

3.	CSURMA Cash Flow Projection <i>The Committee will be asked to review and discuss the CSURMA two-year cash flow projection.</i>	A	p. 19
4.	Revisions to Policy and Procedure No. 20 – Owner Controlled Insurance Program (OCIP) <i>The Committee will be asked to approve revisions to Policy and Procedure No. 20 as well as review the updated OCIP cash flow estimate and the OCIP MOU.</i>	A	p. 20
5.	Policies and Procedures (Odd Numbered) <i>The Committee will be asked to review the odd-numbered policies and procedures and take action or provide direction to staff, as appropriate.</i>	A	p. 23
6.	Appointment of 2019 Rating Plan Task Group <i>The Chair will be asked to appoint members to the 2019 Rating Plan Task Group to review campus rating plans with a pooled layer.</i>	A	p. 53
7.	CSURMA Support for Association Memberships and Professional Development <i>The Committee will be asked to consider adding the proposed memberships or provide direction to staff, as appropriate.</i>	I	p. 55
E.	OTHER PROGRAMS		
1.	AORMA Programs Update <i>The Committee will receive a verbal report on the AORMA programs.</i>	I	p. 68
2.	AIME Program Update <i>The Committee will receive a verbal report on the AIME program.</i>	I	p. 69
F.	CLOSED SESSION Pursuant to Cal. Gov. Code Sec. 11126(e)(1) & 11126(f)(1) <i>– Action may be taken per Government Code Section 11126(e)(1) & 11126(f)(1). The matters below may be discussed. The Committee may take action or provide direction to Staff regarding the matters.</i>	A	
1.	Hudson v. CSU (LA)		
2.	Benjamin v. CSU (Sonoma)		
3.	Apodaca v. CSU (San Marcos)		
G.	INFORMATION ITEMS		
1.	Review of FY 2018/19 Long Range Planning Goals	I	p. 70
2.	CSURMA Administrative Service Calendar	I	p. 74
3.	2019 CSURMA Meeting Calendar	I	p. 80
4.	CSURMA Executive Committee & Staff Contact List	I	p. 82
H.	ADJOURNMENT		

The next CSURMA Executive Committee meeting is scheduled for March 7 & 8, 2019 in Newport Beach, CA.

If you have questions regarding the agenda package, please contact Mimi Long at mlong@alliant.com / (415) 403-1423 or Tevea Him at thim@alliant.com / (415) 403-1416

APPROVAL OF THE AGENDA

ISSUE: The Committee will be asked to approve the agenda for today's meeting.

RECOMMENDATION: Staff recommends that the Committee approve the agenda as presented.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

APPROVAL OF MINUTES – OCTOBER 26, 2018

ISSUE: The Executive Committee will be asked to review and approve the draft minutes of its October 26, 2018 meeting.

RECOMMENDATION: It is recommended that the Executive Committee approve the minutes from its October 26, 2018 meeting, including revisions as necessary.

FISCAL IMPACT: None.

BACKGROUND: The minutes reflect the action taken by the Executive Committee at its last meeting.

PUBLICATION: All CSURMA Executive Committee meeting minutes are posted on the CSURMA website once they are approved.

ATTACHMENT(S):

- a. CSURMA EC Meeting Minutes - October 26, 2018

**MINUTES OF THE
CSURMA EXECUTIVE COMMITTEE MEETING
OCTOBER 26, 2018
CSU CHANCELLOR'S OFFICE, MUNITZ ROOM
401 GOLDEN SHORE • LONG BEACH, CA
9:00 AM**

MEMBERS PRESENT

Scott Apel, California State University, Long Beach
Dwayne Brummett (AORMA Chair), Associated Students, Inc. at San Luis Obispo
Lisa Chavez (Chair), California State University, Los Angeles
Thom Davis, California State University, Bakersfield
Robert Eaton (Treasurer), California State University, Office of the Chancellor
Lisa Kao, California State University, Fresno
Dave Nakamura (AORMA First Vice Chair), Humboldt State University Center
Kevin Saunders (Vice-Chair), California State University, Monterey Bay
Amy Thomas, California State University, Stanislaus

MEMBERS ABSENT

None

STAFF, GUESTS & CONSULTANTS

Michael Beatty, San Francisco State University
Zachary Gifford (CSURMA Secretary/Auditor), CSU Office of the Chancellor
Daniel Howell, Alliant Insurance Services, Inc.
William Hsu, CSURMA General Counsel, CSU Office of the Chancellor
Sedong John, CSU Office of the Chancellor, CSURMA Accounting
Rob Leong, Alliant Insurance Services, Inc.
Tevea Him, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.
Jessica Liu, CSU Office of the Chancellor, CSURMA Accounting
Michael Thorpe, CSU Chico
Mark Thomas, KPMG
Liezl Sangalang, KPMG
Jody Van Leuven, CSU Office of the Chancellor

A. CALL TO ORDER

The meeting was called to order by the CSURMA Chair, Lisa Chavez at 9:00 AM.

A1. Approval of the Agenda

A motion was made to approve the order of the agenda.

Motion: Scott Apel
Second: Amy Thomas

NAME	AYE	ABSTAIN	NAY	ABSENT
Amy Thomas	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Kevin Saunders	X			
Lisa Chavez	X			
Lisa Kao	X			
Robert Eaton	X			
Scott Apel	X			
Thom Davis	X			

MOTION CARRIED

B. PUBLIC COMMENTS

There were no comments from members of the public.

C. CONSENT CALENDAR

- C1. Approval of Minutes – September 7, 2018**
- C2a. Financial Report – Treasurer’s Report**
- C2b. Financial Report – Draft Financial Statement at September 30, 2018**
- C3. CSURMA 2018 and 2019 Meeting Calendars**

A motion was made to approve all of the items on the consent calendar.

Motion: Kevin Saunders
Second: Thom Davis

NAME	AYE	ABSTAIN	NAY	ABSENT
Amy Thomas	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Kevin Saunders	X			
Lisa Chavez	X			
Lisa Kao	X			
Robert Eaton	X			
Scott Apel	X			
Thom Davis	X			

MOTION CARRIED

D. GENERAL ADMINISTRATION

D1. Report on Independent Auditor’s Financial Audit as of June 30, 2018

Mark Thomas and Liezl Sangalang from KPMG presented their FY 2018 financial audit results. Thomas stated that the Independent’s Auditors Report includes an unmodified opinion on the financial statements as well as the supplementary information.

A motion was made to accept the audited financial report ending June 30, 2018 and recommend approval to the Board of Directors.

Motion: Robert Eaton
 Second: Thom Davis

NAME	AYE	ABSTAIN	NAY	ABSENT
Amy Thomas	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Kevin Saunders	X			
Lisa Chavez	X			
Lisa Kao	X			
Robert Eaton	X			
Scott Apel	X			
Thom Davis	X			

MOTION CARRIED

D2. CSURMA Cash Flow Projection

The Committee reviewed the draft design of the two-year cash flow projection. Staff will populate the report and present it for final review at the next meeting in January, 2019.

D3. Revisions to Policy and Procedure No. 20 – Owner Controlled Insurance Program (OCIP)

Robert Leong requested that this item be tabled to the January, 2019 meeting as Staff is still awaiting input from CPDC.

The Committee agreed to table this item to its January, 2019 meeting.

E. OTHER PROGRAMS

E1. AORMA Programs Update

Dwayne Brummett, the AORMA Committee Chair, noted that the Committee had not met since the last report given to the Executive Committee on September 7, 2018. The next AORMA Committee meeting is scheduled for Thursday, December 6th.

E2. AIME Programs Update

Lisa Kao reported on the activities of the AIME Committee.

F. CLOSED SESSION

1. **Benjamin vs SSU**
2. **Shepler v. CSU**
3. **Martinez v. CSU (Sacramento)**
4. **DOE v. CSU (SLO)**
5. **Aliser v. CSU**
6. **Apodaca v. CSU (San Marcos)**

A motion was made to enter closed session at 9:26 AM.

Motion: Kevin Saunders
Second: Dwayne Brummett

NAME	AYE	ABSTAIN	NAY	ABSENT
Amy Thomas	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Kevin Saunders	X			
Lisa Chavez	X			
Lisa Kao	X			
Robert Eaton	X			
Scott Apel	X			
Thom Davis	X			

MOTION CARRIED

The Committee came out of closed session 10:28 PM. The Chair reported that no action was taken during the closed session.

G. INFORMATION ITEMS

- G1. **Review of FY 2018/2019 Long Range Planning Goals**
- G2. **CSURMA Administrative Service Calendar**
- G3. **2018 CSURMA Meeting Calendar**



California State University Risk Management Authority

DRAFT

G4. CSURMA Executive Committee & Staff Contact List

H. ADJOURNMENT

The meeting was adjourned at 10:29 AM.

FINANCIAL REPORT
TREASURER'S QUARTERLY INVESTMENT REPORT

ISSUE: California Government Code Section 53646(b)(1) requires that the CSURMA Treasurer submit a Quarterly Investment Report stating that all investments are in compliance with the current investment policy and that CSURMA has sufficient funds to meet its expenditure requirements for the next six months. The CSURMA Treasurer will be available to address questions.

RECOMMENDATION: It is recommended that the Executive Committee accept the Treasurer's Report dated December 17, 2018 as a part of the Consent Calendar.

FISCAL IMPACT: None.

BACKGROUND: The objective of ensuring that CSURMA has sufficient funds is to assure that policies and procedures are in effect and followed to protect and preserve the JPA's financial assets.

PUBLICATION: None.

ATTACHMENT(S):

- a. Certification of Funds Letter dated December 17, 2018



California State University Risk Management Authority

Officers

Lisa Chavez
Chair - 323-343-3500

Kevin Saunders
Vice Chair - 831-582-3000

Robert Eaton
Treasurer - 562-951-4572

Zachary Gifford
Secretary-Auditor - 562-951-4568

To: Executive Committee
CSU Risk Management Authority

From: Robert Eaton 
Treasurer of CSU Risk Management Authority

Re: Treasurer's Certification

Date: December 17, 2018

As of December 17, 2018, the Authority funds held in investments are sufficient to meet the Authority's cash flow needs for the following six (6) months, and the investments are in accordance with the investment policy of the Authority, as duly authorized by the Executive Committee.

Robert Eaton
Treasurer
CSU Risk Management Authority

EXECUTIVE COMMITTEE NOMINATIONS / ELECTIONS

ISSUE: The following seats are up for re-election for a two-year term (July 1, 2019 to June 30, 2021):

- CSU Seat #1: Currently held by Thom Davis
- CSU Seat #2: Currently held by Lisa Kao
- CSU Seat #4: Currently held by Amy Thomas

RECOMMENDATION: Staff recommends that the Chair appoint a Nominating Committee to seek nominations for the election to be held at the May 3, 2019 Board of Directors meeting.

FISCAL IMPACT: No fiscal impact is expected by action at today's meeting.

BACKGROUND: CSURMA's Executive Committee comprises nine members. The Treasurer is appointed by the EVC/CFO and holds a permanent seat on the Executive Committee. Two seats are held by the AORMA Committee Chair and First Vice-Chair and six seats are elected from among Campus Board of Directors members.

PUBLICATION: The CSURMA Board of Directors will be informed of the election results and CSURMA's publications and documents will be updated accordingly.

ATTACHMENT(S):

- a. CSURMA Executive Committee Terms of Office Summary
- b. Policy and Procedure No. 18 – Board of Directors Participation and Executive Committee Nominations and Elections Process

CSURMA

EXECUTIVE COMMITTEE TERMS OF OFFICE

Position (election year)	July 1, 2015 to June 30, 2016	July 1, 2016 to June 30, 2017	July 1, 2017 to June 30, 2018	July 1, 2018 to June 30, 2019	July 1, 2019 to June 30, 2020
Chair - (even year)	Hawk	Hawk/Lee	Lee	Chavez	Chavez
Vice-Chair - (even year)	Lee	Lee/Chavez	Chavez	Saunders	Saunders
CSU Seat #1 - (odd year)	Chavez	Chavez/Davis	Davis	Davis	Davis
CSU Seat #2 - (odd year)	Van Leuven	Van Leuven	Van Leuven/Kao	Kao	Kao
CSU Seat #3 - (even year)	Gentles/Apel	Apel	Apel	Apel	Apel
CSU Seat #4 - (odd year)	Saunders	Saunders	Saunders	Thomas	Thomas
AORMA Seat #5 - Chair	Mumford	Mumford	Mumford / Brummett	Brummett	Brummett
AORMA Seat #6 - First Vice Chair	Dalpe	Dalpe/Brummett	Brummett / Nakamura	Nakamura	Nakamura
CSU Seat #7/Treasurer - Appointed by EVC/CFO	Eaton	Eaton	Eaton	Eaton	Eaton
Secretary/Auditor - Appointed CSURMA EC	Gifford	Gifford	Gifford	Gifford	Gifford

Notes:

The Treasurer is appointed by the CSU Executive Vice Chancellor/CFO and holds a seat on the CSURMA Executive Committee.

The Secretary-Auditor is appointed by the CSURMA Executive Committee and does not hold a voting seat on the Executive Committee.

Names in **RED** indicates seat up for election at May 2019 Board of Directors meeting.



CSURMA

POLICY AND PROCEDURE NO. 18

ADOPTED: March 22, 2013

EFFECTIVE: March 22, 2013

REVISED: January 10, 2016, May 6, 2016

SUBJECT: BOARD OF DIRECTORS PARTICIPATION AND EXECUTIVE COMMITTEE NOMINATIONS AND ELECTIONS PROCESS

Should there be any discrepancy between this document and either the JOINT POWERS AGREEMENT or BYLAWS, the JOINT POWERS AGREEMENT and BYLAWS will govern.

PURPOSE: The purpose of this Policy and Procedure No. 18 is to describe the process by which members of the CSURMA Board of Directors are appointed and Executive Committee members are nominated and elected.

POLICY: It is the policy of the CSURMA that membership in the Board of Directors shall be adequately documented, and that nomination and election to the Executive Committee shall follow the process described in this Policy and Procedure No. 18. The AORMA Committee may adopt a separate policy and procedure applicable to auxiliary organization representation on the AORMA Committee, Executive Committee and Board of Directors.

PROCEDURE: The following activities will be performed to effect the above stated policy.

1. Board of Directors Participation:

- a. The CSU Executive Vice Chancellor, Business & Finance (EVC/CFO) will determine in writing to the Secretary-Auditor how to allocate CSURMA Board votes.
- b. If votes are to be delegated to a campus, the EVC/CFO's campus designee will provide a written statement to the Secretary-Auditor of which person will be the primary representative of the campus and may designate one alternate representative. If the primary or alternate representative are to be replaced or are no longer eligible to serve, the campus designee will provide a written statement of the replacement.
- c. The Program Administrator will maintain a list of primary and alternate representatives and will conduct orientations at least annually for new Board members.

2. Executive Committee Nominations and Elections:

CSURMA

POLICY AND PROCEDURE NO. 18

- a. Prior to the spring Board of Directors meeting the Chair will appoint a Nominating Committee to seek nominations for available positions on the Executive Committee.
 - b. The Nominating Committee will evaluate potential candidates and provide a report to the Board of Directors at the spring meeting.
 - c. The Board of Directors will conduct elections at the spring meeting for terms beginning July 1.
 - d. The Program Administrator will conduct orientations for new Board members.
3. Other than the AORMA Chair representing the CSURMA AORMA programs to the Auxiliary Organizations Association, no member or alternate of a CSURMA Executive Committee or Board of Directors shall represent the CSURMA without the prior written approval of the CSURMA Chair and that any proposal to do so shall be submitted to the CSURMA Secretary-Auditor for review and recommendation to the CSURMA Chair at least 30 days prior to such proposed representation. Costs of representing CSURMA will be subject to CSURMA Policy and Procedure and any other requirements established by the CSURMA Executive Committee or Board of Directors.

EXCESS INSURANCE RENEWALS AND UNDERWRITER MEETINGS REPORT

ISSUE: Most of CSURMA’s coverage programs renew on July 1. Chancellor’s Office and Program Administrator staff are actively marketing the programs and negotiating renewal terms. At this time the Program Administrator anticipates the major programs will renew as shown in Table 1 below.

Table 1
Projected Renewal Cost Change Estimates

Program	AORMA Percent Change	Campus Percent Change
Excess Liability	+10%	+10%
Property	+15%	+15%
Worker’s Compensation	Flat to 5% Increase	Flat to 5% Increase
Builder’s Risk	N/A	Flat Rate
Fine Arts	N/A	+10%
SPLIP & SAFECLIP	Flat Rate or Decrease	Flat Rate or Decrease
FTIP	Flat Rate or Decrease	Flat Rate or Decrease
Aviation	Flat Rate or Decrease	Flat Rate or Decrease
Medical Malpractice	N/A	Flat Rate to 10% Increase
Fidelity	-5%	-5%

RECOMMENDATION: No action is requested at today’s meeting; however the Executive Committee may take action or provide direction to staff based on the report of the meetings.

FISCAL IMPACT: The cost of the insurance programs is included in the proposed budget and renewals are expected to be within the budgeted amount.

BACKGROUND: CSURMA representatives met with CSURMA’s program underwriters in London on November 19-20, 2018. CSURMA was represented by Timothy White, CSU Chancellor, Steven Relyea, CSU Executive Vice Chancellor, Robert Eaton, CSU Assistant Vice Chancellor, Financing, Treasury and Risk Management, Daniel Howell, CSURMA Program

Director, P.J. Skarlanic, CSURMA Program Administrator and Amy Lightner, CSURMA Program Administrator. The main goals of underwriter meetings are:

- Demonstration of CSU leadership's commitment to risk management;
- Update on CSU's financial and operational outlook;
- Evaluation of the state of the insurance market and how changes may impact CSURMA's placements;
- Discussion of pending claims matters; and,
- Discussion on technical points of insurance placements and renewal expectations.

Over the two days of meetings there were over 10 meetings with over 20 market participants. The recent meetings focused on CSURMA's Excess Liability, Property, Fine Arts, SAFECLIP, SPLIP, and Medical Malpractice coverage programs. Important discussions include:

- Discussion on the new Active Assailant Insurance Program product details and support services;
- Refinement of the new blanket student organization liability program modelled after SAFECLIP;
- Meeting with CSURMA's excess liability underwriters to discuss response to industry concern for increasing large liability claims for California public entities in general;
- Review of the performance of the Fine Arts, Archives and Artifacts Program and renewal outlook considering high claims costs; and,
- Discussion of the impact of the significant catastrophic losses from California Wildfires along with CSU's recent increased property claims activity on the insurance pending renewal.

Following are comments on the status of programs:

- **Excess Liability** – this program has seen loss development in the first excess layers for both the AORMA and Campus programs. The Program Administrator anticipates rate increases in the lower layers and possible rate increases in the excess layers due to catastrophic losses impacting the entire marketplace.
- **Property** – Property losses to both the AORMA and Campus programs has increased the past three years. While CSU performed well in the wet winter and recent wildfires, related losses and other losses continue to mount. Significant rate decreases in recent years will likely be again partially eroded by increases this coming renewal.
- **Workers' Compensation** – CSURMA has an existing two year rate agreement. We are in discussion with EIA about their ability to extend the rate agreement for FY 20/21 extension on favorable terms.
- **Builders Risk** – This program is stable and the Program Administrator expects flat rate renewal, though general market pressures due to catastrophic property losses may result in an increase. Rates are down 25% in recent years.
- **Fine Arts** – This program was launched in 2016 and the Program Administrator anticipates underwriters will require a rate increase due to the high loss ratio.
- **SPLIP & SAFECLIP** – perform exceptionally well with no losses and rates will likely be stable and possibly drop.

- **FTIP** – The loss ratio has stabilized at a level acceptable to underwriters. The Program Administrator expects a flat rate renewal.
- **Aviation** – This program has no losses and the market is stable. The Program Administrator expects a flat rate renewal or slight decrease; however, general market firming may come into play.
- **Medical Malpractice** – This program is at minimum premiums and we expect a flat renewal; however, general market firming may come into play.
- **Fidelity** – Claims have remained low and the Program Administrator expects a premium decrease on renewal unless new claims materialize prior to renewal.

PUBLICATION: None.

ATTACHMENT(S): None.

CSURMA CASH FLOW PROJECTION

ISSUE: At its meeting in September 2018, the Committee directed Staff to complete a two-year cash flow projection.

RECOMMENDATION: The Committee will be asked to review the cash flow projection and provide input to staff as appropriate.

FISCAL IMPACT: There is no direct fiscal impact from this projection. It will be used by the Treasurer and Executive Committee in guiding investment and cash management.

BACKGROUND: The recent change to the OCIP as well as the purchase of reinsurance from CSAC EIA have created cash flow concerns. Staff will work with CPDC, CSU Accounting, the CSURMA Treasurer and the third party administrators to create a two-year cash flow projection.

PUBLICATION: None.

ATTACHMENT(S):

- a. Cash Flow Projection (*provided as a handout at the meeting*)

**REVISIONS TO POLICY AND PROCEDURE NO. 20 –
OWNER CONTROLLED INSURANCE PROGRAM (OCIP)**

ISSUE: This item was tabled from the October 26, 2018 Executive Committee meeting, pending review by Capital Planning Design and Construction (CPDC).

On September 7, 2018, the Executive Committee heard a report from the OCIP Task Group and expressed the need to revisit how prefunding of OCIP costs impact CSURMA's cash flow and loss of investment income. The Executive Committee believes CSURMA should be made whole by recovering for loss of investment income. Also, although only ten campuses currently have construction projects enrolled in OCIP 2, all campuses incur a loss of investment income because it is allocated to the entire program. In fairness for all members, the Executive Committee instructed staff to include an interest charge on enrolled projects. The interest charge is to be equal to CSURMA's imputed rate of return on investments. The Executive Committee also desired to review the Memorandum of Understanding (MOU) that is being drafted by CPDC.

RECOMMENDATION: The Executive Committee is asked to approve amendments to Policy and Procedure No. 20 and the MOU between CPDC and CSURMA, making changes as it deems appropriate.

FISCAL IMPACT: The proposed amendments will have a significant impact on CSURMA's operating budget in regards to cash flow, but should not impact CSURMA's actual operating costs since direct costs for premium payments including premium adjustments are reimbursed by campus projects, including interest. The proposed timeline for reimbursements is at the project's midpoint during construction and at final project completion. A cash flow projection is attached to this item.

BACKGROUND: On April 25, 2018, the Executive Committee formed a task group to review the proposed changes to Policy & Procedure No. 20 for CSURMA to pay insurance premiums for campus construction projects that are enrolled in the Owner Controlled Insurance Program managed by CPDC. The changes in procedure enable projects enrolled in OCIP to realize the savings expected to be derived by OCIP. The changes also serve to facilitate premium payments, including project audits and premium adjustments. OCIP premiums paid by CSURMA are to be reimbursed by the projects via CPDC. The new procedures are to apply beginning with OCIP 2. The Task Group met on July 25, 2018 with CPDC, OCIP broker, and CSURMA staff.

CSURMA established OCIP to insure the university's construction activities. OCIP provides General Liability and Workers' Compensation insurance for capital projects with construction values of \$10,000,000 and more. OCIP is supplemented by other insurance, namely Contractors Pollution Liability (CPL) and Owner's Protective Professional Indemnity (OPPI). Separately, CSURMA's Builder's Risk Insurance Program (BRIP) insures direct damage to all CSU construction projects that exceed the threshold for minor capital outlay. Policy and Procedure No. 20 (OCIP) and No. 24 (BRIP) were adopted by the Executive Committee on November 6, 2013 and revised on May 6, 2016. The Executive Committee approved amendments to P&P 24 at its April 25, 2018 meeting.

ATTACHMENT(S):

- a. CSU OCIP Cash Flow Estimates
- b. Proposed Memorandum of Understanding between CPDC and CSURMA – *handouts*
- c. Proposed Amendment of Policy and Procedure No. 20 (OCIP) – *handouts*

REVIEW OF POLICIES & PROCEDURES
(Odd Numbered)

ISSUE: The Executive Committee adopted Resolution No. 04-13 (EC) directing review of the Authority's Policies & Procedures on a regular basis to ensure administrative processes of the Authority and its documentation remain relevant and effective, and to educate new Executive Committee members on CSURMA administrative practices. Resolution No. 04-13 defines the process for the Executive Committee to review even-numbered Policies & Procedures in even-numbered calendar years, and odd-numbered Policies & Procedures in odd-numbered calendar years.

In preparation for this agenda item, Staff reviewed all odd-numbered Policies & Procedures, and finds all reflect the current administrative practices of the CSURMA, and therefore does not make any recommendations or suggestions for amendments to any of the odd-numbered Policies & Procedures.

RECOMMENDATION: In accordance with Resolution No. 04-13 (EC), the Executive Committee is asked to review the odd-numbered Policies & Procedures at today's meeting, and take action or provide direction to staff as it deems appropriate.

FISCAL IMPACT: None.

BACKGROUND: To date, the Authority has adopted twenty-six (26) Policies & Procedures; most recently No. 26 Property Limit Sharing on January 7, 2018.

PUBLICATION: Any revision to the Policies & Procedures adopted at today's meeting will be noticed to the CSURMA membership and posted on the CSURMA website.

ATTACHMENT(S):

- a. Resolution No. 04-13 (EC)
- b. No. 1 - Assessments and Disbursements
- c. No. 3 - Records Retention
- d. No. 5 - Claims Audits

- e. No. 7 - Self-Insured Program Funding
- f. No. 9 - Property Coverage for State-Owned Buildings Leased to Auxiliary Organizations
- g. No. 11 - CSURMA Operating Budget Process
- h. No. 13 - Campus Risk Pool Target Reserve Funding Policy
- i. No. 15 - Responsibilities of Treasurer and Auditor
- j. No. 17 - Reimbursement of Travel Expenses
- k. No. 19 - Campus Risk Pool Claims Settlement Authority
- l. No. 21 - Campus Risk Management Innovation Grant Program
- m. No. 23 - Additional Covered Party Endorsements
- n. No. 25 - Pooled Programs Underwriting Procedures

**CALIFORNIA STATE UNIVERSITY
RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE
RESOLUTION NO. 04-13 (EC)**

Resolution to Review CSURMA Policies and Procedures

The Executive Committee of the California State University Risk Management Authority ("CSURMA") finds and determines as follows:

1. CSURMA has adopted various policies and procedures necessary and beneficial to the operation of the Authority.
2. Periodic review of CSURMA's adopted policies and procedures is necessary to ensure they remain current and appropriate.
3. The Executive Committee and AORMA Committees each hold annual Long Range Planning Meetings at which a review of policies and procedures would be appropriate.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the Executive Committee of the California State University Risk Management Authority as follows:

1. The CSURMA Executive Committee and AORMA Committees shall each conduct an annual review of their respective policies and procedures at each Committee's annual Long Range Planning Meeting.
2. In the absence of other reasons to review a policy and procedure more frequently, odd numbered policies and procedures shall be reviewed in odd calendar years and even numbered policies and procedures shall be reviewed in even calendar years.
3. The CSURMA Program Administrator shall schedule the reviews in the annual administrative service calendar which shall be included in each Committee's agenda materials for regularly scheduled meetings, and cause the reviews required under this resolution to be included in the Long Range Planning agendas.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted and passed at a meeting of the Executive Committee of the California State University Risk Management Authority held on September 12-13, 2013 which was approved by the following votes:


AYES, and in favor thereof, members:

NOES, members: None.

ABSTAIN, members:

ABSENT, members:

ATTEST: 
Cynthia Teniente-Matson, Chair

, Secretary-Auditor

Mary Ann Rodriguez



CSURMA

POLICY AND PROCEDURE NO. 1

EFFECTIVE: AUGUST 5, 1999

SUBJECT: ASSESSMENTS AND DISBURSEMENTS

POLICY:

It is the intent of the California State University Risk Management Authority (CSURMA) to properly manage the funds of the Authority. In this regard, both assessments and disbursements of Authority funds will be handled in accordance with generally accepted accounting principles, and in accordance with any governing JPA documents.

PROCEDURE:

If the Treasurer determines that there is a deficiency of funds in any of the CSURMA programs such that the solvency of the program or Authority itself is threatened, the Treasurer shall notify Executive Committee of such deficiency. The Executive Committee shall notify the Board of Directors and provide the Board with a plan to restore the solvency of the threatened program, or Authority as a whole.

Any plan adopted to restore solvency shall be in accordance with the Authority's governing documents such as the JPA Agreement, Bylaws, Participation Agreements, and any other policies and procedures or resolutions in effect at the time.

If the Treasurer determines that there is a surplus of funds in any of the CSURMA programs, or the Authority as a whole, beyond that which is needed to maintain any established actuarial "confidence level" approved by the Authority, the Treasurer shall notify the Executive Committee. The Executive Committee may recommend a plan for the disbursement of excess funds to the Board of Directors, or they may recommend the establishment of a formal dividend policy and procedure to govern such matters.

Any plan adopted to distribute funds shall be in accordance with the Authority's governing documents such as the JPA Agreement, Bylaws, Participation Agreements, and any other policies and procedures or resolutions in effect at the time.



EFFECTIVE: AUGUST 8, 1999

SUBJECT: RECORDS RETENTION

POLICY:

The California State University Risk Management Authority (CSURMA) has an obligation to create and maintain records and information in accordance with accepted records management practices and standards. It shall be CSURMA's policy to maintain records in accordance with the following Records Retention Schedule.

RECORDS RETENTION SCHEDULE

Type	Title	Retention Period
ADM	Administration Correspondence Policy and Procedure Accreditation	3 years Permanent Permanent
BC	Boards / Committees Agendas Minutes - Executive Committee Minutes - Program Committees Resolutions	Permanent Permanent Permanent Permanent
BD	Board of Directors Agendas Meeting Notices Minutes of Board Meetings Resolutions	Permanent Permanent Permanent Permanent
CON	Contracts Agreements and Contracts	7 years following end of contract
ELE	Elections General	Permanent



CSURMA

POLICY AND PROCEDURE NO. 3

Type	Title	Retention Period
	Certificates of Insurance	Permanent
LGL	Legal General Correspondence Attorney Correspondence Conflicts of Interest Code Conflict of Interest Statements Claims Litigation Opinions	Permanent Permanent Permanent 7 years 7 years 5 years after litigation is concluded Permanent
MEM	Membership Membership Records Program Participation Agreements	Permanent Permanent
MIS	Miscellaneous	Permanent until reclassified



CSURMA

POLICY AND PROCEDURE NO. 5

EFFECTIVE: JULY 1, 1999
REVISED: APRIL 27, 2015
SUBJECT: CLAIMS AUDITS

POLICY:

It is the policy of the California State University Risk Management Authority (CSURMA) that Third-Party Claims Administrators shall be audited on a periodic basis to ensure that CSURMA is receiving high-quality services.

PROCEDURE:

The CSURMA Program Administrator shall take steps to engage the services of an independent, professional claims auditor to audit the CSURMA's risk pooling programs at the following period intervals:

- **Campus Liability Risk Pool** - The Campus Pooled Liability Program shall be audited in odd-numbered calendar years;
- **Campus Workers' Compensation Risk Pool** - The Campus Pooled Workers' Compensation Program shall be audited in odd-numbered calendar years; and
- **AIME Risk Pool** - The Campus Pooled AIME Program shall be audited in odd-numbered calendar years;
- **AORMA Liability Risk Pool** - The AORMA Pooled Liability Program shall be audited in odd-numbered calendar years;
- **AORMA Workers' Compensation Risk Pool** - The AORMA Pooled Workers' Compensation Program shall be audited in even-numbered calendar years; and
- **Other Risk Pooling Programs** - Other risk pooling programs of the CSURMA shall be audited on a periodic basis determined by the CSURMA Executive Committee.

Upon the recommendation of the Program Administrator, the Executive Committee may adjust the audit schedule described above based on CSURMA's business needs such as a planned Request-for-Proposal process, or a need to monitor a vendor's service performance more frequently.



CSURMA

POLICY AND PROCEDURE NO. 7

EFFECTIVE: JANUARY 1, 2000
REVISED: APRIL 27, 2015
SUBJECT: SELF-INSURED PROGRAM FUNDING

ISSUE:

The CSURMA operate various self-insured coverage programs. Generally, these programs include a primary layer of pooling, with excess and reinsurance coverage. Each program is responsible for all costs generated by that program, as well as a proportionate share of the JPA's general administrative costs. It is important that each self-insured program be properly funded to satisfy its liabilities. This policy and procedure continues the policy adopted by the CSURMA Board of Directors on April 24, 1997.

POLICY STATEMENT:

It is the policy of the CSURMA that each self-insured program shall establish budgets with a goal of full funding, including a reasonable risk margin. Such funding shall be determined by the Executive Committee as a part of each year's annual budget based upon the recommendations of a professional actuary and staff.

PROCEDURE:

CSURMA staff is responsible for developing draft budgets for each of the self-insured programs for each fiscal year. As a part of the budget development, staff will work with the CSU and its actuary to determine projected liabilities for the CSURMA's self-insured programs. The actuary's reports shall be used by staff and the Executive Committee to develop recommended rates and funding for each self-insured program.

It is the policy of the CSURMA to fund fully the self-insured programs. Adopted funding shall include sufficient funds projected to pay the following cost elements:

- Administrative expenses shall be funded on a cash basis for each program year;
- Prior year cash deficits (if any) shall be funded on a cash basis;
- Prior years' claims payable shall be funded on a cash basis to the extent accrued reserves do not amount to full funding;
- Current year expected liabilities shall be funded on an accrual (incurred) basis; and
- At such time as all outstanding liabilities are fully funded, a reasonable risk margin shall be funded.



CSURMA

POLICY AND PROCEDURE NO. 7

Staff shall make an annual report to the Board of Directors, detailing the self-insurance programs' funding status in accordance with this Policy & Procedure No. 7.



CSURMA**POLICY AND PROCEDURE NO. 9**

ADOPTED: March 26, 2009**EFFECTIVE:** April 17, 2006 and revised March 26, 2009**SUBJECT:** PROPERTY COVERAGE OF STATE-OWNED BUILDINGS LEASED TO AN AUXILIARY ORGANIZATION AND OTHER SPECIFIED STATE-OWNED BUILDINGS**SUPERSEDES:** 9-JPA

POLICY:

As a clarification of the insurable interest under the CSURMA property insurance programs, CSURMA has determined that Property Coverage for state-owned buildings is the responsibility of the University including state-owned buildings leased to an Auxiliary Organization, unless there exists a written agreement that the Auxiliary Organization is required to purchase and maintain Property Coverage for the leased building. This Policy and Procedure describes the responsibility and procedure for insuring these buildings and other specified state-owned buildings needing special deductibles in accordance with the CSU policy. This policy and procedure is not intended to impact any cost allocation practices among the campuses and auxiliary organizations that may exist or be developed in the future.

PROCEDURE:

As a result of negotiations with insurance companies and accepted by the CSU Office of the Chancellor, the CSURMA Property Coverage program will cover state-owned buildings (real property) that are leased to a CSU Auxiliary Organization as follows:

Effective: December 1, 2005

1. All buildings (real property) owned by the University (State) that are leased to a CSU Auxiliary Organization will be covered by the Campus Property Program, unless there exists a written agreement that the Auxiliary Organization is required to purchase and maintain Property Coverage for the leased building.
2. The University and Auxiliary Organization may agree to apportion that part of the University's Property Coverage premium covering buildings leased to an Auxiliary Organization. Said premium may be payable by the Auxiliary Organization to the University, or if advised by the Campus and Auxiliary Organization, CSURMA will separately invoice the premium to be paid by the Auxiliary Organization.



3. If the lease agreement does not specify responsibility for deductibles and uninsured losses, the Campus and Auxiliary Organization shall determine responsibility for deductibles and uninsured losses.
4. All buildings which are funded by Public Works Bonds (PWB) or State Revenue Bonds (SRB) have as a maximum deductible the amount required in the applicable bond covenants.
5. If an Auxiliary Organization desires a lower deductible, then that lower deductible can be purchased as approved by the underwriters and invoicing of the additional cost shall be directed by the Campus and Auxiliary Organization
6. If it is necessary for other University owned buildings to maintain a deductible other than the standard deductible offered maintained by a Campus Member, then that specified building may be insured at a lower deductible as approved by the underwriters and the additional cost shall be invoiced as agreed.



CSURMA**POLICY AND PROCEDURE NO. 11**

ADOPTED: March 26, 2009**AMENDED:** April 25, 2018**EFFECTIVE:** July 1, 2009**SUBJECT:** CSURMA OPERATING BUDGET DEVELOPMENT AND ADOPTION

POLICY:

CSURMA's fiscal period begins on July 1 each year and ends on June 30 of the following year. Upon the Executive Committee's recommendation, an annual operating budget is to be approved and adopted by the Board of Directors at its meeting preceding the beginning of the new budget period.

The operating budget for the Auxiliary Organizations coverage programs are developed separately by the AORMA Committee. The AORMA Committee shall develop its operating budget, and recommend to the Executive Committee its inclusion in the CSURMA Operating Budget for adoption by the Board of Directors.

PROCEDURE:

The Chancellor's Office and the Program Administrators shall work together to develop a draft operating budget for the Executive Committee to review and recommend adoption by the Board of Directors with any changes it deems necessary.

The operating budget shall be composed of a General Fund for General and Administrative Expenses (indirect expenses) and separate Program Funds for direct program expenses. The General Fund shall include an estimate for Non-Operating Revenues such as Investment Income, Loan Interest and Miscellaneous Fee Revenue.

Operating Revenues shall include Members' Contributions and Reinsurance Premiums. Operating Expenses and Non-Operating Revenues are allocable to each Program Fund as applicable, and shall be distributed in the following general manner:

General and Administrative Expenses shall be allocated to each Program Fund in proportion that each Program Fund Contribution bears to the Total Contribution for the fiscal period as of the start of the fiscal period; i.e., as of July 1. The proportionate share shall be fixed (locked-in) as of the beginning of the fiscal period for the duration of the fiscal period.

Non-Operating Revenues shall be distributed to each Program Fund that generate opportunities for investment income based on each fund's average monthly balance for Cash and Investments during the fiscal period. For budget development purposes, estimated Non-Operating Revenues



for each applicable fund shall be based on the each fund's average monthly cash balance of the preceding twelve months at the time the budget is developed.

Direct Program Expenses shall be allocated to each Program Fund as specified for the coverage as applicable (e.g., claims, claim administration, program administration, brokerage, insurance, actuarial, reinsurance, program committee, dividends, etc.). Other Direct Program Expenses shall be allocated to each Program Fund in the proportion directed by the respective Program Committee, which shall generally reflect estimated utilization by/for the applicable coverage.



CSURMA

POLICY AND PROCEDURE NO. 13

ADOPTED: OCTOBER 28, 2011

EFFECTIVE: OCTOBER 28, 2011

REVISED: APRIL 27, 2015

SUBJECT: CAMPUS RISK POOL PROGRAMS TARGET
RESERVE FUNDING GOAL

In an effort to assure the long term financial strength of the Campus Risk Pool Programs that include an element of self-insurance, the CSURMA Board of Directors desires to fund the Programs in a responsible manner. Furthermore, in recognition that there is a high degree of uncertainty in actuarial estimates due to the possibility of occasional catastrophic claims and inconsistent or inaccurate case reserving, the Board of Directors desires to establish a Target Reserve Funding Goal that will guide the CSURMA Executive Committee in making annual funding decisions for the Programs.

Should there be any discrepancy between this document and either the MEMORANDUMS OF COVERAGE or PARTICIPATION AGREEMENTS between the Executive Committee and the MEMBER, the MEMORANDUMS OF COVERAGE and the PARTICIPATION AGREEMENTS will govern.

POLICY

The Target Reserve Goal is hereby established to be, at a minimum, the actuarially determined expected liability (approximately 55% confidence level), discounted for investment. In evaluating the Programs’ funding position relative to the Target Reserve Funding Goal as a part of each year's ratemaking process, the Committee shall take into consideration the following ratios: Gross Premium to Unencumbered Reserve Ratio, Unencumbered Reserve to Pool Retention Ratio and Outstanding Reserves to Unencumbered Reserve Ratio.

The Committee may take action to set higher or lower confidence levels based on CSURMA’s goals to retain more or less risk. The Target Reserve Goal and Target Unencumbered Reserve Ratios described in this policy have been selected to take into account the nature of the Campus Risk Pool programs that include a relatively large and stable exposure and a single covered entity with substantial financial capacity.

PROCEDURE

- 1. Annual Actuarial Study** - Each year the Program Director will engage CSURMA’s accredited independent actuary to perform an actuarial analysis of the Workers’ Compensation, AIME and Liability Programs. This analysis shall include estimates of the outstanding losses (including IBNR) at various confidence levels as well as estimates of ultimate losses for the upcoming year(s). The analysis shall also compare the current

program funding against the outstanding liabilities and determine the confidence level to which the program is currently funded. Because the Property, SAFECLIP, SPLIP and Crime

Programs have an annual aggregate retention, an actuarial analysis may not be performed. Also, no actuarial study is required for the IDL/NDL/UI Program as that program covers very short tail statutory benefits.

- 2. Calculation of Industry Ratios** - The Program Administrator Director will also calculate certain insurance industry ratios to help analyze the Program's current financial position as follows:

Gross Premium to Unencumbered Reserve Ratio: Target <3:1

This ratio is a measure of how the unencumbered reserves are leveraged against possible pricing inaccuracies. A low ratio is desirable.

**Unencumbered Reserve to Pool Retention Ratio: Target >1:1 (LIABILITY)
Target >2:1 (WORKERS' COMP)**

This ratio is a measure of the maximum amount that unencumbered reserves could decline due to a single loss. A high ratio is desirable.

Outstanding Reserves to Unencumbered Reserve Ratio: Target ≤ 5:1

This ratio is a measure of how unencumbered reserves are leveraged against possible reserve inaccuracies. A low ratio is desirable.

- 3. Application of Target Surplus Criteria** – After an annual review of the Target Unencumbered Reserve Ratios, the Executive Committee will determine whether it is desirable to increase, decrease, or stabilize reserves. Their recommendations will be forwarded to the Board of Directors. If the Board of Directors desires to decrease reserves, it may approve a funding level below the 55% confidence level. Conversely, a funding decision above the 55% confidence level will indicate a bias toward increasing reserves. A determination to fund at the 55% confidence level will reflect the Executive Committee's desire to keep surplus at the current level.

Because the Property, SAFECLIP, SPLIP and Crime Programs have annual aggregate retentions, and therefore no actuarial study is performed, the Target Reserve Funding shall be the amount of funds that exceed the maximum liability retained by the program for the upcoming program year plus the expected value for all open claims from current and prior years. The Executive Committee will approve the annual funding for each program.

The Program Target Reserve Funding and Dividend Calculation Report will be prepared for each self-funded program and presented to the Executive Committee after the end of each fiscal year.

4. **Dividends** – Dividends may be available from the amount of reserves exceeding the Target Reserve amount established by the Executive Committee. The allocation of any dividend shall be pursuant to the formula approved by the Executive Committee.

5. **Assessments** – Assessments may be required when the Executive Committee determines that the amount of reserves is not sufficient and can best be remedied by an extraordinary assessment. The allocation of any assessment shall be pursuant to the formula approved by the Executive Committee.

MEMBER APPEAL PROCESS

If a MEMBER wishes to appeal any decision regarding the application of the Target Surplus Policy, the MEMBER must present an appeal in writing to the CSURMA Secretary within 30 days of the disputed decision. The Secretary shall place the Member’s appeal on the Executive Committee’s agenda at its next regularly scheduled meeting. The Executive Committee will review the appeal and inform the Member of the final decision within 5 business days of the final decision.

If a Member wishes to appeal the Executive Committee’s decision, the Member will notify the CSURMA Secretary in writing within 5 business days of receipt of the Executive Committee’s decision. The CSURMA Executive Committee will then review the appeal at its next meeting or sooner. The CSURMA Executive Committee’s decision will be the final determination.

DEFINITIONS:

CSURMA EXECUTIVE COMMITTEE – The California State University Risk Management Authority Executive Committee, a committee of the CSURMA providing management and oversight to the CSURMA. The Executive Committee is comprised of the Chair, the Vice Chair, and seven “At Large” members.

CSURMA - The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its Auxiliary Organizations.

GROSS PREMIUM - Includes pool premium and reinsurance/excess insurance premium but does not include administrative costs.

IBNR – Incurred but Not Reported losses

OUTSTANDING RESERVES - The sum total of unpaid case reserves in the pool layer as determined by the various claims examiners.

POOL RETENTION - The maximum amount of exposure to a single loss retained by the pool over the most recent 5 years.

SURPLUS - The amount of cash equivalent available to pay claims in excess of actuarial expected losses discounted for investment income.

CONFIDENCE LEVEL: A confidence level is the statistical certainty that an actuary believes funding will be sufficient. For example, an 80% confidence level means that the actuary believes funding will be sufficient in eight years out of ten.



CSURMA

POLICY AND PROCEDURE NO. 15

ADOPTED: December 9, 2011

EFFECTIVE: October 23, 2015

REVISED: **April 25, 2018**
October 23, 2015

SUBJECT: RESPONSIBILITIES OF THE TREASURER AND THE SECRETARY-AUDITOR

POLICY: Pursuant to California Government Code Section 6505 et seq. (referenced below) the CSURMA has designated in the governing documents the officer positions of the Treasurer and the Secretary-Auditor. It is the policy of the CSURMA that there shall a designation of the operational responsibilities of the Treasurer and the Secretary-Auditor as described in this Policy & Procedure No. 15.

PROCEDURE: The Treasurer and Secretary-Auditor shall perform the duties specified in California Government Code Section 6505 et seq. and other duties as designated by the Board of Directors, Executive Committee or AORMA Committee. To clarify the roles of the Treasurer and the Secretary-Auditor, the duties and responsibilities of the Treasurer and the Secretary-Auditor are described respectively as follows:

TREASURER

The Treasurer shall serve as a member of the Executive Committee and have the following duties and responsibilities for CSURMA:

1. FUNDS AND ACCOUNTS:

1.1. ACCOUNTS

1.1.1. The Treasurer shall establish and maintain funds and accounts in compliance with good accounting practice.

1.2. RECEIPT

1.2.1. The Treasurer shall receive all funds for custody by the entity.

1.2.2. The Treasurer ensures all funds are deposited to the proper program fund accounts.

1.2.3. Upon receipt of the approved premium deposit allocation, the Treasurer bills and collects annual premiums, quarterly premiums, and special assessments from all members.

1.3. DISBURSEMENT

1.3.1. The Treasurer shall pay any sums due out of monies of the Authority, as approved for payment.

2. REPORTING

- 2.1. The Treasurer maintains a central accounting system for CSURMA.
- 2.2. Unaudited financial statements will be produced as requested by the Executive Committee to show the accounting transactions by fund.
- 2.3. The Treasurer shall engage a certified public accountant or public accountant to perform an independent financial audit as provided by law.
- 2.4. The Treasurer shall create a quarterly investment report for review by the Executive Committee.

3. CASH AND DEBT MANAGEMENT

- 3.1. The Treasurer manages the cash flow of CSURMA which includes investing the excess monies over the required immediate expenditures for the Authority.
- 3.2. The Treasurer administers short-term and long-term debt financing, authorized by the Executive Committee
- 3.3. The Treasurer shall maintain a detailed record of every loan, including an entry on the loan register showing each loan and payment.

The duties of the Treasurer vary and play a key fiduciary role in the operation of the Authority.

SECRETARY-AUDITOR

The Secretary-Auditor shall have the following duties and responsibilities for CSURMA:

1. BUDGET

- 1.1. The Secretary-Auditor shall ensure that all bills are reviewed and approved for payment before payments are issued by the Treasurer.
- 1.2. The Secretary-Auditor may examine the Treasurer's book on behalf of the CSURMA Executive Committee to check for accuracy.
- 1.3. The Secretary-Auditor acts as the CSURMA budget officer and shall be responsible for the preparation and administration of the budget.

2. MISCELLANEOUS DUTIES

- 2.1. The Secretary Auditor also conducts the sale of surplus items such as office equipment.
- 2.2. The internal audit duties may also fall under the direction of the Secretary-Auditor as directed by the Executive Committee.
- 2.3. The Secretary-Auditor serves as Secretary of the CSURMA.

3. AUTHORITY TO BIND INSURANCE AND RENEW SERVICE AGREEMENTS

- 3.1. The Secretary-Auditor is authorized to finalize negotiations with insurers and to bind insurance on behalf of the CSURMA.
- 3.2. The Secretary-Auditor is authorized to renew or extend service agreements on behalf of the CSURMA.



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- 3.3. The Secretary-Auditor shall provide a report to the Executive Committee summarizing the insurance bound or service agreements renewed or extended pursuant to the authority granted under this Policy and Procedure.

The duties of the Secretary-Auditor are directly accountable to the Executive Committee in the implementation of the policies, procedures and programs of the CSURMA.



CSURMA

POLICY AND PROCEDURE NO. 17

ADOPTED: March 22, 2013
EFFECTIVE: March 22, 2013
SUBJECT: TRAVEL REIMBURSEMENT

PURPOSE:

This Policy and Procedure is intended to formalize the prior existing practices of CSURMA.

POLICY:

It is the policy of the CSURMA that reasonable and actual expenses incurred by AUTHORIZED TRAVELERS for COVERED PURPOSES related to operation of CSURMA's programs shall be reimbursed. The method of approving travel, and reporting and calculating the reimbursable amount shall be in accordance with the travel reimbursement policy of the California State University or the AUTHORIZED TRAVELER'S member auxiliary organization at the time of the travel. The AORMA Committee may adopt more a more specific travel reimbursement policy and procedure for travel related to the AORMA programs.

PROCEDURE:

1. Reimbursement requests will be reported on the AUTHORIZED TRAVELER'S completed State of California – Travel Expense Claim form. The claim form may be forwarded to the AUTHORIZED TRAVELER's member accounting department for reimbursement or sent to the CSU Systemwide Office of Risk Management for processing. If the AUTHORIZED TRAVELER is reimbursed by the member's accounting department, that member may then seek reimbursement from CSURMA.
2. The member's accounting department should send the following documents to CSURMA c/o the Systemwide Office of Risk Management:
 - a) Invoices for all reasonable expenses
 - b) Completed State of California – Travel Expense Claim form
 - c) Documentation of the purpose of the travel such as a copy of the agenda, presentation, etc. for the COVERED PURPOSE that the COVERED TRAVELER attended.
3. The CSURMA Secretary-Auditor or designee shall then process the reimbursement request in the manner of other CSURMA payment requests.



DEFINITIONS:

AUTHORIZED TRAVELERS – includes CSURMA Executive Committee members and officers, standing committee members and participants in duly established task groups. Other persons, including University personnel traveling on CSURMA related travel shall be reimbursed pursuant to this P&P No. 17 as agreed under separate agreement in advance of the travel. Independent consultants shall not be considered **AUTHORIZED TRAVELERS** under this P&P No. 17 and any travel expenses incurred by independent consultants may be reimbursed as provided under separate consulting agreements.

COVERED EXPENSES – includes reasonable expenses incurred by the **AUTHORIZED TRAVELER** as provided under the travel reimbursement policy of the California State University.

COVERED PURPOSES – covered purposes shall include attendance at meetings of the CSURMA Executive Committee, standing committees, task group meetings, program presentations, member meetings, approved professional development trainings and other travel approved for University personnel. Any other **COVERED PURPOSES** must be approved for reimbursement by the Executive Committee. Travel to CSURMA Board of Directors Meetings is not a covered purpose. If there is travel to an event that would otherwise be a **COVERED PURPOSE** in conjunction with another event the **AUTHORIZED TRAVELER** would otherwise attend, such as a CSURMA Board of Directors meeting or the CSURMA Fitting the Pieces Together Conference, the **AUTHORIZED TRAVELER** is eligible for reimbursement of **COVERED EXPENSES** to attend the **COVERED PURPOSE** meeting only and there will be no CSURMA reimbursement of the expenses the **AUTHORIZED TRAVELER** would have normally incurred to attend the CSURMA Board of Directors Meeting or the CSURMA Fitting the Pieces Together Conference.



CSURMA

POLICY AND PROCEDURE NO. 19

ADOPTED: March 22, 2013

EFFECTIVE: March 22, 2013

SUBJECT: CSURMA CLAIMS SETTLEMENT AUTHORITY

PURPOSE: The purpose of this Policy and Procedure No. 19 is to describe the process and level of authorities to pay claims incurred by the CSURMA Programs. This Policy and Procedure No. 19 applies solely to the operation of CSURMA and does not affect any policy, process, or authorities of the California State University. The AORMA Committee may adopt policies and procedures for claims settlement authorities for AORMA's self-insured programs.

POLICY: It is the policy of the CSURMA that payment of claims covered under the self-insured programs will follow the processes and documentation requirements described in this policy and procedure.

PROCEDURE: The following activities will be performed to effect the above stated policy.

1. The following amounts may be authorized for the following programs:
 - a. Liability Program: The campus may authorize payments from CSURMA funds up to the campus deductible, but not more than \$100,000.00. Above \$100,000.00, the CSURMA Secretary-Auditor or designee may authorize payment of CSURMA funds upon written approval from the appropriate University personnel up to the retained amount of the Liability Program.
 - b. Workers' Compensation Program: Upon approval of a Settlement Authorization Request (SAR) from the third party claims administrator, the campus may authorize aggregate claim settlements from CSURMA funds up to \$175,000.00. Above \$175,000.00, the CSURMA Secretary-Auditor or designee may authorize payment of CSURMA funds upon written approval from the appropriate University personnel up to the retained amount of the Workers' Compensation Program.
 - c. Unemployment Insurance/Non-industrial Disability Leave/Industrial Disability Leave Program: The CSURMA Secretary-Auditor or designee may authorize payment from CSURMA funds to reimburse funds expended by the campus for benefits covered under the program.
 - d. Property Program: Upon the receipt from the program claims adjuster of the completed and executed Proof of Loss statement, the CSURMA Secretary-Auditor or designee may authorize payment from CSURMA funds up to the retained amount of the Property Program.
2. The Program Administrator will maintain records of the campus personnel designated to authorize payments and the amount of authorization.

ADOPTED: September 13, 2013

EFFECTIVE: September 13, 2013

REVISED: December 5, 2014; May 5, 2017

SUBJECT: Risk Management Innovation Grant Program

PURPOSE:

Originally, the Risk Management Innovation Grant Program made funds available to Campus members in the Liability and Workers' Compensation programs. At its meeting on March 9, 2017, the Executive Committee reviewed the program's utilization by the campuses and its effectiveness in achieving CSURMA's goals. The Executive Committee determined that funds can be more efficiently utilized for risk management and safety projects at the systemwide level, which can be deliberated best by affinity groups. As such, the Executive Committee approved an amendment to Policy & Procedure No. 21 to replace grant applications from the campuses and thereby consider applications from CSU's affinity groups who have responsibility for workers' compensation, environmental health & safety, risk management, business continuity planning, and emergency preparedness; i.e., CSU WERCS. As is its original intent, the risk management grants may provide funds for specialized training, safety equipment, physical improvements, or other safety related items support the mitigation of risk exposures. Accordingly, this Policy & Procedure No. 21 is amended effective July 1, 2017.

POLICY:

1. Annually, the Program Administrator and Systemwide Risk Management will:
 - a. Propose to the Executive Committee a budget for the Program. (FY 2017/18 Risk Management Grant budget has been approved for \$150,000 total.)
 - b. In collaboration with the applicable affinity groups, review the Liability and Workers' Compensation loss information and other resources to identify patterns and claims which may be preventable with the (1) purchase, replacement or upgrade of physical property; (2) development of specialized training; or (3) development of risk management programs.
 - c. Assist in identifying the focus of the Program for the upcoming fiscal year.
 - d. Draft the Grant Application and recommend a maximum grant amount per Affinity Group.
 - e. Send a memo to all Affinity Groups describing the Program and invite Affinity Groups to apply for a grant by completing the Grant Application.

2. To access funds under the Program, **and previous to** the Affinity Group expending funds, Affinity Group must complete the Grant Application which is to include:
 - a. A description of the proposed risk reduction project.
 - b. The anticipated timeline for completion of the risk reduction project.
 - c. An estimate of the total cost for the proposed risk reduction project.

3. The Program Administrator will review completed Grant Applications, and if found appropriate and consistent with the purpose of the Program, refer the Grant Application to the Executive Committee for approval.
4. The Affinity Group will be expected to complete the proposed risk reduction project within the time period described in the Grant Application. The Executive Committee may rescind the grant if the Affinity Group has not started, or made substantive progress towards completion of the risk reduction project within the timeframe proposed.
5. One hundred percent (100%) of the Affinity Group's risk reduction project costs (up to the maximum grant amount approved for each Affinity Group) may be reimbursed by the Program. The Affinity Group will submit to the Program Administrator the final paid receipt(s) to be used to calculate the program reimbursement amount.
6. After the grant funds are utilized, the Affinity Group will provide a brief report providing information that will assist the Executive Committee in monitoring this program's effectiveness and the merits of future program funds.
7. The Program Administrator and Systemwide Risk Management will work with the Grant Recipients to develop benchmarks to evaluate the success of the program. The Program Administrator and Systemwide Risk Management will also provide guidance to future Grant Recipients based on these historical benchmarks.
8. Submissions:
 - a. Affinity Groups have until one (1) month before the Spring 2018 CSURMA EC/BOD meeting to submit their proposal(s).
 - b. More than one proposal can be awarded.
 - c. If the total amount of approved grants exceeds the amount available, the grants will be distributed on a pro-rate scale.
 - d. If an Affinity Group cannot complete their endeavor without full funding, then they either withdraw the application or present an alternative plan to use approved grant monies. Any unused funds will be retained by CSURMA.
 - e. If an Affinity Group presents more than one proposal, they need to prioritize the submissions.

ADOPTED: October 23, 2015

EFFECTIVE: October 23, 2015

SUBJECT: Additional Covered Party Endorsements – Campus Risk Pool and AORMA Program

PURPOSE:

CSURMA provides self-insured liability coverage for CSURMA Member campuses and auxiliary organizations. CSURMA is often requested to extend coverage to another party for various activities including but not limited to services performed for a third party, for a lease of premises, and other business operations in which a third party may have a legal interest. This policy and procedure advises in a general manner how an Additional Coverage Party can be included for coverage by CSURMA where appropriate. In no event shall Errors & Omissions Liability coverage be extended to a third party.

POLICY:

Upon review of a written request from a Member, CSURMA shall determine if the request to add a third party as an Additional Covered Party falls within CSURMA’s underwriting guidelines in the judgment of the Program Administrator, and may confirm that the other party is an Additional Covered Party per the blanket provision included in CSURMA’s Memorandum of Liability Coverage (Liability MOC), and if further required, may issue a specific endorsement to the Liability MOC expressly naming the third party as an Additional Covered Party when required by a written agreement between the Member and the Additional Covered Party.

PROCEDURE:

1. Request for Additional Covered Party – Member shall provide to the Program Administrator a copy of the written agreement requiring that the third party be named an Additional Insured (known as an “Additional Covered Party” for CSURMA purposes) with an explanation of the purpose for the agreement, including the agreement period; i.e., dates of commencement and completion of the agreement. The request shall include the complete name, mailing address and contact information of both the Member representative and the third party to the agreement. The request must include, and should highlight, the specific section of the agreement regarding the insurance required, including acceptance of CSURMA’s self-insurance programs as acceptable coverage, as well as the appropriate section regarding any required indemnification.
2. Review of Request for Additional Covered Party – Upon receipt of all required elements described above, the Program Administrator shall:

- a. Review the appropriateness of the request in accordance with the terms of the Liability MOC and within the Program Administrator's advisability of covering the requested exposure.
- b. If deemed appropriate, Program Administrator will provide written confirmation that the request is approved by issuance of a Certificate of Coverage to the other party with a copy to the Member. If further required, a specific Additional Covered Party Endorsement may be issued; otherwise all parties shall rely on the automatic Additional Covered Party provision contained in the Liability MOC or applicable excess liability insurance policies. In either case, such confirmation shall not serve to increase CSURMA's liability nor modify the terms of the Liability MOC or excess liability insurance policies.
- c. If the request is not deemed appropriate, Program Administrator shall advise the Member of the determination with an explanation for the denial of the request. Upon receipt, Member may:
 - i. Seek resolution from the third party regarding its insurance requirements.
 - ii. Request review by the CSURMA Secretary-Auditor. The CSURMA Secretary-Auditor may consult with CSURMA's General Counsel, and shall make a determination on the matter.
 - iii. If the Member disagrees with the determination in the preceding paragraph, Member may appeal as described below:
 1. Campus Member may appeal to the CSURMA Executive Committee at its next regularly scheduled meeting.
 2. AORMA Member may appeal to the AORMA Committee at its next regularly scheduled meeting.
 3. The decision of the Committee shall be final and no further appeal permitted.

ADOPTED: May 6, 2016

EFFECTIVE: May 6, 2016

SUBJECT: Pooled Programs Underwriting Procedures

Should there be any discrepancy between this documents and either the JOINT POWERS AGREEMENT or BYLAWS, the JOINT POWERS AGREEMENT and BYLAWS will govern.

PURPOSE:

The California State University Risk Management Authority (CSURMA) may develop and implement **Coverage Programs** which CSURMA deems necessary, advisable and beneficial to its **Members**. CSURMA has established underwriting rules and other qualifying conditions for its **Coverage Programs**. Underwriting information is used for determination of rates and **Member** pool deposits as well as deductible selection and dividends. Underwriting standards and guidelines are outlined in various governing documents, including the JPA Agreement, By-Laws and CSURMA Policies and Procedures.

POLICY:

1. Underwriting Function/Mission

Establishing underwriting criteria ensures that all CSURMA Coverage Programs are analyzed for risk exposures, funding requirements, dividend and deductible selection.

Adherence to these underwriting standards and guidelines provides confidence for Members regarding the continued financial viability and security of CSURMA.

2. New Members

The guidelines for admittance of new members to CSURMA are set forth in the Joint Powers Agreement and By-Laws. Membership eligibility requires the entity be an **Auxiliary Organization**. Approval by the **Executive Committee** may be contingent upon the proposed **Member's** ability to satisfy the underwriting criteria and other qualifying conditions which may then be in effect for any **Coverage Program** in which the **Auxiliary Organization** wishes to participate.

3. Underwriting Guidelines / Rate Setting / Funding Requirements

Rates are established based upon multiple factors including, but not limited to, the following:

- ✓ Payroll Exposure
- ✓ Loss Rates
- ✓ Excess Insurance Rates
- ✓ Administrative Expenses

✓ Contingency Margin

4. Periodic Review

The Underwriting Guidelines are reviewed by the **Board of Directors** at least every three years. This review may be delegated to the **Executive Committee** or other ad hoc committee established for the sole purpose of addressing underwriting issues.

DEFINITIONS:

“Auxiliary Organization” shall mean an organization described in California Education Code § 89901 *et seq.*, which is on the approved list of Auxiliary Organizations of the University Chancellor’s Office.

“Board of Directors” or “Board” shall mean the governing body of the CSURMA.

“Coverage Programs” shall consist of Coverages Programs provided directly by CSURMA under a Risk Pooling Program pursuant to a memorandum of Coverage and/or provided by a Purchased Insurance Program. These may include, but are not limited to, Property, Workers’ Compensation and Liability coverage as may be determined by the Board of Directors. “Risk Pooling Programs” shall mean those Coverage Programs in which participating members share risk of loss. “Purchased Insurance Programs” shall mean those Coverage Programs in which members do not share risk of loss.

“Executive Committee” shall mean the Executive Committee of the CSURMA Board of Directors.

“Member” shall mean the signatory to the CSURMA Joint Powers Authority.

APPOINTMENT OF 2019 RATING PLANS TASK GROUP

ISSUE: It is the practice of the Executive Committee to appoint a Rating Plans Task Group (RPTG) every three years to review and evaluate CSURMA's funding policies and rating plans for the campus coverage programs. The RPTG's findings and recommendations will be presented to the Executive Committee at its meeting on September 6, 2019 and to the Board of Directors for adoption on November 8, 2019. The RPTG's findings and recommendations may also be presented to CSU's Chief Administrators & Business Officers (CABO).

The RPTG will evaluate the rating plans for the following coverage programs:

1. Workers' Compensation
2. General Liability, Errors & Omissions Liability, Employment Practices Liability
3. Property, Boiler & Machinery
4. Industrial Disability Leave, Non-Industrial Disability Insurance, Unemployment Insurance (IDL/NDI/UI)
5. Automobile Liability
6. Foreign Travel Insurance Program (FTIP)

RECOMMENDATION: The Chair is asked to appoint members to the Rating Plans Task Group.

FISCAL IMPACT: No fiscal impact is expected from action at today's meeting.

BACKGROUND: A project timetable has been drafted. Staff anticipates the RPTG will initially meet in July 2019, and a follow-up meeting in August 2019 after the actuarial report is issued and FY 2020/21 preliminary rates are calculated.

PUBLICATION: The final RPTG report will be presented to the CSURMA Board of Directors on November 8, 2019.

ATTACHMENT(S):

- a. 2019 Campus Risk Pools Rating Plans Task Group Project Timetable

**2019 CAMPUS RISK POOLS RATING PLANS TASK GROUP
Project Timetable**

DATE	GROUP	ACTIVITY
July 2019	Program Administrator	Review current rating plans and develop modifications for the RPTG's consideration.
July 2019	Rating Plans Task Group	Review current rating plans. Develop alternatives for further review.
July 2019	Independent Actuary	Calculate outstanding claims liabilities and develop risk pool funding recommendations for FY 2020/21.
August 2019	Program Administrator	Perform calculations based on RPTG findings and recommendations.
August 2019	Rating Plans Task Group	Review staff calculations with suggested rating plans modifications. Finalize recommendations.
August 2019	Program Administrator	Draft preliminary RPTG Report.
September 6, 2019	Executive Committee	Review actuarial reports and staff calculations of proposed FY 2020/21 rates and deposit contributions.
September 6, 2019	Executive Committee	Review RPTG Report. Take action as needed to recommend rating plans modifications to the Board of Directors for adoption.
TBD	CABO	Presentation to CABO as necessary of proposed changes to rating plans.
November 8, 2019	Board of Directors	Review RPTG Report and Executive Committee recommendation. Take action as needed to adopt changes to rating plans.
November 8, 2019	Board of Directors	Adopt campus risk pools funding and rates for FY 2020/21.
November 2019	Program Administrator	Develop campus costs for Liability Deductible options. Send Deductible options, cost comparison and claims history to campuses.
December 2019	Program Administrator	Collect final campus Deductible Selections, calculate FY 2020/21 campus contributions.
December 2019	Program Administrators	Notices to campuses of FY 2020/21 costs, including Liability Deductible options.
July 1, 2020	CSURMA Accounting	Adopted rating plans become effective, campuses invoiced by CSURMA.

CSURMA SUPPORT FOR ASSOCIATION MEMBERSHIPS AND PROFESSIONAL DEVELOPMENT

ISSUE: CSURMA's Executive Committee has previously agreed to support campus professional development of Executive Committee, AORMA Committee, campus and auxiliary organization leadership and risk management personnel. Currently CSURMA supports membership in the University Risk Management Association (URMIA), Auxiliary Organization Association (AOA), Public Agency Risk Management Association (PARMA) and Public Risk and Insurance Management Association (PRIMA and CalPRIMA). Staff is recommending CSURMA support the following additional professional development opportunities:

- **California Association of Joint Powers Authorities (CAJPA).** This group promotes professional development for JPA boards of directors and supporting staff. CSURMA originally scheduled its fall meetings to coincide with attendance and has utilized CAJPA accreditation standards in its management audits. Staff recommends that EC and AORMA members consider attendance at the annual conference. *Annual Membership Cost: \$450.*
- **Association of Governmental Risk Pools (AGRiP).** AGRIP is a national relative to CAJPA and expands horizons from the California risk pooling perspective. AGRiP discounts membership for members of CAJPA. *Annual Membership Cost: \$3,845.*
- **California Coalition for Workers' Compensation (CCWC).** CCWC is a statewide professional development and advocacy organization for employers. They have expanded their offerings for public entity employers and discounted membership substantially for public entity members starting in 2019. University of California is an active participant and CCWC has agreed that CSU can join with a Chancellor's Office lead representative and allow the campuses to affiliate in at no additional cost. *Annual Membership Cost: \$2,000.*

RECOMMENDATION: Staff recommends that the Executive Committee consider adding the proposed memberships and direct staff as appropriate.

FISCAL IMPACT: The CSURMA budget includes \$44,772 for memberships. If the Executive Committee approves the proposed memberships the additional cost of \$6,295 would be added to the budget.

BACKGROUND: CSURMA has recognized the need to support professional development of Executive Committee and AORMA Committee members under Policy and Procedure No. 12. In addition campus personnel gain access to training opportunities at a reduced rate via these systemwide memberships rather than separately purchased campus memberships.

PUBLICATION: Campus and AORMA members will be advised of any additional memberships available for their use.

ATTACHMENT(S):

- a. CAJPA Brochure
- b. AGRiP Brochure
- c. CCWC Brochure
- d. Policy and Procedure No. 12



Trusted Leadership for California's Public Risk Sharing Pools

Trusted Leadership for California's Public Risk Sharing Pools



JPA and Affiliate Membership

CAJPA has identified and responded to important needs that exist among its membership, and we are proud to offer services in the following areas:

Legislation

There is a need for legislative awareness and action to support or challenge a broad spectrum of issues affecting our membership. CAJPA provides members a professional and effective legislative advocate that monitors all pertinent legislation on their behalf.

Accreditation

CAJPA sponsors the nation's first risk management accreditation program. This program established a model of professional standards that serve as guidelines for all risk management pools regardless of size, scope of operation, or membership structure.

Communication

The CAJPA Journal is a quarterly publication that contains information relating to industry issues, details of upcoming events, the status of current legislation and more.

Scholarships

The Joseph Farrell Memorial Scholarship program was established to help further education of those interested in obtaining a degree or certification in business administration, risk management, A.R.M., CPCU, CSP, Workers Compensation, State Administration license or other qualified designations. Scholarships are available to JPA employees. The scholarships are presented at the Annual Fall Conference.

Government Affairs

Reviews and monitors state and federal regulatory issues affecting JPAs as well as works closely with CAJPAs legislative counsel. Finance and Technology Brings education and training to the finance and accounting community of our JPAs.

Judicial Review

Reviews and evaluates cases decided by Appellate, State and U.S. Supreme Courts as well as litigable issues brought to its attention by members and other sources. Recommendations to the Board to retain legal counsel and submit Amicus Curiae briefs.

Training

CAJPA recognizes the importance of education. Annual training programs are held for this purpose. These opportunities include:

- **Annual Conference** - Held in September, this event provides educational sessions and various training programs for governing board members, JPA administrators, workers compensation personnel, liability claims personnel, human resources, financial officers, loss control, risk management and JPA staff members.
- **Legislative Day** - This event provides attendees with up-to-date information regarding legislation important to CAJPA members, along with the opportunity for attendees to meet face-to-face with their legislators.
- **Financial Workshop** - The purpose of this workshop is to provide a forum for research of financial issues, discussion of current practices, and opportunities to network with others in the JPA financial field. The workshop is designed for directors, finance officers, accountants, independent auditors and other persons who are responsible for the JPAs financial success.
- **Pool Administrators Workshop** - An opportunity for exchanging ideas and alternative approaches to solving pool administration problems.

[Download PDF](#)

[Download PDF](#)

2019 Annual Conference

Sept 10-13, 2019

LAKE TAHOE RESORT
4130 LAKE TAHOE BLVD.
SOUTH LAKE TAHOE,
CA 96150

[Submit a Session](#)

[CAREERS](#)

[RESOURCES](#)

CONTACT

P 916 231 2139

F 916 231 2141

E info@cajpa.org

California Association of Joint Powers Authorities 700 R Street, Suite 200 Sacramento, CA 95811

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AGRiP energizes the power of pooling by making our members more effective, collaborative, and informed. We do this by focusing on our core values of intelligence, education, networking, operational resources & best practices, and advocacy.

This summary is far from a complete review of all AGRiP services – but it does provide an overview of the most frequently used resources. Visit our [website](#) for a full overview, and of course feel free to [contact us](#) at any time with questions.

Intelligence

Cybrary

The [Cybrary](#) is a pool-focused search engine. Using the Cybrary, you can easily find information available on all other AGRiP member pool websites and relevant, trusted web resources – such as association and league websites, QEI Patron websites, and state departments of insurance.

CEO and Executive Compensation and Benefits Report

AGRiP conducts a biennial [salary survey](#) of our top pool executives' compensation and compiles a report based upon findings. Reported results give pool HR professionals, senior staff, and boards important comparative compensation and benefits information with analysis.

Financial Benchmarking Initiative (FBI)

AGRiP's [Financial Benchmarking Initiative](#) is expected to be ready by spring 2019. This unique and public entity pooling-specific tool will allow comparison between your pool's own financial results and nationwide statistics or a customizable cohort of peers.

Strategic Foresight Resources

Ever wonder about the future of public entity risk pooling? AGRiP helps you be future-forward, monitoring weak signals and preparing for any number of trends that might have impact on your membership, your coverage, or your pooling operations.

Use [Framing the Future: A Guide to Strategic Foresight](#) and accompanying [Trend Cards](#), or our [Thriving in Uncertainty](#) publication, to identify and understand trends or influences you should be monitoring. These resources can help you begin conversations with your pool staff and Board of Directors, and define important considerations for the future of your pool's activities.

Intelligence Publication

This AGRiP publication acts as a compass to help set the future direction of public entity pooling. [Intelligence](#) delivers a variety of topics exclusively tailored to the public entity pooling community with unique and comparative information and diverse authorship. *Intelligence* is published four to six times per year.

Education

Conferences

AGRiP holds three conferences per year. The conferences allow you to connect, collaborate, share best practices, learn ways to improve operations, and work with other pools to support and strengthen the risk pooling community. As an AGRiP member, you receive a discounted registration rate to attend conferences.

- The [Governance & Leadership Conference](#) focuses on governance education for pool board members, leadership, and hot topics education for pool staff.
- Our *Fall Educational Forum* is track-based and intended for public entity pool staff. Specific pool operational tracks are offered on a rotating basis every two years. Tracks in 2017 will include finance, loss control and underwriting.
- The *CEO and Senior Staff Institute* is a unique learning experience with in-depth training on executive level topics. This event is a smaller, more intimate learning and networking opportunity for senior leaders, apart from Board members and service providers.

For a sense of typical conference content, [past presentations](#) are available for review.

Online Learning

AGRiP members have access to an online training program, [Pooling Basics 2.0](#). Composed of nine modules, the course covers everything from foundational pool governance needs to actuarial studies, financial metrics, and common loss control tools.

AGRiP also hosts regular webinars on hot topics. All webinars are [archived](#) on our website.

Networking

Committees & Workgroups

Have a great idea to share? Get involved! AGRiP has [committees and workgroups](#) to support advocacy efforts, education, and other initiatives.

Awards for Excellence

AGRiP's [Awards for Excellence](#) recognizes pools and pooling staff who have demonstrated outstanding performance, leadership, or service. Nominations are solicited annually in October.

Operational Resources & Best Practices

AGRiP Recognition

[AGRiP Recognition](#) is a self-audit, peer review process based upon Advisory Standards crafted from the collective experience and expertise of the first 40 years of pooling. Through the recognition process, you can assess your pool's policies and procedures, evaluate operational practices, and assure that your Board is meeting its fiduciary obligations to oversee pool business.

Job & RFP postings

AGRiP member pools are welcome to post [job openings](#), [RFPs or RFQs](#) for products, services or vendors published on AGRiP's website at no cost.

Advocacy

PR Toolkit

The [PR Toolkit](#) contains customizable messaging that can be used by AGRiP member pools to explain risk pooling and its advantages to those outside of the risk pooling sector, as well as members and prospective members of pools. You can use the PR Toolkit as starter language for media response, legislative education, or member outreach.



CAJPA Membership Dues Worksheet

Thank you for choosing AGRiP! Please follow the instructions below to calculate your annual dues.

Instructions:

- 1.) Please enter the information requested in the three boxes below
(all other information will be calculated automatically)
- 2.) Please respond via email with the most recent audited financial statements to billing@agrip.org
- 3.) AGRiP will process your invoice and email it to your billing representative for payment

Enter Pool Name:	California State University Risk Management Authority					
Enter Date of Financials:	6/30/2018		Rate:			
Enter Total Assets:	\$ 146,182,000.00	x	0.000063	=	\$	9,209.47
						Flat Fee: \$ <u>750.00</u>
						CAJPA Discount: <u>-50%</u>
						Sub-total (Capped at \$3,844.50): \$ <u>3,844.50</u>
						Total Membership Dues: \$ 3,844.50



Membership



Membership Benefits Join Today, Impact Tomorrow

While other associations address workers' compensation as part of a broader mission, our singular focus is creating a more balanced, efficient and stable worker's compensation system for you. Realize the benefits of membership by joining today.

Legislative Influence

- Collaborate with experienced legislative advocates shaping policy from the employers' perspective
- Take a leadership role by influencing the policies and regulations impacting your employees
- Gain inside information on reform proposals impacting your business
- Learn how the current political landscape is affecting reform
- Weigh in on industry research issued by the Commission on Health, Safety, and Workers' Compensation (CHSWC)

Professional Development

Network Intelligence

Promote Your Business



Membership



Membership Benefits Join Today, Impact Tomorrow

While other associations address workers' compensation as part of a broader mission, our singular focus is creating a more balanced, efficient and stable worker's compensation system for you. Realize the benefits of membership by joining today.

Legislative Influence

Professional Development

- Attend our industry-leading educational conference, the Annual Legislative and Educational Forum, at a discounted member rate while earning continuing education credits
- Access member-only webinars to broaden your understanding of workers' compensation
- Stay current with *Capitol Update*, the CCWC's electronic legislative newsletter
- Receive timely legislative alerts on current industry happenings
- Contribute to the discussion on key issues at our Workers' Compensation Day

Network Intelligence

Promote Your Business



Membership



Membership Benefits

Join Today, Impact Tomorrow

While other associations address workers' compensation as part of a broader mission, our singular focus is creating a more balanced, efficient and stable worker's compensation system for you. Realize the benefits of membership by joining today.

Legislative Influence

Professional Development

Network Intelligence

- Access expert insight to help your business navigate workers' compensation issues
- Share ideas and best practices with peers and business executives
- Interact with statewide and local employers, attorneys and other professionals
- Collaborate with peers through service on one of three standing committees: Government Relations, Conference, and Membership

Promote Your Business



Membership



Membership Benefits Join Today, Impact Tomorrow

While other associations address workers' compensation as part of a broader mission, our singular focus is creating a more balanced, efficient and stable worker's compensation system for you. Realize the benefits of membership by joining today.

Legislative Influence

Professional Development

Network Intelligence

Promote Your Business

- Access advertising and sponsorship opportunities through our website and electronic newsletter
- Take advantage of exhibiting and promotional opportunities at the Annual Legislative and Educational Forum
- Enjoy advertising and sponsorship opportunities at CCWC events throughout the year



CSURMA **POLICY AND PROCEDURE NO. 12**

ADOPTED: March 24, 2011, March 21, 2014, January 10, 2016

EFFECTIVE: January 10, 2016

SUBJECT: CSURMA COMMITTEE MEMBER PROFESSIONAL DEVELOPMENT

Should there be any discrepancy between this document and either the JOINT POWERS AGREEMENT or BYLAWS, the JOINT POWERS AGREEMENT and BYLAWS will govern.

POLICY:

It is in the best interest of the Authority that individuals who serve on the CSURMA Executive Committee are knowledgeable of the administrative workings of joint powers authorities and risk management practices, procedures, and insurance markets. It shall be the policy of the CSURMA to fund annually travel for Executive Committee Members who elect to attend professional development training and conferences as described in this Policy and Procedure.

PROCEDURE:

1. If the Board of Directors adopts a budget that includes travel expenses for Executive Committee professional development, then travel during the applicable fiscal year will be approved and reimbursed pursuant to this Policy and Procedure.
2. The Executive Committee member may submit to the Secretary-Auditor a written request to attend a professional development program. Eligible programs shall include risk management related courses and attendance at conferences such as PARMA, CAJPA, PRIMA, URMIA, NACUBO, WACUBO or other similar professional conferences.

Allowable Expenses

- a) **Registration** cost of registering for the Professional Development conference in the amount not to exceed \$1,500.00.

Travel Expenses pursuant to CSURMA Policy and Procedure No. 17 – Travel Reimbursement.

3. The Attendee will provide the Executive Committee or Board of Directors with a verbal or written report of information gained from the professional development program attended.

AORMA PROGRAMS UPDATE

ISSUE: The Auxiliary Organizations Risk Management Alliance (AORMA) continues to address the insurance and risk management needs of its members. All Auxiliary Organizations in Good Standing purchase insurance coverage through the AORMA. The AORMA Chair, will report on the activities of the AORMA Committee.

RECOMMENDATION: No action is required on this item at today's meeting.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

AIME PROGRAMS UPDATE

ISSUE: The Athletic Injury Medical Expense (AIME) program continues to address the insurance and risk management needs of its members.

The Executive Committee Liaison for AIME, will report on the activities of the AIME Committee.

RECOMMENDATION: This item is for information only; no action is required on this item at today's meeting.

FISCAL IMPACT: None.

BACKGROUND: AIME is designed to cover medical expenses arising from injuries to student athletes while practicing or competing in inter-collegiate sports programs of the university.

PUBLICATION: None.

ATTACHMENT(S): None.

FY 2018/2019 LONG RANGE PLANNING GOALS

ISSUE: Each year the Executive Committee conducts a Long Range Action Planning meeting to gauge progress and to re-evaluate where efforts should be focused.

RECOMMENDATION: This item is for information only; no action is requested.

FISCAL IMPACT: No fiscal impact is expected from today's meeting.

BACKGROUND: The CSURMA Executive Committee adopts the FY 2018/2019 Long Range Planning goals to be accomplished. The Committee will receive a report from Staff on the assigned responsibilities and deadlines of the FY 2018/2019 Long Range Planning goals.

PUBLICATION: None.

ATTACHMENT(S):

- a. FY 2018/2019 CSURMA Long Range Action Plan

FY 2018/19 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
LRP-1	SPECIAL EVENTS RESOURCE GUIDE			
Roll Out of Special Events Resource Guide Including Outreach to Campus and Auxiliary Organization Event Planners	1 Identify and engage consultant to create Special Events Risk Management Manual and training modules.	SRM	Aug-15	Completed
	2 Consultant presents Special Event Management Project at Fitting the Pieces Together Conference	SRM	Nov-16	Completed
	3 Develop subject content for special events risk management manual.	SRM	Apr-17	Completed
	4 Oversee design and development of special events risk management manual.	SRM	Apr-17	Completed
	5 Consultant develops training module(s) for CSU LMS	SRM	Mar-18	Completed
	6 Roll out manual to all campus and auxiliary organization staff	SRM	Mar-18	Completed
	7 Post manual on the CSURMA website	PA	Mar-18	Completed
	8 Roll out special events training on the CSU LMS	SRM	Apr-18	Completed
	9 Finaliz review by legal counsel	SRM	Apr-18	Completed
	10 Consultant presents the completed Special Event Management manual	SRM	Oct-18	Completed
LRP-2	RMIS REPORTING			
Roll Out of RMIS System to Campus Risk Managers, EH&S and WC Coordinators	1 Populate Ventiv database with hierarchy structure.	PA	17-Oct	Completed
	2 Populate Ventiv database with Phase 1 policy data.	PA	17-Dec	Completed
	3 Present Phase 1 project results and recommendations for Phase 2.	SRM, PA	17-Dec	Completed
	4 Implement initial benchmarking project.	SRM, PA	18-Jan	In Process
	5 Approve Phase 2 and ongoing database maintenance plan.	EC	18-Mar	In Process
	6 Report to EC and BOD.	SRM, PA	18-Apr	In Process
	7 Presentation of sustainable long term benchmarking program.	SRM, PA	18-Oct	In Process
	8 Approval of long term benchmarking project scope and costs.	EC	19-Jan	
LRP-3	CAPTIVE INSURER			
Captive Formation and Analysis of CSURMA Investment Options	1 Identify and engage consultant to evaluate CSURMA's captive utilization options.	EC, SRM, PA	Jan-16	Completed
	2 Review the Pinnacle Actuarial Resources initial evaluation of CSURMA's captive utilization options.	EC	May-16	Completed
	3 Present further evaluation to EC for direction	EC	Sep-16	Completed
	4 Report on project to EC and BOD	BOD	Nov-16	Completed
	5 Approval of the use of a captive for the legacy workers' compensation claims	EC	Mar-17	Completed
	6 Report on project to the BOD	PA	May-17	Completed
	7 Perform legal and actuarial work needed to evaluate further	SRM, PA	Feb-18	In Process
	8 Analyze captive relative to JPA & new investment flexibility	SRM, PA	Mar-19	In Process
	9 Oversee development of a captive cell	SRM, PA	Mar-19	In Process
	10 Review CSU's new investment flexibility with legal counsel as it pertains to CSURMA.	SRM, PA	Mar-19	
LRP-4	CAMPUS VISITS			
Campus Visits to include CABO Member, RM and EH&S, Athletic Directors and Trainers, Auxiliary Organization	1 Schedule meetings with all Campus VPs	PA	Aug-16	Completed
	2 RPTG will meet to review risk pool rating plans	SRM, RPTG, PA	Oct-16	Completed
	4 Completion of Campus VP presentation	PA	Nov-16	Completed
	5 Completion Campus visits	SRM, PA	Mar-17	In Process
	6 Report on project to the BOD	BOD	Apr-18	Completed

FY 2018/19 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
Leadership	7 Schedule meetings with all Campus RM and EH&S, Athletic Trainers and Auxiliary Organization Leadership	PA	Aug-18	In Process
	8 Completion of visit presentations	PA	Mar-19	
	9 Completion of Campus visits	SRM, PA	Mar-19	
LRP-5 SYSTEMWIDE EH&S				
CSURMA Support of Systemwide Environmental Health and Safety Initiatives Such as Compliance, Chemical Safety, Laboratory Safety	1 Report on project to the BOD	BOD	Apr-18	Completed
	2 Survey all Campuses to ascertain what EH&S initiatives are in place	SRM, PA	May-18	Completed
	3 Present EH&S survey information to CABO, provide direction to EC	PA, CABO	Aug-18	Completed
	4 EC to discuss EH&S safety training and tracking systems available	EC	Sep-18	Completed
	5 EC to recommend systemwide EH&S safety training and tracking system to SRM	EC	Oct-18	Completed
LRP-6 STUDENT CLUB ACTIVITIES				
Campus Support for Managing Liability Arising from Club Activities Including CSURMA Programs and Services	1 Complete marketing specifications and coverage program design	PA	Mar-18	Completed
	2 Submit specs to insurers for coverage quotes	PA	Mar-18	Completed
	3 Review quotes received from insurers	PA	Mar-18	Completed
	4 BOD and EC to approve the Club Liability Insurance Program (CLIP)	EC, BOD	Apr-18	Completed
	5 Send out notification to campuses for roll out of the program	PA	May-18	Completed
LRP-7 IRIC AND SERG MANUAL TRAINING				
Conduct Intensive North – South Training of New IRIC and SERG Manuals Directed at CSU Procurement Professionals	1 Present IRIC at CSU Business Conference	PA	Apr-18	Completed
	2 Schedule training dates	PA	Apr-18	In Process
	3 Finalize IRIC and SERG presentations	PA	Apr-18	In Process
	4 Southern California IRIC training presentation	PA	TBD	
	5 Northern California IRIC training presentation	PA	TBD	
	6 Southern California SERG training presentation	PA	TBD	
	7 Northern California SERG training presentation	PA	TBD	
LRP-8 BUDGETING PRACTICES RELATED TO CSURMA DIVIDENDS				
Review Timing and Budgeting Practices Related to CSURMA Dividends	1 Review budgeting practices related to CSURMA dividends	PA	Apr-18	Completed
	2 EC to review recommendations and provide direction to PA	EC	Apr-18	Completed
	3 Revise Policies and Procedures as appropriate in accordance with changes, if any	PA	Apr-18	Completed
LRP-9 FINANCIAL REPORTING				
Review of Financial Reports to EC and BOD for	1 Completion of Report of Financial Strength for all CSURMA Insurers and Reinsurers for FY 17/18	PA	Apr-18	Completed
	2 EC to review report for all FY 17/18 Insurers / Reinsurers	EC	Apr-18	Completed

FY 2018/19 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
Compliance, Relevance and Effectiveness	3 BOD to review report for all FY 17/18 Insurers / Reinsurers	BOD	Apr-18	Completed
	4 Completion of Report of Financial Strength of all CSURMA Insurers and Reinsurers for FY 18/19	PA	Oct-18	Completed
	5 BOD to review report for all FY 18/19 Insurers / Reinsurers	BOD	Oct-18	Completed
LRP-10 QUARTERLY CSURMA REPORTS FOR CABO UTILIZING RMIS DASHBOARD AND GRAPHICS				
Update of Quarterly CSURMA Report to CABO Utilizing RMIS Dashboard and Graphics	Presentation of sustainable long term benchmarking program to CABO	SRM	Oct-18	In Process
	Prepare quarterly Risk Management update to include the RMIS dashboard and graphics	SRM	Oct-18	In Process
LRP-11 OCIP DIVIDEND POLICY AND PROCEDURE				
Development of OCIP Dividend Policy and Procedure	1 Develop revisions to policies and procedures to address the allocation of potential OCIP dividends	PA	Apr-18	Completed
	2 EC to review OCIP dividends allocations	EC	Jan-19	In Process
	3 BOD to approve the final formula to allocate OCIP dividends	BOD	May-19	In Process

BOD: CSURMA Board of Directors
CABO: CSU Chief Administrators and Business Officers
CO: Chancellor's Office
CPDC: CO Capital Planning Design & Construction

EC: CSURMA Executive Committee
OGC: CSU Office of General Counsel
PA: CSURMA Program Administrator
SRM: CSU Systemwide Risk Management

CSURMA ADMINISTRATIVE SERVICE CALENDAR

ISSUE: This item is provided as information to advise the Executive Committee of the various recurring administrative activities and when they take place over the course of the year. It includes items noting when they appear before the Executive Committee and Board of Directors. It is to be provided for information with each agenda packet.

RECOMMENDATION: It is recommended that the Executive Committee review the CSURMA Administrative Service Calendar and provide direction to staff as appropriate.

FISCAL IMPACT: No direct fiscal impact is expected.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Administrative Service Calendar

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
JANUARY 2019				
01/01/19	CSURMA Policies and Procedures (odd in odd years / even in even years)	Alliant Staff	Robert Leong	
01/02/19	FORM 700 - JPA ADMIN finalizes current year member listing	Alliant Staff	Tevea Him	
01/06/19	State Filing - Statement of Facts – Roster of Public Agencies - file with Secretary of State	Alliant Staff	Tevea Him	
01/06/19	State Filing - Joint Powers Authority - file with Secretary of State - As Needed	Alliant Staff	Tevea Him	
01/06/19	State Filing - Financial Statement to the County Auditor and State Controller	Alliant Staff	Tevea Him	
01/06/19	State Filing - Treasurers' Bond	Alliant Staff	Tevea Him	
01/07/19	Announce the new AORMA Committee Vice Chair as well as open seats on the AORMA Committee	Nominations Committee	Mimi Long	
1/13-16/2019	CSURMA AOA CONFERENCE	Alliant Staff	Mimi Long	
01/13/19	CSURMA EC Meeting	Alliant Staff	Mimi Long	
01/14/19	AIME Committee Meeting	Alliant Staff	Stacey Weeks	
01/15/19	FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS, including EC, BOD, AORMA, Standing Committees, and designated consultants, including identified Alliant personnel	Alliant Staff	Tevea Him	
01/31/19	Final premium / rate letter to all AORMA members	Alliant Staff	Mimi Long	
01/31/19	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	
FEBRUARY 2019				
02/01/19	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
02/01/19	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31	Alliant Staff	Tevea Him	
02/01/19	UIP - Send EDD Claims Information to Individual Members	Alliant Staff	Tevea Him	
02/01/19	Campus Liability Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	
02/01/19	Campus Workers' Compensation Risk Pool claims audit (every odd year)	Alliant Staff	Jacki Graf	
02/01/19	AORMA Workers' Compensation program claims administration audit (every even year)	Alliant Staff	Jacki Graf	
02/01/19	AIME Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	
02/01/19	AORMA Liability Program claims audit (every odd year)	Alliant Staff	Mimi Long	
02/15/19	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
MARCH 2019				
03/01/19	AORMA Liability Program - Reinsurance Recovery / EPL Deductible Recovery (verify w/ Yumi)	Carl Warren	Mimi Long	
03/01/19	AORMA Liability Program - Reinsurance Recovery (verify w/ Yumi)	Carl Warren	Mimi Long	
03/01/19	Chancellor's Office Services Budget Proposals	Alliant Staff	Mimi Long	
03/01/19	CSURMA Budget (EC and AORMA Approval)	Alliant Staff	Robert Leong	
03/01/19	Review of the CSURMA Master Investment Policy	Alliant Staff	Mimi Long	
03/01/19	CSURMA Mid-Term Budget Amendments	Alliant Staff	Robert Leong	
03/01/19	FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
03/01/19	Review the Auxiliary Service Provider Report	Alliant Staff	Mimi Long	
03/01/19	Appointment of the Campus Programs RPTG - Spring 2018 (FY 2019/2020)	Alliant Staff	Robert Leong	
03/07/19	AORMA Committee Meeting	Alliant Staff	Mimi Long	
03/07/19	CSURMA EC Meeting	Alliant Staff	Mimi Long	
03/08/19	CSURMA EC LRP Meeting	Alliant Staff	Mimi Long	
03/15/19	FORM 700 - Follow up - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting	Alliant Staff	Tevea Him	
03/20/19	Forward slate of nominees to fill the open seats on the AORMA Committee	Alliant Staff	Mimi Long	
03/31/19	Completion of the Form 700 – Statement of Economic Interest	BOD and Alliant Staff	Tevea Him	

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
APRIL 2019				
04/01/19	Campus Risk Pool Administrator verifies Campus Primary and Alternate representative remain in place by contacting campus representatives (i.e. ensure no leave of absence, retirement, change in duties, etc.)	Alliant Staff	Tevea Him	
04/01/19	FORM 700 - JPA ADMIN sends all forms received to FPPC for processing	Alliant Staff	Tevea Him	
04/01/19	Send out ballot for AORMA Committee term beginning on July 1, 2019	Alliant Staff	Tevea Him	
04/30/19	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	
MAY 2019				
05/06/19	<i>AIME Committee Meeting</i>	<i>Alliant Staff</i>	<i>Stacey Weeks</i>	
05/02/19	<i>CSURMA BOD NMO Meeting via Teleconference</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/02/19	<i>AORMA Committee Meeting</i>	Alliant Staff	Mimi Long	
05/03/19	<i>CSURMA EC Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/03/19	<i>CSURMA BOD Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/01/19	Approval by EC Resolution allowing Treasurer to invest or reinvest funds (annual approval required - see Res 01-15 BOD)	BOD and Alliant Staff	Tevea Him	
05/01/19	Approval of Conflict of Interest Code by BOD every even-number year - File with FPPC as required	BOD and Alliant Staff	Tevea Him	
05/04/19	Receive back all AORMA Committee ballots for the term beginning on July 1, 2019	Alliant Staff	Tevea Him	
05/11/19	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
05/15/19	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
05/30/19	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2019	AORMA Chair/Alliant Staff	Tevea Him	
05/30/19	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2019	AORMA Chair/Alliant Staff	Tevea Him	
05/30/19	Send out appointment letters to the newly elected Executive Committee members for the term beginning on July 1, 2019	AORMA Chair/Alliant Staff	Tevea Him	
05/30/19	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2019	Alliant Staff	Tevea Him	
05/30/19	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2019	Alliant Staff	Mimi Long	
JUNE				
06/01/19	AORMA Liability Program - Reinsurance Recovery / EPL Deductible Recovery (verify w/ Yumi)	Carl Warren	Mimi Long	
06/01/19	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
06/30/19	<i>Expiring Contract: CO Enterprise Accounting / Financial Services - July 1, 2018 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: UC Office of Risk Services Performing Arts Center of Excellence - November 1, 2013 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: A-G Administrator (AIME) - July 1, 2009 to June 30, 2019.</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: Alliant Loss Control Services - July 1, 2017 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: CO OGC / Legal - July 1, 2017 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: CO Risk Management - July 1, 2017 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: Employers Risk - July 1, 2013 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: Agility - July 1, 2017 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: Sedgwick - July 1, 2013 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: Employers Group Service Corp - July 1, 2013 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: Sedgwick CMS - July 1, 2013 to June 30, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	<i>Expiring Contract: Witt O'Brien's, LLC (formally Witt Group Holdings, LLC) - July 1, 2014 to July 1, 2019</i>	Alliant Staff	Mimi Long	
06/30/19	Request COI from all vendor's contract	Alliant Staff	Andrew Gaspari	
JULY				

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
07/01/19	OCIP Renewal (5 year program)	Alliant Staff	Daniel Howell/ Mimi Long	
07/01/19	Financial audit prep with KPMG	Alliant Staff / RM	Van Rin	
07/01/19	Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Alliant Staff	Van Rin	
07/04/19	Send out AORMA binder, insurance summary and invoice to all members	Alliant Staff	Van Rin	
07/05/19	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Alliant Staff	Mimi Long	
07/07/19	Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Alliant Staff	Tevea Him	
07/14/19	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
07/15/19	Final FY Payroll - request from Chancellor's Office	Alliant Staff	Robert Leong	
07/15/19	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	CSU Accounting	Van Rin	
07/TBD/2019	AORMA Officers Retreat – TBD	AORMA Officers	Mimi Long	
07/21/19	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
07/28/19	FORM 700 - FORMS DUE TO FPCC ON THIS DATE [ASSUMING/LEAVING]	Alliant Staff	Tevea Him	
07/31/19	Actuarial Study - receive draft and forward to RM	Alliant Staff	Robert Leong	
07/31/19	Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report - Present to EC in Sept	Alliant Staff	Robert Leong	
07/31/19	Distribute the Liability and Workers' Compensation dividend checks	Alliant Staff	Van Rin	
07/31/19	Request final audited payroll from all Workers' Compensation program members for expired year	Alliant Staff	Tevea Him	
07/31/19	Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate (every three years)	Liability TPA	Mimi Long	
07/31/19	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	
07/31/19	Appointment of the Campus Programs RPTG - 2019 (FY 2021/2022)	Alliant Staff	Robert Leong	
07/31/19	Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report	Alliant Staff	Robert Leong	
AUGUST				
08/01/19	FORM 700 - JPA ADMIN sends entering and leaving office notices to AORMA FILERS who will be taking office on AORMA and Standing Committees	Alliant Staff	Tevea Him	
08/01/19	Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate	Alliant Staff	Tevea Him	
08/01/19	Send out letter to regarding Claims Settlement Authority Annual Confirmation	Alliant Staff	Tevea Him	
08/01/19	Send out letter to regarding Foreign Travel Authority Confirmation	Alliant Staff	Tevea Him/ Stacey Weeks	
08/01/19	Completion of draft actuarial studies for Workers' Compensation and Liability programs	Actuary	Mimi Long	
08/01/19	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi Long	
08/11/19	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
08/15/19	AOA EC Meeting - San Diego	Alliant Staff	Mimi Long	
08/31/19	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Alliant Staff	Mimi Long	
08/31/19	Calculate each member's minimum EPL deductible for the upcoming program term	Alliant Staff	Mimi Long	
08/31/19	Complete Target Surplus Funding Report	Alliant Staff	Mimi Long	
08/31/19	Completion of Financial Audit	CSU Accounting	Mimi Long	
08/31/19	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30	Alliant Staff	Tevea Him	
Begin Task	Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.)	Alliant Staff	Mimi Long	
Begin Task	AORMA Workers' Compensation Desk Audit	Alliant Staff	Mimi Long	
SEPTEMBER				

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
09/01/19	AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)	Carl Warren	Mimi Long	
09/01/19	Stewardship Report	Alliant Staff	Mimi Long	
09/01/19	10/01 - EQ Renewal Anniversary	Alliant Staff	Daniel Howell	
09/04/19	AORMA Long Range Plan meeting	Alliant Staff	Mimi Long	
09/04/19	AORMA New Committee Member Orientation meeting	Alliant Staff	Mimi Long	
09/05/19	AORMA Committee Meeting	Alliant Staff	Mimi Long	
09/05/19	CSURMA EC Orientation Meeting	Alliant Staff	Mimi Long	
09/06/19	CSURMA EC Meeting	Alliant Staff	Mimi Long	
TBD	CAJPA Fall Conference and Training Seminar -South Lake Tahoe	Alliant Staff	Mimi Long	
09/14/19	CAJPA Standards review (2017 and every 3 years thereafter)	Alliant Staff	Mimi Long	
09/15/19	Prepare invoices or checks for the Workers' Compensation payroll audit	CSU Accounting	Van Rin	
09/15/19	Quarterly Risk Management Report for Systemwide Risk Management	Alliant Staff	Dan Howell	
09/30/19	CSURMA Quarterly EPL Deductible Recoverys ending September 30 (Begin Task)	Alliant Staff	Van Rin	
09/30/19	Completion of the AORMA Committee (September Letter) updating all AORMA members on the funding and dividends approved for the upcoming fiscal year	Alliant Staff/AORMA C	Mimi Long	
OCTOBER				
10/01/19	Request completion of the Liability applicator	Alliant Staff	Mimi Long	
10/01/19	Update the CSURMA Tri-Fold based on June 30 financials.	Alliant Staff	Mimi Long	
10/01/19	Request estimated Workers' Compensation payroll	Alliant Staff	Mimi Long	
10/15/19	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
10/14/19	AIME Committee Meeting	Alliant Staff	Stacey Weeks	
10/31/19	Government Compensation Report (request from CSU Accounting)	Accounting	Tevea Him	
10/31/19	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	
NOVEMBER				
11/01/19	FORM 700 - Campus Risk Pool Administrator sends request to campus president to confirm appointments of primary and alternate representative to BOD (Note: AORMA Representatives are maintained through their election process)	Alliant Staff	Tevea Him	
11/6-7/2019	Fitting the Pieces Together Conference, San Diego	Alliant Staff	Mimi Long	
11/08/19	CSURMA BOD Meeting	Alliant Staff	Mimi Long	
11/08/19	CSURMA EC Meeting	Alliant Staff	Mimi Long	
11/28/19	Send campus risk pool renewal budget (Budget)	Alliant Staff	Robert Leong	
11/28/19	Send campus risk pool renewal budget (Early Bird Renewal Letter)	Alliant Staff	Robert Leong	
11/28/19	Campus Risk Pool Deductible - Confirm (every 3 years - 2017, 2020)	Alliant Staff	Robert Leong	
11/30/19	Review volunteer losses within the Workers' Compensation program	Alliant Staff	Mimi Long	
11/30/19	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30	Alliant Staff	Tevea Him	
DECEMBER				
12/01/19	2018 Vendor Survey - Review List of Vendors and Work on Recipients	Risk Management	Risk Management	
12/01/19	Appointment of the Club Sport Insurance Programs RPTG - Spring 2019 (FY 2019/2020)	Alliant Staff	Robert Leong	
12/01/19	AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)	Carl Warren	Mimi Long	
12/05/19	AORMA Committee Meeting	Alliant Staff	Mimi Long	

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
12/15/19	FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	Alliant Staff	Tevea Him	
12/15/19	Quarterly Risk Management Report for Systemwide Risk Management	Alliant Staff	Dan Howell	
12/30/19	Financial Audit - mail to Secretary of State and County Auditor	Alliant Staff/Accounting	Tevea Him	
12/31/19	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin	
12/31/19	<i>Expiring Contract: Enterprises Rent A Car - January 1, 2018 - December 31, 2018</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	

2019 CSURMA MEETING CALENDAR

ISSUE: The Program Administrator includes a current copy of the CSURMA meeting calendar in every agenda packet.

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA – 2019 Meeting Calendar

2019 CSURMA MEETING CALENDAR

JANUARY				FEBRUARY				MARCH			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
13	3:30 PM	EC (AOA Conference)	Indian Wells					7	10:00 AM	AORMA	Newport Beach
13 - 16		AOA Annual Conference	Indian Wells					7	2:30 PM	EC	Newport Beach
14	10:30 AM	AIME	TBD					8	8:30 AM	EC LRP	Newport Beach
APRIL				MAY				JUNE			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
					2:00 PM	BOD Orientation	Teleconference	TBD		AOA EC	TBD
				2	10:00 AM	AORMA	Long Beach				
				3	8:30 AM	EC	Long Beach				
				3	10:30 AM	BOD	Long Beach				
				6	10:30 AM	AIME	TBD				
JULY				AUGUST				SEPTEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
TBD	11:00 AM	AORMA Officers Retreat	TBD	TBD		AOA EC	TBD	4	9:00 AM	AORMA New Member	San Diego
								4	10:00 AM	AORMA LRP	San Diego
								5	9:00 AM	AORMA	San Diego
								5	4:00 PM	EC Orientation	San Diego
								6	8:30 AM	EC	San Diego
OCTOBER				NOVEMBER				DECEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
14	10:30 AM	AIME	TBD	TBD		AOA EC	TBD	5	10:00 AM	AORMA	TBD
	2:00 PM	BOD Orientation	Teleconference	8	8:30 AM	EC	San Francisco	6	8:30 AM	EC	TBD
24	10:00 AM	AORMA	TBD	8	10:30 AM	BOD	San Francisco				
25	8:30 AM	EC	TBD								
25	10:30 AM	BOD	TBD								
				*** The EC and BOD meetings will be held during FTPC *** *** Crowne Plaza SFO Airport Hotel ***							

AORMA = Auxiliary Organizations Risk Management Alliance Committee
AIME = Athletic Injury Medical Expense Committee
AORMA LRP = AORMA Long Range Planning Meeting

AOA = CSU Auxiliary Organizations Association
BOD = CSURMA Board of Directors
EC = CSURMA Executive Committee

EC LRP = EC Long Range Planning Meeting

CSURMA EXECUTIVE COMMITTEE AND STAFF CONTACT LIST

ISSUE: Attached is a list of CSURMA Executive Committee members and the Program Administrators.

RECOMMENDATION: It is recommended that members review the list at each meeting for accuracy, making revisions as appropriate. If there are any changes, please contact Tevea Him at thim@alliant.com.

FISCAL IMPACT: None.

BACKGROUND: An accurate and current contact list facilitates better communication among Committee Members and Staff.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Executive Committee and Staff Contact List

CSURMA EXECUTIVE COMMITTEE MEMBERS
Effective at July 1, 2018

Seat	Member	Position	Campus	Organization	E-Mail	Telephone Number
Chair	Lisa Chavez	Vice-President, Administration and Chief Financial Officer	Los Angeles	California State University Los Angeles	lisa.chavez@calstatela.edu	323-343-3500
Vice Chair	Kevin Saunders	VP Administration & Finance	Monterey Bay	California State University Monterey Bay	kesaunders@csUMB.edu	831-582-3397
CSU Seat #1	Thom Davis	Vice President for Business and Administrative Services	Bakersfield	California State University, Bakersfield	tdavis31@csUB.edu	661-654-2287
CSU Seat #2	Lisa Kao	Associate Director, EHS, Risk Management and Sustainability	Fresno	California State University Fresno	lisak@csUFresno.edu	559-278-6910
CSU Seat #3	Scott Apel	Associate Vice President, Human Resources	Long Beach	California State University Long Beach	scott.apel@CSULB.edu	562-985-1658
CSU Seat #4	Amy Thomas	Director of Safety & Risk Management	Stanislaus	California State University, Stanislaus	althomas@CSUSTAN.edu	209-667-3035
AORMA Seat #5 - Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo	dbrummet@CALPOLY.edu	805-756-5768
AORMA Seat #6 - V Chair	Dave Nakamura	Executive Director	Humboldt	Humboldt State University Center	dave.nakamura@HUMBOLDT.edu	707-826-4878
Treasurer	Robert Eaton	Assistant Vice Chancellor, Financing, Treasury, and Risk Management	Chancellor's Office	California State University, Office of the Chancellor	reaton@CALSTATE.edu	562-951-4572
Secretary Auditor	Zachary Gifford	Director of Systemwide Risk Management and Public Safety	Chancellor's Office	California State University, Office of the Chancellor	zgifford@CALSTATE.edu	562-951-4580



California State University Risk Management Authority

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
JPA Program Administrator – Alliant Insurance Services, Inc.				
Certificate of Insurance Requests	Van Rin Andrew Gaspari	vrin@alliant.com andrew.gaspari@alliant.com	415-403-1408 415-403-1412	415-874-4810 415-874-4810
General CSURMA Coverage Questions	Robert Leong Van Rin Amy Lightner Daniel Howell	rleong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1441 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
General AORMA Coverage Questions	Mimi Long Van Rin Amy Lightner Daniel Howell	mlong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
AIME	Stacey Weeks Robert Leong	sweeks@alliant.com rleong@alliant.com	415-403-1448 415-403-1441	415-874-4810 415-874-4810
Inland Marine	Van Rin Mimi Long Andrew Gaspari	vrin@alliant.com mlong@alliant.com andrew.gaspari@alliant.com	415-403-1408 415-403-1423 415-403-1412	415-874-4810 415-874-4810 415-874-4810
Participant Accident Insurance (PAI)	Van Rin Tevea Him	vrin@alliant.com thim@alliant.com	415-403-1408 415-403-1416	415-874-4810 415-874-4810
Special Events Insurance	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
Foreign Travel Program	Stacey Weeks Van Rin	sweeks@alliant.com vrin@alliant.com	415-403-1448 415-403-1408	415-874-4810 415-874-4810
General Risk Management Questions	Mimi Long Van Rin Amy Lightner Daniel Howell	mlong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
Workers' Compensation Claims Consultant	Jacki Graf	jgraf@alliant.com	415-403-1438	415-874-4810
Alliant Claims Consulting	Robert Frey Diana Walizada Elaine (Kim) Tizon Sheila McClenaghan	rfrey@alliant.com dwalizada@alliant.com elaine.tizon@alliant.com sheila.mcclenaghan@alliant.com	415-403-1445 415-403-1453 415-403-1458 415-403-1492	415-403-1466 415-403-1466 415-403-1466 415-403-1466
Form 700	Tevea Him	thim@alliant.com	415-403-1416	415-402-0773
Website and Technology Questions	La Shaunda Gaines Tevea Him Myron Leavell	lashaunda.gaines@alliant.com thim@alliant.com mleavell@alliant.com	415-403-1489 415-403-1416 415-403-1404	415-874-4810 415-874-4810 415-874-4810

A Public Entity Joint Powers Authority

c/o Alliant Insurance Services, Inc. • 100 Pine Street, 11th Floor, San Francisco, CA 94111-5101 • Phone: 415-403-1400 Fax: 415-874-4810



California State University Risk Management Authority

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
CSU Chancellor's Office				
CSU Chancellor's Office	Leona Ching	lching@calstate.edu	562-951-4580	562-951-4859
	Robert Eaton	reaton@calstate.edu	562-951-4572	562-951-4971
	Zachary Gifford	zgifford@calstate.edu	562-951-4568	562-951-4859
	Martha Guiditta	mguiditta@calstate.edu	562-951-4557	562-951-4859
	Audra Reed	areed@calstate.edu	562-951-4564	562-951-4971
	Steve Relyea	srelyea@calstate.edu	562-951-4600	562-951-4971
	Jody VanLeuven	jvanleuven@calstate.edu	562-951-4574	
CSU Chancellor's Office Office of General Counsel	William Hsu Nada Moeiny	whsu@calstate.edu nmoeiny@calstate.edu	562-951-4500 562-951-4500	562-951-4956 562-951-4956
CSU Chancellor's Office Financial Services Division Systemwide Accounting & Reporting	Alice Kim Cindi Le Jessica Liu Tanaka	akim@calstate.edu cle@calstate.edu jliu@calstate.edu	562-951-4627 562-951-4651 562-951-4621	562-951-4865
Chancellor's Office Systemwide Professional Development	David Kervella Chris Fondacaro	dkervella@calstate.edu cfondacaro@calstate.edu	562-951-4403 562-951-4403	

Coverage	Contact	E-Mail Address	Office	Fax
Loss Control Consultants – Alliant Risk Control				
Alliant Risk Control Consulting	John Owen <i>Northern California</i>	jowen@alliant.com	916-643-2736	
	Kristina Loiselle <i>Southern California</i>	kloiselle@alliant.com	949-260-5042	
	Tim Leech <i>Central California</i>	tleech@alliant.com	949-260-5008	

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c/o Alliant Insurance Services, Inc. • 100 Pine Street, 11th Floor, San Francisco, CA 94111-5101 • Phone: 415-403-1400 Fax: 415-874-4810