

AGENDA

MEETING: Board of Directors Meeting
Schools Program Alliance
Teleconference Meeting

DATE/TIME: December 15, 2025 at 10:00 AM PDT

TELECONFERENCE: Toll Free (888) 475 4499 or (669) 900-6833 US Toll

Meeting number (access code): 931 5788 7383

<https://alliantinsurance.zoom.us/j/93157887383?pwd=Z14sRHbmW4YJV76Azi3aowvh0YbDyd.1>

A Action

I Information

1 Attached

2 Hand Out

3 Separate Cover

4 Verbal

IMPORTANT NOTICES AND DISCLAIMERS:

Per Government Code 54954.2, persons requesting disability related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Michelle Minnick at Alliant Insurance at (916) 643-2715 twenty-four (24) hours in advance of the meeting. The Agenda packet will be posted at each member's site. Documents and material relating to an open session agenda item that are provided to the SPA members less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard Street, Suite 380, Sacramento, CA 95815.

Access to some buildings and offices may require routine provisions of identification to building security. However, SPA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.

This Meeting Agenda shall be posted at the address of the teleconference locations shown below with access for the public via phone/speaker phone.

1. Butte Schools Self-Funded Programs, 500 Cohasset Road, Suite 24, Chico, CA 95926
2. North Bay Schools Insurance Authority, 380 Chadbourne Rd, Fairfield, CA 94534
3. Redwood Empire Schools' Insurance Group, 5760 Skylane Blvd., Suite 100, Windsor, CA 95492
4. Schools Insurance Authority, 9800 Old Placerville Rd, Sacramento, CA 95827
5. Schools Insurance Group, 550 High Street, Ste. 201, Auburn, CA 95603
6. Central California Schools Authority, 7170 N. Financial Dr. #130, Fresno, CA 93720

PAGE A. CALL TO ORDER, ROLL CALL, QUORUM

A 4

B. APPROVAL OF AGENDA AS POSTED

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C. PUBLIC COMMENTS

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The public is invited at this point to address the Board of Directors on issues of interest to them.

D. CONSENT CALENDAR

A 1

The Board of Directors may take action on the items below as a group except a Board Member may request an item be withdrawn from the Consent Calendar for discussion and action.

- Pg. 5 1. Minutes of SPA Board Teleconference Meeting November 10, 2025
- Pg. 10 2. Bickmore Actuary Engagement Letter

Pg. 12 E. MEMBER PROGRAM AND IDEA SHARING

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This is an opportunity for a member to discuss a topic of interest or seek guidance and input from the group about a current issue, risk management topic or exposure the member is facing. Please mail a copy of any materials to each member City in advance of the meeting.

I. INFORMATION ITEMS AND DISCUSSION**I 4**

This is an opportunity for a Board Member to discuss a topic of interest or seek guidance and input from the group about a current issue, risk management topic or exposure the Member is experiencing.

- 1. Review of SB 848 Training Options**
- 2. Review of SB 707 Open Meeting Law Changes**

J. ADJOURNMENT**A 4**

Upcoming Teleconference Meeting Dates: January 12, 2026, and February 9, 2026

Item D.**CONSENT CALENDAR****ACTION ITEM**

ISSUE: Items on the Consent Calendar are to be reviewed. If any item requires clarification, discussion, or amendment by any member of the Board, such item(s) may be pulled from Consent Calendar and placed on the agenda for separate discussion.

Items pulled from the Consent Calendar will be placed on the agenda in an order determined by the President.

RECOMMENDATION: Adoption of items presented on the Consent Calendar after review by the Board.

FISCAL IMPACT: As indicated on any item included.

BACKGROUND: Items of importance that may not require discussion are included on the Consent Calendar for adoption.

PUBLICATION: None.

ATTACHMENTS:

1. Minutes of SPA Board Teleconference Meeting November 10, 2025
2. Bickmore Actuary Engagement Letter

SCHOOLS PROGRAM ALLIANCE

November 10, 2025 Board Of Directors Teleconference

Meeting Minutes

Members Present:

Butte Schools Self-Funded Programs (BSSP)	Christy Patterson
Butte Schools Self-Funded Programs (BSSP)	Nicole Strauch
North Bay Schools Insurance Authority (NBSIA)	Noel Waldvogel
Redwood Empire Schools Insurance Group (RESIG)	Cindy Wilkerson
Redwood Empire Schools Insurance Group (RESIG)	Sandy Manzoni
Schools Insurance Authority (SIA)	Brooks Rice
Schools Insurance Authority (SIA)	Debrah Sherrington
Schools Insurance Authority (SIA)	Josh Arnold
Schools Insurance Group (SIG)	Kelli Hanson

Members Absent:

Central California Schools Authority (CCSA)	Alan Caeton
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Consultants & Guests

Dan Madej, Alliant Insurance Services	Mike Kielty, George Hills
Dan Howell, Alliant Insurance Services	Jim Wilkey, Newfront
Marcus Beverly, Alliant Insurance Services	
Michelle Minnick, Alliant Insurance Services	
Jenna Wirkner, Alliant Insurance Services	

A. CALL TO ORDER, ROLL CALL, QUORUM

Ms. Cindy Wilkerson called the meeting to order at 10:00 a.m. and welcomed the board. The above-mentioned members were present constituting a quorum.

B. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Alan Caeton

SECOND: Noel Waldvogel

**MOTION CARRIED
UNANIMOUSLY**

C. PUBLIC COMMENT

There were no public comments.

D. CONSENT CALENDAR

1. Minutes of SPA Board Teleconference Meeting October 13, 2025

A motion was made to approve the Consent Calendar.

MOTION: Christy Patterson

SECOND: Alan Caeton

**MOTION CARRIED
UNANIMOUSLY**

E. MEMBER PROGRAM AND IDEA SHARING

This time was reserved for members to share items of interest to the group. It was noted that RESIG asked their group at a Strategic Planning and members were confirmed the HR Hotline was a highly rated resource. Additionally, if members were interested to engage with School and College Legal Services and it was noted the transition was simple.

F. LIABILITY PROGRAM

F.1. LIABILITY PROGRAM – RENEWAL TIMELINE

Jim Wilkey provided the Board with an update about the timeline for renewal and noted that dates have changed since the agenda was posted. Requests for information will go out in the middle of November to request all information at one time. It was noted that the dates provided will line up with the SPA Board meeting dates.

F.2. LIABILITY PROGRAM – LIABILITY PROGRAM EVALUATION OF PRIMARY EXCESS LAYER

Jim Wilkey provided the Board with a reminder at the August Strategic Planning meeting there was a discussion to consider starting a primary liability layer. It was noted that at CAJPA that he met with Cindy, Brooks, Martin Brady and discussed a conceptual idea of the structure with a SPA Liability Pooled Layer. Cindy Wilkerson noted that this is a way to explore options that may be available to the group as we've been seeing consolidation on the broker side and pooling makes the most sense to spread the risk and cost. Jim Wilkey also noted that this would be something working toward a 7/1/27 launch date as it would require the use of actuary. Phil Brown noted that we started looking at this through an actuary and he is showing something comparable to a 90% Confidence Level. It was also noted that the coverage is currently following form excess and that could remain or the JPA could write a separate MOC.

G. GENERAL ADMINISTRATION AND FINANCIAL REPORTS

G.1.A. STANDING COMMITTEE AND TASK GROUP UPDATES – LIABILITY CLAIMS TASK FORCE

Olivia Nelson provided that they have not met since the last meeting as they are set to meet next week – they are still working on the excess reporting spreadsheet.

G.1.B. STANDING COMMITTEE AND TASK GROUP UPDATES – PROPERTY PROGRAM LOSS CONTROL AD HOC COMMITTEE

Sandy Manzoni was not on that call and Deb Sherrington noted that we have met and spoke about use of funds and the process for filing invoices for wildfire site reviews to address the high scores.

CoreLogic changed the methodology and that changed the scores – committee has agreed to dedicate funds to this to help address risk.

G.1.C. STANDING COMMITTEE AND TASK GROUP UPDATES – PROPERTY CLAIMS COMMITTEE

Josh Arnold provided a review of the task force’s efforts as they meet monthly and noted that there have been no new claims reported during the new policy period. He noted that one claim has closed and there has been movement regarding other open claims.

G.1.D. CYBER WORKING GROUP

Phil Brown noted that we have met and noted that Cyber Coverage and how AI can help at the SPA level. Archipelago and fundamentally can we create bots to understand the JPA Agreement, Bylaws. It was noted on the coverage side the Kynd Contract and we have shared documents with the group related to AI.

G.1.E. STANDING COMMITTEE AND TASK GROUP UPDATES – COST ALLOCATION TASK FORCE

Kelli Hanson noted that the group has not yet met during this fiscal year and they are working to get something scheduled. It was also noted that we have an item on this later in the agenda.

G.2. STRATEGIC PLANNING OBJECTIVES

Marcus Beverly wanted to discuss briefly a report on sprinkler research and how effective they are for high-risk wildfire locations. He additionally, provided a review of the strategic planning items and noted that some items will be presented later during this meeting which address the items in progress.

G.3. RESCHEDULE APRIL 13, 2026 TELECONFERENCE MEETING

Cindy Wilkerson noted that our SPA Meeting date conflicts with the proposed underwriting trip and it was requested to move the meeting to April 6, 2026.

A motion was made to approve the change of meeting date from April 13, 2026 to April 6, 2026.

MOTION: Christy Patterson

SECOND: Brooks Rice

**MOTION CARRIED
UNANIMOUSLY**

G.4. PROPERTY APPRAISAL RFP

Marcus Beverly and Deb Sherrington provided some comments about the pricing received from the RFP. It was noted that the rankings were CBIZ as #1 and Centurisk as #2, Kroll was #3 and lastly there was ITV as #4 given they are brand new but their team size was rather small. The Board was asked to provide feedback as it relates to the types of appraisals each vendor offered

(some offered hybrid desk appraisal and physical appraisal pricing). It was also noted that some vendors provided a minimum appraisal amount.

After a discussion the Program Administration was asked to bring back updates from all vendors as it relates to pricing and to bring this item back to the December meeting for final discussion before making a decision.

G.5. CAJPA ACCREDITATION PREPARATION

Dan Howell provided some comments as it relates to the work behind the scenes to ensure that we will get items addressed prior to attempting accreditation – there is a pre-review for accreditation for fall and then August 2027 to become accredited. It was noted that we do not yet have a Treasurer Bond and we may be able to rely on the bond that SIA has in place but seems more appropriate to have a separate bond. The Board was asked to delegate authority to get a quote for a crime bond and bind if quote is acceptable and report back to the Board at a later time. Additionally, we should request a quote for Trustee's Errors & Omissions in case one of the members (or the members of the members) wants to sue the JPA.

A motion was made to give managing member authority to bind coverage for a crime bond and Trustee's E&O and report back at a future meeting.

MOTION: Brooks Rice

SECOND: Alan Caeton

**MOTION CARRIED
UNANIMOUSLY**

H. PROPERTY PROGRAM COST ALLOCATION

Dan Madej reminded the Board of the work that has taken place and which direction the Board would like to go. Given the departure of the previous actuary and if there needs to be a new actuary to help address the direction. After a discussion, Program Administration was provided with direction to bring Bickmore into the conversation to determine the cost of a project like this and for the working group to bring back to the December meeting an update regarding their conversation with Bickmore Actuarial.

I. INFORMATION ITEMS

1. SB 848 – Additional Training Needed

It was noted that everyone will become a mandatory reporter effective 7/1/2026 and in anticipation members discussed if it should be addressed at the SPA level or the underlying JPA's level. After a discussion it was requested that this be brought back for further discussion.

J. ADJOURNMENT

The meeting was adjourned at 11:43 A.M.

NEXT MEETING DATE: December 15, 2025 via Teleconference



Schools Program Alliance

c/o Alliant Insurance Services

Corporation Insurance License No. 0C36861

2180 Harvard Street, Suite 380, Sacramento, CA 95815

Respectfully Submitted,

Kelli Hanson, Secretary

Date

DRAFT

November 24, 2025

Schools Program Alliance
c/o Philip Brown, Chief Financial Officer, Schools Insurance Authority
PBrown@sia-jpa.org

RE: Actuarial Services Engagement Letter – Annual Liability and Property Actuarial Reports

Dear Mr. Brown:

Thank you for the opportunity to provide actuarial services to Schools Program Alliance (SPA). SPA is seeking professional actuarial advice with regard to its self-insured liability and property program. The following is a brief outline of our understanding of the scope of work to be performed and our fees.

The objective of these studies is to provide an estimate of outstanding liabilities, projection of loss costs, cash flow and investment income. Our reports will include the following information:

- Estimate required funding for the program's outstanding losses and loss adjustment expenses for all preceding fiscal years as of June 30. The outstanding losses and loss adjustment expenses are to be stated at the expected level, as well as at various confidence levels.
- Provide each of the estimates specified above on both discounted and full value bases.
- Analysis will be performed using data valued as of June 30 and December 31 of each year.
- Provide a statement of compliance with GASB 10.
- Estimate the program's cash flow requirements for a given number of fiscal years, separately identified for each accident year.

We will agree to complete the scope of work discussed above for the following fees:

Project Component	2025	2026	2027
Liability Actuarial Study	\$6,500	\$6,800	\$7,100
Property Actuarial Study	7,500	6,500	6,825
Total	\$14,000	\$13,300	\$13,925

Personal visits will be billed at a rate of \$500 plus travel-related expenses. There is no fee for teleconferences or videoconferences. Should other services beyond the scope of work outlined above be required, we will bill for our time and out-of-pocket expenses at the rates specified below.

Consultant	Fees
President or Vice President	\$350
Sr. Manager	200
Manager or Credentialed Actuary	200
Actuarial Staff	125
Administrative Staff	80

Upon delivery of a draft report, consultant shall be entitled to the entire fee. If this agreement is terminated prior to delivery of a draft report, client agrees to pay contractor for all hours incurred through the date notice of termination is given. Such amount shall be limited to the maximum fees stated in this agreement.

Our target delivery date for the draft reports will be within four weeks of receipt of complete data.

Please call me at (916) 244-1162 with any questions you may have with regard to our proposal.

Respectfully submitted,

Bickmore Actuarial



Mike Harrington, FCAS, MAAA
President and Managing Partner

Accepted By:

Schools Program Alliance



Item E.

MEMBER PROGRAM AND IDEA SHARING

INFORMATION ITEM



Schools Program Alliance

c/o Alliant Insurance Services

Corporation Insurance License No. 0C36861

**Board of Directors
Teleconference Meeting
December 15, 2025**

Item F.

EXCESS LIABILITY UPDATE

INFORMATION ITEM

Item G.1.**GENERAL ADMINISTRATION AND FINANCIAL REPORTS****STANDING COMMITTEE AND TASK GROUP UPDATES****INFORMATION ITEM**

- a) Liability Claims Task Force**
- b) Property Program Loss Control - Ad Hoc Committee**
- c) Property Claims Committee**
- d) Cyber Working Group – see attached**
- e) Cost Allocation Working Group**

Item G.1.d.

CYBER WORKING GROUP

INFORMATION ITEM

ISSUE: AI & Cyber Ad-Hoc Committee Workgroup Report

RECOMMENDATION: Consider information for discussion.

FISCAL IMPACT: No expected fiscal impact.

BACKGROUND: The committee has met twice on 10/21/25 and 11/4/25. Next meeting 1/13/25. Many thanks for Alliant staff support of the committee.

AI Focus

AI for pool operations

- Investigating the possibility/benefits of using Archipelago with the property program.
- Considered a series of SPA AI-specific projects, including developing a SPA AI Bot
 - MOC/Policy coverage questions (current and former fiscal year)
 - JPA Agreement & Bylaws questions & answers
- Compare/contrast exposures in memorandums of liability coverage

AI general admin considerations

- Shared Acceptable Use Policies, training programs
- Develop communications regarding member districts in us of AI (BP, AI, employee training)
- Better understanding AI as a risk exposure for members EPL, Cyber, - review of MOC's

Cyber Coverage Focus

Each SPA member has a different have varying cyber program structures, coverage limits, deductibles, and member requirements, however, common to our pools...

- Have adopted KYND as a security risk mitigation vendor
- Experience lack of engagement by member school districts in best practices
- Alliant provides cyber best practices advisories for many of our pools
- SPA could provide an opportunity for unified excess coverage
- SPA could provide potential for scaled negotiation/acquisition of software & services

NEXT STEPS: Committee to meet and decide on

ATTACHMENTS: None.

Item G.2.**STRATEGIC PLANNING OBJECTIVES****INFORMATION ITEM**

ISSUE: The SPA Board of Directors held its annual Strategic Planning Meeting on August 19-20, 2025. During the meeting a number of strategic objectives were discussed. The Program Administrator has prepared the attached matrix summarizing the direction given by the Board into eight objectives to be addressed during the current program year.

RECOMMENDATION: None.

FISCAL IMPACT: None.

BACKGROUND: Each year the SPA Board of Directors holds a two day meeting to allow time beyond normal Board business to develop a longer term vision for strategic objectives. As items are identified, they are organized on the attached matrix to identify major milestones towards addressing the item and assignment of the activities to the parties responsible for development and execution of the item. The Strategic Planning Objectives matrix is included in each SPA Board of Directors regular meeting agenda so that a general progress update can be provided. At the following year's Strategic Planning Meeting, the Board reviews completion and determines if any items need to be carried over or modified in the following year's strategic planning objectives.

PUBLICATION: The FY 2025/26 SPA Strategic Planning Objectives will be included in each SPA Board of Directors regular meeting agenda with a status update.

ATTACHMENTS: FY 2025/26 SPA Strategic Planning Objectives

FY 2025/26 SPA STRATEGIC PLANNING OBJECTIVES as of 10/29/2025						
GOAL	ACTION / TASK		STAFF	Assigned	DEADLINE	STATUS
LRP-1	Develop SPA Liability Program Claims Reporting and SPA Level Loss Tracking					
	a. Staff to draft Claims Notice for Board consideration & adoption		NF/MM	JW/ON	Nov	
	b. Liability Claims Committee to begin meetings (including tracking claims) and report out to Board		MM	ON	Jan	
LRP-2	Program Administrator to Establish Plan for CAJPA Accreditation Status					
	a. Determine current CAJPA Accreditation requirements		PA	MB/MM	Nov	In Progress
	b. Provide review of SPA existing documents and operations as compared to the CAJPA Accreditation requirements		PA	MB/MM	Jan	On December agenda
	c. Present results to Board for future direction or development of items needed		PA	MB/MM	Mar	
LRP-3	Establish a Cyber Working Group to address impact of AI on SPA including:					
	a. MOLC Review for AI Issues		NF/MM	JW/ON	Jan	Item on Dec Agenda
	b. Evaluate MGA/MGU/RPG Agency Management and Underwriting software packages to see if applicable to SPA and/or members		PA/MM	MB/PB	Feb	
	c. Evaluate how agentic AI can impact SPA and members		PA/MM	DM/PB	Feb	
	d. Evaluate software tools for contract review and certificate/endorsement management		PA/MM	DH/PB	May	
	e. Evaluate SPA Cyber Program combining existing SIA (Axa), BASIC (PRISM), CCSA (APIP) and SIG (Tokyo Marine Programs)		PA/MM/NF	DH/ON/JW	Jan	
LRP-4	Evaluate Retaining more risk in SPA Property Program					
	a. Create loss report pivot tables that support attachment/retention analysis		PA/PCA	DM/JA	Nov	JA delivering loss data
	b. Report to SPA Board on initial findings		PA/PCA	DM/JA	Dec	
	c. Actuarial report on retention finding		PA/BA	DM/MH	Mar	
	d. Renewal broking direction from SPA Board		PA	DM	Mar	
	e. SPA Board review of renewal options and binding instructions		PA	DM	Jun	
	f. Implementation of retention and monitoring		PA/PCA	DM/JA	Jul	
LRP-5	Property Claims Committee to work on developing a panel of providers with service and fees agreed pre loss					
	a. Develop best practices and pricing, likely focusing on specific types of vendor providers and working through each type over time		PA/PCA	MB/JA	Dec	In Progress
	b. Gather member comments on items needed to perform vetting process		PA/PCA	MB/JA	Jan	
	c. Select providers and establish appropriate pre-loss agreements/service standards		PCC	PCC	Mar	
	d. Train members on utilization process		PA/PCA	MB/JA	May	
	e. Monitor results and performance and report out annually		PA/PCA	MB/JA	Aug	
LRP-6	Liability Program MOLC Evaluation of impacts and planning for potential move to claims-made coverage					
	a. Develop white paper on legal and operational affects of changing from occurrence to claims-made coverage		NF/MM/GC	JW/ON/BC	Feb	
	b. Initial discussion at SPA BOD		NF/MM/GC	JW/ON/BC	Mar	
	c. Further development of documents, MOLC, member communications		NF/MM/GC	JW/ON/BC	Jul	
	d. Discussion at SPA BOD Strategic Planning Session		NF/MM/GC	JW/ON/BC	Aug	
	e. Implementation of change in MOLC, if any, no sooner than		NF/MM/GC	JW/ON/BC	Jun-27	
LRP-7	Liability Program Evaluation of Primary Excess Liability Program and how BASIC and CCSA participate					
	a. Discuss conceptual approach to developing a SPA PELP, provide direction		NF/MM	JW/ON	Nov	Verbal Discussion at 11/10/25 Meeting
	b. Development of conceptual approach and transition plan		NF/MM	JW/ON	Feb	
	c. Approve transition to new SPA PELP (note this may be a July 1, 2027 goal)		NF/MM	JW/ON	Mar	
	d. Coverage for PELP commences		NF/MM	JW/ON	Jul	
LRP-8	SPA HR Hotline Solution					
	a. This item needs further development by SPA Board		TBD	TBD	TBD	
BOD: SPA Board of Directors PA: SPA Program Administrator MM: Managing Member CFO: SPA Accounting and Finance			AIS: Alliant Ins. Svcs.(Property Program) NF: Newfront Insurance (Liability Program) GC: SPA General Counsel PCA: SPA Property Claims Administrator at SIA			

Not included on LRP. Separate Staff projects.

Item G.3.

MANAGING MEMBER FINANCIAL REPORT**ACTION ITEM**

ISSUE: Managing Member Financial Report

RECOMMENDATION: Review, accept and file, or provide direction.

FISCAL IMPACT: None expected from this item.

BACKGROUND: SPA members' annual contributions provide for 1) a Property Program, including a shared retained layer, related administrative costs, and excess insurance purchases, and 2) a Liability Program of excess insurance purchases. The JPA Board approves member contribution rates, insurance purchases, and sets policy direction for administrative expenses purchased in support of the members.

The Schools Insurance Authority (SIA) functions as the Managing Member per the JPA agreement. The Managing Member receives and disburses funds, enters into contracts, and otherwise manages the financial operations of SPA. Quarterly GAAP financial reports are prepared to report on these activities.

Year End Draft Unaudited Financial Statements

Unaudited Management Financial Statements for the period ended September 30, 2025 and the Check Register are provided. Financial accounting for the first three months of the new fiscal year is as follows:

- Total assets of \$40.5 million (up \$4.1M over 1st quarter LY); total liabilities of \$34.6M estimated (up \$3.6M over 1st quarter LY). Cash of \$13.6M is up \$3.3M over last year close.
- Claims Liabilities outstanding are estimated at \$3.9 million, which is down \$600K over LY (to be adjusted for updated IBNR).
- Combined Operating Income and investments reflects a gain of about \$1.2M, including investment income of \$94K.
- Ending net position is \$5.9M:
 - \$4.8M Property Pool retained layer funds.
 - \$1.1M of member allocated loss control and appraisal funds.

Other Financial Updates

- The audit 6/30/25 audit is near completion pending finalization of the actuarial analysis.
- Non-admitted Carrier Tax Returns for the surplus lines taxes related to the Bermuda carriers coverage placements. Returns and taxes have been paid to the State of CA for 23/24, 24/25, and the first quarter of 25/26.

ATTACHMENTS: September 30, 2025 Management Financials and Check Register

SCHOOLS PROGRAM ALLIANCE
PROPERTY & LIABILITY INSURANCE PROGRAMS
STATEMENT OF NET POSITION
Unaudited - For Management Purposes Only
AS OF SEPTEMBER 30, 2025

	BSSFP	CCSA	NBSIA	RESIG	SIA	SIG	Property Pool	Combined Property	Liability	Total
ASSETS										
Cash	39,472	76,904	161,020	120,574	843,663	238,958	12,717,327	14,197,918	(591,999)	13,605,919
Accounts Receivable							0	0	593,285	593,285
Other Receivables							94,131	94,131	0	94,131
Prepaid Insurance							16,440,408	16,440,408	9,724,758	26,165,167
TOTAL ASSETS	39,472	76,904	161,020	120,574	843,663	238,958	29,251,866	30,732,457	9,726,044	40,458,500
LIABILITIES										
Accounts Payable							161,133	161,133	1,035	162,168
SIA Admin payable	357	3,608	1,918	2,725	10,090	2,553		21,250		21,250
Loss Control payable								0		0
Appraisal payable								0		0
Deferred Contributions	5,706	57,678	30,663	43,560	161,325	40,818	19,516,908	19,856,658	9,724,758	29,581,415
Advances Payable							863,788	863,788		863,788
Claims Liabilities							3,927,458	3,927,458		3,927,458
TOTAL LIABILITIES	6,063	61,286	32,581	46,285	171,415	43,371	24,469,286	24,830,286	9,725,793	34,556,078
NET POSITION	33,409	15,619	128,439	74,290	672,248	195,587	4,782,580	5,902,171	251	5,902,422

RECONCILIATION OF MEMBER EQUITY BALANCES

	BSSFP	CCSA	NBSIA	RESIG	SIA	SIG	Property Pool	Combined Property	Liability	Total
NET POSITION										
Retained Layer	0	0	0	0	0	0	4,764,733	4,764,733	251	4,764,984
SIA Admin	0	0	0	0	0	0	17,847	17,847		17,847
Loss Control	23,315	8,489	92,591	25,653	598,235	147,593	0	895,876		895,876
Appraisals	10,094	7,130	35,848	48,637	74,012	47,994	0	223,715		223,715
NET POSITION	33,409	15,619	128,439	74,290	672,248	195,587	4,782,580	5,902,171	251	5,902,422

SCHOOLS PROGRAM ALLIANCE
PROPERTY & LIABILITY INSURANCE PROGRAMS
STATEMENT OF REVENUES, EXPENSES & CHANGES IN NET POSITION
Unaudited - For Management Purposes Only
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2025

	BSSFP	CCSA	NBSIA	RESIG	SIA	SIG	Property Pool	Combined Property	Liability	Total
CONTRIBUTION REVENUE										
Retained Layer Deposit							1,000,000	1,000,000		1,000,000
Reinsurance Payments							5,480,135	5,480,135	3,241,586	8,721,721
Total Retained & Reinsurance Contributions	0	0	0	0	0	0	6,480,135	6,480,135	3,241,586	9,721,721
SPA Admin Contributions*										
Administrative	357	3,608	1,918	2,725	10,090	2,553	25,500	46,750		46,750
Loss Control	840	8,489	4,513	6,411	23,743	6,008	0	50,001		50,001
Appraisal	705	7,130	3,791	5,385	19,943	5,046	0	42,000		42,000
Total Admin Contributions	1,902	19,226	10,221	14,520	53,776	13,606	25,500	138,751	0	138,751
TOTAL CONTRIBUTIONS	1,902	19,226	10,221	14,520	53,776	13,606	6,505,635	6,618,886	3,241,586	9,860,472
EXPENSES										
Claims Expenses								0		0
Insurance Premiums							5,480,135	5,480,135	3,241,335	8,721,470
Professional Services							0	0		0
Board Member Activities							7,652	7,652		7,652
SPA Admin Expenses*								0		
SIA Administrative	357	3,608	1,918	2,725	10,090	2,553	25,500	46,750		46,750
Loss Control						5,176		5,176		5,176
Appraisals					4,610			4,610		4,610
TOTAL EXPENSES	357	3,608	1,918	2,725	14,700	7,729	5,513,287	5,544,322	3,241,335	8,785,657
Operating Income	1,545	15,619	8,303	11,795	39,076	5,877	992,349	1,074,564	251	1,074,815
Non Operating Income - Interest							94,131	94,131		94,131
INCREASE (DECREASE) IN NET POSITION	1,545	15,619	8,303	11,795	39,076	5,877	1,086,479	1,168,695	251	1,168,946
NET POSITION, BEGINNING OF PERIOD - ESTIMATED	31,865	0	120,136	62,495	633,173	189,709	3,696,101	4,733,476	0	4,733,476
NET POSITION, END OF PERIOD	33,409	15,619	128,439	74,290	672,248	195,587	4,782,580	5,902,171	251	5,902,422

* SPA Admin contributions & expenses allocated per Admin Cost (TIV based) approved by SPA Board

**SCHOOLS PROGRAM ALLIANCE
CHECK REGISTER**

DISBURSEMENT TRANSACTIONS FISCAL YEAR 2025-26

Check Number	Vendor ID	Vendor Check Name	Check Date	Amount	Inv. #	Date	Description
1st Quarter 25-26							
wire payment	BMS Bermuda Limited	BMS Bermuda Limited	7/29/2025	575,000.00	#10075K25		Wire to BMS Bermuda for excess liab insurance
book xfer	SIA	SIA- Admin	7/30/2025	16,000.00	Various	Various	Reimb SIA for Gilbert - 6/30/24 annual audit for SPA
wire payment	NBSIA	North Bay Schools	7/31/2025	656,374.61			Reimb. claim #24-3941 for Napa Valley Silverado CAT 2419
1003	SIG	Schools Insurance Group	7/23/2025	5,175.70	1220	6/5/2025	SIG for California Safety Training - loss control exp
wire	LAIF	LAIF	9/12/2025	5,000,000.00			Wire to LAIF
1018	Franchise Tax Board	Franchise Tax Board	9/15/2025	7,652.00			2023 California Form 570 Nonadmitted Insurance Tax Return
1016, 1017	Franchise Tax Board	Franchise Tax Board	9/15/2025	7,847.00			2024 California Form 570 Nonadmitted Insurance Tax Return
1007	Franchise Tax Board	Franchise Tax Board	9/15/2025	17,250.00			2025 California Form 570 Nonadmitted Insurance Tax Return
1010	Kroll	Kroll	9/15/2025	4,610.00	TI000032315-2000	8/12/2025	100% SIA properties; 6410 - non-pooled
1012, 1015	Alliant	Alliant	9/15/2025	7,653.00	SPA-LRP2025	8/29/2025	The Lodge at Tiburon-SPA Strategic Planning meals/space 8/19-8/
				<u>6,297,562.31</u>			

2nd Quarter 25-26

-

3rd Quarter 25-26

-

4th Quarter 25-26

-

* SIA check number/activity; advanced by SIA, due from SPA to SIA to reimburse

Item G.4.**PROPERTY APPRAISAL RFP****ACTION ITEM**

ISSUE: The SPA Board is asked to consider the recommendation of the Property Appraisal Task Force and select a vendor to complete the SPA Property Appraisals.

RECOMMENDATION: The Board is asked to consider the options and will select a vendor.

FISCAL IMPACT: Depending on the scope of work and selected proposal pricing ranges from \$1,090,075 to \$2,065,205.

BACKGROUND: The SPA Board requested to complete a Request for Proposal from Property Appraisal Firms and there were 4 vendors who provided a proposal: Centrurisk, ITV, Kroll and CBIZ. HCA also responded but indicated they would not submit a proposal. The Property Appraisal Task Force reviewed all submissions and met on Tuesday October 28, 2025, to discuss and presented.

ATTACHMENTS: *Under Separate Cover*

Item G.5.

**AUTHORITY TO BIND COVERAGE FOR
SPA TRUSTEES E&O COVERAGE**

ACTION ITEM

ISSUE: The Board is asked to consider coverage for Trustee Errors and Omissions Insurance through the Alliant Public Pool Liability Program (APPL). The coverage provides a \$1M limit for claims arising from Wrongful Acts committed by an Insured, including the governing board, officers, and professional liability of the pool.

Typical claims are outlined in the attached and include disputes regarding board decisions such as coverage and membership, board member v. board member actions, and regulatory proceedings.

The policy has a \$25,000 deductible for those claims in which the JPA is able to indemnify the insured member and no deductible if the claim is solely against a member and/or it may not be indemnified by the JPA. See attached Government Code sections 995 to 996.6 for reference on that topic.

RECOMMENDATION: The Board is asked to consider and provide authority to the SPA President to bind coverage once a proposal has been received.

FISCAL IMPACT: Not to exceed \$12,000 annual premium

BACKGROUND: This coverage comes into play in case of a claim against a Board member, officer, or others acting for or on behalf of the organization. While claims are rare, this coverage protects the group's assets when required to indemnify a member and covers the individual's exposure when the JPA is not involved or can't indemnify the member.

ATTACHMENTS:

- 1) APPL Brochure
- 2) Government Code reference

ALLIANT PUBLIC POOL LIABILITY PROGRAM (APPL)

Protecting the vision



Your leadership works tirelessly to move your organization forward. Their vision, tenacity, and sense of purpose have propelled you to new levels of success and serve as a roadmap to your future. They are the heart of your organization and must be shielded from liability.

ALLIANT PUBLIC POOL LIABILITY PROGRAM (APPL)

The Alliant Public Pool Liability Program (APPL) provides liability coverage for the leadership of pooling organizations and similar groups. This best-in-class program covers the governing board, officers, and professional liability exposure of the pool, enabling you to conduct your business unencumbered by the confines of liability exposures.

COMPREHENSIVE COVERAGE

Alliant Insurance Services designed APPL to address the unique exposures faced by public pool organizations and their governing bodies. This includes claims arising from:

- Failure to buy adequate insurance
 - Claims handling errors and omissions
 - Board member versus board member actions
 - Member dispute over coverage
 - Member dispute over withdrawal
 - Employment practices arising from a pool employee
 - Non-compliance with statutes/governing documents
 - Unfair claims practices
- We have created a proprietary policy form that will respond to your exposure as it exists. This important coverage is integral to organizations of all sizes. In fact, even pooling organizations with no staff and third-party contracts face a liability exposure simply because they exist.

ELIGIBLE ENTITIES

APPL was designed with the flexibility to cover a broad range of entities. Furthermore, our long-standing experience servicing public sector clients and our high level of sophistication enables us to customize programs to meet the specific needs of the entities we serve. Eligible entities include:

- Risk-sharing pools
- Joint powers authorities (JPAs)
- Joint insurance funds (JIFs)
- Insurance trusts
- Inter-local agreements
- Self-insurance groups (SIGs)
- Group purchasing programs Not-for-profit group captives



PROGRAM FEATURES

APPL's broad range of program features ensures that your entity will receive extensive protection from the myriad liabilities facing both its leadership and its mission, including:

- Basic program limits of \$5 million with flexible deductible options
- Employment practices liability insurance available if organization has employees
- Coverage limits in excess of \$5 million available
- Sub-limits available for the following:
 - Employment practices violation
 - Additional defense limit
 - Loss of documents
 - Breach of confidentiality extension
 - Libel and slander
 - Fidelity and dishonesty
- A.M. Best "A" rating with full financial security of Lloyd's

ALLIANT INSURANCE SERVICES: THE PARTNER YOU DESERVE.

With a history dating back to 1925, Alliant Insurance Services is one of the nation's leading distributors of diversified insurance products and services. Operating through a national network of offices, Alliant provides property and casualty, workers' compensation, employee benefits, surety, and financial products and services to more than 26,000 clients nationwide.

www.alliant.com

Code: Section: [Up^](#)[Add To My Favorites](#)**GOVERNMENT CODE - GOV****TITLE 1. GENERAL [100 - 7931.000]** (*Title 1 enacted by Stats. 1943, Ch. 134.*)**DIVISION 3.6. CLAIMS AND ACTIONS AGAINST PUBLIC ENTITIES AND PUBLIC EMPLOYEES [810 - 998.3]** (*Division 3.6 added by Stats. 1963, Ch. 1681.*)**PART 7. DEFENSE OF PUBLIC EMPLOYEES [995 - 996.6]** (*Part 7 added by Stats. 1963, Ch. 1683, Sec. 16.*)

995. Except as otherwise provided in Sections 995.2 and 995.4, upon request of an employee or former employee, a public entity shall provide for the defense of any civil action or proceeding brought against him, in his official or individual capacity or both, on account of an act or omission in the scope of his employment as an employee of the public entity.

For the purposes of this part, a cross-action, counterclaim or cross-complaint against an employee or former employee shall be deemed to be a civil action or proceeding brought against him.

(*Added by Stats. 1963, Ch. 1683, Sec. 16.*)

995.2. (a) A public entity may refuse to provide for the defense of a civil action or proceeding brought against an employee or former employee if the public entity determines any of the following:

- (1) The act or omission was not within the scope of his or her employment.
- (2) He or she acted or failed to act because of actual fraud, corruption, or actual malice.
- (3) The defense of the action or proceeding by the public entity would create a specific conflict of interest between

the public entity and the employee or former employee. For the purposes of this section, "specific conflict of interest" means a conflict of interest or an adverse or pecuniary interest, as specified by statute or by a rule or regulation of the public entity.

(b) If an employee or former employee requests in writing that the public entity, through its designated legal counsel, provide for a defense, the public entity shall, within 20 days, inform the employee or former employee whether it will or will not provide a defense, and the reason for the refusal to provide a defense.

(c) If an actual and specific conflict of interest becomes apparent subsequent to the 20-day period following the employee's written request for defense, nothing herein shall prevent the public entity from refusing to provide further defense to the employee. The public entity shall inform the employee of the reason for the refusal to provide further defense.

(Amended by Stats. 1982, Ch. 1046, Sec. 1.)

995.3. (a) If a state employee provides his or her own defense against an action brought for an alleged violation of Section 8547.3, and if it is established that no violation of Section 8547.3 occurred, the public entity shall reimburse the employee for any costs incurred in the defense.

(b) A public entity which does provide for the defense of a state employee charged with a violation of Section 8547.3 shall reserve all rights to be reimbursed for any costs incurred in that defense. If a state employee is found to have violated Section 8547.3, he or she is liable for all defense costs and shall reimburse the public entity for those costs.

(Amended by Stats. 1995, Ch. 277, Sec. 1. Effective January 1, 1996.)

995.4. A public entity may, but is not required to, provide for the defense of:

(a) An action or proceeding brought by the public entity to remove, suspend or otherwise penalize its own employee or former employee, or an appeal to a court from an administrative proceeding by the public entity to remove, suspend or otherwise penalize its own employee or former employee.

(b) An action or proceeding brought by the public entity against its own employee or former employee as an individual and not in his official capacity, or an appeal therefrom.

(Added by Stats. 1963, Ch. 1683, Sec. 16.)

995.6. A public entity is not required to provide for the defense of an administrative proceeding brought against an employee or former employee, but a public entity may provide for the defense of an administrative proceeding

brought against an employee or former employee if:

- (a) The administrative proceeding is brought on account of an act or omission in the scope of his employment as an employee of the public entity; and
- (b) The public entity determines that such defense would be in the best interests of the public entity and that the employee or former employee acted, or failed to act, in good faith, without actual malice and in the apparent interests of the public entity.

(Added by Stats. 1963, Ch. 1683, Sec. 16.)

995.8. A public entity is not required to provide for the defense of a criminal action or proceeding (including a proceeding to remove an officer under Sections 3060 to 3073, inclusive, of the Government Code) brought against an employee or former employee, but a public entity may provide for the defense of a criminal action or proceeding (including a proceeding to remove an officer under Sections 3060 to 3073, inclusive, of the Government Code) brought against an employee or former employee if:

- (a) The criminal action or proceeding is brought on account of an act or omission in the scope of his employment as an employee of the public entity; and
- (b) The public entity determines that such defense would be in the best interests of the public entity and that the employee or former employee acted, or failed to act, in good faith, without actual malice and in the apparent interests of the public entity.

(Added by Stats. 1963, Ch. 1683, Sec. 16.)

995.9. Notwithstanding any other provision of law, upon a request made in writing to a public entity, the public entity may defend or indemnify or defend and indemnify any witness who has testified on behalf of the public entity in any criminal, civil, or administrative action. The decision of the public entity to defend or indemnify or defend and indemnify such a witness shall rest within the sound discretion of the public entity and may be based on any relevant factors, including, but not limited to, whether the provision of defense or indemnity would serve the public interest. The public entity may defend or indemnify or defend and indemnify the witness only if it is determined by the public entity that the action being brought against the witness is based directly upon the conduct which the public entity requested of the witness related to the witness' testimony or provision of evidence. The public entity has the discretion to provide a defense alone apart from indemnity, and the public entity may offer to defend or indemnify or defend and indemnify while reserving all rights to subsequently withdraw these offers upon reasonable notice.

Neither defense nor indemnification shall be provided if the testimony giving rise to the action against the witness was false in any material respect, or was otherwise not given by the witness with a good faith belief in its truth; nor shall representation or indemnification under this section be offered or promised unless the action has been commenced and the witness has requested the public entity to act for the witness' benefit under this section. The public entity shall not be liable for indemnification of a defendant witness for punitive damages awarded to the plaintiff in such an action. If the plaintiff prevails in a claim for punitive damages in an action defended at the expense of the public entity, the defendant shall be liable to the public entity for the full costs incurred by the public entity in providing representation to the defendant witness.

(Added by Stats. 1995, Ch. 799, Sec. 2. Effective January 1, 1996.)

996. A public entity may provide for a defense pursuant to this part by its own attorney or by employing other counsel for this purpose or by purchasing insurance which requires that the insurer provide the defense. All of the expenses of providing a defense pursuant to this part are proper charges against a public entity. A public entity has no right to recover such expenses from the employee or former employee defended.

(Added by Stats. 1963, Ch. 1683, Sec. 16.)

996.4. If after request a public entity fails or refuses to provide an employee or former employee with a defense against a civil action or proceeding brought against him and the employee retains his own counsel to defend the action or proceeding, he is entitled to recover from the public entity such reasonable attorney's fees, costs and expenses as are necessarily incurred by him in defending the action or proceeding if the action or proceeding arose out of an act or omission in the scope of his employment as an employee of the public entity, but he is not entitled to such reimbursement if the public entity establishes (a) that he acted or failed to act because of actual fraud, corruption or actual malice, or (b) that the action or proceeding is one described in Section 995.4.

Nothing in this section shall be construed to deprive an employee or former employee of the right to petition for a writ of mandate to compel the public entity or the governing body or an employee thereof to perform the duties imposed by this part.

(Added by Stats. 1963, Ch. 1683, Sec. 16.)

996.6. The rights of an employee or former employee under this part are in addition to and not in lieu of any rights he may have under any contract or under any other enactment providing for his defense.

(Added by Stats. 1963, Ch. 1683, Sec. 16.)

Item G.6.

AUTHORITY TO BIND COVERAGE
FOR SPA CRIME/OFFICIALS BOND COVERAGE

ACTION ITEM

ISSUE: The Program Administrators are in the process of obtaining coverage for SPA under the Alliant Crime Insurance Program (ACIP) and request authority for the Board Chairperson to bind coverage based on the following minimum premiums: \$1,800 for a \$1M limit and \$5,000 for a \$5M limit, each with a \$25,000 deductible.

The ACIP Crime Policy is a Government Crime Policy on a Discovery form which includes coverage for: Employee Theft, Forgery or Alteration, Robbery, and Computer Fraud, Funds Transfer Fraud among others. The policy also includes sublimits for impersonation fraud, loss or damage to client property, and expenses incurred in establishing a loss.

RECOMMENDATION: The Board is asked to consider and provide authority to the SPA Chair to bind coverage once a proposal has been received.

FISCAL IMPACT: Not to exceed \$5,000 annual premium, minimum for a \$5M limit.

BACKGROUND: As part of the CAJPA Accreditation review it was identified that SPA should purchase a Crime/Officials Bond as part of the JPA Agreement.

ATTACHMENTS: None.

Item G.7.**POTENTIAL APPLICANT TO CCSA
FRESNO UNIFIED SCHOOL DISTRICT****INFORMATION ITEM**

ISSUE: The Board will receive an update regarding the potential for Fresno Unified School District to become a member of CCSA.

RECOMMENDATION: None – information only.

FISCAL IMPACT: No fiscal impact expected from this item. Impact of FUSD joining TBD.

BACKGROUND: The Board was previously notified of the potential for Fresno USD to join CCSA and be included in the SPA coverage.

ATTACHMENTS: None.

Item G.8.

**CAJPA ACCREDITATION
PRE-AUDIT REVIEW**

INFORMATION ITEM

ISSUE: In its Strategic Plan, the SPA Board has set a goal of having SPA become an accredited risk pooling JPA under CAJPA's accreditation program. The Program Administrator is conducting an internal pre-audit assessment of SPA's ability to meet the requirements to achieve Accreditation with Excellence.

The Program Administrators will provide updates and items for approval during the remainder of the 25/26 Board of Directors Meetings

RECOMMENDATION: Members are asked to review the matrix and provide direction as needed.

FISCAL IMPACT: TBD - We will need to budget for the accreditation in 26/27.

BACKGROUND: CAJPA's accreditation standards include numerous items for consideration and review. The Program Administrator prepared a matrix addressing each item with comments on what is needed to achieve compliance and estimated timing. The Program Administrator believes SPA should be ready by the fall of 2026 to join CAJPA and submit a request for a pre-accreditation review. It is expected that the accreditation review could be performed during the fall and if the review accreditation process within three months. If that is done, the cost of the pre accreditation review is applied to discount the accreditation process. The Program Administrator anticipates presentation of the draft accreditation report to the SPA Board at the 2027 SPA Strategic Planning meeting.

ATTACHMENTS: DRAFT CAJPA Accreditation Pre-Audit Review

Schools Program Alliance - CAJPA Accreditation

Mission Statement

Schools Program Alliance (SPA) is an association of school Joint Powers Authorities (JPAs) formed to contract for goods and services on a group basis, focused primarily on insurance and risk management services.

First formed in 2020, SPA is not a legal entity separate from its members, but a Joint Powers Authority that exists to provide cost-effective programs and services to manage property, liability, Workers' Compensation, services.

SPA currently offers Property and Liability Programs as well as a variety of risk management services, including training and loss prevention services focused on wildfire risk assessment and mitigation.

Program Summary

Schools Program Alliance (SPA) is a JPA risk pool established in 2020 to serve as a 'Super Pool,' uniting member JPAs to provide tailored risk management and cost-effective insurance solutions for California's educational institutions. As a trusted partner, SPA delivers a best-in-class property and liability coverage program, complemented by proactive safety initiatives. By pooling resources at a higher level, SPA provides robust solutions to support the educational mission of its members.

Program Summary

Program	Member Retention	Self-Insured Retention
Property		
Liability		

DRAFT

Objective: To determine that the governing documents and contracts with major service providers contain all essential provisions.

CRITERIA	STATUS	DISCUSSION
A. The JPA maintains in its records a signed original of the Joint Exercise of Powers Agreement or other acceptable documentation from each member agency. (Mandatory) <i>Other = signed copy of resolution from member's board, photo copy of signed JPA agreement. If not an original, suggest JPA check with counsel about the use of resolutions.</i>	In-progress, waiting on signed agreements from members.	
B. The agreement shall contain all of the provisions required in the enabling legislation in Section 6500 et. of the Government Code.	Yes	
1. §6503 requires that the purpose or power to be exercised and the method by which the purpose will be accomplished or the manner in which the power is to be exercised is to be stated in the agreement. (Mandatory)	Yes	
2. Pursuant to Section 6509 of the Government Code, the agreement shall specify the member which restricts the manner of exercising the power of the JPA (Suggestion) The member has to be named by name.	Yes	
3. In accordance with provisions of §6503.0 or §6509.0 the agreement must designate a treasurer and an auditor. (Mandatory) If §6505.5 a. Treasurer and auditor from same member b. Treasurer and auditor from same county (if under 6505.5 the auditor shall be from the same entity as the treasurer but does not have to be specifically named and can be the same person.) c. A Certified Public Accountant, who can serve both functions If §6505.6: Can be an officer or employee of the JPA for either or both positions. (Does not have to name any one particular person in the agreement. If the agreement refers to duties under 6505.6, this includes	Yes	Section 16b JPA Agreement
4. §6511 requires that the agreement provide for the disposition, division or distribution of any property acquired as the result of the joint exercise of powers. (Mandatory)	Yes	Section 23.1a JPA Agreement
5. §6512 or Sec. 6512.2 "requires that the agreement provide that any surplus money on hand after the completion of its purpose shall be returned in proportion to the contributions made." Or may, in the alternative, in proportion to contributions made and claims or losses paid. (Mandatory) <i>These items are assessed in appropriate governing documents</i>	Yes	Section 21.1.b. JPA Agreement
(agreement, bylaws, resolutions, master plan documents, memorandums of coverage, memorandums of understanding, adopted board policies or other similar documents):		DOCUMENTS IN WHICH ITEM CAN BE LOCATED (Excellence)
1. Eligibility criteria; (Mandatory)	Yes	Underwriting policy and JPA Agreement
2. Procedure for electing officers; (Mandatory)	Yes, the Board elects officers.	
3. Terms of office; (Mandatory)	Yes	Section 11 JPA Agreement 6-9-25 BOD Agenda
4. Record retention policy; (Mandatory)	5-10-21 passed	
5. Power and duties of Board; (Mandatory)	JPA Agreement	Section 8 and Section 9 JPA Agreement
6. Indemnification for liability; (Mandatory) The governing documents address that anyone acting in their official capacity (board/committee) is indemnified by the JPA or (not) to eliminate gray area. Employees are already covered under Gov. Code.	Yes	JPA Agreement?
7. Provisions for dissolution of pool; (Mandatory) There is a process specified for the members to elect to dissolve the pool.	Yes	JPA Agreement Section 21, 22, 23
8. Provisions for financial audits; (Mandatory)	Yes	JPA Agreement Section 15.d.
9. Provisions for actuarial studies; (Excellence)	Does it need to mention time and frequency?	JPA Agreement Section 19.b.i?
10. Provisions for claims audits; (Excellence)		P&P #4 Property Program Claim Management Policy - do we need to add the audit?
11. Provisions for assessments & distributions; (Mandatory)	Members will pay assessments	JPA Agreement Section 19.b.iii
12. Provisions for member withdrawal from a program or JPA as a whole. These provisions shall include: • Notice requirements (recommend board resolution for withdrawal from JPA; resolution to get in, resolution to get out) • Financial obligations and entitlements, i.e. responsibilities for future assessments or rights for future dividends. (Mandatory)	Yes	JPA Agreement Section 21
13. Provisions for termination of JPA members (such as the right to cancel for non-payment of premiums, underwriting problems, or the failure to adequately control risks); (Mandatory)	Yes	JPA Agreement Section 22
14. Provision for a meeting of the board at least annually; (Mandatory) (The board will meet at least annually, not an annual meeting according to Roberts Rules of Order.)	Yes	Meeting Calendar passed by Board of Directors JPA Agreement Section 10
15. Provision for the resolution of coverage and claims disputes with its members; (Mandatory)	Yes	
16. Provision for the resolution of nonclaim disputes (Excellence)	Yes	JPA Agreement Section 25.1
17. Provision for obligations of members. (Mandatory) The governing documents identify obligations of members, e.g. • Payment of contributions • Representative for board • Provide requested data	Yes	

DRAFT

D. Governing Documents and Prior Accreditation Report:	New accreditation	
1. The JPA is in substantial compliance with its governing documents. (Mandatory)	Yes	
2. The JPA Governing Board has reviewed the prior Accreditation Report for findings and recommendations. (Mandatory)	New accreditation	
E. The JPA has written contracts with firms or individuals that provide program administration services, insurance brokerage services, claims administration services, or have access to JPA funds. Such contracts shall include: (Mandatory) 1. Scope of services of the contractor; 2. Indemnification and insurance requirements; (A fidelity bond is required for any contractor that has access to JPA funds. If coverage doesn't cover forgery and alteration then it would not be sufficient coverage; or is employee dishonesty enough. Optional for consultant to add as a recommendation if they believe this is a concern.) 3. Compensation; 4. Term of Agreement; 5. Contract cancellation provisions; 6. Ownership of records; 7. Duty to disclose conflicts of interest including but not limited to other sources of income; and	Yes, need to provide Alliant and Newfront contracts (and actuary if we have one). Crime Coverage/Bond for Phil (does SIA crime coverage cover Phil acting for SPA).	Refer to Exhibit 4 Below
F. The JPA has certificates of insurance on file evidencing coverage required in contracts under E., above. (Mandatory) (Consider writing a suggestion for the pool to have a process to collect and review these if they do not have them on file and must collect them during the study.)	Yes, we have certs from Alliant and Newfront.	
G. If the JPA offers employee benefit programs to member agencies, a written plan description must be provided to covered employees. (Mandatory)	No employee benefits program	
H. The JPA keeps minutes of all meetings of its governing body and standing committees. (Mandatory) • Minutes are maintained in conformance with the Brown Act as amended where a record of how each member has voted is maintained as required under G.C. Section 54953(c)(2)	Yes, minutes are in conformance with the Brown Act.	

Exhibit 4 Contracts with Major Service Providers

Name of Contractor	Scope of Services	Indemnification & Insurance Fidelity bond if they write checks	Compensation	Term	Cancellation	Ownership of Records	Disclosure of Conflicts of interest and other sources of income	Fines & Penalties W/C Only
	JPA							NA
Alliant Insurance Services, Inc.	Administration	NA						NA
Alliant Insurance Services, Inc. and New Front	Insurance Brokerage Services	NA						NA
No WC program.	W.C. Claims Administrator	NA	NA	NA	NA	NA	NA	NA
Engle Martin/McLarens	Property Claims Administrator							NA
Confirm with New Front because what happens with claim?	Liability Claims Administrator							NA
								NA

Objective: To determine that the JPA complies with the various reporting requirements and other mandates imposed by the State of California and its regulatory agencies.

CRITERIA	STATUS	DISCUSSION
<p>A. The JPA has filed a notice of its joint exercise of powers agreement and any amendments or membership changes with the Secretary of State identifying (GC 6503.5); (Mandatory)</p> <p>1. The name of each member;</p> <p>2. The effective date;</p> <p>3. The purpose or power to be exercised; and</p> <p>4. A description of the amendment, if any.</p> <p>If the name of the JPA changes, counsel may be asked whether a new JPA agreement must be signed. Required if you add a new member or delete a member</p> <p>Notice must be filed within 30 days of amendment or member changes</p>	Need to do after we receive member agreements? Michelle confirm when complete.	
<p>B. The JPA has made the necessary Public Agency Roster filing with the Secretary of State and county clerks in the counties in which the JPA has offices. (G.C. 53051) (Mandatory)</p> <p>Filing required when board members or location changes</p>	Yes	
<p>C. The JPA has adopted a Conflict of Interest Code, formally reconsiders it prior to October 1st of all even numbered years, and oversees any required filings of the Statements of Economic Interest with the Fair Political Practices Commission or the designated filing agent. (G.C. 87306.5) (Mandatory)</p> <p>If the filing office is not perceived to be a governmental facility and accessible to the public, the JPA is required to send originals to the FPPC and retain copies. Review with the FPPC.</p> <p>If the Executive Director has provided waivers these waivers should be documented. If the JPA did not document such waivers then this would be a suggestion the first time and a requirement in future accreditations.</p>	Yes	
<p>D. If the JPA is subject to Education Code 17566(e) it procures triennial actuarial studies on its employee benefit programs. (Mandatory) (Provision for community college districts Education Code Section 81602 actuarial study under ERISA)</p>	No employee benefits program	
<p>E. The JPA's governing body approves its annual budget. (G.C. 6508) (Mandatory)</p>	Yes, at our BOD meeting.	May ish BOD meeting?
<p>F.1 The JPA has filed the "Special Districts Financial Transactions Report" with the State Controller/Division of Local Government Fiscal Affairs Special District Unit. (GC 53891) (Mandatory)</p>	Yes, filed with state.	
<p>F.2 The JPA has filed the annual compensation report with the State Controller's office. (Mandatory) GC 53892 (I)</p>	Yes	Done by Accountant
<p>F.3 If the JPA has a website, the website must contain or link to the annual compensation report for the JPA. (Mandatory) GC 53908</p>	NA	
<p>G. The JPA has filed its Audited Financial Statement with</p> <ul style="list-style-type: none"> the State Controller and, the county auditor of the county where the home office of the JPA is located within 12 months of the end of each fiscal year. (G.C. 6505 (c)) (Mandatory) 	Yes, file with Sac County and State.	
<p>H. JPA and/or members have valid certificate(s) of consent to self-insure Workers' Compensation (Labor Code Section 3700) and files any changes in claims administrators (8Cal Code Regs Sec.15402) and the necessary annual reports with the Dept. of Industrial Relations on or before October 1st of each year. (Labor Code 3702.2) (Mandatory) (This does not apply to excess pools.)</p> <p>Including evidence that they have filed the OSIP form J-1. The consultant can confirm this online with the Office of Self-Insured Plans</p> <p>https://www.dir.ca.gov/osip/PublicEntitiesAndJPA.htm</p>	JPA does not offer WC.	P-1 for TPA AR-2
I. Meetings and Meeting Notices		
<p>1. The JPA properly posts meeting notices and, (Mandatory)</p> <p>Board and standing committees. Check for ADA posting requirements. Note, the Attorney General has determined that valid posting means available to view 24/7 (consider posting on outside window). Agendas must be posted to the JPA website. Ensure notices are provided for teleconferencing as necessary including proper posting requirements.</p>	Yes	
<p>2. Conducts its meetings in accordance with the Brown Act. (G.C. 54954.2, G.C. 54953.2 and 42 U.S.C. 12132) (Mandatory)</p>	Yes, agenda is posting at member locations and the SPA website.	
<p>J. JPA's that self-insure medical benefits annually file a copy of their audit with a declaration to the Department of Managed Health Care as required for exemption from Knox-Keene requirements. (Code of Civil Procedures 2015.5) (Mandatory)</p>	No medical benefits or staff.	

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Objective: To determine that the JPA properly identifies and handles its own exposures to loss, secures any insurance required by its governing documents and/or any other legal requirement, monitors the adequacy of coverages it provides to its members both coverage for the JPA itself and coverage provided to its members and maintains permanent policy files.

CRITERIA	STATUS	DISCUSSION
A. Insurance and Coverages of the JPA administrative coverage		
1. The JPA maintains an official bond as required by state law (G.C. 6505.1 and 6505.5). The JPA requires fidelity coverage for a person or persons that are entrusted with any property of the JPA. (Mandatory) Pool needs coverage for treasurer, most employee dishonesty policies exclude the Treasurer, have insurance company issue an endorsement deleting this exclusion. Suggest that the JPA fix the amount of the bond as a specific amount as described in GC Section 6505.1	ACIP	
2. The JPA insures or self-insures for the following exposures as appropriate: (Mandatory) Review to ensure the JPA is named as a covered party. If the JPA is not a covered party and is not buying coverage then ensure that the JPA is making a conscious decision to retain this risk.		
a. Public Officials Errors & Omissions;	Not a line of coverage? (APPL Coverage)	JPA Agreement page 2b
b. Employee Fidelity; (insurance only, self-insurance not allowed) (G.C. 6505.1)	ACIP Coverage (cover officers/staff)	
c. Commercial General Liability;	NA	SPA doesn't need
d. Workers Compensation;	NA	SPA doesn't need
e. Fiduciary Liability; Required for self-funded health and welfare plans (May review public officials Errors and Omissions coverage, look at exclusions (if it only excludes ERISA then that doesn't exclude government entities) A standard commercial general liability policy doesn't extend to fiduciary coverage.)	No, WC offered and JPA "staff" are Alliant employees	SPA doesn't need
f. Auto Liability; including hired and non-owned auto; and even if no autos are owned.	NA	SPA doesn't need
g. Property.	NA	
a. Declaration page (unique to each member and/ or year of coverage): b. Definitions c. Identify covered parties, persons, entities (may refer to endorsement within the coverage document which lists all covered parties) d. Retention/deductible and limits e. Dates of coverage f. Premium/contributions These can be met by reference to other agreements or laws; ie labor code. (Mandatory) NOTE: Recommend that the JPA not include excess limits on the declaration page else it might be interpreted as included in the JPA's form. In that case the JPA The JPA should in addition consider scope of coverage, obligation if any to defend and indemnify, report claims, expectation of member to report, settlement. When you are not covering?	Ask Alliant staff how we want to handle f. premium/contributions	
Declaration Page (unique to each member and/or year of coverage) • Identify covered parties, persons, entities • Retention/deductible and limits • Dates of coverage • Premium/contributions Definitions Key terms to define include: • Coverage trigger (i.e. "occurrence", "wrongful act", etc.) • Coverage parts (E&O, Personal Injury, etc.) Insuring Agreement • Reimburse vs. indemnify • BI/PD • E&O • EPLI • Stat WC benefits Exclusions • Such as Asbestos, contract, nuclear, punitive damages, terrorism, etc. Conditions	Discuss annually when reviewing terms of renewal and especially with potential to include liability in the retained layer.	
C. For the risk excess of that retained by the JPA. The JPA evaluates its insurers, excess insurers, reinsurers and risk pools for coverage continuity, quality, stability, and financial solvency. (Mandatory) (Review of current and past insurers due to outstanding claims. See process for evaluating excess insurers and excess risk pools and reinsurers document) Suggest that insurance carriers current and past be reviewed; this review may include current ratings and any solvency issues. Suggest that any pooling arrangements entered into that the pool be reviewed annually to evaluate the financial condition and if the pool is accredited.	Yes	
D. For risks covered by the JPA, the JPA maintains sufficient evidence of coverage by way of excess or reinsurance as applicable:		
a. Workers Compensation	NA	
b. Property	Yes	
c. Liability	Yes	
d. Fiduciary Liability	NA	
e. Auto Liability (if separate)	Yes	
f. Health Benefits and related	NA	
Fiduciary Liability Required for self-funded health and welfare plans (May review public officials Errors and Omissions coverage, look at exclusions (if it only excludes ERISA then that doesn't exclude government entities) A standard commercial general liability policy doesn't extend to fiduciary coverage.)	NA	
E. The JPA keeps all memoranda of coverages and insurance policies permanently on file. (Mandatory)	Yes	
F. The JPA maintains and distributes coverage agreements and insurance policies as appropriate. (Mandatory)	Yes	

Objective: To determine that the JPA complies with all applicable accounting standards and has adopted an investment policy.

CRITERIA	STATUS	DISCUSSION
standards. (Mandatory) Noncompliance examples: •Not recording IBNR •Unrecorded ULAE (material) •Inadequate disclosures (Required Supplementary Information (RSI) #1, by line of coverage and RSI #2) loss development by line of coverage and disclosure of ceded insurance. •Inappropriate application of GAAP, (such as recording equity in another pool) (cannot be cured by disclosing the policy and limitations) •Liabilities not fairly stated (materially overstated); •Don't record above expected, any additional should be recorded as a designation of retained earnings). •GASB 31, market value of investments •GASB 40 Custodial Credit Risk Disclosures •GASB 68 Pension Liabilities •GASB 75 Other Post-Employment Benefits •Asset Impairments •Related Party Transactions •Extraordinary Items	Pending	Review with Phil
B. The JPA issues to its members periodic financial reports at least annually or more frequently if required by its governing documents. (Mandatory)	Yes	Quarterly reports
1. The JPA has undergone annual independent financial audits conducted by a CPA in accordance with generally accepted auditing standards, a report of which has been made available to all members as required by its governing documents. (Mandatory)	Yes	Done via SIAs audit ? Gilbert
2. If the JPA has received an opinion other than an unmodified opinion on the audit of its financial statements, the JPA governing board has satisfactorily addressed any such qualifications of opinion, audit exceptions or negative statements. (Mandatory)	No? We have not received an unmodified opinion?	
3. The independent auditor shall include a report on internal controls. (Mandatory) (Issue a report on internal control and compliance for governmental auditing standards or an internal control report under Statement on Auditing Standards 115 to meet this.)	Yes?	Ask SIA/review audit
4. If a management letter or report on internal controls has been issued, the JPA governing board has addressed any recommendations. (Mandatory)	Yes, if needed?	See above
D. Unpaid Claim Liabilities		
1. The JPA has assets sufficient to pay all unpaid claims liabilities and maintains a reasonable contingency margin. The determination of whether there is a reasonable margin for contingencies will include consideration of investment income, excess of loss insurance, aggregate stop loss insurance, assessability, size of program, volatility of risk, tolerance of membership, disclosure to board and any other relevant factors. (Excellence) (If there is a deficit and the board has made an assessment, the receivable is	Yes	Ask confirmation if this for the retained layer. Use of actuary?
2. If the JPA does not currently have sufficient assets to pay unpaid claims liabilities, it has a reasonable financial plan in effect that will generate sufficient revenues to pay all unpaid claims liabilities and to establish a contingency margin. (Mandatory)	Property only?	Do we need to be looking at this for GL?
For both D (1) and D (2) above, unpaid claims include: (Mandatory) a. Case reserves for reported claims; b. Incurred but unreported claims; c. Expected loss development; and, d. Allocated & unallocated loss adjusting expenses.	A) yes B) Actuary? C) Actuary?	Dan Madej confirm
3. JPAs with a self-funded medical benefit plans must fund at a level sufficient to cover expected claims, including the run-out, plus a reasonable contingency for adverse experience. Absent any acceptable evidence to the contrary, the contingency for adverse experience shall be set at an amount equal to or greater than the expected run-out of claims. (Mandatory)	NA	
4. JPAs with self-funded benefit plans other than medical must fund such programs at a level sufficient to cover expected claims and projected run-out, plus a reasonable contingency for adverse experience. (Mandatory)	NA	
5. The JPA's current contribution levels for each self-funded program is in concert with Section D, above. (Mandatory)	NA	
F. The JPA has adopted a target equity policy and considers it when evaluating funding and dividends. (Mandatory) (For sample targets see target equity worksheet)	Fund the property aggregate every year and maintain any Net Position left from years where we don't hit the aggregate.	We need to do this for the property program. (write po
G. Management provides those with governance a five-year summary of: a. The rate setting confidence level by policy year and program (Excellence) b. The equity targets by program and policy year (Excellence) Recommend you show the targets to your equity and demonstrate strengthening or erosion. Show board progression overtime.	Fund the property aggregate every year and maintain any Net Position left from years where we don't hit the aggregate.	We need to do this for the property program.
H. The JPA rate funding at the 80% confidence level or describes why this level is not needed; due to: (Excellence)	NA	NA
a. Nature of the program and retentions (explain) b. Met or exceed target equity (explain) c. Has a retrospective assessment process in place (explain)	Property program has an aggregate retention that is fully funded every year. We don't use actuary to calculate annual proeperty funding.	Not needed - fund aggregate every year
Actuary Guidance Funding: Primary Programs 70% = Marginally Acceptable 75%-85% = Recommended	NA	NA
75% = Marginally Acceptable 80%-90% = Recommended 95% = Conservative In cases where the loss estimates are less than the SIR (e.g. expected is \$500K, SIR is \$1M), I typically recommend setting aside a multiple of the SIR or layer	NA	NA
I. Any JPA with non-risk sharing program(s) must clearly indicate in the governing documents the financial and operational structure of such program(s). (Mandatory) To be considered as a W.C. non-risk sharing program, it must not be operating under a master workers' compensation certificate filed with the State Dept. of Self-Insurance Plans.	No WC program and no non-risk-sharing program	Need to define in gov documents the operating structure (prop and GL?) Send to Liability Committee
In lieu of funding standards contained in Section E above, a non-risk sharing program must:		
1. Calculate and communicate the individual member net asset balances and liabilities to the members annually.	Yes	Financial Statement included in agendas quarterly.
2. Be sufficiently assessable to ensure that program's cash flow needs are met.	Yes	Financial Statement included in agendas quarterly.
3. Demonstrate that it has adequate cash on hand to meet future claims costs.	Yes	Financial Statement included in agendas quarterly.
J. The JPA maintains a suitable management information system that includes premium computation methods and/or allocation formulas. (Mandatory).	Yes	Dan Madej ?

Objective: To assure that policies and procedures are in effect to protect and preserve the IPA's financial assets.

CRITERIA	STATUS	DISCUSSION
A.The IPA has a written investment policy that contains: (Mandatory) Required for all, even if they only have money in LAIF and or County Treasury.	Pending	Have sample - approve by May 2026
1. A statement of objectives as required by G.C. § 53646	Included in above	Included in above
2. Description of permitted investments, which must be in conformity with California G.C. §53601 and reasonable under "prudent investment rule."	Included in above	Included in above
3. The written investment policy is reviewed annually by governing body or an investment committee pursuant to California G.C. § 53646(a).	Pending	Put on annual agenda -with audit?
4. The IPA provides evidence that the governing body or an investment committee periodically considers diversification of risk as to type of investment and individual institution. (Mandatory)	Currently using LAIF only - need to keep funds relatively liquid and rates are currently favorable.	Continue to monitor and invest in other instruments if prudent.
B.The IPA invests its funds in conformity with GC §53601, (G.C. 6509.5) (Mandatory)	Yes- LAIF	Using LAIF
C.The IPA has in place internal controls that include: (Mandatory) Government pooled funds excepted.	Pending	Refer to Phil
1. Separation of functions (buying and selling of securities is separate from accounting and reporting of transactions) if the size of the staff can accommodate this;	Pending above	Refer to Phil
2. Separate verification of all transactions; and	Pending above	Refer to Phil
3. Written documentation of procedures.	Pending above	Refer to Phil
D.If the Treasurer has the authority to reinvest, sell and exchange securities:	Have Sample	On agenda by May 2026
1. The IPA makes such delegation of authority annually.	Pending above	Needs signature(Brooks, Cindy and Phil) LAIF
(G.C. §53607). (Mandatory)		
2. The Treasurer renders a monthly report of investment transactions to the governing board. (G.C. §3607). (Mandatory)	LAIF Only?	Add to agenda
B)THE FOLLOWING REQUIREMENTS (E, F, G, & H) ONLY APPLY TO IPAs THAT MANAGE THEIR OWN INVESTMENTS, WITH OR WITHOUT THE USE OF INVESTMENT CONSULTANTS. Does not apply to IPA funds that are deposited with county or state investment pools.		Phil?
E.The IPA provides evidence that the Treasurer or Chief Financial Officer has submitted a quarterly report in a timely manner to the governing board containing the investment information required by California G.C. §53646 (b) (1), a description of compliance with the statement of investment policy G.C. §53646 (b) (2), and a statement of ability to meet expenditure requirements over the next six months G.C. §53646 (b) (3). (Mandatory) Quarterly report is suggested not required under government code revisions but still required under these standards. The State revised so they don't have to include this in the mandated cost reimbursements. (Should be signed by Treasurer or CEO. (Note: under §3646 it does not state that you must provide the transaction detail as described under §3607 for a treasurer that has investment authority)	By January meeting	Treasurers report needed
F.The quarterly investment report filed with the governing body shall also contain:	By January meeting	part of report above
1. Type of investments; (Excellence)	By January meeting	part of report above
2. Issuing institution. (Excellence)	By January meeting	part of report above
3. Dates of purchase and maturity; (Excellence)	By January meeting	part of report above
4. Par and dollar amount invested on all securities; (Excellence)	By January meeting	part of report above
5. Investments and monies held by the IPA; (Excellence)	By January meeting	part of report above
6. Current market value, including source; (Excellence)	By January meeting	part of report above
7. Coupon rate; (Excellence)	By January meeting	part of report above
8. Effective yield rate, (yield to maturity) (Excellence)	By January meeting	part of report above
9. Portfolio total rate of return. (Excellence)	By January meeting	part of report above
10. Cash and security transactions; (Excellence)	By January meeting	part of report above
11. Percentage of portfolio by issuer or security type. (Excellence)	By January meeting	part of report above
G.IPAs that own investment securities shall have an independent custodian who shall not be from the same department of the financial institution or broker/dealer from whom the IPA buys or sells the security, or the investment advisor. (Mandatory)	NA	
1. There shall be a written contract between the IPA and the independent custodian that includes: (Mandatory) a. Scope of services b. Compensation c. Termination	NA	
2. Monthly reports shall be sent directly from custodian to a specific person at the IPA. (Excellence)	NA	
3. Custodial statements shall be reconciled with an in-house or investment advisor's report. (Mandatory)	NA	
Should be independent of the custodian and investment advisor. Should be documented in the investment accounting procedures. Recommend quarterly.	NA	
4. The third-party custodian shall maintain adequate fidelity coverage. (Excellence)	NA	
H.For IPAs that engage in services of a professional investment advisor, the following safeguards are in place: For the purpose of this Section I, an investment advisor is a person or firm that provides advice as to the value of securities or property or the advisability of purchasing or selling such securities or property. The advisor may have discretionary authority or control to purchase or sell. An investment advisor renders advice to the IPA on a regular basis with the understanding that his or her advice will be an integral factor in the investment decision-making process relative to the particular needs of the	Don't have professional investment as	Consider for future if need
1. There is a written contract between the advisor and the IPA that includes: (Mandatory) a. Scope of services b. Compensation c. Duty to disclose conflicts of interest d. Termination e. Disclosure to IPA of any investigation by a regulatory body for investment-related regulatory violations.	Don't have professional investment as	Consider for future if need
2. The IPA has a process to ensure the investment advisor has disclosed any conflict of interests (Mandatory) (This may be satisfied by a provision in the contract as addressed in (1) above or FPIC form 700, or review of Form ADV Parts 1 and 2; this should be done annually.) We are concerned that this does not satisfy the objectives of "disclosure" form 700 and ADV, recommend an annual statement of conflicts; list conflicts.	Don't have professional investment as	Consider for future if need
3. All securities are purchased in the name of the IPA. (Mandatory) Deposits in LAIF or a treasury are not "securities"	Don't have professional investment as	Consider for future if need
4. The advisor sends monthly reports to the IPA containing information described in Section D above. (Mandatory)	Don't have professional investment as	Consider for future if need
5. The advisor reports at least quarterly an evaluation including total rate of return and a comparison of the pool's total rate of return to reasonable benchmarks (i.e., U.S. Treasury securities, an index comprised of Treasuries, or LAIF). (Excellence)	Don't have professional investment as	Consider for future if need
6. The investment advisor carries Investment Advisor Professional Liability Insurance with a per claim/aggregate limit of at least \$1,000,000. (Mandatory)	Don't have professional investment as	Consider for future if need
I. IPAs that place their investments in or through County or State investment pools, or in FDIC insured contracts will issue quarterly reports to the governing body, chief financial officer, and auditor in accordance with G.C. §53646 (e). (Mandatory)	Don't have professional investment as	Consider for future if need

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or independent evaluations on each of its self-funded programs. There may be instances in which the provisions of this section may be waived because such studies may not be considered necessary (such as for property or vehicle physical damage programs). Programs:

CRITERIA	STATUS	DISCUSSION
A. The JPA has had property or casualty (including W.C.) actuarial study(ies). Such study was conducted by a Member of the American Academy of Actuaries and addressed all of the relevant items in Sections IV. E and IV. F. Such study(ies) shall be conducted within the last three years (Mandatory) or annually. (Excellence). (The actuary should be conducted for major programs, if a pool is in run-out it still should have an actuary study, unless as determined by the committee the risk and variability has sufficiently diminished. Such considerations would be; line of coverage, the risk layer retained, whether the pool is an excess layer pool, the variability inherent in the claims and how the claims are developing.)	Chris Nahas (Astrus) - compar	Property only
B. The actuary provides claim funded factors or measures for the: a. Expected level (Mandatory) b. 70% confidence level (Mandatory) c. 80% confidence level (Mandatory) d. 90% confidence level (Mandatory) e. At least one of the factors below or similar: 98% confidence level (1:50) (Excellence) 99% confidence level (1:100) (Excellence) 99.5% confidence level (1:200) (Excellence) This information would be valuable for long-term risk financing and meeting forever pool benchmarks and goals.	NA	
C. If loss reserves requirements were computed on a discounted (present value) basis, the payout pattern and projected rate of return were reasonable. (Mandatory) Is the discount rate reasonable given; current cash and investment balances, accounts receivable or deficit balances, or the character of the assets such as buildings?	NA	
D. If the JPA has a self-funded medical benefit plans, it must conduct an independent rate study and fund level evaluation, including consideration of a reasonable contingency margin for adverse experience. Such study shall be conducted within the last 36 months. (Mandatory).	NA to medical benefit plan	
E. If JPA has other miscellaneous self-funded programs (such as dental, vision, long-term disability or life), it must conduct independent rate studies and fund level evaluations within the last 36 months by an actuary (Mandatory) note this is a requirement for education JPA's under AB 1200 Chapter 1213.	NA no dental, vision, or long term disability	

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Objective: To determine that the JPA actively promotes risk control principles and practices to its members and that necessary budgetary appropriations for such services are made. An excess JPA may meet this requirement by requiring its member agencies to be responsible for having their own risk control program.

CRITERIA	STATUS	DISCUSSION
A. JPAs are active in promoting risk control principles among their member agencies. This shall include the following: (Compliance with two or more is required) Not applicable for benefit programs. (Mandatory)	Yes	Wild fire risk scores, reports etc.
1. Promoting a risk transfer policy that addresses additional insured's, minimum insurance limits and proof of suitable insurance coverage.	Yes	
2. Establishing risk control standards for the significant exposures of its member agencies. For liability and property.	Property High Risk Standards & COC Limits. Liability Committee meets to discuss.	Included special terms in APIP placement. SPA MOC endorsement b, Scheduled High Risk Location Loss Limitation
3. Prioritizing the use of its risk control resources, based on such factors as: (a) loss ratios, (b) frequency, and (c) severity rates.	Yes?	Wild fire risk scores, reports etc, high risk locations.
4. Offering risk control assistance to its member agencies, including (a) conducting or facilitating risk control inspections, (b) investigating large losses, (c) conducting risk control training for its member agencies, and/or (d) providing wellness and/or employee assistance program.	Loss Control Funds? HSB?	
5. Providing or facilitating the procurement of appraisal services, in order to maintain accurate records of its members' property components and values.	Yes	
B. The JPA's budget provides for the above. (Mandatory)	Yes	
C. The JPA maintains a suitable management information system that includes: (Mandatory)	Yes	
1. Relevant information about type and quantity of exposures being assumed.	Yes	
2. Relevant information about the type, number and cause of accidents resulting in claims against its member agencies.	Yes	

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Objective: Measure nature, scope, and quality of the claim management services provided by JPA and its contractors.

Program: Property/Liability

CRITERIA	STATUS	DISCUSSION
A. The JPA has established a suitable claim's management system. Excess JPA's must have a process to monitor primary claims handled by, or for, its member agencies. (Mandatory)	Rely on Josh Arnold at SIA and their system. Members send SPA their monthly property loss runs.	Newfront for GL? Olivia Nelson and Jim Wilkey
B. The JPA has established a litigation management program. (Mandatory) Evidence of this may include • Budget • Written plan for litigation on each litigated case • Guidelines for oversight of litigation • Contracts with attorneys Although the above may not be applicable for excess pools; does the excess pool • Have oversight only over primary layer litigation? • Assign associate defense counsel? • Ensure the primary pool or covered party has a	For Liability and Work Comp	N/A to property
C. The JPA has conducted a claims audit on each significant self-funded program within the last 2 years. Significant self-funded programs shall include W.C., liability, and medical malpractice. (Excellence) (A periodic Profile Audit Review (PAR) audit may be acceptable replacement on a self-administered program (in-house administration) however; this audit does not have the same scope in review of reserves). The audit should be conducted by a qualified claims auditor, independent of the JPA, the claims administrator and the insurers, and should determine whether or not:	Not required for property per audit sta	Audit McLarens?
1. Claims are handled in a timely and organized manner.	Yes and Josh Arnold	
2. The claims administrator adequately communicates with the JPA, its members, and the claimants;	Yes	
3. Case reserving practices are reasonable;	Yes	
4. Loss experience reports accurately reflect the case reserves and the payments. As an alternative, this determination may be made during the financial audits required in Section IV. C. of these Accreditation Standards.	Yes	
5. The JPA is receiving quality claims services. General evidence of this may be indicated from the following:	Yes	
a. Staffing levels are adequate in relation to cas	Yes	
b. Adjusters identify claims with subrogation po	Yes	
c. Excess insurers are notified of claims with ex	Yes	
d. Litigated claims are adequately managed;	Yes	
e. Coverage is verified; and	Yes	
f. Adequate investigations are performed.	Yes	
D. The JPA has addressed all major recommendations and significant findings included in the audit report. Consideration of a future standard: (An excess pool has a process of reviewing primary layer claim audit results and follow-up with members) (Mandatory)	No claims audit report.	
E. The JPA maintains a management information system that includes relevant information about the type, number and cost of claims being reported and adjusted. (Mandatory)	Yes, confirm what Josh is doing?	
F. If the JPA provides employee benefit plans for its members, it must have an appeals process for handling claims and/or coverage related disputes. (Mandatory)	NA no employee benefits	
G. The JPA has a written policy addressing settlement authority (Mandatory)	Yes - PP1 Claims Payments	

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Objective: To determine that the JPA has a clear process for developing and monitoring its underwriting policies and processes

CRITERIA	STATUS	DISCUSSION
I. Underwriting Objectives This applies to rating individual members and overall program management	Yes	Underwriting policy approve by the BOD
1. The JPA has established a written underwriting policy. This policy should include the following (mandatory): This should be a written policy approved by the board	Yes	
a. A definition of the underwriting function / mission	Yes	
b. Address suitability or fit of member	Yes	
a. As applicable considers i. Claims ii. Exposures iii. Actuarial results	Yes	Need to add actuary review to underwriting policy?
d. Defines relevant period or value of data. (last 5 years; or capped at \$150,000)	Yes	Underwriting policy
formula (mandatory) (Addresses both new and existing members)	No	
a. It identifies the components in writing as part of the policy	No	
b. The policy identifies guidelines for credits or debits	No	
3. There is an approval process for new members by board or who they delegate this approval. (mandatory)	Yes	Underwriting Policy
4. The underwriting policy is formally reviewed periodically or at least once every three years. (Mandatory) (a fresh look at the formulas) This review should consider:	Yes	2023 Amended
a. Is the process adequately measuring the risks	Yes	
b. Is the process adequately allocating costs? (Mandatory)	Yes	
5. Underwriting considers the target net assets (Excellence) May include a dividend & assessment formula	No	

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Objective: Demonstrative for the first cycle to make this part of the conversation management has with the board; the goal would be to make this demonstrative for a three- year cycle beginning January 1, 2021 then after this section will be for the excellence standard.

To determine that the JPA has an ongoing process to identify major overall risk areas for the JPA and a plan reduce these risks to a relatively low level.

The JPA leadership has identified the relevant; policies, procedures, people, systems, training and monitoring to address first level risks in each of these three areas. A plan should be developed to

(note must have a plan in process. It doesn't have to be fully implemented) The plan must be in

e. Identify the major risks	Pending	Wildfire risk? Loss control
f. Develop a plan to reduce the risk to a "relatively low level."	Pending	
g. Implement the plan	Pending	
h. Monitor and develop plans to address next level risks.	Pending	

CRITERIA	STATUS	DISCUSSION
I. Member Understanding and Value - Meeting member needs through various cycles.	Add one of the risk components to our meetings? Special meeting related to this topic?	Wait until the annual strategic planning meeting?
a. Identify the major risks (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
b. Develop a plan to reduce the risk to a "relatively low level." (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
c. Implement the plan (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
d. Monitor and develop plans to address next level risks (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
II. Funding, Capitalization and Risk Financing Structure - Board not adequately funding and capitalizing a program.	Add one of the risk components to our meetings? Special meeting related to this topic?	
a. Identify the major risks (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
b. Develop a plan to reduce the risk to a "relatively low level." (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
c. Implement the plan (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
d. Monitor and develop plans to address next level risks. (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
III. Operations and Operational Interruption.	Add one of the risk components to our meetings? Special meeting related to this topic?	
a. Identify the major risks (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	

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b. Develop a plan to reduce the risk to a “relatively low level.” (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
c. Implement the plan (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
d. Monitor and develop plans to address next level risks. (demonstrative/excellence)	Add one of the risk components to our meetings? Special meeting related to this topic?	
The plan should be designed to reduce to a relatively low risk that events in these areas would significantly put the pool at risk.	Add one of the risk components to our meetings? Special meeting related to this topic?	

Objective: To determine that the JPA (A) has a process for developing and implementing a strategic plan setting forth its goals and objectives for the future, (B) regularly and effectively communicates with its members (C) actively involves its governing board members and staff in education and training programs offered by relevant professional associations and (D) maintains procedures and policies relating to information systems.

CRITERIA	STATUS	DISCUSSION
A. The JPA conducts an effective strategic planning process to guide its future efforts. This should include an analysis of the environmental trends and the organizational strengths, weaknesses, opportunities and threats. Such a process may also include the following: (Excellence)	Yes, annually.	
1. A survey of member expectations and related perceptions; (either formally or informally)	Informally yes? Should we add formally?	
2. A mission statement with supporting goals, objectives and tasks.	Yes	
3. Consideration of the target equity policy.	Need to prepare and approve.	Can review NCCSIF and SCORES.
B. The JPA regularly communicates with its member entities. Such communication may include (Mandatory) One or more or related communication efforts with members		
1. Annual reports, newsletters, or similar media;	Should we create an annual report for SPA?	
2. Notice of major policy issues;	Yes	
3. Periodic workshops, seminars, or similar educational activities;	Alliant Risk Control?	
4. Surveys of its member agencies, its service providers, and staff.	Not at this time? Should we start effective 26/27?	
5. JPA website for communication with members	Yes	
C. The JPA governing board and staff are actively involved in education and training programs. Such involvement may be indicated by the following: (Excellence)	Yes	
1. Participation in one or more of the following organizations:		
a. CAJPA (California Association of Joint Powers Authorities)	Yes?	Underlying members and Alliant. Will pay for a membership for SPA.
b. PARMA (Public Agency Risk Managers Association)	Yes?	Underlying members are members?
c. PRIMA (Public Risk Management Association)	NA	
d. CPCU Society (Chartered Property and Casualty Underwriters)	NA	
e. RIMS (Risk and Insurance Management Society)	NA	
f. CASBO (California Association of School Business Officials)	NA	
g. COSIPA (Council of Self-Insured Public Agencies)	NA	
h. CSIA (California Self-Insurers Association)	NA	
i. PASMA (Public Agency Safety Management Association)	NA	
j. AGRIP (Association of Governmental Risk Insurance Pools)	NA	
k. IEA (Insurance Educational Association)	NA	
l. ASSE (American Society of Safety Engineers)	NA	
m. SCIC (Society of Certified Insurance Counselors)	NA	
2. Top management has attended at least two professional conferences or seminars in the preceding 12 months.	Yes	
3. The governing body members participate in training such as; governance training, pool management or risk management training.	Yes	
4. There is formal training of all key personnel. (As needed)	Yes	
5. The JPA's budget provides for the above participation and training.	Add training budget?	
D. The JPA has developed and implemented processes and procedures relating to protection of electronic data, including:	Alliant Contract?	
1. A suitable security and back-up system for all stored data. (Mandatory)	Yes	
2. A written policy with respect to:		
a. Disaster recovery (Mandatory)	Yes	Admin P&P 3
b. Data backup and recovery (Mandatory)	Yes	Admin P&P 3
c. Physical and electronic data security (Mandatory)	Yes	Admin P&P 3
d. Electronic data retention (Mandatory)	Yes	Admin P&P 3
e. Protection of electronic data as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), as applicable. (Mandatory)	Yes	Admin P&P 3