



CSURMA AORMA OFFICERS RETREAT

“This is an Open Public Meeting”

In accordance with the requirements of the Bagley-Keene Open Meeting Act, notice of this meeting must be posted in a publicly accessible place, including the internet, at least ten days in advance of the meeting. This meeting agenda shall also be posted at the address of the teleconference location with access for the public via phone/speaker phone.

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Alliant at (415) 403-1400 twenty-four hours in advance of the meeting. Entrance to the meeting location may require routine provision of identification to building security. However, CSURMA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.

Thursday, August 1, 2019
11:30 AM – 4:00 PM (Est.)

Friday, August 2, 2019
8:00 AM – 11:00 (Est.)

Allegretto Vineyard Resort
2700 Buena Vista Drive
Paso Robles, CA 93446

TOPICS FOR DISCUSSION

		<i>Page No.</i>
A.	1. Long Range Action Plans AORMA Committee – FY 18/19 CSURMA Executive Committee – FY 19/20 <i>The Committee will hear a report on the tasks within the AORMA and Executive Committee long range action plans</i>	I pg. 5
	2. On-Line Training <i>The Officers will be asked to discuss the online training platforms available to AORMA members via SumTotal (CO) and TargetSolutions (CSAC EIA)</i>	I pg. 12
	3. Running Camps on Campus Checklist <i>The Officers will be asked to review and discuss the attached checklist for Camps on Campus</i>	I pg. 13
	4. Insurance Requirements in Contracts (IRIC) <i>The Officers will be asked to discuss new topics to be added to the IRIC</i> <ul style="list-style-type: none"> ▪ <i>Activities involving minors</i> ▪ <i>Concerts on and off campus</i> 	I pg. 23
	5. Special Events Resource Guide (SERG) <i>The Officers will be asked to discuss new topics to be added to the SERG</i> <ul style="list-style-type: none"> ▪ <i>Activities involving minors</i> ▪ <i>Concerts on and off campus</i> ▪ <i>Food safety</i> ▪ <i>Activities involving watercraft</i> 	I pg. 24

6. **RFP Requirements for CSURMA Vendors** I pg. 25
The Officers will be asked to review the list of CSURMA vendors and to discuss their current contract terms as well as the needs to send out an RFP
 7. **Loss Control Vendor Utilization Reports** I pg. 27
The Officers will be asked to review the utilization reports from the loss control vendors
 - *Alliant Risk Control Consulting (Term: 7/01/19 to 6/20/22)*
 - *Presidium (Term: 7/01/17 to 6/30/20)*
 - *Employer Group (Term: 7/01/17 to 6/30/20)*
 8. **AORMA Workers' Compensation Program** I pg. 34
Workers' compensation coverage for AORMA members with no employees
 9. **Pooled Programs Loss Reports** I pg. 39
The Committee will review loss reports for each AORMA pooled program
 - *Review of loss leaders*
 - *Discussion of loss control / risk management techniques*
 10. **Rating Plans for the AORMA Pooled Programs** I pg. 44
The Committee will be asked to review the member allocation formulas for the pooled programs
 11. **Estimated Fund Balance Exhibits** I pg. 68
The Committee will review the AORMA Estimated Fund Balance Exhibits
 12. **Historical information on AORMA's Funding Philosophy** I pg. 73
The Committee will be asked to discuss AORMA's historical funding philosophy for all of AORMA's pooled programs
 13. **AOA Conference – Session Topics** I pg. 75
The Committee will review the session topic which have been proposed for the 2020 AOA Conference
- B. AORMA COMMITTEE AND STAFFING**
1. **CSURMA AORMA Communication** I pg. 78
The Committee will discuss CSURMA's current communication strategies
 2. **AORMA Committee Succession Planning** I pg. 84
The Committee will review the current CSURMA AORMA Committee roster and discuss future open seats
 3. **CSURMA AORMA Program Staff** I pg. 94
The Committee will review the current JPA Administration staffing roster
- C. NEW PROGRAMS / SERVICES**
The Officers will be asked to discuss new program and/or services that may benefit the AORMA members

1. **Recap of Ideas for Creation or Modification of CSURMA AORMA Programs and/or Services** I pg. 100
The Committee will be asked to discuss ideas for creation or modification of CSURMA AORMA programs and/or services

2. **Recap of Projects to be Included on the FY 19/20 AORMA Long Range Action Plan** I pg. 102
The Committee will be asked to finalize the recommendation of projects to be included on the FY 19/20 AORMA long range action plan

D. APPENDICES pg. 103

1. Liability Program I
- a. List of member EPL deductibles
 - b. Total funding report for FY 19/20
 - c. Policy & Procedure L-1 – Claims Reporting
 - d. Policy & Procedure L-2 – Liability Claims Administration and Litigation Management
 - e. Policy & Procedure L-3 – Legal Counsel Selection
 - f. Policy & Procedure L-4 – Employee Driving Standards
 - g. Policy & Procedure L-5 – Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations
 - h. Policy & Procedure L-6 – Requirement to Purchase PAI for all Activities Involving Minors
 - i. Policy & Procedure L-7 – Employment Practices Deductible
 - j. Policy & Procedure L-8 – Liability Program Member Allocation Formula
2. Workers’ Compensation Program I
- a. Total funding report for FY 19/20
 - b. W-1 - Workers' Compensation Member Allocation Formula
 - c. W-2 - Requirement of Members to Maintain Experience Modification Factor of 1.25 or Less
 - d. W-3 - Claims Handling Procedures and Guidelines
 - e. W-4 - Workers' Compensation Coverage Claims Settlement Authority
 - f. W-5 - Volunteer Coverage
3. Property Program I
- a. Total funding report for FY 19/20
 - b. P-1 – Property Program Member Allocation Formula
4. Crime Program I
- a. Total funding report for FY 18/19
 - b. C-1 – Crime Program Member Allocation Formula
5. Unemployment Insurance Program I
- a. UI-1 - Formula for Determining Unemployment Insurance Program Annual Contributions

- 6. Target Surplus Funding Policy / Dividends I
 - a. Policy & Procedure A-3 – Target Surplus Funding Policy
 - b. Target surplus funding report
 - c. History of dividends declared
 - d. Policy & Procedure A-4 – Dividends and Assessments
- 7. AORMA Policies and Procedures I
 - a. Schedule for review of AORMA’s policies and procedures
- 8. CSURMA Financial Statement @ March 31, 2019 I
- 9. CSURMA Financial Audit @ June 30, 2018 I
- 10. CSURMA AORMA Policies and Procedures I
 - a. Policy & Procedure A-5 – Annual Calendar of Reports, Audits and Filings
 - b. Policy & Procedure A-6 – Risk Reduction Matching Grant Program
 - c. Policy & Procedure A-7 – Travel Reimbursement Policy
 - d. Policy & Procedure A-8 – CSURMA AORMA Closed Session Policy
- 11. CSURMA Joint Powers Authority Agreement I
- 12. CSURMA Bylaws I
- 13. AORMA Participation Agreement I

Please contact Mimi Long mlong@alliant.com or Tevea Him thim@alliant.com with questions.