeting will be held February 10-11, 2021 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:

- Board committee assignments
- FY 2021-22 rate scenario review
- CIP criteria
- Strategic Plan progress report
- Longevity distributions
- Quarterly reports:
 - Underwriting
 - Claims status
 - Claims/Loss Prevention
 - Treasurer's Report

Posted on December 31, 2020



Ashley Flores, Clerk of the Board

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 Ashley Flores, Clerk of the Board, at (800) 537-7790 or at aflores@sdrma.org. Request must be made as early as possible.*