



**AGENDA**  
**BOARD OF DIRECTORS MEETING**  
**NOVEMBER 3, 2022**  
**8:30 A.M.**

**AP KEENAN**  
**4204 RIVERWALK PARKWAY, SUITE 400**  
**RIVERSIDE, CA 92505**  
**(951) 788-8013**

**AND ZOOM**

Teleconference location(s) listed on last page(s) of the agenda.

Use the link below to access the meeting:

<https://zoom.us/j/91933243010?pwd=Z2t1b1VKd2NxR2l6bytXaFBQRzBWdz09>

The mission of the Riverside Schools Risk Management Authority is to provide a workers' compensation coverage mechanism that provides cost effective, fiscally sound coverage and risk management program assistance to its member agencies.

**I. CALL TO ORDER**

**II. ROLL CALL**

**OFFICERS:**

VACANT  
PALM SPRINGS UNIFIED SCHOOL DISTRICT  
RIVERSIDE COUNTY OFFICE OF EDUCATION  
BEAUMONT UNIFIED SCHOOL DISTRICT

President  
Renee Brunelle, Vice President  
Dana Ruvalcaba, Secretary  
Serenity Junge, Treasurer

**MEMBERS:**

ALVORD UNIFIED SCHOOL DISTRICT  
APPLE VALLEY UNIFIED SCHOOL DISTRICT  
BANNING UNIFIED SCHOOL DISTRICT  
COACHELLA VALLEY UNIFIED SCHOOL DISTRICT  
DESERT CENTER UNIFIED SCHOOL DISTRICT  
DESERT COMMUNITY COLLEGE DISTRICT  
JURUPA UNIFIED SCHOOL DISTRICT  
MENIFEE UNION SCHOOL DISTRICT

Amanda Benitez  
Colette Rozhon  
Victor Herrera  
Lawrence Luna  
Greg Sackos  
Misti Santana  
Michael Rogers  
Kara McGee



MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT  
MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
NUVIEW UNION SCHOOL DISTRICT  
PALO VERDE COMMUNITY COLLEGE DISTRICT  
PALO VERDE UNIFIED SCHOOL DISTRICT  
PERRIS ELEMENTARY SCHOOL DISTRICT  
PERRIS UNION HIGH SCHOOL DISTRICT  
ROMOLAND SCHOOL DISTRICT  
VAL VERDE UNIFIED SCHOOL DISTRICT

Nicole Piña  
Roy Monge  
Michael McTasney  
Stephanie Slagan  
Jennifer Schriner  
Francine Story  
Judy Miller  
Elizabeth Robles  
Daniel Whitfield

**MANAGER:**

AP KEENAN

Brent Chavez  
Lisa Coffman  
Dianna Poulin  
Laura Ochoa  
Brenda Oliver  
Sam Mel-Chan

SETECH, a division of AP Keenan

**GUESTS:**

EIDE BAILLY LLP

Andrew Park, CPA

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**III. APPROVAL OF AGENDA**

**2022/2023-051**

1-minute

The Authority retains the right to change the order in which agenda items are discussed. Subject to review by the Authority, the agenda is to be approved as presented. Items may be deleted or added for discussion only according to G.C. Section 54954.2.

PURPOSE: *Routine business*

BOARD CONSIDERATION:

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**IV. PUBLIC COMMENTS**

**2022/2023-052**

1-minute

Members of the community wishing to address the Board about items on the agenda or items not on the agenda may do so. Speakers are requested to limit comments to three (3) minutes; individual speakers may not give their time away to another spokesperson.

PURPOSE: *Routine business*

BOARD CONSIDERATION:

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**V. APPROVAL OF CONSENT AGENDA**

**2022/2023-053**

1-minute

The Board of Directors will review the items listed on the Consent Agenda for any adjustments and adoption or ratification.

- A) Strategic Planning & Board Development Seminar Committee Minutes – September 20, 2022
- B) Board of Director’s Minutes – September 22, 2022
- C) Safety Credit Utilization Spreadsheet
- D) Wells Fargo Investment Report for the Quarter Ending September 30, 2022
- E) Briefings/Bulletins/ Articles of Interest
  - Demonstrated Results Audit Update 2021/2022 – What Industry Professionals Report

About Us Workers' Compensation Claims Administration

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

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**VI. CORRESPONDENCE**

2022/2023-054

3 minutes

Correspondence will be presented and reviewed by the Authority. No action may be taken in response; only referred for action on subsequent agenda.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

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**VII. RISK MANAGEMENT**

**RISK MANAGEMENT REPORT**

2022/2023-055

5-7 minutes

A quarterly report of the Authority's workers' compensation loss history will be discussed for action.

PURPOSE: *Strategic Goal #1 Reduce Losses*

BOARD CONSIDERATION:

**NO MEMBER LEFT BEHIND PROGRAM**

2022/2023-056

5 minutes

The Director of Risk Management will present updates to the program for action.

PURPOSE: *Strategic Goal #1 Reduce Losses*

BOARD CONSIDERATION:

**LOSS CONTROL UPDATE**

2022/2023-057

5 Minutes

JPA Management will share what is being seen/shared from a loss control perspective for information.

PURPOSE: *Strategic Goal #1 Reduce Losses*

BOARD CONSIDERATION:

**CLAIMS HANDLING UPDATE**

2022/2023-058

5 minutes

The Manager will provide an update to claims handling, partnership changes and/or examiner caseloads for information.

PURPOSE: *Strategic Goal #1 Reduce Losses*

BOARD CONSIDERATION:

**SAFETY TASK FORCE UPDATE**

2022/2023-059

5 minutes

Future safety task force topic(s) will be discussed for action.

PURPOSE: *Strategic Goal #1 Reduce Losses*

BOARD CONSIDERATION:

**LEGISLATIVE UPDATE**

2022/2023-060

5 minutes

The Manager will update the members on current legislative issues for information.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

**PROFESSIONAL DEVELOPMENT UPDATE**

2022/2023-061

3 minutes

Members will report out on important topics learned at recent conferences for information.

PURPOSE: *Strategic Goal #1 Reduce Losses*

BOARD CONSIDERATION:

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**VIII. UNDERWRITING**

**ADAPT PROGRAM (FORMERLY LOSS PORTFOLIO TRANSFER)**

2022/2023-062

10 minutes

Status of the Adapt Program will be presented for information.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

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**IX. FINANCE**

**FINANCIAL MANAGEMENT INFORMATION REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2021 AND JUNE 30, 2022**

2022/2023-063

15 Minutes

The Treasurer's Agent will present the Financial Management Information Report for the fiscal year ended June 30, 2021 and June 30, 2022 for action.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

**2021/2022 DRAFT FINANCIAL AUDIT**

2022/2023-064

5 Minutes

The Draft Financial Audit for the year ending June 30, 2022 will be presented for action.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

**TREASURER'S REPORT FOR THE QUARTER ENDING 9/30/2022**

2022/2023-065

10 Minutes

The Treasurer's Agent will present the Treasurer's Report for the quarter ending September 30, 2022 for action.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

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**X. ADMINISTRATION**

**PROTECTED INSURANCE PROGRAM FOR SCHOOLS (PIPS) UPDATE** 2022/2023-066

5 minutes

PIPS update will be discussed for action.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

**2022 STRATEGIC PLANNING & BOARD DEVELOPMENT**

**SEMINAR UPDATE**

2022/2023-067

5 minutes

An update will be made on the 16<sup>th</sup> Annual 2022 Strategic Planning & Board Development Seminar held on October 19-20, 2022 for action.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

**STRATEGIC PLAN**

2022/2023-068

1-minute

The Strategic Plan will be presented for action.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

**CALIFORNIA PUBLIC RECORDS ACT (CPRA)**

2022/2023-069

3 minutes

Payment of the response to English Lloyd Armenta regarding workers' compensation claims will be discussed for action.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

**ELECTION OF OFFICER(S)**

2022/2023-070

1-minute

The Authority will elect officer(s) for the balance of the two-year term ending June 30, 2024 for action.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

**BYLAW AMENDMENT**

2022/2023-071

3 minutes

Language within the Bylaws regarding Presidential election will be presented for amendment and first reading for action.

PURPOSE: *Routine Business*

BOARD CONSIDERATION:

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## XI. INFORMATION

### MEMBER COMMENTS

Each member may report about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

### MANAGER COMMENTS

The Manager will report to the Authority about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

### OTHER COMMENTS

The public may address the Authority on any matter pertaining to the Authority that is not on the agenda. The President reserves the right to limit the time of presentations by individual or topic.

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## XII. AGENDA ITEMS NEXT MEETING

Members and others may suggest items for consideration at the next Board of Directors meeting held on January 26, 2023 – 10:30 a.m. via ZOOM or at Keenan's Riverside office. Regularly scheduled agenda items are:

- Strategic Planning and Board Development Committee Minutes – November 18, 2022
- Safety Task Force Minutes – November 15, 2022
- Board of Directors Minutes – November 3, 2022
- Safety Credit Utilization Spreadsheet
- 2021/2022 Financial Audit – Final
- Wells Fargo Advisors Investment Report for the Period Ending December 31, 2022
- Risk Management Report
- Loss Control Update
- No Member Left Behind
- Safety Task Force Update
- Claims Handling Update
- Legislative Update
- Professional Development Update
- Protected Insurance Program for Schools (PIPS) Update
- Strategic Planning & Board Development Seminar Update
- Strategic Plan
- Workers' Compensation Claims Handling Resource Guide
- Policy Review
  - Actuarial Study Policy
  - Authorization of Payments Policy
  - Capital Target Policy
  - Claims Settlement Authority Policy
  - Electronic Data Management & Disaster Contingency Policy
  - Financial Sub-Committee Policy
  - Indemnification of Members Policy

- Professional Development Policy
- Public Comments Policy
- Records Retention and Destruction Policy
- Safety Credit Guidelines
- Safety Incentive Program Policy
- Underwriting and New Membership Policy

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### XIII. ADJOURNMENT

#### **Americans with Disabilities Act:**

Riverside Schools Risk Management Authority conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modifications or accommodation, in order to participate in a public meeting of the Riverside Schools Risk Management Authority, shall be made to: Brent Chavez, JPA Manager, AP Keenan, 4204 Riverwalk Parkway, Suite 400, Riverside, CA 92505, 951/715-0190, xt. 1182 or [bchavez1@keenan.com](mailto:bchavez1@keenan.com).

Material related to an item on this Agenda submitted to the Authority after distribution of the agenda packet are available for public inspection at the offices of the Manager, AP Keenan, at 4204 Riverwalk Parkway, Suite 400, Riverside, CA 92505 during normal business hours.

**TELECONFERENCE LOCATIONS**

**ALVORD UNIFIED SCHOOL DISTRICT**

9 KPC Parkway  
Corona, CA 92879  
**Amanda Benitez, (951) 509-5000**

**BEAUMONT UNIFIED SCHOOL DISTRICT**

350 West Brookside Avenue  
Beaumont, CA 92223  
**Serenity Junge, (951) 845-1631**

**COACHELLA VALLEY UNIFIED SCHOOL DISTRICT**

87-225 Church Street  
Thermal, CA 92274  
**Lawrence Luna 399-5137**

**DESERT CENTER UNIFIED SCHOOL DISTRICT**

1434 Kaiser Road  
Desert Center, CA 92239  
**Greg Sackos, (760) 895-8254**

**DESERT COMMUNITY COLLEGE DISTRICT**

43-500 Monterey Avenue  
Palm Desert, CA 92260  
**Misti Santana, (760) 346-8041**

**MENIFEE UNION SCHOOL DISTRICT**

29775 Haun Road  
Menifee, CA 92586  
**Sonia Tiedemann, (951) 672-1851**

**MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT**

41888 Motor Car Parkway  
Temecula, CA 92591  
**Nicole Piña, (951) 801-4413**

**NUVIEW UNION SCHOOL DISTRICT**

29780 Lakeview Avenue  
Nuevo, CA 92567  
**Michael McTasney, (951) 928-0066**



**PALM SPRINGS UNIFIED SCHOOL DISTRICT**

150 District Center Drive  
Palm Springs, CA 92264  
**Jesse Sotelo, (760) 883-2715**

**PALO VERDE UNIFIED SCHOOL DISTRICT**

825 North Lovekin Boulevard  
Blythe, CA 92225  
**Jennifer Schriener, (760) 922-4164**

**PERRIS UNION HIGH SCHOOL DISTRICT**

155 East 4<sup>th</sup> Street  
Perris, CA 92570  
**Judy Miller, (951) 943-6369**

**RIVERSIDE COUNTY OFFICE OF EDUCATION**

3939 Thirteenth Street  
Riverside, CA 92502  
**Dana Ruvalcaba, (951) 826-6530**

**ROMOLAND SCHOOL DISTRICT**

25900 Leon Road  
Homeland, CA 92548  
**Elizabeth Robles, (951) 926-9244**