



AGENDA
Executive Management Team Meeting
Wednesday, January 18th, 2017 - 10:00 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 II

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"/> Nathan Rose | PRES |
| <input type="checkbox"/> Jim Allen | CHUSD | <input type="checkbox"/> Kelly Porterfield | CUSD |
| <input type="checkbox"/> Andrew Alvarado | GVUSD | <input type="checkbox"/> Leonard Kahn | 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.

AGENDA
CRMA II-EMT MEETING
January 18th, 2017
Page 2 of 2

III.

DISCUSSION AND ACTION ITEMS

- A. Discussion and Approval Financial Report. (Attachment B)
- B. Discussion and Approval of Final Actuarial Report ending June 30, 2016. (PDF Attachment)
- C. Discussion and Approval of 2015-2016 Financial Statements and Independent Auditor's Report. (Handout)
- D. Discussion and Review of 2015-2016 JPA Annual Report.

IV. INFORMATION ONLY ITEMS

- A. Claims Review presented by Larry Chow/ Nick Kovacevich/Brett Caeton. (Handout)
- B. Discussion and update of Risk Management Services. (Larry Chow)

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)

VII. RECONVENE IN OPEN SESSION

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

VIII. ADVANCED PLANNING

- A. The next **EMT Meeting** is scheduled for:

Fort Washington C.C.

Location

March 22nd, 2017 at 10:00 a.m.

Date & Time

IX. ADJOURNMENT



MINUTES
Executive Management Team Meeting
September 27th, 2016 10:00 a.m.

CRMA II

I. OPENING BUSINESS

A. CALL PUBLIC SESSION TO ORDER

The meeting was called to order at 10:02 am by Mr. Kelly Porterfield, President.

B. ROLL CALL:

Executive Management Team:

Kelly Porterfield, Jim Allen, Kate Knutson, Darren Sylvia, Kent Albertson, Kevin Edwards, Leonard Kahn, Nathan Rose, Andy Alvarado, and LeAnn Nowlin

Administration:

Alan Caeton, Brett Caeton, Larry Chow, Nick Kovacevich, Debbie Smith, Lisa Perez and Carmen Urena

Other Members in Attendance:

Emily Anderson, Charlotte Kelsey and James Bushman

Members Absent:

Janelle Mehling

- C.** Discussion and Approval of Agenda. The board moved to approve the agenda as presented.

Motion: Andy Alvarado **Seconded:** James Bushman

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

- D.** Discussion and Approval of Minutes of the May 25th, 2016 EMT Meeting. The board moved to approve the minutes of previous meeting.

Motion: Andy Alvarado **Seconded:** Jim Allen

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

II. COMMUNICATIONS FROM THE PUBLIC:

NONE

III. DISCUSSION AND ACTION ITEMS:

- A.** **Discussion and Approval of Financial Report as of August 31st, 2016)** The board moved to approve the financial report as presented.

Motion: James Bushman **Seconded:** Darren Sylvia

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

- B.** **Discussion and Approval of Actuarial Draft Report ending June 30th, 2016)** The board moved to approve the actuarial draft report as presented.

Motion: James Bushman **Seconded:** Andy Alvarado

Vote: (Ayes 10, Noes 0, Absent 1, Abstain 0)

IV. INFORMATION ONLY ITEMS

- A. Larry Chow discussed the current status on worker's compensation claims and the 10-year history Indemnity and Litigated worker's compensation claims.
- B. The Administrator discussed with the EMT members that the JPA is in compliance with the state.

V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

- A. ACTION ITEM:
None

**VI. CLOSED SESSION
THERE WERE NO ITEMS FOR CLOSED SESSION**

**VII. RECONVENE IN OPEN SESSION
NONE**

VIII. ADVANCED PLANNING

- A. Next Regular meeting date: January 18th, 2017 @11:00 A.M.

IX. ADJOURNMENT - The meeting was adjourned at 10:31 a.m.

California Risk Management Authority II
Balance Sheet
 As of December 31, 2016

Accrual Basis

	Dec 31, 16
ASSETS	
Current Assets	
Checking/Savings	
9009 · CVCB Money Market	4,868,752.46
9010 · Central Valley Community Bank	114.98
9016 · CD 011400583	1,029,936.41
9022 · CBB CD 359905243	1,083,374.16
9025 · Citizens CD's	2,000,000.00
Total Checking/Savings	8,982,178.01
Accounts Receivable	
1200 · *Accounts Receivable	401,396.02
Total Accounts Receivable	401,396.02
Other Current Assets	
1300 · Accrued Interest Receivable	28,322.91
9024 · Citizens Trust	6,894,844.94
9250 · Trust Account Intercare	269,416.36
Total Other Current Assets	7,192,584.21
Total Current Assets	16,576,158.24
TOTAL ASSETS	16,576,158.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	8,385.00
Total Accounts Payable	8,385.00
Total Current Liabilities	8,385.00
Long Term Liabilities	
9590 · Unpaid claims & expense	8,298,924.14
Total Long Term Liabilities	8,298,924.14
Total Liabilities	8,307,309.14
Equity	
3900 · Beginning Period Net Assets	7,420,815.53
Net Income	848,033.57
Total Equity	8,268,849.10
TOTAL LIABILITIES & EQUITY	16,576,158.24

California Risk Management Authority II Profit & Loss

Accrual Basis

July through December 2016

	Jul - Dec 16
Ordinary Income/Expense	
Income	
5306-2 · Chawanakee USD	57,275.00
5403-2 · Big Creek	5,658.00
5406-2 · Chowchilla Union High	64,337.00
5407-2 · Coalinga	240,950.50
5409-2 · Madera	908,740.50
5410-2 · Mariposa	102,903.00
5411-2 · Pine Ridge	9,202.00
5412-2 · Raymond	4,806.50
5413-2 · Sierra Unified	80,415.00
5416-2 · Golden Valley	89,632.00
5418-2 · University High	19,361.44
5420-2 · Sherman Thomas Charter	9,594.00
5421-2 · Burrel Union Elementary	6,208.50
5422-2 · Central Unified SD	781,476.00
5423-2 · Yosemite Unified School Distric	92,584.00
5424-2 · Yosemite - Wawona	697.00
5425-2 · Sanger Unified School District	630,970.00
5426-2 · Golden Plains USD	170,018.50
Total Income	3,274,828.94
Expense	
5001-2 · Travel & Conference	2,371.92
5002-2 · Memberships / Subscriptions	75.00
5500-2 · Claims	
5500.1 · Claim Liability Adjustment	87,924.14
5500.2 · Company Nurse	28,475.00
5500-2 · Claims - Other	1,349,048.43
Total 5500-2 · Claims	1,465,447.57
5501-2 · W/C Premium	474,609.00
5502-2 · Brokers Fee	60,000.00
5503-2 · State Assessment	39,514.66
5505-2 · Insurance - TPA	107,672.58
5820-2 · Administrative Services	266,000.00
5827-2 · Safety Training	1,855.93
5830-2 · Audit, General	9,500.00
5831-2 · Safety Rewards Program	1,175.00
5832-2 · MPN Maintenance	1,000.00
5845-2 · Post Injury - FFD Exams	8,550.00
5846-2 · Office Expense	0.00
5850-2 · Actuarial Audit	4,750.00
5860-2 · Web Site & Training Modules	494.37
5875-2 · Roundtable	128.93
6561-2 · WeTip	2,500.00
Total Expense	2,445,644.96
Net Ordinary Income	829,183.98
Other Income/Expense	
Other Income	
5400-2 · Interest Income	
CBB	1,519.52
CVCB	17,330.07
Total 5400-2 · Interest Income	18,849.59
Total Other Income	18,849.59
Net Other Income	18,849.59
Net Income	848,033.57

California Risk Management Authority II
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				
5306-2 · Chawanakee USD	57,275.00	114,550.00	-57,275.00	50.0%
5403-2 · Big Creek	5,658.00	11,316.00	-5,658.00	50.0%
5406-2 · Chowchilla Union High	64,337.00	128,674.00	-64,337.00	50.0%
5407-2 · Coalinga	240,950.50	481,901.00	-240,950.50	50.0%
5409-2 · Madera	908,740.50	1,817,481.00	-908,740.50	50.0%
5410-2 · Mariposa	102,903.00	205,806.00	-102,903.00	50.0%
5411-2 · Pine Ridge	9,202.00	18,404.00	-9,202.00	50.0%
5412-2 · Raymond	4,806.50	9,613.00	-4,806.50	50.0%
5413-2 · Sierra Unified	80,415.00	160,830.00	-80,415.00	50.0%
5416-2 · Golden Valley	89,632.00	179,264.00	-89,632.00	50.0%
5418-2 · University High	19,361.44	38,723.00	-19,361.56	50.0%
5420-2 · Sherman Thomas Charter	9,594.00	19,188.00	-9,594.00	50.0%
5421-2 · Burrel Union Elementary	6,208.50	12,417.00	-6,208.50	50.0%
5422-2 · Central Unified SD	781,476.00	1,562,952.00	-781,476.00	50.0%
5423-2 · Yosemite Unified School Distric	92,584.00	185,168.00	-92,584.00	50.0%
5424-2 · Yosemite - Wawona	697.00	1,394.00	-697.00	50.0%
5425-2 · Sanger Unified School District	630,970.00	1,261,940.00	-630,970.00	50.0%
5426-2 · Golden Plains USD	170,018.50	340,037.00	-170,018.50	50.0%
Total Income	3,274,828.94	6,549,658.00	-3,274,829.06	50.0%
Expense				
5001-2 · Travel & Conference	2,371.92	10,000.00	-7,628.08	23.7%
5002-2 · Memberships / Subscriptions	75.00	1,250.00	-1,175.00	6.0%
5500-2 · Claims				
5500.1 · Claim Liability Adjustment	87,924.14	0.00	87,924.14	100.0%
5500-2 · Claims - Other	1,565,005.97	5,211,963.00	-3,646,957.03	30.0%
Total 5500-2 · Claims	1,652,930.11	5,211,963.00	-3,559,032.89	31.7%
5501-2 · W/C Premium	474,609.00	443,394.52	31,214.48	107.0%
5502-2 · Brokers Fee	60,000.00	60,000.00	0.00	100.0%
5503-2 · State Assessment	39,514.66	40,000.00	-485.34	98.8%
5505-2 · Insurance - TPA	125,618.01	265,000.00	-139,381.99	47.4%
5820-2 · Administrative Services	266,000.00	456,000.00	-190,000.00	58.3%
5827-2 · Safety Training	1,855.93	8,000.00	-6,144.07	23.2%
5829-2 · MMSEA Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5830-2 · Audit, General	9,500.00	9,500.00	0.00	100.0%
5831-2 · Safety Rewards Program	1,175.00	8,000.00	-6,825.00	14.7%
5832-2 · MPN Maintenance	1,000.00	1,000.00	0.00	100.0%
5840-2 · Legal	0.00	3,500.00	-3,500.00	0.0%
5845-2 · Post Injury - FFD Exams	9,687.50	30,000.00	-20,312.50	32.3%
5846-2 · Office Expense	0.00	0.00	0.00	0.0%
5850-2 · Actuarial Audit	4,750.00	4,750.00	0.00	100.0%
5860-2 · Web Site & Training Modules	494.37	2,500.00	-2,005.63	19.8%
5865-1 · Investment Fees	0.00	0.00	0.00	0.0%
5875-2 · Roundtable	128.93	7,500.00	-7,371.07	1.7%
5876-2 · Job Analysis	0.00	3,500.00	-3,500.00	0.0%
Total Expense	2,649,710.43	6,566,857.52	-3,917,147.09	40.3%
Net Ordinary Income	625,118.51	-17,199.52	642,318.03	-3,634.5%
Other Income/Expense				
Other Income				
5400-2 · Interest Income				
CBB	1,519.52	0.00	1,519.52	100.0%
CT	0.00	0.00	0.00	0.0%
CVCB	17,330.07	0.00	17,330.07	100.0%
Madera County	0.00	0.00	0.00	0.0%
5400-2 · Interest Income - Other	0.00	80,000.00	-80,000.00	0.0%
Total 5400-2 · Interest Income	18,849.59	80,000.00	-61,150.41	23.6%
5510-2 · Dividends	0.00	0.00	0.00	0.0%
6000-2 · Gains & Losses on Investments	0.00	0.00	0.00	0.0%

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

Accrual Basis

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Total Other Income	18,849.59	80,000.00	-61,150.41	23.6%
Net Other Income	18,849.59	80,000.00	-61,150.41	23.6%
Net Income	643,968.10	62,800.48	581,167.62	1,025.4%