



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, January 17, 2024
3:00 p.m.

Thursday, January 18, 2024
8:00 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

*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.*

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 Administer Oath of Office to Directors (Chief Executive Officer) 15
Directors Sandy Seifert-Raffelson, Robert Swan, Jesse Claypool, Mike Scheafer, and Tim Unruh will simultaneously recite the Oath of Office

1.3 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 Regular Board meeting on November 1-2, 2023 and Special Board meeting on November 30, 2023 (Board Clerk) 23

3.2 **Review** recent marketing activities and communication updates (Chief Executive Officer)44

3.3 **Ratify** payment of bills paid for the months of October, November and December 2023 (Chief Financial Officer)64

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)	80
3.5	Adopt Board Resolution 2024-01 Amending the Conflict of Interest Code Pursuant to the Political Reform Act of 1974 (Board Clerk)	108
4.0	GENERAL BUSINESS ITEMS AND PRESENTATIONS	
4.1	Recognition Staff Anniversaries (Chief Executive Officer)	124
4.2	Review Meeting, Conference, and Educational Schedules (Board President) ...	125
4.3	Review of Executive Summary of Training (Board President)	130
5.0	CSDA-RELATED ITEMS	
5.1	Review and discuss CSDA business and activity (CSDA Chief Executive Officer)	131
5.2	Review and discuss Alliance Executive Council business and activity (CSDA Chief Executive Officer; AEC Members)	147
5.3	Review and discuss Special Leadership Foundation business and activity (CSDA Chief Executive Officer; SDLF Members)	154
5.4	Review of CSDA Committees Updates (Board President)	161
6.0	ADMINISTRATIVE ITEMS	
6.1	SDRMA Office Updates (Chief Executive Officer)	163
	<i>An informational report regarding updates to the SDRMA office</i>	
6.2	Update on Health Benefits Strategy Meeting (Chief Executive Officer)	165
	<i>An informational report regarding the Health Benefits Strategy Meeting</i>	
7.0	MEMBER ITEMS	

- 7.1 **Update on the 2024-25 Workers' Compensation and Property/Liability Renewal Process** (Member Services Manager) 167
An informational report regarding an update on changes to the underwriting and renewal process
- 7.2 **Approval of Prospective Members into SDRMA Workers' Compensation and Property/Liability Programs** (Member Services Manager) 168
An action item to approve admission of new members into the following programs: None
- 7.3 **Board Policy and Resolution Review and Revisions** (Member Services Manager) 169
An action to repeal the following Board Policies:
- Board Policy No. 2008-08 – Procedures for Defense of SDRMA and Members
 - Board Policy No. 2019-02 – New Drivers Policy
- An action to approve the following Board Policies:*
- Board Policy No. 2024-01 (formerly 2021-09) – Governing Annual Trending of Scheduled Property
 - Board Policy No. 2024-02 (formerly 2022-10) – Establishing Underwriting Standards
- An action to repeal the following Board Resolutions:*
- Board Resolution No. 2019-05 – Proclaiming the Week of September 22, 2019 to September 28, 2019 As Special Districts Week
- 7.4 **Workers' Compensation Claims Administration** (Chief Risk Officer) 185
An action item for the Board to direct staff on continuing to contract with a TPA for the Workers' Compensation Claims administration or to bring the administration of workers' compensation claims in-house. If the Board decides to begin self-administration of the Workers' Compensation Claims, the Board should provide direction to staff as to the timing of the notice to Intercare

Thursday, January 18 – 8:00 am

8.0 FINANCIAL ITEMS

- 8.1 **Intacct Accounting Software Contract Approval** (Chief Financial Officer) 189
An action item to approve Master Service Agreement from CLA for the amount not-to-exceed \$50,000 and CLA work order schedule for approximately \$33,000 to be recorded annually

- 8.2 **Compensation Structure** (Chief Executive Officer) 212
An action item to approve the recommended change to the compensation structure effective February 1, 2024
- 8.3 **Board Member Compensation** (Chief Executive Officer) 215
A policy matter for the Board of Directors consideration

9.0 BOARD ITEMS

- 9.1 **Proposed Revisions to the 2025 Election Process** (Chief Executive Officer) 217
An action item to review and approve the proposed changes to the 2025 Board Election Process. If approved, staff will bring forward the Election policy and the SDRMA Bylaws for further changes.
- 9.2 **Filling of Board Vacancy** (Chief Executive Officer) 220
An action to direct staff in regards to the filling of a vacancy on the Board of Directors
- 9.3 **Election of 2024 Board Officers** (Chief Executive Officer) 225
An action to approve the election of the Board President, Vice-President and Secretary to serve for the 2024 calendar year

10.0 OPPORTUNITY FOR PUBLIC TO ADDRESS CLOSED SESSION MATTERS

11.0 CLOSED SESSION

- 11.1 **Public Employee Performance Evaluation Pursuant to Government Code Section 54957**
Title: Chief Executive Officer

12.0 ANNOUNCEMENT OF REPORTABLE ACTION IN CLOSED SESSION

13.0 REPORTS/COMMENTS/OTHER BUSINESS

- 13.1 Staff Reports and Updates
- 13.2 Board Director Reports, Comments, Future Agenda Items, Recommendations, and Questions

14.0 ADJOURNMENT

The next Board meeting will be held February 7-8, 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:

- Board Committee Assignments
- FY 2023-24 Cost-of-Living Adjustment
- Board Member Compensation
- Update: FY 2024-25 Rate Review
- 2024 Credit Incentive Program Criteria
- Longevity Distributions
- Reinsurer/Excess Renewal Update
- Quarterly Reports:
 - Underwriting
 - Claims Status
 - Risk Control Activities
 - Treasurer's Report

Posted on January 10, 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.*