



Executive Management Team Meeting
Tuesday, September 27th, 2016 ~ 11:00 A.M.
Fort Washington C.C., Fresno, CA

CRMA I

President: Kelly Porterfield
Vice President: Jim Allen
Secretary: Kate Knutson
Treasurer: Janelle Mehling



AGENDA
Executive Management Team Meeting
Tuesday, September 27th, 2016 – 11:00 A.M.
Fort Washington C.C., Fresno, CA

President: Kelly Porterfield
 Vice President: Jim Allen
 Secretary: Kate Knutson
 Treasurer: Janelle Mehling

Any individual with a disability who requires reasonable accommodation to attend or participate in a meeting may request assistance by contacting the CRMA Office, 1430 W. Herndon Ave, Fresno, CA 93711, Telephone (559) 476-2999.

Any writings or documents that are public records and are provided to a majority of the Executive Management Team regarding an open session item on this agenda will be made available for public inspection at the time they are distributed to a majority of the governing board at the following location: CRMA Office, 1430 W. Herndon Ave, Fresno, CA 93711 and the documents will be posted on the CRMA website at www.crma-jpa.org

CRMA I

I. OPENING BUSINESS

A. Call to order at _____ a.m. /p.m.

B. Roll Call: Executive Management Team

- | | | | |
|---|-------|--|-------|
| <input type="checkbox"/> Darren Sylvia | CUSD | <input type="checkbox"/> Janelle Mehling | SUSD |
| <input type="checkbox"/> Kate Knutson | CUHSD | <input type="checkbox"/> James Bushman | UHS |
| <input type="checkbox"/> Jim Allen | CHUSD | <input type="checkbox"/> Kelly Porterfield | CUSD |
| <input type="checkbox"/> Andrew Alvarado | GVUSD | <input type="checkbox"/> Jim Sargent | YUSD |
| <input type="checkbox"/> Kent Albertson | MUSD | <input type="checkbox"/> LeAnn Nowlin | GPUSD |
| <input type="checkbox"/> Eduardo Martinez | SUSD | | |

Treasurer: Janelle Mehling

Administration: Alan Caeton Larry Chow Nick Kovacevich
 Brett Caeton Debbie Smith Carmen Urena
 Lisa Perez

C. Discussion and Approval of Agenda and any additions and/or deletions thereof.

D. Discussion and Approval of Minutes of the May 25, 2016 EMT Meeting. (Attachment A)

II. COMMUNICATIONS FROM THE PUBLIC

A maximum of 30 minutes total is set aside for persons wishing to address the Executive Management Team on any item not on the agenda. If you wish to address the Executive Management Team on an agenda item, please do so when that item is called. A maximum of three (3) minutes may be allowed. Items requiring lengthy discussion may, at the Executive Management Team's discretion, be scheduled as a specific agenda item at future meetings. Speakers are requested to state their name and to address comments to the Executive Management Team. The Executive Management Team is governed by the Brown Act and legally can only briefly respond to public comments but take no action except on items scheduled on the agenda.

III. DISCUSSION AND ACTION ITEMS

- A. Discussion and Approval Financial Report (Alan Caeton). (Attachment B)
- B. Discussion and Approval of Actuarial Draft Report ending June 30, 2016. (Handout)

IV. INFORMATION ONLY ITEMS

- A. Discussion and Update on developing a Memorandum of Coverage for Liability Coverages. Create a committee for Memorandum of Coverage for Liability Coverages. (Alan Caeton)
- B. 10 Year Claims Review presented by Alan Caeton as of 08-31-16 (Handout)

V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

Persons wishing to address the Executive Management Team on any closed session item may do so at this time. Speakers are requested to state their name and to address comments to the Executive Management Team. The Executive Management Team is governed by the Brown Act and may briefly respond to public comments but take no action except on items scheduled on the agenda. A maximum of 10 minutes total is set aside for public comment on closed session items.

VI. CLOSED SESSION (Personnel/Negotiations/Claims/Litigation)

- A. Liability Claims
 - i. **RMA-000990**
 - ii. **RMA-001235**
 - iii. **RMA-001382**

VII. RECONVENE IN OPEN SESSION

- A. Adjourn Closed Session and Reconvene Open Session
- B. Report Action Taken in Closed Session

VIII. ADVANCED PLANNING

- A. Next **EMT Meeting** is scheduled for:

<u>Fort Washington C.C.</u>	<u>January 18th, 2017 at 11:00 a.m.</u>
Location	Date & Time

IX. ADJOURNMENT

ATTACHMENT

A



MINUTES
EXECUTIVE MANAGEMENT TEAM
May 25th,2016 11:00 A.M.

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ITEM #1 CALL TO ORDER

The meeting was called to order by Executive Management Team Member Andy Alvarado, at 11:44 am on Wednesday, May 25th,2016 At the Fort Washington Country Club.

ROLL CALL:

Executive Management Team in Attendance: Andy Alvarado, Kate Knutson, Janelle Mehling, Kent Albertson, Darren Sylvia, and Leonard Kahn

Members Absent: Kelly Porterfield, Tim McConnico, and Jim Allen

Administration: Alan Caeton, Brett Caeton Larry Chow, Nick Kovacevich and Lisa Perez

Others in Attendance: James Bushman, Ron Seals and Loren York

ITEM #2 DISCUSSION AND APPROVAL OF AGENDA AND ANY ADDITIONS AND/OR DELETIONS THEREOF:

It was moved by Kent Albertson, seconded by Darren Sylvia and unanimously carried to approve to amend item #11 Agenda on the agenda.

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

It was moved by Leonard Kahn, seconded by Kate Knutson and unanimously carried to approve the Agenda as amended.

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

ITEM #3 DISCUSSION AND APPROVAL OF MINUTES OF PREVIOUS MEETING

It was then moved by Kent Albertson, seconded by Darren Sylvia and carried to approve the Minutes of the March 16th,2016 EMT meeting.

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

ITEM #4 DISCUSSION AND APPROVAL OF FINANCIAL REPORT

The Administrator, Alan Caeton, presented the financial report for the period ending April 30th, 2016 for the JPA. It was moved by Janelle Mehling, seconded by Kent Albertson and carried to approve the financial report as presented.

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

ITEM #5 DISCUSSION AND PROPOSAL TO HAVE ROUNDTABLE REGARDING SB707

The Administrator discussed having a roundtable regarding the new law SB707 regarding Guns on Campus. There was enough interest to have a round table so dates will be sent out to determine when the roundtable will be held.

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

ITEM#6 DISCUSSION AND APPROVAL OF ADDING SANGER UNIFIED SCHOOL DISTRICT AS A NEW MEMBER

It was moved by Kent Albertson, seconded by Darren Sylvia and was unanimously carried to approve adding Sanger Unified School District as a member.

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

ITEM #7 DISCUSSION AND APPROVAL OF SUBCOMMITTEE REPORT TO ADD GOLDEN PLAINS UNIFIED SCHOOL DISTRICT

It was moved by Janelle Mehling, seconded by Kent Albertson and was unanimously carried to approve adding Golden Plains Unified School District as a member.

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

ITEM#8 DISCUSSION AND APPROVAL OF 2016-2017 PROPOSED BUDGET AND CONTRIBUTIONS

It was moved by Leonard Kahn, seconded by Kent Albertson and was unanimously carried to approve the 2016-2017 Proposed Budget and Contributions

CRMA I

EMT Meeting Minutes

May 25th, 2016

Page 3 of 4

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

ITEM#9 DISCUSSION OF SOCIAL ENGINEERING LOSS COVERAGE AND LIABILITY COVERAGE FOR DRONES AND APPROVAL TO CONSIDER A LIABILITY MEMORANDUM OF COVERAGE FOR 2016-2017

It was moved by Darren Sylvia, seconded by Leonard Kahn and was unanimously carried to explore the addition of this type of coverage.

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

ITEM #10 DISCUSSION AND REVIEW OF CHOICES COMPLIANCE SOLUTIONS PRICING FOR 2016-2018

The Administrator, Alan Caeton discussed the pricing for 2016-2018

ITEM #11 DISCUSSION AND RECOMMENDATION TO AMEND THE BYLAWS SECTION 4A&B TO INCREASE EMT FROM 9 TO 11 MEMBERS

It was moved by Kent Albertson, seconded by Janelle Mehling and was unanimously carried to recommend that the full Board amend the bylaws section 4A & B to increase EMT from 9 to 11 Members

Ayes: 6 Noes: 0 Absent: 3 Abstain: 0

ITEM#12 RECESS OPEN SESSION AND CONVENE CLOSED SESSION

The open session reconvened at 12:32 p.m.

ITEM#13 ADJOURN CLOSED SESSION AND CONVENE OPEN SESSION

The open session reconvened at 12:58 p.m.

ITEM#14 REPORT OUT DECISIONS MADE IN CLOSED

The EMT members motion was to approve RMA -001089 Coalinga USD in the amount of \$77,500 the It was moved by Darren Sylvia seconded by Kent Albertson and unanimously carried to approve payment for claim RMA-001089

CRMA I

EMT Meeting Minutes

May 25th, 2016

Page 4 of 4

It was moved by Janelle Mehling and seconded by Kate Knutson to table payment for RMA -000990 Madera USD in the amount of \$10,000 & \$3,020 for the administrator to submit payment to the excess carrier

15. Reminder that the next **Board of Director's Meeting** is scheduled for:

<u>Fort Washington C.C.</u>	<u>June 14th, 2016 at 10:30 a.m.</u>
Location	Date & Time

16. **Scheduled dates for the next 2016-2017 EMT Meetings:**

1st Quarter – September 13th, 2016

2nd Quarter- January 18th, 2017

3rd Quarter- March 22nd, 2017

4th Quarter- May 11th, 2017

Board of Directors Meeting – June 13th, 2017

<u>Fort Washington C.C.</u>	<u>September 13th, 2016 at 10:00 a.m.</u>
Location	Date & Time

ITEM #17 ADJOURNMENT OF MEETING

It was moved by Janelle Mehling and seconded by Kate Knutson to adjourn the meeting at 12:59 P.m.

**ATTACHMENT
B**

California Risk Management Authority I

Balance Sheet

As of August 31, 2016

Accrual Basis

	<u>Aug 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
9009 · Central Valley Community Bank	2,699,603.92
9017 · CD 011400729	823,222.90
9020 · CBB CD 359905200	<u>505,738.11</u>
Total Checking/Savings	4,028,564.93
Accounts Receivable	
1200 · *Accounts Receivable	<u>576,849.48</u>
Total Accounts Receivable	576,849.48
Other Current Assets	
1300 · Accrued Interest Receivable	3,990.22
9022 · Citizens Trust	<u>964,387.41</u>
Total Other Current Assets	<u>968,377.63</u>
Total Current Assets	<u>5,573,792.04</u>
TOTAL ASSETS	<u><u>5,573,792.04</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
9590 · Unpaid claims & expense	1,174,683.11
Total Long Term Liabilities	<u>1,174,683.11</u>
Total Liabilities	1,174,683.11
Equity	
1110 · Beginning Period Net Assets	2,375,947.99
Net Income	<u>2,023,160.94</u>
Total Equity	<u>4,399,108.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,573,792.04</u></u>

California Risk Management Authority I

Profit & Loss

July through August 2016

Accrual Basis

	<u>Jul - Aug 16</u>
Ordinary Income/Expense	
Income	
5401-1 · Alview-Dairyland	20,485.74
5402-1 · Bass Lake	49,646.02
5403-1 · Big Creek	13,730.32
5404-1 · Burrel	6,750.94
5405-1 · Chawanakee	81,075.24
5406-1 · Chowchilla High	64,078.59
5407-1 · Coalinga	248,729.66
5409-1 · Madera	813,719.30
5410-1 · Mariposa	123,202.08
5411-1 · Pine Ridge	10,504.88
5412-1 · Raymond	6,914.73
5413-1 · Sierra Unified	125,875.96
5415-1 · Yosemite	114,219.24
5416-1 · Golden Valley	110,289.50
5418-1 · University High	27,313.12
5420-1 · Sherman Thomas Charter	7,896.39
5421-1 · Corcoran Unified	181,786.72
5422-1 · Western Sierra	11,222.30
5423-1 · Central Unified School District	758,998.71
5424-1 · Yosemite Wawona Elementary ...	1,527.65
5425-1 · Golden Plains	138,367.43
5426-1 · Sanger Unified	559,859.53
5808-1 · Tablet Insurance Program	
District Billing	159,909.94
Total 5808-1 · Tablet Insurance Program	<u>159,909.94</u>
Total Income	<u>3,636,103.99</u>
Gross Profit	3,636,103.99
Expense	
5001-1 · Travel and Conference	996.34
5002-1 · Memberships / Subscriptions	300.00
5500-1 · Claims	72,751.39
5500.1 · Claims Liability Adjustment	68,090.07
5501-1 · Tablet Claims	9,704.75
5503-1 · Property / Liability	1,195,721.52
5504-1 · Excess P & L Insurance	178,151.00
5809-1 · DOT	1,050.00
5820-1 · Administrative Services	76,000.00
5822-1 · Tablet Insurance Administration	10,500.00
5827-1 · Safety Training	1,055.00
5840-1 · Legal	379.50
5860-1 · Web Site & Training Modules	423.10
Total Expense	<u>1,615,122.67</u>
Net Ordinary Income	2,020,981.32
Other Income/Expense	
Other Income	
5000-1 · Interest Income	
CBB	231.74
CVCB	1,947.88
Total 5000-1 · Interest Income	<u>2,179.62</u>
Total Other Income	<u>2,179.62</u>
Net Other Income	2,179.62
Net Income	<u><u>2,023,160.94</u></u>

California Risk Management Authority I
Profit & Loss Budget vs. Actual
July 2016 through June 2017

Accrual Basis

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5401-1 · Alview-Dairyland	20,485.74	20,485.74	0.00	100.0%
5402-1 · Bass Lake	49,646.02	49,646.02	0.00	100.0%
5403-1 · Big Creek	13,730.32	13,730.32	0.00	100.0%
5404-1 · Burrel	6,750.94	6,750.94	0.00	100.0%
5405-1 · Chawanakee	81,075.24	81,075.24	0.00	100.0%
5406-1 · Chowchilla High	64,078.59	64,078.59	0.00	100.0%
5407-1 · Coalinga	248,729.66	248,729.66	0.00	100.0%
5409-1 · Madera	813,719.30	813,719.30	0.00	100.0%
5410-1 · Mariposa	123,202.08	123,202.08	0.00	100.0%
5411-1 · Pine Ridge	10,504.88	10,504.88	0.00	100.0%
5412-1 · Raymond	6,914.73	6,914.73	0.00	100.0%
5413-1 · Sierra Unified	125,875.96	125,875.96	0.00	100.0%
5415-1 · Yosemite	114,219.24	114,219.24	0.00	100.0%
5416-1 · Golden Valley	110,289.50	110,289.50	0.00	100.0%
5418-1 · University High	27,313.12	27,313.12	0.00	100.0%
5420-1 · Sherman Thomas Charter	7,896.39	7,896.39	0.00	100.0%
5421-1 · Corcoran Unified	181,786.72	181,786.72	0.00	100.0%
5422-1 · Western Sierra	11,222.30	11,222.30	0.00	100.0%
5423-1 · Central Unified School District	758,998.71	758,998.71	0.00	100.0%
5424-1 · Yosemite Wawona Elementar...	1,527.65	1,527.65	0.00	100.0%
5425-1 · Golden Plains	138,367.43	138,367.43	0.00	100.0%
5426-1 · Sanger Unified	559,859.53	559,859.53	0.00	100.0%
5808-1 · Tablet Insurance Program				
District Billing	159,909.94	0.00	159,909.94	100.0%
Insurance Proceeds	0.00	0.00	0.00	0.0%
Total 5808-1 · Tablet Insurance Program	159,909.94	0.00	159,909.94	100.0%
Total Income	3,636,103.99	3,476,194.05	159,909.94	104.6%
Gross Profit	3,636,103.99	3,476,194.05	159,909.94	104.6%
Expense				
5001-1 · Travel and Conference	996.34	8,500.00	-7,503.66	11.7%
5002-1 · Memberships / Subscriptions	300.00	1,250.00	-950.00	24.0%
5023-1 · Tablet Insurance	0.00	0.00	0.00	0.0%
5500-1 · Claims	20,120.50	1,557,609.29	-1,537,488.79	1.3%
5500-1 · Claims Liability Adjustment	68,090.07	0.00	68,090.07	100.0%
5501-1 · Tablet Claims	9,704.75	0.00	9,704.75	100.0%
5503-1 · Property / Liability	1,195,721.52	1,241,587.46	-45,865.94	96.3%
5504-1 · Excess P & L Insurance	178,151.00	179,076.99	-925.99	99.5%
5809-1 · DOT	1,050.00	2,500.00	-1,450.00	42.0%
5810-1 · Treasurer's fee	0.00	0.00	0.00	0.0%
5820-1 · Administrative Services	114,000.00	456,000.00	-342,000.00	25.0%
5822-1 · Tablet Insurance Administration	10,500.00	0.00	10,500.00	100.0%
5826-1 · Building Appraisals	0.00	2,500.00	-2,500.00	0.0%
5827-1 · Safety Training	1,055.00	10,000.00	-8,945.00	10.6%
5830-1 · Audit, General	0.00	9,500.00	-9,500.00	0.0%
5840-1 · Legal	379.50	7,500.00	-7,120.50	5.1%
5850-1 · Actuarial Report	0.00	3,500.00	-3,500.00	0.0%
5851-1 · Opacity	0.00	2,000.00	-2,000.00	0.0%
5855-1 · Claims Audit	0.00	1,000.00	-1,000.00	0.0%
5860-1 · Web Site & Training Modules	423.10	4,000.00	-3,576.90	10.6%
5875-1 · Roundtable	0.00	5,000.00	-5,000.00	0.0%
6561-1 · We Tip	0.00	2,640.28	-2,640.28	0.0%
Total Expense	1,600,491.78	3,494,164.02	-1,893,672.24	45.8%
Net Ordinary Income	2,035,612.21	-17,969.97	2,053,582.18	-11,327.9%
Other Income/Expense				
Other Income				
5000-1 · Interest Income				
CBB	231.74	0.00	231.74	100.0%
CVCB	1,947.88	0.00	1,947.88	100.0%
5000-1 · Interest Income - Other	0.00	30,000.00	-30,000.00	0.0%
Total 5000-1 · Interest Income	2,179.62	30,000.00	-27,820.38	7.3%

California Risk Management Authority I
 Profit & Loss Budget vs. Actual
 July 2016 through June 2017

Accrual Basis

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Total Other Income	2,179.62	30,000.00	-27,820.38	7.3%
Net Other Income	2,179.62	30,000.00	-27,820.38	7.3%
Net Income	<u>2,037,791.83</u>	<u>12,030.03</u>	<u>2,025,761.80</u>	<u>16,939.2%</u>