



Executive Management Team Meeting
Tuesday, September 27th, 2016 - 10:00 A.M.
Fort Washington C.C., Fresno, CA

CRMA II

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



AGENDA
Executive Management Team Meeting
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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"/> Kelly Porterfield | Central USD |
| <input type="checkbox"/> Kate Knutson | Chowchilla High USD |
| <input type="checkbox"/> Andy Alvarado | Golden Valley USD |
| <input type="checkbox"/> Janelle Mehling | Sierra USD |
| <input type="checkbox"/> Kent Albertson | Madera USD |
| <input type="checkbox"/> Jim Allen | Coalinga-Huron USD |
| <input type="checkbox"/> Darren Sylvia | Chawanakee USD |
| <input type="checkbox"/> Nathan Rose | Pine Ridge ESD |
| <input type="checkbox"/> Jim Sargent | Yosemite USD |
| <input type="checkbox"/> Eduardo Martinez | Sanger USD |
| <input type="checkbox"/> LeAnn Nowlin | Golden Plains USD |

Treasurer: Janelle Mehling

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

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

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

IV. INFORMATION ONLY ITEMS

- A. Claims Review presented by Larry Chow/ Nick Kovacevich/Brett Caeton. ((Handout)
- B. Discussion and Review of Public Self Insurers ER Annual Report. ((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)

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

January 18, 2017 at 10:00 a.m.
Date & Time

IX. ADJOURNMENT

ATTACHMENT A



MINUTES
Executive Management Team Meeting
May 25th, 2016 10:00 a.m.

CRMA II

ITEM #1 CALL TO ORDER

The meeting was called to order by Executive Management Team Member Andy Alvarado, at 10:06 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, and Ron Seals

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

It was moved by Janelle Mehling, seconded by Darren Sylvia and unanimously carried to approve to amend item #10 Agenda on the agenda.

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

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

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

ITEM #3 APPROVAL OF MINUTES OF PREVIOUS MEETING

It was moved by Darren Sylvia, seconded by Janelle Mehling and was unanimously carried to approve the Minutes of the March 16th, 2016 EMT meeting.

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

ITEM #4 APPROVAL OF FINANCIAL REPORT

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

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

ITEM #5 CLAIMS REVIEW

Nick Kovacevich discussed current status on worker's compensation claims and the 10-year history Indemnity and Litigated worker's compensation claim.

ITEM #6 DISCUSSION AND APPROVAL OF EXCESS WORKERS COMPENSATION AUDIT RESULTS

The Administrator discussed the workers' compensations claims audit he discussed the overview of findings. It was moved by Kate Knutson, seconded by Leonard Kahn and unanimously carried to approve the audit report as presented.

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

ITEM#7 DISCUSSION AND APPROVAL OF ADDING SANGER UNIIFIED SCHOOL DISTRICT AS A NEW MEMBER

It was moved by Janelle Mehling, 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 #8 DISCUSSION AND APPROVAL OF SUBCOMMITTE REPORT TO ADD GOLDEN PALINS UNIFIED SCHOOL DSITRICT

It was moved by Darren Sylvia, 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 #9 DISCUSSION AND APPROVAL OF 2016-2017 PROPOSED BUDGET AND CONTRIBUTIONS

It was moved by Darren Sylvia, seconded by Kate Knutson and was unanimously carried to approve the 2016-2017 Proposed Budget and Contributions

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

ITEM #10 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 Leonard Kahn 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 #11-13 THERE WERE NO ITEMS FOR CLOSED SESSION

ITEM #14 SCHEDULE OF NEXT BOARD OF DIRECTOR'S MEETING

It was discussed and decided that the next EMT meeting would be held on **Tuesday, June 14th**, 2016 at 10:30 a.m., at Fort Washington Country Club

ITEM #15 SCHEDULED DATES FOR THE 2016-2017 EMT MEETINGS

The EMT unanimously carried to approve the following schedule for the EMT Meetings for the 2016-2017 year:

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

ITEM #16 ADJOURNMENT OF MEETING

It was moved by Kate Knutson and seconded by Kent Albertson to adjourn the meeting at 11:45 a.m.

ATTACHMENT B

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

Accrual Basis

	Aug 31, 16
ASSETS	
Current Assets	
Checking/Savings	
9009 · CVCB Money Market	4,404,749.29
9016 · CD 011400583	1,029,028.61
9022 · CBB CD 359905243	1,081,356.80
9025 · Citizens CD's	2,000,000.00
Total Checking/Savings	8,515,134.70
Accounts Receivable	
1200 · *Accounts Receivable	689,803.98
Total Accounts Receivable	689,803.98
Other Current Assets	
1300 · Accrued Interest Receivable	29,397.12
9024 · Citizens Trust	6,817,319.48
9250 · Trust Account Intercare	269,516.36
Total Other Current Assets	7,116,232.96
Total Current Assets	16,321,171.64
TOTAL ASSETS	16,321,171.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	375.00
Total Accounts Payable	375.00
Total Current Liabilities	375.00
Long Term Liabilities	
9590 · Unpaid claims & expense	7,619,749.40
Total Long Term Liabilities	7,619,749.40
Total Liabilities	7,620,124.40
Equity	
3900 · Beginning Period Net Assets	8,006,539.81
Net Income	694,507.43
Total Equity	8,701,047.24
TOTAL LIABILITIES & EQUITY	16,321,171.64

California Risk Management Authority II

Profit & Loss

Accrual Basis

July through August 2016

	Jul - Aug 16
Ordinary Income/Expense	
Income	
5306-2 · Chawanakee USD	28,637.50
5403-2 · Big Creek	2,829.00
5406-2 · Chowchilla Union High	32,168.50
5407-2 · Coalinga	120,475.25
5409-2 · Madera	454,370.25
5410-2 · Mariposa	51,451.50
5411-2 · Pine Ridge	4,601.00
5412-2 · Raymond	2,403.25
5413-2 · Sierra Unified	40,207.50
5416-2 · Golden Valley	44,816.00
5418-2 · University High	9,680.72
5420-2 · Sherman Thomas Charter	4,797.00
5421-2 · Burrel Union Elementary	3,104.25
5422-2 · Central Unified SD	390,738.00
5423-2 · Yosemite Unified School Distric	46,292.00
5424-2 · Yosemite - Wawona	348.50
5425-2 · Sanger Unified School District	315,485.00
5426-2 · Golden Plains USD	85,009.25
Total Income	1,637,414.47
Expense	
5001-2 · Travel & Conference	996.34
5002-2 · Memberships / Subscriptions	75.00
5500-2 · Claims	
5500.1 · Claim Liability Adjustment	70,684.93
5500.2 · Company Nurse	1,890.00
5500-2 · Claims - Other	254,010.17
Total 5500-2 · Claims	326,585.10
5501-2 · W/C Premium	443,395.00
5502-2 · Brokers Fee	60,000.00
5505-2 · Insurance - TPA	35,890.86
5820-2 · Administrative Services	76,000.00
5827-2 · Safety Training	4,030.00
5832-2 · MPN Maintenance	1,000.00
5845-2 · Post Injury - FFD Exams	1,000.00
5846-2 · Office Expense	20.00
5860-2 · Web Site & Training Modules	423.13
Total Expense	949,415.43
Net Ordinary Income	687,999.04
Other Income/Expense	
Other Income	
5400-2 · Interest Income	
CBB	1,007.27
CVCB	5,501.12
Total 5400-2 · Interest Income	6,508.39
Total Other Income	6,508.39
Net Other Income	6,508.39
Net Income	694,507.43

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	28,637.50	114,550.00	-85,912.50	25.0%
5403-2 · Big Creek	2,829.00	11,316.00	-8,487.00	25.0%
5406-2 · Chowchilla Union High	32,168.50	128,674.00	-96,505.50	25.0%
5407-2 · Coalinga	120,475.25	481,901.00	-361,425.75	25.0%
5409-2 · Madera	454,370.25	1,817,481.00	-1,363,110.75	25.0%
5410-2 · Mariposa	51,451.50	205,806.00	-154,354.50	25.0%
5411-2 · Pine Ridge	4,601.00	18,404.00	-13,803.00	25.0%
5412-2 · Raymond	2,403.25	9,613.00	-7,209.75	25.0%
5413-2 · Sierra Unified	40,207.50	160,830.00	-120,622.50	25.0%
5416-2 · Golden Valley	44,816.00	179,264.00	-134,448.00	25.0%
5418-2 · University High	9,680.72	38,723.00	-29,042.28	25.0%
5420-2 · Sherman Thomas Charter	4,797.00	19,188.00	-14,391.00	25.0%
5421-2 · Burrel Union Elementary	3,104.25	12,417.00	-9,312.75	25.0%
5422-2 · Central Unified SD	390,738.00	1,562,952.00	-1,172,214.00	25.0%
5423-2 · Yosemite Unified School Distric	46,292.00	185,168.00	-138,876.00	25.0%
5424-2 · Yosemite - Wawona	348.50	1,394.00	-1,045.50	25.0%
5425-2 · Sanger Unified School District	315,485.00	1,261,940.00	-946,455.00	25.0%
5426-2 · Golden Plains USD	85,009.25	340,037.00	-255,027.75	25.0%
Total Income	1,637,414.47	6,549,658.00	-4,912,243.53	25.0%
Expense				
5001-2 · Travel & Conference	996.34	10,000.00	-9,003.66	10.0%
5002-2 · Memberships / Subscriptions	75.00	1,250.00	-1,175.00	6.0%
5500-2 · Claims				
5500.1 · Claim Liability Adjustment	70,684.93	0.00	70,684.93	100.0%
5500.2 · Claims - Other	254,010.17	5,211,963.00	-4,957,952.83	4.9%
Total 5500-2 · Claims	324,695.10	5,211,963.00	-4,887,267.90	6.2%
5501-2 · W/C Premium	443,395.00	443,394.52	0.48	100.0%
5502-2 · Brokers Fee	60,000.00	60,000.00	0.00	100.0%
5503-2 · State Assessment	0.00	40,000.00	-40,000.00	0.0%
5505-2 · Insurance - TPA	35,890.86	265,000.00	-229,109.14	13.5%
5820-2 · Administrative Services	114,000.00	456,000.00	-342,000.00	25.0%
5827-2 · Safety Training	1,030.00	8,000.00	-6,970.00	12.9%
5829-2 · MMSEA Annual Fee	0.00	1,000.00	-1,000.00	0.0%
5830-2 · Audit, General	0.00	9,500.00	-9,500.00	0.0%
5831-2 · Safety Rewards Program	0.00	8,000.00	-8,000.00	0.0%
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	1,000.00	30,000.00	-29,000.00	3.3%
5846-2 · Office Expense	20.00	0.00	20.00	100.0%
5850-2 · Actuarial Audit	0.00	4,750.00	-4,750.00	0.0%
5860-2 · Web Site & Training Modules	423.13	2,500.00	-2,076.87	16.9%
5865-1 · Investment Fees	0.00	0.00	0.00	0.0%
5875-2 · Roundtable	0.00	7,500.00	-7,500.00	0.0%
5876-2 · Job Analysis	0.00	3,500.00	-3,500.00	0.0%
Total Expense	982,525.43	6,566,857.52	-5,584,332.09	15.0%
Net Ordinary Income	654,889.04	-17,199.52	672,088.56	-3,807.6%
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	5,501.12	0.00	5,501.12	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	7,020.64	80,000.00	-72,979.36	8.8%
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	7,020.64	80,000.00	-72,979.36	8.8%
Net Other Income	7,020.64	80,000.00	-72,979.36	8.8%
Net Income	<u>661,909.68</u>	<u>62,800.48</u>	<u>599,109.20</u>	<u>1,054.0%</u>