Small Cities Organized Risk Effort (SCORE)
Board of Directors Teleconference Meeting Minutes
August 22, 2025

Member Cities Present:

Rodney Harr, City of Biggs
Shanna Stahl, City of Colfax
Blake Michaelsen, City of Dunsmuir
Pamela Eastlick, City of Etna
Jessica Mata, City of Live Oak
Wes Heathcock, Town of Loomis
Kathy LeBlanc, City of Loyalton
David Dunn, City of Montague
Todd Juhasz, City of Mt. Shasta
Ryan Bonk, City of Portola
Kyle Knopp, City of Rio Dell
Jessaca Lugo, City of Shasta Lake
Heidi Whitlock, City of Susanville
Jenny Coelho, City of Tulelake
Sandra Duchi, City of Weed
Cyndy Prohaska, City of Yreka

Member Cities Absent:

City of Isleton

Consultants & Guests

Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Kaitlin Varner, Alliant Insurance Services
Kevin Wong, Gilbert Associates
Bob Green, Gilbert Associates
John Balestrini, DKF
Christine Bagley, Intercare
Kathleen Proctor, George Hills
John Louis, The Briefing Room

A. CALL TO ORDER

Mr. Wes Heathcock called the meeting to order at 9:01 a.m.

B. ROLL CALL

The above-mentioned members were present constituting a quorum. Cities absent from this meeting was the City of Isleton.

C. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as presented with a change Item H.1. to after Item H.5.

MOTION: Kathy LeBlanc	**SECOND: Blake Michaelsen**	**MOTION CARRIED UNANIMOUSLY**

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

1. Board of Directors Meeting *Draft* Minutes – June 20, 2025
2. US Bank Account Statements – June—July 2025
3. Local Agency Investment Fund (LAIF) Quarterly Statement of Investments – June 30, 2025
4. Investment Statements from Chandler Asset Management – June—July 2025
5. Investment Statements from Chandler Asset Management Enhanced Cash Account– June—July 2025
6. SCORE Checking Register as of June—July 2025
7. Treasurer's Report as of June 30, 2025
8. AllOne Health Quarterly Utilization Report – April—June 2025
9. VectorSolutions Utilization Report – January—June 2025
10. SCORE FY 25-26 Loss Control Grant Funding Usage as of August 16, 2025

A motion was made to accept the consent calendar.

MOTION: Sandy Duchi	**SECOND: Kathy LeBlanc**	**MOTION CARRIED UNANIMOUSLY**

F. ADMINISTRATIVE REPORTS
F.1.A. PRESIDENT'S REPORT

Wes Heathcock provided the Board with a welcome to the meeting.

F.2. ALLIANT UPDATE

a) **OSIP Questionnaire – due 9/2/25**
b) **LAWCX Risk Console updates on iLearning – due 9/12/25**

Michelle Minnick provided a review of the upcoming deadlines for the annual OSIP reporting as well as the LAWCX Risk Console surveys that are needed for the FY 26/27 policy period. If members have questions regarding either request, there were encouraged to reach out for assistance. Additionally, Marcus Beverly noted that we had an unsuccessful fraud attempt on the custodial account numbers and no money was affected by the attempt. We have taken internal steps to address and will continue to monitor.

F.3. INTERCARE UPDATE

Christine Bagley provided the SCORE Board with a review of the recent claims activity for the workers compensation claims.

G. FINANCIAL
G.1. QUARTERLY FINANCIALS FOR QE JUNE 30, 2025

Kevin Wong introduced Bob Green who will be taking over the SCORE Client upon Kevin's retirement at the end of the year. Bob Green noted that he has been with Gilbert for the last 14 years and noted that Kevin has been serving as a mentor during that time. He is looking forward to working with the SCORE group in the future. Kevin also provided the Board with a review of the Quarterly Financials for QE June 30, 2025. He noted that the total assets increased $3.3M and at the total assets was $22.2M and one year later is $25.4M.

A motion was made to accept and file the report as presented.

MOTION: Blake Michaelsen SECOND: Kathy LeBlanc MOTION CARRIED UNANIMOUSLY

G.2. CJPRMA CREDIT

Marcus Beverly provided the Board with notice that CJPRMA's Reinsurance layer billing came in lower than expected and SCORE collected more premium than was needed (approximately $80K). He went on to mention that CJPRMA has also provided notice that SCORE has had a few losses and so the loss ratio has increased to 105%, thus SCORE will be subject to a 10% surcharge. It was mentioned that SCORE could increase its retention from $750K to $1M and it would reduce the surcharge to 5%. He lastly noted that CJPRMA has never created an ExMod so they are thinking about implementation of one but as an excess group, ExMods are not the best use for an Excess Pool but the situation is evolving.

A motion was made to approve the maintain the overcharge of $80,135.51 as a credit.

MOTION: Blake Michaelsen SECOND: Jessaca Lugo MOTION CARRIED UNANIMOUSLY

H. JPA BUSINESS

At this time the Board asked to review Item H.2.a.

H.2.A. NEW CLAIM REPORTING CONTACTS AND PROCEDURES – PROPERTY

Michelle Minnick reminded members of the APIP Property Claims reporting requirements and provided a review of the reporting instructions for property claims. Conor Boughey provided a reminder to the SCORE Board that as we get closer to the end of a policy period – if you have anything that may become a claim members should be reporting as soon as they can in order to ensure there is coverage.

H.2.B. NEW CLAIM REPORTING CONTACTS AND PROCEDURES – GENERAL LIABILITY

Marcus provided the SR-1 and reminded that you are required to file the form with DMV – even if your driver is at fault and if it includes a driver that is un-insured they will be limited in their recovery.

H.2.C. NEW CLAIM REPORTING CONTACTS AND PROCEDURES – WORKERS' COMPENSATION

Michelle Minnick reminded members of the Workers Compensation Claims reporting requirements and provided a review of the reporting instructions for property claims. Marcus Beverly then provided a reminder of the entire Claims Reporting Manual with all lines of coverage.

H.3. EXCESS CYBER LIABILITY

Marcus Beverly noted that this was carry over from the June Board meeting and noted that the primary cyber coverage currently does not require an application. However, if the SCORE Board was interested in exploring Excess Cyber Liability options, all members will need to complete an application on the Alliant Cyber Portal. Michelle Minnick provided that the first step will be setting up contact persons on the Alliant Cyber Portal with Multifactor Authentication (MFA) and mentioned the Program Administration will be reaching out to obtain contacts. Once the contact have been added to the database, members will be able to complete an application for the FY 26/27 period. Once applications are completed the group will review their completed applications at the October meeting.

H.4. OCTOBER STRATEGIC PLANNING & BOARD OF DIRECTORS MEETING TOPICS

Marcus Beverly provided the Board with a review of the Strategic Planning meeting agendas and encouraged members to share any additional information they would like to have reviewed at the meeting in October. It was also noted that the Entertainment Zones will be added to the October agenda for discussion.

At this time the Board requested to review Item H.1.

H.1. LOSS CONTROL SERVICES AND WORK PLAN

John Balestrini provided the Board with a review of the current DKF Work Plan and provided a review of the current trainings that are available including Heat Illness Prevention changes that recently went into effect. He additionally provided a reminder about the Training Link Tailgate Trainings that are completed every other week and encouraged members to attend.

H.5. THE BRIEFING ROOM PRESENTATION

Jason Louis from the Briefing Room provided a review of the services provided by the service. He went on to note their 90 second training videos that review case law and SCORE is considering offering access to this service as part of the administrative budget.

I. GENERAL RISK MANAGEMENT ISSUES

There was no discussion on this item.

SCORE
Small Cities Organized Risk Effort

J. INFORMATION ITEMS

The following items were provided as information only.

J.1. GLOSSARY OF TERMS
J.2. FY 25/26 RESOURCE CONTACT GUIDE
J.3. LAW ENFORCEMENT TRAINING DAY
J.4. THE 2025 MID-YEAR REPORT – PUBLIC ENTITY
J.5. CAJPA AND PARMA CONFERENCES
J.6. ERMA TRAINING REMINDER
J.7. NAVIGATING THE INTERACTIVE PROCESS AND REASONABLE ACCOMMODATIONS LAWCX WEBINAR AUGUST 26, 2025 10AM-11AM PST

K. CLOSING COMMENTS

There were no closing comments.

L. ADJOURNMENT

The meeting was adjourned at 11:48 AM

NEXT MEETING DATE: October 30, 2025 Gaia Hotel, Anderson, CA

Respectfully Submitted,

Jenny Coelho

Jenny Coelho, Secretary

10/30/2025

Date