

AGENDA

MEETING:	Board of Directors Meeting Schools Program Alliance Teleconference Meeting	A Action I Information
DATE/TIME:	March 14, 2022 at 8:00 AM PDT	1 Attached 2 Hand Out 3 Separate Cover 4 Verbal
LOCATION VIA TELECONFERENCE:	Toll Free (888) 475 4499 or (669) 900-6833 US Toll Meeting number (access code): 933 722 0860 https://alliantinsurance.zoom.us/j/93372240860?pwd=Vi9VNG5RNIA5dExyemd3QUhxR0hhZz09	

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 460, 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

<i>PAGE</i>	A. CALL TO ORDER, ROLL CALL, QUORUM	A 4
	B. APPROVAL OF AGENDA AS POSTED	A 4
	C. PUBLIC COMMENTS <i>The public is invited at this point to address the Board of Directors on issues of interest to them.</i>	I 4
	D. CONSENT CALENDAR <i>The Board of Directors may take action on the items below as a group except a Board Member may request an item be withdrawn from the Consent Calendar for discussion and action.</i>	A 1
<i>Pg. 4</i>	1. Minutes of SPA Board Teleconference Meeting February 14, 2022	
	E. GENERAL ADMINISTRATION	
<i>Pg. 8</i>	1. April 11, 2022 Proposed Meeting Change to April 12, 2022 <i>The Board will consider changing the meeting to 4/12/2022 from 11AM-1PM.</i>	A 1

	2. Financial	A	1
Pg. 9	A. Financials as of December 31, 2021		
	<i>The Board will consider accepting and filing the financials as of December 31, 2021.</i>		
Pg. 13	B. LAIF Update		
Pg. 14	3. 2022 Property (and APD) Renewal Update	I	1
	<i>The Board will receive information on the renewal of the Property Program and will receive information on loss ratios.</i>		
Pg. 16	4. Liability Update	I	4
	<i>Jim Wilkey may provide the Board with an update regarding the Liability Renewal.</i>		
Pg. 18	5. Self-Insurance of Cyber Exposure – Portal Update	I	1
	<i>The Board will receive an update regarding the online portal used to complete applications.</i>		
Pg. 20	6. Long Range Planning Update	I	1
	<i>The Board will receive an update on the Long Range Planning objectives.</i>		
	F. INFORMATION ITEMS AND DISCUSSION	I	4
	<i>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.</i>		
	G. ADJOURNMENT	A	4

Item No: 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.

ATTACHMENTS:

1. Minutes of SPA Board Teleconference Meeting February 14, 2022

SCHOOLS PROGRAM ALLIANCE**February 14, 2022 Teleconference Board 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)	Janet Selby
North Bay Schools Insurance Authority (NBSIA)	Brandon Schlenker
North Bay Schools Insurance Authority (NBSIA)	Kim Stantin
Redwood Empire Schools Insurance Group (RESIG)	Rose Burcina
Redwood Empire Schools Insurance Group (RESIG)	Sandy Manzoni
Schools Insurance Authority (SIA)	Martin Brady
Schools Insurance Authority (SIA)	Debrah Sherrington
Schools Insurance Authority (SIA)	Brooks Rice
Schools Insurance Authority (SIA)	Phil Brown
Schools Insurance Group (SIG)	Cindy Wilkerson
Schools Insurance Group (SIG)	Nancy Mosier

Consultants & Guests

Dan Howell, Alliant Insurance Services	Michelle Minnick, Alliant Insurance Services
Dan Madej, Alliant Insurance Services	James Wilkey, New Front Insurance
Marcus Beverly, Alliant Insurance Services	Eileen Massa, New Front Insurance
Dennis Mulqueeney, Alliant Insurance Services	Rob Kramer, Sedgwick

A. CALL TO ORDER, ROLL CALL, QUORUM

Mr. Martin Brady called the meeting to order at 10:01 a.m. The above-mentioned members were present constituting a quorum.

B. APPROVAL OF THE AGENDA AS POSTED

A motion was made to approve the Agenda as posted and confirm the quorum.

MOTION: Cindy Wilkerson

SECOND: Christy Patterson

**MOTION CARRIED
UNANIMOUSLY**

C. PUBLIC COMMENT

There were no public comments.

D. CONSENT CALENDAR

1. Minutes of SPA Board of Directors Meeting January 10, 2022

A motion was made to approve the Consent Calendar.

MOTION: Janet Selby

SECOND: Cindy Wilkerson

**MOTION CARRIED
UNANIMOUSLY**

E. GENERAL ADMINISTRATION**E.1. SCHOOL SPONSORED HOUSING PROPERTY PROGRAM COVERAGE**

Dan Madej provided the Board with an update regarding the MOC coverage and how to address the issue of potential teacher housing projects as the MOC will be used to market the submission. He noted the changes that are being proposed to the SPA Property MOC which would become effective July 1, 2022 and would include reference to new habitational risk.

A motion was made to approve the revision to the MOC as presented and the underwriting guidelines as presented.

MOTION: Janet Selby

SECOND: Sandy Manzoni

**MOTION CARRIED
UNANIMOUSLY**

E.2. FINANCIAL AS OF DECEMBER 31, 2022

Phil Brown provided a review of the Financial as of December 31, 2021 and noted that we have added a column to the financials that shows the shared risk layer, and also includes the claims liability by member. Additionally, he noted that the SPA financials audit has been scheduled for the end of April 2022.

E.3. 2022 PROPERTY (AND APD) RENEWAL DISCUSSION

Dan Madej provided the board with a reminder of the Property and APD renewal timeline and noted that we have received the information needed for renewal.

E.4. LIABILITY UPDATE

Jim Wilkey provided the Board with an update regarding the Liability Program (BASIC & SIA) and noted that they have received all the information needed for the renewal of the SPA Liability program.

E.5. SELF-INSURANCE OF CYBER EXPOSURE – PORTAL UPDATE

Dennis Mulqueeny provided the Board with an update regarding the cyber portal and members have been granted access to complete the Cyber application by March 15, 2022. Members were reminded if they have any issues with logging they can reach out to Michelle Minnick or Jenna Wirkner. After a discussion Program Administration was provided with direction to consider a self-insured cyber program using the application information collected via the Cyber Portal.

E.6. PROPERTY VALUATION STRATEGY

Dan Howell provided the Board with an update regarding the BSSP appraisal and noted that we will be using the appraised values for BSSP who has approved the values of the appraisal and for all other properties Program Administration is recommending using 3.5% for Real Property and 2% for Personal Property as the trend factors.

A motion was made to approve the trend factors 3.5% for Real Property and 2% for Personal Property and including the appraisal for BSSP and

MOTION: Cindy Wilkerson

SECOND: Janet Selby

**MOTION CARRIED
UNANIMOUSLY**

E.7. LEARNING MANAGEMENT SYSTEM AD HOC RISK MANAGEMENT SUB-COMMITTEE REPORT

Cindy Wilkerson provided the Board with an update regarding the Ad Hoc Risk Management Sub-committee including their recommendation to contact with Public School Works to request a proposal. After a general discussion, Ad Hoc Risk Management Sub-Committee and Program Administration was provided with direction to move forward with requesting a proposal from Public Schools Works for the SPA group.

E.8. WEBSITE UPDATES

Marcus Beverly provided the Board with a review of the SPA Website and noted that we have included the Loss Control Resources that are available to all SPA members. As we move forward the Program Administration will continue to add items of interest to the website for members convenience and additionally create a Resource Contact Guide. Additionally Program Administration will also be setting up the Alliant Connect where policies and governing documents will be housed.

E.9. LONG RANGE PLANNING UPDATE

Marcus Beverly provided the Board with a review of the Long Range Action Plan and noted the items that have been completed and those that are still in progress.

F. INFORMATION ITEMS AND DISCUSSION

Brooks Rice from SIA noted that they have received Notice of Liability letter that was received from a parent indicating that their child (student) will not wear masks and that the school will not be able to separate, isolate, or discriminate against the student while attending classes. Cindy Wilkerson noted that SIG will be discussing at an upcoming meeting and will have more to share by the end of the week.

G. ADJOURNMENT

A motion to adjourn was made at 11:57 A.M.

MOTION: Christy Patterson

SECOND: Janet Selby

**MOTION CARRIED
UNANIMOUSLY**

The meeting was adjourned at 11:57 A.M.

NEXT MEETING DATE: Monday March 14, 2022 8:00 A.M.



Schools Program Alliance

c/o Alliant Insurance Services

Corporation Insurance License No. 0C36861

2180 Harvard Street, Suite 460, Sacramento, CA 95815

Respectfully Submitted,

Martin Brady, Secretary

Date

DRAFT

Item No: E.1.

APRIL 11, 2022 PROPOSED MEETING CHANGE TO APRIL 12, 2022**ACTION ITEM**

ISSUE: The Board will consider moving the meeting date from April 11, 2022 to April 12, 2022 to take place at the Alliant Office in San Francisco from 11 am – 2 pm.

RECOMMENDATION: Approve the change of the meeting date to April 12, 2022 at the Alliant Office in San Francisco, 560 Mission Street to take place from 11 am- 2 pm.

FISCAL IMPACT: Unknown

BACKGROUND: The RIMS Conference will be taking place the week of the SPA Board meeting. Alliant is offering to host the meeting in person at the San Francisco office, 560 Mission Street and lunch will be provided. Representatives of the London UK property underwriting and broking team will be present.

ATTACHMENTS: None

Item No: E.2.A.

FINANCIAL – FINANCIALS AS OF DECEMBER 31, 2021**ACTION ITEM**

ISSUE: SPA financial statements for the quarter ending December 31, 2021, are presented for approval.

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 (self-insured), excess insurance purchases and certain administrative expenses (loss control, appraisals, and administrative costs), and 2) a Liability Program of excess insurance purchases, for the benefit of the member districts/JPAs. The JPA Board approves insurance purchases and sets policy direction for administrative expenses which are purchased in support of the members.

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

SPA Financials reflect a net position of \$2,043,081 as of December 31, 2021. Highlights of the financials include:

- Per the October 2021 meeting, the shared risk retained layer is reported separately in a "Property Pool" column of the financials.
- The statements reflect the accrual of a claim liability (and expense) for a member fire of \$2.25M.
- The statements reflect SIA payment of the full share of retained layer contributions for the current year as a deferred revenue.

Financial considerations for the future include:

- The recently approved reclassification of 2020-21 SIA admin fees to Loss Control accounts will be updated for the March financials.
- For the current and prior fiscal years, we are working with Gilbert CPAs regarding the appropriate treatment of SPA members' reinsurance billings. This will be updated in the March financials and 6/30/21 financials as appropriate.
- We have scheduled the 6/30/2021 financial audit with Gilbert CPAs for the week of 4/18/2021.

ATTACHMENTS: SPA Program Financials as of 12/31/21

**SCHOOLS PROGRAM ALLIANCE
PROPERTY INSURANCE PROGRAM
STATEMENT OF FINANCIAL POSITION
Unaudited - For Management Purposes Only
AS OF DECEMBER 31,2021**

DRAFT

	0.2%	1.3%	0.8%	21.5%	2.2%		
	BSSFP	NBSIA	RESIG	SIA	SIG	Property Pool	Total
ASSETS							
Cash	\$ 13,105.31	\$ 74,517.38	\$ 44,107.26	\$ 1,241,710.69	\$ 125,125.85	\$ 4,279,300	\$ 5,777,866
Accounts Receivable	-	-	62,532	-	-	220,700	283,232
TOTAL ASSETS	13,105	74,517	106,639	1,241,711	125,126	4,500,000	6,061,098
LIABILITIES							
SIA Admin payable	-	-	-	-	-	-	-
Loss Control payable	-	-	-	-	-	-	-
Appraisal payable	-	-	-	-	-	-	-
Deferred Contributions	6,169	23,830	31,266	919,632	37,121	750,000	1,768,017
Claims Liabilities	-	-	-	-	-	2,250,000	2,250,000
TOTAL LIABILITIES	6,169	23,830	31,266	919,632	37,121	3,000,000	4,018,017
TOTAL LIABILITIES AND NET POSITION	\$ 6,937	\$ 50,688	\$ 75,373	\$ 322,079	\$ 88,005	\$ 1,500,000	\$ 2,043,081

Reconciliation of Equity Balances

Retained Layer	-	-	-	-	-	1,500,000	1,500,000
SIA Admin	2,281	7,967	10,681	41,726	12,347	-	75,000
Loss Control	(2,030)	18,156.51	32,119	157,351	37,486	-	243,081
Appraisals	6,739	24,343.41	32,397	123,727	37,795	-	225,000
Total Net Position	\$ 6,989	\$ 50,466	\$ 75,196	\$ 322,803	\$ 87,627	\$ 1,500,000	\$ 2,043,081

**SCHOOLS PROGRAM ALLIANCE
PROPERTY INSURANCE PROGRAM
STATEMENT OF COMPREHENSIVE INCOME
Unaudited - For Management Purposes Only
DECEMBER 31,2021**

DRAFT

	BSSFP	NBSIA	RESIG	SIA	SIG	Property Pool	Total
CONTRIBUTIONS							
SPA Retained Layer Deposit	-	-	-	-	-	\$ 750,000	\$ 750,000
Additional Retained Layer Deposit							-
TOTAL RETAINED LAYER	-	-	-	-	-	750,000	750,000
SPA Admin Contributions*							
SIA Admin	1,089	4,205	5,518	20,138	6,551		37,500
Loss Control	2,903	11,214	14,713	53,701	17,469		100,000
Appraisal	2,177	8,410	11,035	40,276	13,102		75,000
TOTAL ADMIN CONTRIBUTIONS	6,169	23,830	31,266	114,115	37,121		212,500
TOTAL CONTRIBUTIONS	6,169	23,830	31,266	114,115	37,121	750,000	962,500
EXPENSES							
Claims Expenses						2,250,000	2,250,000
SIA Admin	1,140	3,983	5,340	20,863	6,173		37,500
Loss Control	9,500	9,500	5,900	-	-		24,900
Appraisals	-	-	-	-	-		-
TOTAL EXPENSES	10,640	13,483	11,240	20,863	6,173	2,250,000	2,312,400
NET POSITION, BEGINNING OF YEAR:							
Retained earnings	11,409	40,342	55,348	228,826	57,057	3,000,000	3,392,981
Balance as of 12/31/21	\$ 6,937	\$ 50,688	\$ 75,373	\$ 322,079	\$ 88,005	\$ 1,500,000	\$ 2,043,081

* SPA Admin Cost Allocation	
SIA Admin Charge	\$ 75,000
Loss Control	\$ 200,000
Appraisal	\$ 150,000
Total	\$ 425,000

**SCHOOLS PROGRAM ALLIANCE
CHECK REGISTER**

DISBURSEMENT TRANSACTIONS THROUGH DECEMBER 31, 2021

Check Number	Vendor ID	Vendor Check Name	Check Date	Amount	Inv. #	Date	Description
FY 2020-2021							
100760	ALLIANT	ALLIANT INSURANCE SERVICES	6/15/2021	7,500.00			
100615	DRIVER	Alliant Insurance Services, Inc.	4/21/2021	2,868.75			
100816	XMR FIRE EMERGE	XMR FIRE CONSULTING	6/23/2021	7,500.00			
100873	INDUSTRIAL EMER	INDUSTRIAL EMERGENCY COUNCIL	7/9/2021	1,200.00			
101001	PARAGON RISK	PARAGON RISK ENGINEERING	8/20/2021	12,950.00			
				<u>32,018.75</u>			
FY 2021-2022							
101358	INDUSTRIAL EMER	INDUSTRIAL EMERGENCY COUNCIL	12/3/2021	2,300.00	INV-00411	9/8/2021	SIG Loss Control
101358	INDUSTRIAL EMER	INDUSTRIAL EMERGENCY COUNCIL	12/3/2021	3,600.00	INV-00419	10/31/2021	SIG Loss Control
101357	XMR FIRE EMERGE	XMR FIRE CONSULTING (Todd Lando)	12/3/2021	9,500.00	2019-070	11/19/2021	North Bay Loss Control
101357	XMR FIRE EMERGE	XMR FIRE CONSULTING (Todd Lando)	12/3/2021	9,500.00	2019-071	11/19/2021	BSSP Loss Control
				<u>24,900.00</u>			

Item No: E.2.B.

FINANCIAL – LAIF**INFORMATION ITEM**

ISSUE: The Board will receive a verbal update regarding the status of the establishment of the LAIF account.

RECOMMENDATION: None.

FISCAL IMPACT: None expected from this item.

BACKGROUND: SPA's financial accountant has requested establishment of a separate LAIF account for SPA funds.

ATTACHMENTS: None.

Item No: E.3.

2022 PROPERTY (AND APD) RENEWAL UPDATE**INFORMATION ITEM**

ISSUE: We will discuss the status of the 2022 property/APD renewal process.

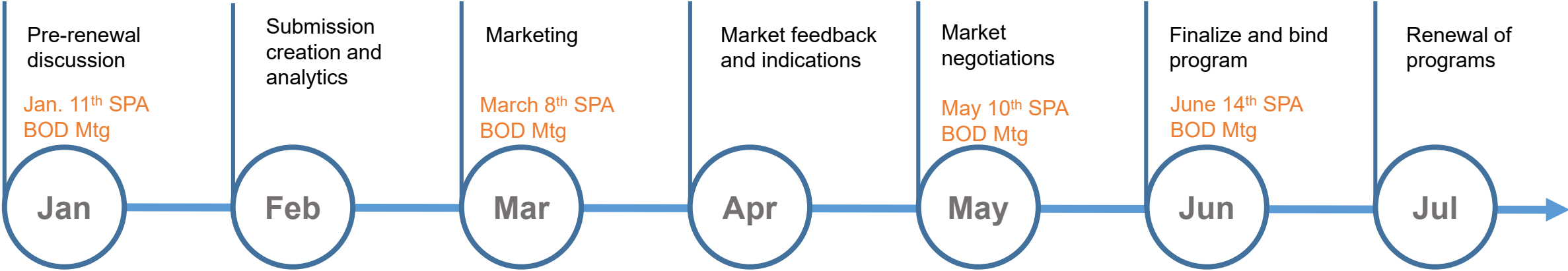
RECOMMENDATION: No action, as this is an update and discussion only.

FISCAL IMPACT: No impact, as this is an update and discussion only.

BACKGROUND: We would like to continue with ongoing dialogue regarding the evaluation and release of the renewal data. Timely collection of the data will assist in a timely review, evaluation, reconciliation and release of the data to the markets to begin the marketing process, as well as the additional analytics work (modeling, etc.).

ATTACHMENTS: 2022 Timeline

WORKING SPA Renewal Timeline and Milestones



Pre-renewal discussion
Jan. 11th SPA BOD Mtg

Submission creation and analytics

Marketing
March 8th SPA BOD Mtg

Market feedback and indications

Market negotiations
May 10th SPA BOD Mtg

Finalize and bind program
June 14th SPA BOD Mtg

Renewal of programs

Jan

Feb

Mar

Apr

May

Jun

Jul

- Renewal information data request
- Renewal information received

- Draft submission presentation and final marketing plan
- Data submitted for pricing and modeling

- Pricing and modeling feedback; change strategy?
- Initial feedback on marketing
- Underwriter calls

- On-going market feedback, indications and strategy revisiting, if needed

- Negotiations with markets
- “Not to Exceed” commitments

- Final positions
- Presentation of final terms
- Order to Bind

- Binders obtained
- Timely invoicing

Weekly/Friday email updates to SPA Board

Item No: E.4.

LIABILITY UPDATE**INFORMATION ITEM**

ISSUE: Jim Wilkey from New Front Insurance will provide an update on the liability program as respects SPA members.

RECOMMENDATION: None – information only.

FISCAL IMPACT: None expected from this item

BACKGROUND: The SPA liability program consists of the three members of BASIC, Butte, North Bay and RESIG, and SIA. The coverage is placed through New Front Insurance, also the broker for SIG.

ATTACHMENTS: 2022 Timeline

Newfront (formerly ABD Insurance)
 1435 N. McDowell Blvd., #320
 Petaluma, CA 94954
 Main Phone: (650) 488-8565

TO: SPA Board of Directors
FROM: Jim Wilkey & Eileen Massa – Newfront
RE: Excess Liability Program Renewal Timeline
DATE: November 2, 2021

Proposed Renewal Timeline for 7/1/2022-2023	Request Date	Due Date
Newfront Request to SIA and BASIC for:		
• Liability Renewal Underwriting Information	11/12/2021	12/10/2021
• Consolidated Loss Runs valued October 31, 2021	11/12/2021	12/10/2021
• Most Recent Actuarial Reports from SIA & BASIC	11/12/2021	01/07/2022
• Audited Financial Reports as of June 30, 2020	11/12/2021	01/07/2022
• MOLC Updates	11/12/2021	01/07/2022
• Updated Certificate of Insurance Schedules	04/08/2022	05/20/2022

Newfront Request to BASIC JPA Members for:		
• MOLC Updates	12/03/2021	01/07/2022
• Most Recent Actuarial Reports	12/03/2021	01/07/2022
• Audited Financial Report as of June 30, 2020	12/03/2021	01/07/2022

Newfront Underwriting Submissions to Market	01/14/2022
Renewal Options for Primary \$5M Layers Presented to SIA and BASIC	04/08/2022
Renewal Options for SPA Excess Liability Program	05/13/2022
Renewal Binders, Invoices, and Certificates Issued By ABD	06/10/2022

Item No: E.5.

SELF INSURANCE OF CYBER EXPOSURE – PORTAL UPDATE**INFORMATION ITEM**

ISSUE: At the last Board Meeting, Alliant staff was directed to work with each SPA member to collect necessary application information to build a SPA option for Cyber cover. Plans are now in place to work with each SPA member according to the specifics of their application situation, and conversations with each member about how to best go about this process has begun.

It is expected that all SPA members will be fully engaged in the process of collecting application information over the next several weeks, with the goal of completion in early February.

RECOMMENDATION: None at this time.

FISCAL IMPACT: Unknown.

BACKGROUND: Regardless of how to best structure a new cyber offering to SPA members, critical is the collection of underwriting data as this will be key to obtaining market support. Alliant has developed the *Cyber PE Application Portal* to ease in the collection and management of the many cyber applications that insureds are now being asked to complete. The rollout to clients is on a timeframe tied to the 2022 renewal process and we are now at that juncture in time where it is appropriate to begin seeking completion of applications. With the portal, insureds will be able to complete a standard cyber liability application electronically, which will be useful in marketing cyber liability cover. SIA is already engaged in this process, and it is likely that if PRISM will also soon ask its members to attempt to complete applications.

For JPA's, the portal has been constructed to allow **each insured** of a JPA to have its own unique identity and therefore unique application to complete, as carriers require applications at the “system” or insured level to properly underwrite.

For clients who **do not wish** to use the portal to complete an application, while this is not ideal as it precludes the ability to easily aggregate data, a soft copy of the application can be downloaded from the portal to be used instead. In the attachment section of this item is a **sample** announcement e-mail, the gist of which contains an explanation of the need and process for creating a client identity in the Portal.

ATTACHMENTS: Sample Portal Announcement

Attachment 1 – Sample Portal Announcement

Dear _____:

As you are aware/as we have been discussing, we are expecting a challenging 2022 renewal season. This challenge will certainly be the case with respect to cyber liability, where a significant uptick in both the frequency and severity of claims has occurred over the past 36 months. As such, insurers are becoming much more restrictive in writing policies, and are requiring more information about customer IT practices.

In order to respond to some underwriters demand for greater underwriting information, the Alliant Public Entity Group has created a “**Public Entity Cyber Application Portal**” (Portal) where clients can efficiently complete a comprehensive cyber liability application for use in securing new or renewal terms of coverage.

Given the dynamism of the cyber market, completion of an application will provide the best bet in allowing us to be able to provide you with the most competitive and robust renewal options. The portal will allow for multiple user credentials for each of our clients, such that multiple people in your organization can coordinate to respond to questions where one person may not have all the information necessary to complete the application. A soft copy of the application can also be downloaded, completed, and returned to us if that is your preferred method of response.

To begin the process of using the portal, creating a secure account is required. In the next few days, you will be receiving an email from the address “noreply@cyberpublicentity.com” with the subject line: “You have been invited to access Alliant’s Public Entity Cyber Application Portal”. If you do not receive this e-mail, please check your spam folder for it as a possibility, and call me if not located, as that would indicate that we have poorly transcribed your e-mail address in the system. Once you receive the e-mail, please take the following steps to set-up your access:

1. Open the link from the e-mail
2. Fill out the required information, and select a secure log-in id and password
3. Complete any further steps enumerated to create an account
4. Log into the web address url “cyberpublicentity.com” or the application link provided in the e-mail using the login id and password you created.
5. Complete the cyber application.

Please note that the link provided in the aforementioned e-mail will expire seven days from receipt. After this time-frame, you would need to call or write me to request re-activation of the link to set-up your secure access.

Notably, once an application is opened, it can be worked on, saved, and returned to later if more than one session is needed to complete. We would ask that the application be completed as soon as possible, or no later than February 1st.

Item No: E.6.

LONG RANGE PLANNING UPDATE**INFORMATION ITEM**

ISSUE: Members are provided the attached updated long range planning objectives and action plan, with updates and a new item for administrative review.

RECOMMENDATION: Review and provide direction as needed.

FISCAL IMPACT: None expected from this item.

BACKGROUND: This is the updated plan from the Board's meeting in 2021.

ATTACHMENTS: SPA Long Range Action Plan for FY 21 22 as of 3-10-22

FY 2021/22 SPA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	STAFF	Assigned	DEADLINE	STATUS
LRP-1	Learning Management System Evaluation of Systems and Potential Joint Procurement				
	1. Identify leading LMS platforms suitable for SPA Member use	PA, BOD	MB	Oct-21	Complete
	2. Prepare and review with BOD comparison matrix of selected potential LMS platforms	PA	Working Group	Dec-21	Complete
	3. SPA BOD direction on whether to proceed to SPA coordinated procurement effort	BOD	MB	Jan-22	Complete
	4. Request Proposal from Public Schools Works for the SPA Board to review.	TBD	MB & Working Group	Apr-22	Update at 4/11 meeting
LRP-2	Library of Shared Resources via SPA Web Site				
	1. Establish landing page at SPA web site	PA	MM & MB	Sep-21	Site is live 11/29/21
	2. Develop and approve scope of library content	PA, BOD	MM & MB	Oct-21	Complete
	3. Start populating library, send notices to Members as materials are posted	PA	MM & MB	Nov-21	In Process
	4. Library status report to SPA BOD and further direction	PA, BOD	MM & MB	Mar-22	Complete
	5. Library status report to SPA BOD at Long Range Planning meeting and further direction for PY 22/23	PA, BOD		Aug-22	
LRP-3	Analysis of Liability Program Aggregate Limits and Options to Increase and Manage Aggregate Limits				
	1. Analysis of current program aggregate limits and renewal expectations	NF		Feb-22	
	2. Report to BOD on likely renewal options to increase aggregate limits and direction from BOD	NF, BOD		Apr-22	
	3. Status report on marketing efforts	NF		May-22	
	4. Final marketing results report and direction from BOD on binding of renewals	NF		Jun-22	
LRP-4	Policy and Procedure to Address Adding Members to SPA and Adding Members to Members of SPA				
	1. Gather and review SPA Member approach to adding new members	PA	Marcus and DM	Sep-21	Complete
	2. Evaluate impact of adding new members to SPA members as well as new Members to SPA	AIS, NF	DH	Oct-21	Complete
	3. Proposed SPA P&P approach to adding new members to Members of SPA and new Members to SPA	PA	DH	Nov-21	Complete
	4. Monitor SPA approach to new members of Members and new Members to SPA, action as needed	BOD		Apr-22	
	5. Review SPA P&P approach to adding new members to Members of SPA and new Members to SPA	PA, BOD		Aug-22	
LRP-5	Development of Unified SPA Liability Program Memorandum of Coverage				
	1. Create side by side MOC comparison document for initial discussion with SPA BOD	NF		Aug-22	Ready for August LRP
	2. SPA BOD follow-up discussion and agreement on next steps, selection of counsel, etc.	BOD		Sep-22	
	3. Review of counsel's recommendations and comment draft at SPA LRP, direction to counsel & NF	BOD		Oct-22	
	4. Presentation of first draft proposed SPA Liability MOC for PY 23/24	GC, NF		Nov-22	
	5. Comment draft of proposed SPA Liability MOC for PY 23/24 sent to members response due Jan 2023	NF		Oct-22	
	6. Review of SPA Member comments and SPA counsel response in second draft MOC	GC, NF		Mar-23	
	7. 2nd Comment draft of proposed SPA Liability MOC for PY 23/24 sent to members response due May 2023	NF		Mar-23	
	8. Review of SPA Member comments and SPA counsel response in second draft MOC	GC, NF		May-23	
	9. Adoption of final draft SPA MOC effective PY 23/34	BOD		Jun-23	
LRP-6	Unify Property and Vehicle Schedule Database in Alliant OASYS Database and Vehicle Garaging Location Project				
	1. Define project process and timing for BOD approval	AIS	MM	Oct-21	Complete
	2. Communicate to Members vehicle garaging project process, timeline and begin data update	AIS	MM	Nov-21	Complete
	3. Complete APD database in OASYS with garaging information	AIS	MM	Feb-22	Complete
	4. Populate OASYS database with accepted appraisal reports, obtain updates from Members	AIS	MM	Mar-22	In Process
	5. Review property and APD database status with Board at LRP	AIS, BOD		Aug-22	
	6. Final transition of all members to OASYS as SPA property and APD database system	AIS		Dec-22	
LRP-7	Develop and Execute Property Valuation Strategy for PY 22/23 and Beyond				
	1. Report to Board on 10 year Marshall & Swift factors, potential appraisal strategy, BOD direction	AIS, BOD	MM & MB	Oct-21	Complete 10/11/21

FY 2021/22 SPA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	STAFF	Assigned	DEADLINE	STATUS
	2. Update on M&S Trend factors, appraisal progress and underwriter discussions	AIS	MM & MB	Dec-21	On 12/13 & 1/10 agenda
	3. Adopt short and long term valuation plan and renewal approach	BOD	MM & MB	Jan-22	Complete 2/14 meeting
	4. Review of report on valuation plan, provide direction to staff for PY 23/24 and beyond	AIS, BOD		Aug-22	
LRP-8	Deadly Weapons Product Evaluation				
	1. Review product offerings with SPA Board, and BOD direction on marketing plan	AIS	D.Mul	Jan-22	Direction to provide quote
	2. Presentation of renewal options, direction from BOD	AIS, BOD		Apr-22	
	3. Communication of coverage changes to SPA members in format suitable for distribution	PA		May-22	
	4. Implementation of new product if appropriate	PA		Jul-22	
LRP-9	Document Nature of Shared Risk Layer of SPA Property Program				
	1. Preparation of SPA BOD resolution, communication with member Finance Directors	PA, GC	DH	Sep-21	Completed
	2. Adoption of SPA BOD resolution	BOD	DH	Oct-21	Completed 10/11/21
	3. Review of SPA joint powers agreement, potential action to amend and restate	PA, GC, BOD		Aug-22	
LRP-10	Evaluate Self-Insurance of Cyber Exposure				
	1. Gather and consolidate SPA member cyber program structures and underwriting information	PA	D.Mul & DM	Nov-21	On 12/13 agenda
	2. Review of information, development of program structure, report to BOD	AIS, NF	D.Mul	Jan-22	On 1/10 & 2/14 agenda
	3. Identification and engagement of cyber services vendors, service plan and cost	PA	D.Mul	Mar-22	In Process
	4. Final decision to proceed with self-insured cyber program	BOD		Apr-22	
	5. Evaluation and direction to bind any excess/reinsurance coverage	AIS, NF, BOD		May-22	
	6. Communication of program, vendors and services to SPA members in format suitable for distribution	PA		Jun-22	
LRP-11	Evaluate Coverage of School Sponsored Housing				
	1. Initial evaluation of coverage status and options for School Sponsored Housing	AIS, NF	MG	Nov-21	On 12/13 & 1/10 agenda
	2. SPA BOD direction on coverage intent for School Sponsored Housing for PY 22/23 and beyond	BOD	DM	Jan-22	On 1/10 & 2/14 agenda
	3. Communication on SPA BOD coverage position and options for coverage to SPA Members	PA	DM	Jan-22	Complete 2/14 meeting
	4. Effective date of SPA BOD action on coverage intent for School Sponsored Housing for PY 22/23	BOD		Jun-22	
LRP-12	Evaluation of SPA and BASIC Program Administration				
	1. Initial evaluation of options for Program Administration	AIS, NF	MG	Aug-22	
BOD: SPA Board of Directors		AIS: Alliant Ins. Svcs.(Property Program)			
PA: SPA Program Administrator		NF: Newfront Insurance (Liability Program)			
MM: Managing Member		GC: SPA General Counsel			
CFO: SPA Accounting and Finance					
Not included on LRP. Separate Staff projects.					
	Technology driven loss control device/system summary (i.e. leak detection, gas shutoff, air quality, etc.)	MB		add to site	
	Wildfire Planning, Response and Reopen checklist (i.e. pre fire, during fire and after fire)	MB		completed	
	Document strategy for wildfire inspections and obtaining reports timely	MB		completed	
	Allocate general LC expense on TIV, member specific utilization expenses tracked by member	MB		completed	
	Re-calculate 5 year appraisal charge based on current SOV and appraisal contract, true up for 22/23	MB/Dmad		Jul-22	