

California Association for Park and Recreation Indemnity

Board of Directors

President, Dean Wetter
Vice President, Larry Mazzuca
Secretary, Colin Miller

Directors

Ms. Lorena Cervantes
Mr. Jim Friedl
Mr. Mathew Fuzie
Mr. Lindsay Woods

REGULAR MEETING OF THE BOARD OF DIRECTORS

10:00 a.m. – Wednesday, August 19, 2020

In accordance with Governor Newsom’s Executive Order N-29-20, California Association for Park and Recreation Indemnity and Staff will be participating in the meetings via teleconference. In the interest of maintaining appropriate social distancing, any member of the public has an opportunity to address the Board from a teleconference location in the same manner as if that person attended the regular meeting location. The Board will control the conduct of the meeting and determine the appropriate order and time limitations on public comments from teleconference locations.

Zoom Webinar:

<https://us02web.zoom.us/j/84681289593?pwd=amh5REsyODlpcXFBU1FsSGozcVF5Zz09>

Password: 466570

(from a PC, iPad, iPhone, or Android device)

*Note: Agenda posting and meeting are done in accordance with Ralph M. Brown Act
Government Code § 54954.2 and 54953*

Agenda
Regular Meeting of the Board of Directors
August 19, 2020

1. CALL TO ORDER

2. INTRODUCTIONS

3. PUBLIC COMMENTS

This time is reserved for members of the public to address the Board relative to matters of the CAPRI not on the agenda. No action may be taken on non-agenda items unless authorized by law.

Welcome to our Board of Directors Meeting. The Board encourages public participation. Please note that if you address the Board on items NOT on the Agenda, the Brown Act does not allow discussion of such items. Therefore, the Board may only do the following: refer the matter to staff, ask for additional information, request a report back, or give a very limited factual response.

4. CLOSED SESSION

Pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, taken in closed session.

4.1 Liability & Property – Existing Litigation Pursuant to Government Code § 54956.9(d)(1)

- CAPRI v. PG&E/Paradise Property Claim
- Watson v. Orangevale Recreation & Park District
- FEC Property Claim
- Mt. Shasta Property Claim
- North of the River Property Claim
- CAPRI \$5K Summary

4.2 Worker's Compensation – Existing Litigation Pursuant to Government Code § 54956.9(d)(1)

- Arp v. Livermore Recreation & Park District
- Emhoff v. North of the River Recreation & Park District
- Freitas v. Durham Recreation & Park District
- Krieg v. Tuolumne Recreation & Park District
- 2020 CAPRI Settlements
- 2020 Closed Claims

4.3 Anticipated Litigation Pursuant to Government Code section § 54956.9(d)(2) (significant exposure to litigation)

- One (1) potential case

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5. REPORT FROM CLOSED SESSION

Pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, taken in closed session.

6. CONSENT ITEMS

The following items are expected to be routine and non-controversial and will be acted upon by the Board at one time without discussion, unless a Board member requests that an item be removed from the consent agenda and held for discussion.

6.1 Approval of CAPRI Board Minutes

- June 24, 2020

6.2 LAIF Regular Monthly Statement – July 2020

6.3 Warrant Listings for the months April 2020 – June 2020

6.4 Statement of Net Position

6.5 Statement of Revenue and Expenses Budget to Actual

6.6 Statement of Revenue, Expenses, and Change in Net Position

7. PULLED CONSENT ITEMS

8. SPECIAL REPORTS

CAPRI consultants will report on the following topics:

8.1 Investment Status Report – PFM

8.2 Insurance Market Update – Alliant Insurance Services

9. DISCUSSION/ACTION ITEMS

The CAPRI Board of Directors will review and discuss taking appropriate action or inaction with respect to the following matters:

9.1 2020-2021 BUDGET REVISION

- The Board shall review and discuss the proposed revisions to the 2020-2021 CAPRI Budget.

9.2 FINAL PAYROLL REVIEW

- The Board shall review and discuss the projected Final Payroll figures and discuss any action required at this time.

9.3 WORKER'S COMPENSATION PREMIUM REVIEW

- The Board shall review and discuss the 2020-2021 Workers' Compensation Premiums in light of projected payroll decreases flowing from the COVID-19.

9.4 WORKERS' COMPENSATION DIVIDENDS

- The Board shall review and discuss whether dividends should be issued in the Workers' Compensation program for FY2020-2021.

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- 9.5 **LIABILITY/PROPERTY DIVIDENDS**
 - The Board shall review and discuss whether dividends should be issued in the General Liability/Property program for FY2020-2021.
- 9.6 **CONFLICT OF INTEREST POLICY REVIEW**
 - The Board shall review and discuss whether the CAPRI Conflict of Interest Code should be amended and provide direction accordingly.
- 9.7 **WORKERS' COMPENSATION AUDIT RESULTS**
 - The Board shall review and accept the Audit results of its Workers' Compensation program.
- 9.8 **ADMINISTRATIVE ANALYST JOB DESCRIPTION UPDATE**
 - The Board shall review and discussed the proposed revisions to the Administrative Analyst Job Description and Job Duties.
- 9.9 **CAPRI ELECTION**
 - The Board shall review and approve the time and manner of the 2020 CAPRI Board of Directors Election.
- 10. **EXECUTIVE DIRECTOR/STAFF REPORTS**

The Executive Director and Staff will report on the following topics:

 - 10.1 **District Visits Update**
 - 10.2 **Office Update**
 - 10.3 **Board Retreat Update**
 - 10.4 **News of Note**
- 11. **BOARD MEMBER REPORTS**
 - 11.1 **Board Member Comments**
- 12. **FUTURE AGENDA ITEMS**

This section is reserved for items identified by Board members and Staff as matters for future Board business.

FUTURE ITEMS

 - 12.1 **CAPRI Board Member Orientation Packet**
 - 12.2 **2020-2021 Budget Review**
 - 12.3 **Board Manual Review**
 - 12.4 **CAPRI Bylaws Revisions**
 - 12.5 **New Member Review - Cazadero**

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13. ANNOUNCEMENTS

The next CAPRI Board of Directors meeting will be held on a date of convenience for the CAPRI Board Members on November 19, 2020 at 10:00 a.m. at the CAPRI Office in Roseville, CA.

14. ADJOURNMENT

BOARD OF DIRECTORS REGULAR MEETING

Via Zoom Webinar

June 24, 2020

MINUTES

1. CALL TO ORDER:

Due to the stay-at-home order by the Governor of California the regular meeting of the Board of Directors was held on June 24, 2020 via Zoom Webinar at 10:03 a.m.

Members Present via Zoom: President Dean Wetter, Vice President Larry Mazzuca, Secretary Colin Miller, Director Mathew Fuzie, Director Jim Friedl, and Director Lindsay Woods.

Members Absent: Director Lorena Cervantes.

CAPRI Staff Present via Zoom: Executive Director Mr. Matthew Duarte, Administrative Analyst Bebe Pearson, and Jordan Coyle.

Others Present via Zoom: Mr. Byrne Conley (Gibbons & Conley) and Mr. Doug Wozniak (Alliant Insurance).

2. INTRODUCTIONS:

None.

3. PUBLIC COMMENTS:

None.

4. CLOSED SESSION:

None.

5. CONSENT AGENDA:

6.1 Approval of CAPRI Board Minutes

➤ May 27, 2020

6.2 LAIF Regular Monthly Statement – May 2020

MOTION:

Director, Larry Mazzuca, made a motion to approve consent items #6.1 – #6.2 with amendments to page #3, Item 8.3, noting the approval as to the Actuarial Report. Director, Mathew Fuzie, seconded the motion.

Ayes: Wetter, Mazzuca, Miller,, Friedl, Fuzie, and Woods

Nays: None

Abstain: None

6. PULLED CONSENT ITEMS:

None.

7. SPECIAL REPORTS:

None.

8. DISCUSSION/ACTION ITEMS:

8.1 Resolution No. 2-2020 – Ratification of Name Change on Title

Staff requested Board of Directors to resolve and confirm the official change of name of CAPRI from California Association for Park & Recreation *Insurance* to California Association for Park & Recreation *Indemnity*.

MOTION:

Director, Jim Friedl, made a motion to adopt resolution No. 2-2020 confirming record ownership of the real property known as 6341 Auburn Blvd., Citrus Heights accurately reflects CAPRI's name change. Secretary, Colin Miller, seconded the motion.

Ayes: Wetter, Mazzuca, Miller, Friedl, Fuzie, and Woods

Nays: None

Abstain: None

8.2 Resolution No. 3-2020 – Approving Sale of Real Property

Staff requested Board to confirm approval of sale to Legacy 3 Holdings, LLC whom submitted an offer to purchase property and reached agreement on a sales price of \$405,000 with a credit of \$4,000 for building repairs. The parties are set to close the transaction and complete the sale on or about July 15, 2020.

MOTION:

Director, Lindsay Woods, made a motion to adopt resolution No. 3-2020 approving the sale of real property at 6341 Auburn Blvd., in Citrus Heights to buyer, Legacy 3 Holdings LLC, for the sum of \$405,000. Vice President, Larry Mazzuca, seconded the motion.

Ayes: *Wetter, Mazzuca, Miller, Friedl, Fuzie, and Woods*
Nays: *None*
Abstain: *None*

8.3 – 8.7 Renewal for WC Program Excess/General Liability Program/ Crime Insurance Renewal & Identity Fraud Insurance

The CAPRI Board of Directors reviewed and discussed taking appropriate action or inaction with respect to the following matters:

Staff requested authority to renew the following programs: WC Program Excess Insurance Policy, General Liability Program Excess, Property Program Excess, Crime Insurance & Identity Fraud program.

MOTION:

Secretary, Colin Miller, made a motion to authorize staff to renew the following policies for the fiscal year 2020 – 2021: Excess WC, Excess Property, Crime Insurance & Identity Fraud programs while affording Staff discretion to bind Excess General Liability at either \$1M SIR if cost savings over \$750K exceeded \$100,000. Director, Lindsay Woods, seconded the motion.

Ayes: *Wetter, Mazzuca, Miller, Friedl, Fuzie, and Woods*
Nays: *None*
Abstain: *None*

9. EXECUTIVE DIRECTOR/STAFF REPORTS:

The Executive Director and Staff will report on the following topics:

9.1 CARPD Virtual Event Wrap-up

The Board of Directors had no comments or questions on this writeup.

9.2 CARPD Election Update

The Board of Directors had no comments or questions on this writeup.

9.3 CAJPA Liability Study Update

The Board of Directors had no comments or questions on this writeup.

9.4 News of Note

The Board of Directors had no comments or questions on this writeup.

10. BOARD MEMBER REPORTS:

10.1 Board Member Comments

No comments.

11. FUTURE AGENDA ITEMS:

12. ANNOUNCEMENTS:

The next CAPRI Board of Directors meeting will be held August 19, 2020.

13. ADJOURNMENT:

The Board adjourned the meeting at 10:44 a.m.

Colin Miller,
Secretary for the CAPRI Board of Directors



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

August 12, 2020

[L AIF Home](#)
[PMIA Average Monthly Yields](#)

CALIFORNIA ASSOCIATION FOR PARK AND
 RECREATION INDEMNITY
 ADMINISTRATOR
 6341 AUBURN BOULEVARD, SUITE A
 CITRUS HEIGHTS, CA 95621-5203

[Tran Type Definitions](#)

Account Number: 35-34-007

July 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/15/2020	7/14/2020	QRD	1646120	N/A	SYSTEM	8,779.08
7/15/2020	7/29/2020	QRD	1649585	N/A	SYSTEM	714.73
7/27/2020	7/27/2020	RW	1648676	N/A	MATTHEW DUARTE	-2,500,000.00

Account Summary

Total Deposit:	9,493.81	Beginning Balance:	2,601,064.35
Total Withdrawal:	-2,500,000.00	Ending Balance:	110,558.16

**California Association for Park and Recreation Indemnity
Transaction Report
April - June, 2020**

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount	Balance
Bank of West - Master Register							
Beginning Balance							891,087.08
04/01/2020	Deposit				Accounts Receivable	158,074.50	1,049,161.58
04/01/2020	Bill Payment (Check)		Sacramento County Utilities	Acct #50002368932 - Inv #50002368932 - bill.com Check Number: 42235224	Utilities	-113.70	1,049,047.88
04/01/2020	Bill Payment (Check)		SMUD	Inv #833 - bill.com Check Number: 42225937	Utilities	-285.55	1,048,762.33
04/01/2020	Bill Payment (Check)		Pitney Bowes Global Financial Services	Inv #3103820532 - bill.com Check Number: 42234356	Postage and Delivery	-209.64	1,048,552.69
04/01/2020	Bill Payment (Check)		Footbill Fire & Wire	Inv #44504 - bill.com Check Number: 42225512	Building Services/Repairs	-174.00	1,048,378.69
04/01/2020	Bill Payment (Check)		SearchPros	Inv #31145 - bill.com Check Number: 42238309 Inv #SMA-M0220-15552 - bill.com Check Number: 42224773	Part-Time Services	-754.00	1,047,624.69
04/01/2020	Bill Payment (Check)		PFM Asset Management, LLC	Inv #92044200315M - bill.com Check Number: 42225960	Investment Advisors	-2,501.07	1,045,123.62
04/01/2020	Bill Payment (Check)		Bay Alarm		Building Services/Repairs	-186.00	1,044,937.62
04/02/2020	Check		George Hills Company		Claims Trust Accounts:California Bank & Trust	-42,911.58	1,002,026.04
04/03/2020	Check	EFT	Bank of the West / MasterCard	K. Andre - Statement 12/05/19 - 01/04/20	Bank of the West CC - Matt	-4,746.91	997,279.13
04/03/2020	Check		York Risk Services Group, Inc		Claims Trust Accounts/Umqqa Bank - Workers' Comp 5432	-120,713.58	876,565.55
04/03/2020	Bill Payment (Check)		California American Water	Inv #041620 - bill.com Check Number: 42308547	Utilities	-112.07	876,453.48
04/03/2020	Check	EFT	Bank of the West / MasterCard	K. Andre - Statement 12/05/19 - 01/04/20	Bank of the West CC - Kirk	-1,258.34	875,195.14
04/06/2020	Bill Payment (Check)		James Marta & Company	Inv #932 - bill.com Check Number: 42360159	Financial Audit	-11,000.00	864,195.14
04/07/2020	Bill Payment (Check)		California Computer Services (Corp)	Multiple invoices (details on stub) - bill.com Check Number: 42353697	Telephone	-595.23	863,599.91
04/07/2020	Bill Payment (Check)		Smile Business Products	Inv #841141 - bill.com Check Number: 42356587	Copier Service/Repair	-194.13	863,405.78
04/07/2020	Bill Payment (Check)		Coverall North America	Inv #1100292943 - bill.com Check Number: 42362053	Building Services/Repairs	-199.00	863,206.78
04/07/2020	Bill Payment (Check)		SearchPros	Inv #31206 - bill.com Check Number: 42352764 Inv #20/March 722 - bill.com Check Number: 42420821	Part-Time Services	-754.00	862,452.78
04/09/2020	Bill Payment (Check)		Gibbons & Conley		Legal Fees	-1,891.12	860,561.66
04/10/2020	Bill Payment (Check)		Arcade Creek Office Park Owners' Assn	Inv #April 2020 - bill.com Check Number: 42456906	CAM & Project Reserves	-713.71	859,847.95
04/10/2020	Expense		ADP Payroll Fees		Payroll Service Fee	-63.32	859,784.63
04/10/2020	Deposit				Accounts Receivable	63,294.29	923,078.92
04/15/2020	Journal Entry	ADP 4.15.20		Paychecks	Salaries	-9,674.48	913,404.44
04/15/2020	Journal Entry	ADP 4.15.20		Payroll Taxes	Taxes	-2,307.05	911,097.39
04/15/2020	Journal Entry	ADP 4.15.20		Pers Payment	Pers Contributions	-1,934.13	909,163.26
04/16/2020	Bill Payment (Check)		Golden State Risk Management Authority	Multiple invoices (details on stub) - bill.com Check Number: 42594158	Medical	-3,297.77	905,865.49
04/16/2020	Bill Payment (Check)		Gilbert Associates, Inc.	Inv #329997 - bill.com Check Number: 42587708	Financial Accounting	-2,140.94	903,724.55
04/16/2020	Bill Payment (Check)		California Computer Services (Corp)	Inv #83529	Telephone	-1,260.00	902,464.55
04/16/2020	Bill Payment (Check)		SearchPros	Inv #31259 - bill.com Check Number: 42599424	Part-Time Services	-721.01	901,743.54
04/16/2020	Bill Payment (Check)		Kirk Andre	Inv #04/13/20	Telephone	-50.00	901,693.54
04/17/2020	Deposit				Accounts Receivable	378,821.75	1,280,515.29
04/20/2020	Check	SVCCHRG		Service Charge	Bank Service Charges	-14.52	1,280,500.77
04/21/2020	Bill Payment (Check)		SearchPros	Inv #31311 - bill.com Check Number: 42695673	Part-Time Services	-754.00	1,279,746.77
04/21/2020	Bill Payment (Check)		MUFG Union Bank, N.A.	Inv #1203655 - bill.com Check Number: 42685980	Bank Service Charges	-853.00	1,278,893.77
04/21/2020	Bill Payment (Check)		Pitney Bowes Global Financial Services	Inv #1015412016 - bill.com Check Number: 42693911	Postage and Delivery	-104.08	1,278,789.69
04/21/2020	Bill Payment (Check)		Streamline	Inv #104618 - bill.com Check Number: 42699766	IT Services	-100.00	1,278,689.69
04/21/2020	Bill Payment (Check)		York Risk Services Group, Inc	Inv #500019983 - bill.com Check Number: 427119219	Claims Management	-18,160.00	1,260,529.69
04/21/2020	Bill Payment (Check)		George Hills Company	Inv #NV1017564 - bill.com Check Number: 42731128	Claims Management	-9,976.23	1,250,553.46
04/22/2020	Payment	8181	Silverado-Modjeska Recreation & Park Dist		Accounts Receivable	2,502.00	1,253,055.46
04/24/2020	Check	10319	Hofmann Holdings LP	Voided	Rent Expense	0.00	1,253,055.46
04/24/2020	Expense		ADP Payroll Fees		Payroll Service Fee	-63.32	1,252,992.14
04/27/2020	Check		CalPERS	Unfunded Liability	PERS Unfunded Liability	-5,017.97	1,247,974.17
04/27/2020	Check	ACH	York Risk Services Group, Inc		Claims Trust Accounts/Umqqa Bank - Workers' Comp 5432	-51,000.00	1,196,974.17
04/29/2020	Bill Payment (Check)		Bickmore Actuarial	Inv #27745 - bill.com Check Number: 42940303	Actuarial Services	-6,200.00	1,190,774.17
04/29/2020	Bill Payment (Check)		SearchPros	Inv #31360 - bill.com Check Number: 42915691	Part-Time Services	-692.74	1,190,081.43
04/29/2020	Bill Payment (Check)		Smile Business Products	Inv #851411 - bill.com Check Number: 42913867 Inv #06015-0001 May 2020 - bill.com Check Number: 42905262	Copier Service/Repair	-194.13	1,189,887.30
04/29/2020	Bill Payment (Check)		Reliance Standard Life Insurance		Life Insurance	-61.50	1,189,825.80
04/30/2020	Journal Entry	ADP 4.30.20		Pers Payment	Pers Contributions	-1,934.13	1,187,891.67
04/30/2020	Journal Entry	ADP 4.30.20		Payroll Taxes	Taxes	-2,307.05	1,185,584.62
04/30/2020	Journal Entry	ADP 4.30.20		Paychecks	Salaries	-9,674.48	1,175,910.14
05/01/2020	Check	10321	Ambrose Recreation and Park District		Dividends	-4,647.00	1,171,263.14
05/01/2020	Check	10363	West Side Recreation and Park District		Dividends	-1,274.00	1,169,989.14
05/01/2020	Check	10323	Arden Manor Recreation and Park District		Dividends	-656.00	1,169,333.14
05/01/2020	Check	10324	Arden Park Recreation and Park District		Dividends	-991.00	1,168,342.14
05/01/2020	Check	10325	Bear Mountain Recreation & Park District		Dividends	-1,984.00	1,166,358.14
05/01/2020	Check	10326	Beaumont-Cherry Valley Recreation & Park		Dividends	-1,244.00	1,165,114.14
05/01/2020	Check	10327	Carmichael Recreation and Park District		Dividends	-6,123.00	1,158,991.14
05/01/2020	Check	10328	Central Plumas Recreation & Park District	Workers Comp Dividend FY 2006-2007	Dividends	-501.00	1,158,490.14
05/01/2020	Check	10329	Desert Recreation District (Coachella)		Dividends	-14,025.00	1,144,465.14
05/01/2020	Check	10330	Coolinga-Huron Recreation and Park Dist.		Dividends	-1,153.00	1,143,312.14
05/01/2020	Check	10331	Cordova Recreation and Park District		Dividends	-10,640.00	1,132,672.14
05/01/2020	Check	10332	Durham Recreation and Park District		Dividends	-1,560.00	1,131,112.14
05/01/2020	Check	10333	Fair Oaks Recreation and Park District		Dividends	-1,720.00	1,129,392.14
05/01/2020	Check	10334	Fulton-El Camino Recreation & Park Dist.		Dividends	-3,479.00	1,125,913.14
05/01/2020	Check	10335	Greater Vallejo Recreation District		Dividends	-8,958.00	1,116,955.14
05/01/2020	Check	10336	Hayward Area Recreation and Park District		Dividends	-40,284.00	1,076,671.14
05/01/2020	Check	10337	Hesperia Recreation and Park District		Dividends	-7,242.00	1,069,429.14
05/01/2020	Check	10338	Highlands Recreation District		Dividends	-2,287.00	1,067,142.14
05/01/2020	Check	10339	Isla Vista Recreation and Park District		Dividends	-1,573.00	1,065,569.14
05/01/2020	Check	10340	Jurupa Area Recreation and Park District		Dividends	-1,648.00	1,063,921.14
05/01/2020	Check	10341	Ladera Recreation District		Dividends	-826.00	1,063,095.14
05/01/2020	Check	10342	Livermore Area Recreation & Park District		Dividends	-27,063.00	1,036,032.14
05/01/2020	Check	10343	McFarland Recreation and Park District		Dividends	-746.00	1,035,286.14
05/01/2020	Check	10344	Mendocino Coast Recreation and Park Dist.		Dividends	-1,834.00	1,033,452.14
05/01/2020	Check	10345	Mission Oaks Recreation and Park District		Dividends	-3,904.00	1,029,548.14
05/01/2020	Check	10346	North of the River Recreation & Park Dist		Dividends	-16,904.00	1,012,644.14
05/01/2020	Check	10347	North Highlands Recreation and Park Dist.		Dividends	-2,982.00	1,009,662.14
05/01/2020	Check	10348	Orangevale Recreation and Park District		Dividends	-2,579.00	1,007,083.14
05/01/2020	Check	10349	Paradise Recreation and Park District		Dividends	-2,957.00	1,004,126.14
05/01/2020	Check	10350	Pleasant Hill Recreation & Park District		Dividends	-6,224.00	997,902.14
05/01/2020	Check	10351	Pleasant Valley Recreation and Park Dist.		Dividends	-11,709.00	986,193.14
05/01/2020	Check	10352	Rancho Simi Recreation and Park District		Dividends	-22,451.00	963,742.14
05/01/2020	Check	10353	Rio Linda Elverta Recreation & Park Dist.		Dividends	-2,505.00	961,237.14
05/01/2020	Check	10354	Russian River Recreation & Park District		Dividends	-531.00	960,706.14
05/01/2020	Check	10355	Shafter Recreation and Park District		Dividends	-377.00	960,329.14
05/01/2020	Check	10356	Southgate Recreation and Park District		Dividends	-11,907.00	948,422.14
05/01/2020	Check	10357	Strawberry Recreation District		Dividends	-1,417.00	947,005.14
05/01/2020	Check	10358	Sunrise Recreation and Park District		Dividends	-9,281.00	937,724.14

05/01/2020	Check	10359	Tehachapi Valley Recreation & Park Dist.		Dividends	-1,227.00	936,497.14	
05/01/2020	Check	10360	Truckee-Donner Recreation and Park Dist		Dividends	-4,621.00	931,876.14	
05/01/2020	Check	10361	Valley-Wide Recreation and Park District		Dividends	-4,177.00	927,699.14	
05/01/2020	Check	10362	Wasco Recreation and Park District		Dividends	-483.00	927,216.14	
05/01/2020	Check	10322	Arcade Creek Recreation and Park District		Dividends	-801.00	926,415.14	
05/04/2020	Deposit		Lexington Insurance Company		Claims Expenditures-Property Claims	79,939.31	1,006,354.45	
05/04/2020	Check	ACH	York Risk Services Group, Inc		Claims Trust Accounts:Umqua Bank - Workers' Comp 5432	-97,556.52	908,797.93	
05/04/2020	Check	ACH	York Risk Services Group, Inc		Claims Trust Accounts:Umqua Bank - Workers' Comp 5432	-81,585.40	827,212.53	
05/04/2020	Check	10320	Hofmann Holdings LP		Rent Expense	-8,596.00	818,616.53	
05/04/2020	Check		George Hills Company		Claims Trust Accounts:California Bank & Trust	-65,123.76	753,492.77	
05/05/2020	Bill Payment (Check)		California Computer Services (Corp)	Inv #182955	Telephone	-196.23	753,296.54	
05/05/2020	Bill Payment (Check)		California American Water	Inv #1015-210018835387 4 - bill.com Check Number: 43053468	Utilities	-107.58	753,188.96	
05/05/2020	Bill Payment (Check)		James Marta & Company	Voided - Inv #998	Financial Audit	0.00	753,188.96	
05/05/2020	Bill Payment (Check)		SearchPro	Inv #31411	Part-Time Services	-603.20	752,585.76	
05/07/2020	Check		George Hills Company		Claims Trust Accounts:California Bank & Trust	-79,939.31	672,646.45	
05/07/2020	Bill Payment (Check)		James Marta & Company	Inv #998 - bill.com Check Number: 43112712	Financial Audit	-3,220.00	669,426.45	
05/08/2020	Expense		Bank of the West		Bank of the West CC - Matt	-201.17	669,225.28	
05/08/2020	Expense		ADP Payroll Fees		Payroll Service Fee	-63.32	669,161.96	
05/08/2020	Check		York Risk Services Group, Inc		Claims Trust Accounts:Umqua Bank - Workers' Comp 5432	-17,600.00	651,561.96	
05/12/2020	Deposit		CARPD		refund for sponsorship- CARPD	1,800.00	653,361.96	
05/12/2020	Bill Payment (Check)		SearchPro	Inv #31507	Part-Time Services	-754.00	652,607.96	
05/13/2020	Check	ACH	York Risk Services Group, Inc		Claims Trust Accounts:Umqua Bank - Workers' Comp 5432	-33,910.00	618,697.96	
05/13/2020	Bill Payment (Check)		Golden State Risk Management Authority	Multiple Invoices (details on stub) - bill.com Check Number: 43270140	Medical	-3,297.77	615,400.19	
05/15/2020	Bill Payment (Check)		Gibbons & Conley	Inv #20April 765 - bill.com Check Number: 43337361	Legal Fees	-2,696.37	612,703.82	
05/15/2020	Bill Payment (Check)		Gilbert Associates, Inc.	Inv #30266	Financial Accounting	-5,338.00	607,365.82	
05/15/2020	Journal Entry	ADP 5.15.20			Pers Payment	-1,934.13	605,431.69	
05/15/2020	Journal Entry	ADP 5.15.20			Paychecks	-9,674.50	595,757.19	
05/15/2020	Journal Entry	ADP 5.15.20			Payroll Taxes	-2,307.03	593,450.16	
05/18/2020	Deposit		CSAC Excess Insurance Authority		Claims Expenditures:Workers' Compensation Claims	61,497.21	654,947.37	
05/19/2020	Bill Payment (Check)		Streamline	Inv #105090 - bill.com Check Number: 43397619	IT Services	-100.00	654,847.37	
05/19/2020	Bill Payment (Check)		Smile Business Products	Inv #956979 - bill.com Check Number: 43404960	Copier Service/Repair	-194.13	654,653.24	
05/19/2020	Bill Payment (Check)		SearchPro	Inv #31554	Part-Time Services	-678.60	653,974.64	
05/19/2020	Bill Payment (Check)		Kirk Andre	Inv #05/12/20	Telephone	-50.00	653,924.64	
05/20/2020	Bill Payment (Check)		George Hills Company	Inv #1017754 - bill.com Check Number: 43469782	Claims Management	-10,060.50	643,864.14	
05/20/2020	Bill Payment (Check)		MUFG Union Bank, N.A.	Inv #1208429 - bill.com Check Number: 43434611	Bank Service Charges	-881.00	642,983.14	
05/22/2020	Expense		ADP Payroll Fees		Payroll Service Fee	-63.32	642,919.82	
05/22/2020	Bill Payment (Check)		Sacramento County Utilities	Acct #50002368932 - Inv #05/19/20 50002368932 - bill.com Check Number: 43509190	Utilities	-113.70	642,806.12	
05/22/2020	Bill Payment (Check)		Jordan Coyle	Inv #05/18/20	Due From CARPD	-14.95	642,791.17	
05/26/2020	Check	ACH	York Risk Services Group, Inc		Claims Trust Accounts:Umqua Bank - Workers' Comp 5432	-16,095.00	626,696.17	
05/27/2020	Deposit				Accounts Receivable	6,211.88	632,908.05	
05/28/2020	Check		George Hills Company		Claims Trust Accounts:California Bank & Trust	-71,750.97	561,157.08	
05/28/2020	Deposit		Lexington Insurance Company		Claims Expenditures-Property Claims	71,750.97	632,908.05	
05/28/2020	Check		George Hills Company		Claims Trust Accounts:California Bank & Trust	-45,000.00	587,908.05	
05/28/2020	Check		CalPERS	Unfunded Liability	PERS Unfunded Liability	-5,017.97	582,890.08	
05/28/2020	Journal Entry	5.29.20			Pers Payment	-1,934.13	580,955.95	
05/28/2020	Journal Entry	5.29.20			Payroll Taxes	-2,307.05	578,648.90	
05/28/2020	Journal Entry	5.29.20			Paychecks	-9,674.47	568,974.43	
06/01/2020	Check	10364	City of Citrus Heights	Invoice# 53054 - Renew Alarm Permit	Miscellaneous	-15.00	568,959.43	
06/01/2020	Check		George Hills Company		Claims Trust Accounts:California Bank & Trust	-76,318.30	492,641.13	
06/01/2020	Payment	103323958	Fair Oaks Recreation and Park District		Accounts Receivable	5,000.00	497,641.13	
06/02/2020	Check	ACH	York Risk Services Group, Inc		Claims Trust Accounts:Umqua Bank - Workers' Comp 5432	-124,145.72	373,495.41	
06/02/2020	Bill Payment (Check)		SearchPro	Inv #31599	Part-Time Services	-754.00	372,741.41	
06/03/2020	Bill Payment (Check)		Coverall North America	Inv #1100294751 - bill.com Check Number: 43803032	Building Services/Repairs	-199.00	372,542.41	
06/03/2020	Bill Payment (Check)		California Computer Services (Corp)	Inv #188391	Telephone	-196.23	372,346.18	
06/03/2020	Bill Payment (Check)		Reliance Standard Life Insurance	Inv #9-06015-0001 6/20 - bill.com Check Number: 43800726	Life Insurance	-62.00	372,284.18	
06/03/2020	Bill Payment (Check)		California American Water	Inv #1015-210018835387 - bill.com Check Number: 43797170	Utilities	-107.58	372,176.60	
06/03/2020	Bill Payment (Check)		SMUD	Inv #1209585 5/20 - bill.com Check Number: 43796132	Utilities	-298.41	371,878.19	
06/03/2020	Bill Payment (Check)		Office Depot	Inv #2404254815 - bill.com Check Number: 43794634	Office Supplies	-23.78	371,854.41	
06/03/2020	Bill Payment (Check)		PFM Asset Management, LLC	Inv #SMA-M0420-16664 - bill.com Check Number: 43793292	Investment Advisors	-2,580.64	369,273.77	
06/03/2020	Bill Payment (Check)		SearchPro	Inv #31676	Part-Time Services	-603.20	368,670.57	
06/05/2020	Expense		ADP Payroll Fees		Payroll Service Fee	-63.32	368,607.25	
06/05/2020	Bill Payment (Check)		James Marta & Company	Inv #1108 - bill.com Check Number: 43868863	Financial Audit	-1,000.00	367,607.25	
06/08/2020	Check	10365	CARPD		Other	-98.00	367,509.25	
06/09/2020	Check	10366	Confidential Document		Office Supplies	-459.00	367,050.25	
06/09/2020	Bill Payment (Check)		SearchPro	Inv #31720	Part-Time Services	-617.34	366,432.91	
06/11/2020	Deposit		CARPD		Due From CARPD	256.65	366,689.56	
06/11/2020	Check		Bank of the West		Bank of the West CC - Matt	-576.33	366,113.23	
06/15/2020	Journal Entry	ADP 6.15.20			Salaries	-9,802.50	356,310.73	
06/15/2020	Journal Entry	ADP 6.15.20			Pers Contributions	-1,934.13	354,376.60	
06/15/2020	Journal Entry	ADP 6.15.20			Payroll Taxes	-2,179.03	352,197.57	
06/15/2020	Bill Payment (Check)		Gibbons & Conley	Inv #20 May 802 - bill.com Check Number: 44094161	Legal Fees	-2,905.87	349,291.70	
06/16/2020	Bill Payment (Check)		Golden State Risk Management Authority	Multiple Invoices (details on stub) - bill.com Check Number: 44127595	Medical	-3,297.77	345,993.93	
06/16/2020	Bill Payment (Check)		SearchPro	Inv #31758	Part-Time Services	-754.00	345,239.93	
06/16/2020	Bill Payment (Check)		Streamline	Inv #105554 - bill.com Check Number: 44124669	IT Services	-100.00	345,139.93	
06/16/2020	Bill Payment (Check)		George Hills Company	Inv #NV1017956 - bill.com Check Number: 44179716	Claims Management	-9,726.00	335,413.93	
06/17/2020	Deposit		Golden State Risk Management Authority		Medical	181.00	335,594.93	
06/19/2020	Bill Payment (Check)		California Computer Services (Corp)	Multiple Invoices	Telephone	-500.00	335,094.93	
06/22/2020	Bill Payment (Check)		York Risk Services Group, Inc	Inv #500020190 - bill.com Check Number: 44313304	Claims Management	-18,160.00	316,934.93	
06/24/2020	Bill Payment (Check)		SearchPro	Inv #31801	Part-Time Services	-754.00	316,180.93	
06/24/2020	Transfer				Bank of the West - MM	300,000.00	616,180.93	
06/25/2020	Check		George Hills Company		Claims Trust Accounts:California Bank & Trust	-260,003.42	356,177.51	
06/26/2020	Deposit		McLarens, Inc.		Claims Expenditures-Property Claims	3,963.58	360,141.09	
06/26/2020	Expense		ADP Payroll Fees		Payroll Service Fee	-63.32	360,077.77	
06/29/2020	Check		CalPERS	Unfunded Liability	PERS Unfunded Liability	-5,017.97	355,059.80	
06/29/2020	Check	10375	Fuller Moving Service		Building Services/Repairs	-1,114.50	353,945.30	
06/30/2020	Journal Entry	ADP 6.30.20			Payroll Taxes	-2,179.04	351,766.26	
06/30/2020	Journal Entry	ADP 6.30.20			Pers Payment	-1,934.13	349,832.13	
06/30/2020	Deposit		George Hills Company - Claims		Claims Expenditures:Liability Claim Payments	4,350.00	354,182.13	
06/30/2020	Check		York Risk Services Group, Inc		Claims Trust Accounts:Umqua Bank - Workers' Comp 5432	-23,907.50	330,274.63	
06/30/2020	Journal Entry	ADP 6.30.20			Paychecks	-9,802.49	320,472.14	
TOTAL							-5	570,614.94

California Association for Park and Recreation Indemnity

Statement of Net Position

As of June 30, 2020 and June 30, - DRAFT

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>
ASSETS		
Current Assets		
Checking/Savings		
Bank of West - Master Register	\$ 320,472.14	\$ 1,929,311.06
Bank of the West - MM	260,815.66	310,528.00
Claims Trust Accounts		
Umpqua Bank - Workers' Comp	75,376.81	152,215.63
California Bank & Trust - Liability	229,463.58	35,539.76
LAIF	2,601,064.35	188,865.82
Total Checking/Savings	<u>3,487,192.54</u>	<u>2,616,460.27</u>
Investment Account		
PFM Investment Account	21,568,349.25	20,220,114.91
Union Bank	671,051.06	838,768.87
Total PFM - Investment Account	<u>22,239,400.31</u>	<u>21,058,883.78</u>
Due from Employee	-	168.10
Due from CARPD	1,869.57	-
Due from Members Year-end WC	-	200,566.00
Accounts Receivable	20,029.99	148,123.97
Interest Receivable	84,911.57	84,198.89
Recovery Receivable	22,415.76	259,889.84
Prepaid Insurance	-	-
Total Other Current Assets	<u>22,368,627.20</u>	<u>21,751,830.58</u>
Total Current Assets	<u>\$ 25,855,819.74</u>	<u>\$ 24,368,290.85</u>
Capital Assets		
Capital Assets		
Suite B	13,815.33	13,815.33
Building Improvements	78,617.32	78,617.32
Building	99,955.00	99,955.00
Land	140,000.00	140,000.00
Computer Hardware/Software	34,901.30	34,901.30
Furniture & Equipment	54,615.49	51,092.10
Accumulated Depreciation	(272,257.22)	(265,025.18)
Total Capital Assets	<u>149,647.22</u>	<u>153,355.87</u>
Total Fixed Assets	<u>149,647.22</u>	<u>153,355.87</u>
Other Assets		
DEFERRED OUTFLOWS - PENSION	\$ 206,029.00	\$ 208,102.00
TOTAL ASSETS	<u>\$ 26,211,495.96</u>	<u>\$ 24,729,748.72</u>

California Association for Park and Recreation Indemnity
Statement of Net Position
As of June 30, 2020 and June 30, - DRAFT

	<u>Jun 30, 20</u>	<u>Jun 30, 19</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
Bank of the West / MC - Kirk	\$ 1,037.21	\$ 274.44
Bank of the West / MC - Matt	\$ 6,132.43	\$ 276.21
Total Credit Cards	<u>7,169.64</u>	<u>550.65</u>
Other Current Liabilities		
Due to Members Year-end WC Prem	-	217,345.00
Claims Payable		
Liability Claim Reserves	\$ 3,236,652.00	\$ 3,279,588.00
Property Claims Reserves	450,842.00	559,317.00
W/C Claim Reserves	4,806,195.00	5,364,236.00
Total Claims Payable	<u>8,493,689.00</u>	<u>9,203,141.00</u>
Accrued Expenses	16,494.16	9,595.14
Accounts Payable	54,466.73	30,176.54
Payroll Tax liability	-	-
Total Other Current Liabilities	<u>8,564,649.89</u>	<u>9,460,257.68</u>
Total Current Liabilities	<u>8,571,819.53</u>	<u>9,460,808.33</u>
Long Term Liabilities		
Deferred Inflows - Pension	28,424.00	60,730.00
Net Pension Liability	\$ 714,764.00	\$ 676,906.00
IBNR		
IBNR Reserves - Liability	2,623,434.00	1,967,310.00
IBNR Reserves - Property	208,235.00	142,915.00
IBNR Reserves - Workers Comp	6,774,679.00	6,742,800.00
Total IBNR	<u>9,606,348.00</u>	<u>8,853,025.00</u>
ULAE		
ULAE - Liability	188,000.00	200,000.00
ULAE - Property	42,000.00	41,000.00
ULAE - Workers' Compensation	592,000.00	557,000.00
Total ULAE	<u>822,000.00</u>	<u>798,000.00</u>
Total Long Term Liabilities	<u>11,171,536.00</u>	<u>10,388,661.00</u>
Total Liabilities	<u>19,743,355.53</u>	<u>19,849,469.33</u>
NET POSITION		
Invested in Capital Assets	149,647.22	153,355.87
Unrestricted Net Assets	4,730,632.17	6,317,314.77
Net Income	1,587,861.04	(1,590,391.25)
Total Net Position	<u>\$ 6,468,140.43</u>	<u>\$ 4,880,279.39</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 26,211,495.96</u>	<u>\$ 24,729,748.72</u>

California Association for Park and Recreation Indemnity
Statement of Revenue, Expenses, and Change in Net Position
For the Quarter and Year to Date June 30, 2020 and June 30, 2019 - DRAFT

	<u>Apr '20 - Jun '20</u>	<u>Jul '19 - Jun '20</u>	<u>Jul '18 - Jun '19</u>
Ordinary Revenue			
Revenue			
Member Contributions	\$ 1,356,689.75	\$ 10,865,464.85	\$ 9,636,643.52
Workers' Comp Final PR Adjustment	-	(1,419.00)	(16,779.00)
Bank/LAIF Interest	8,804.86	18,955.25	9,985.19
Managed Portfolio	113,957.24	515,627.41	389,656.54
Revenue - Other	181.00	181.00	671.35
CARPD - Quarterly Services	17,001.25	68,005.00	67,000.00
Total Operating Revenue	<u>1,496,634.10</u>	<u>11,466,814.51</u>	<u>10,087,177.60</u>
Operating Expenses			
General and Administrative Expenses			
CARPD Expenses	(87.11)	-	2,814.62
Administration-CAPRI Office			
Bank Service Charges	3,126.39	11,643.66	11,971.53
Building Services/Repairs	2,434.50	7,961.51	5,422.64
Common Area Maintenance	1,496.01	5,984.04	6,034.04
Copier Service / Repair	582.39	2,752.25	2,442.87
Depreciation Expense	1,852.05	7,232.04	7,804.67
District Visitations	-	5,461.57	7,998.39
General Contingency	-	5,000.00	-
Miscellaneous	0.05	1,633.50	11,286.43
Office Expense	1,526.33	6,571.71	8,372.03
Other	(1,702.00)	422.50	161.00
Part-Time Services	8,962.49	13,891.78	2,733.25
Postage and Delivery	930.22	2,929.52	2,811.70
Printing and Reproduction	-	673.44	649.75
Professional Dues	-	2,471.00	2,195.00
Project Reserve	645.12	2,580.48	2,580.48
Publications	60.00	216.00	-
Rent Expense	8,596.00	8,596.00	-
Safety Meetings/Workshops	1,292.74	3,869.86	924.87
Salaries & Benefits	121,301.43	474,686.58	471,288.01
Telephone	613.84	4,882.25	5,541.80
Travel/Meeting	408.52	10,734.05	11,538.99
Utilities	846.92	5,467.36	6,167.99
Total Administration-CAPRI Office	<u>152,973.00</u>	<u>585,661.10</u>	<u>567,925.44</u>
Board Meeting/Travel	-	15,848.07	37,102.92
Consulting Services			
Actuarial Services	6,200.00	8,950.00	6,200.00
Claims Management	54,480.00	217,920.00	359,808.79
Claims Management - Admin	450.00	7,456.70	-
Claims Management - Liability	21,039.00	109,351.74	-
Claims Management - Property	9,274.50	32,961.35	-
Financial Accounting	13,623.00	42,802.44	53,864.93
Financial Audit	15,220.00	21,220.00	27,720.00
Investment Advisors	7,825.35	30,910.91	32,736.23
IT Services	2,514.96	4,595.97	5,766.90
Legal Fees	8,992.42	34,222.60	48,584.14
Loss Prevention Services	-	448.00	448.00
Total Consulting Services	<u>139,619.23</u>	<u>510,839.71</u>	<u>535,128.99</u>
Total General and Administrative Expenses	<u>292,505.12</u>	<u>1,112,348.88</u>	<u>1,142,971.97</u>

California Association for Park and Recreation Indemnity
Statement of Revenue, Expenses, and Change in Net Position
For the Quarter and Year to Date June 30, 2020 and June 30, 2019 - DRAFT

	<u>Apr '20 - Jun '20</u>	<u>Jul '19 - Jun '20</u>	<u>Jul '18 - Jun '19</u>
Insurance Expenses			
Crime Policy	5,944.22	23,776.87	17,655.00
Workers' Compensation	240,367.75	961,471.00	778,838.00
Combined GL/AL Excess	208,822.50	835,290.00	549,388.00
Other Premiums -WC	-	59,913.42	71,010.12
Property Coverage	474,930.83	1,899,723.30	1,240,589.90
Broker Fees	26,250.00	105,000.00	105,000.00
Total Insurance Expenses	<u>956,315.30</u>	<u>3,885,174.59</u>	<u>2,762,481.02</u>
Claims Expenses			
Workers' Compensation Claims	524,494.61	2,368,214.70	2,968,654.16
Liability Claim Payments	284,264.20	2,543,768.10	1,881,749.82
Property Claims	168,775.33	310,529.83	925,451.54
Subrogation Recovery	(250.00)	(2,325.00)	(29,426.55)
Change in Reserves	(1,204,498.00)	(709,452.00)	670,462.00
Changes in IBNR	(358,562.00)	753,323.00	1,634,137.00
Change in ULAE	24,000.00	24,000.00	37,000.00
Total Claims Expenses	<u>(561,775.86)</u>	<u>5,288,058.63</u>	<u>8,088,027.97</u>
Dividends	249,495.00	252,495.00	247,000.00
Contingency - Building Repairs			
Building Repairs	-	-	535.00
Total Contingency	<u>-</u>	<u>-</u>	<u>535.00</u>
Total Expenses	<u>936,539.56</u>	<u>10,538,077.10</u>	<u>12,241,015.96</u>
Net Operating Revenue	560,094.54	928,737.41	(2,153,838.36)
Other Revenue (Expense)			
Investment Gain/Loss	229,227.58	659,123.63	563,447.11
Net Revenue Over (Under) Expenses	\$ 789,322.12	\$ 1,587,861.04	\$ (1,590,391.25)
Beginning Net Position		4,880,279.39	6,470,670.64
Ending Net Position		<u>\$ 6,468,140.43</u>	<u>\$ 4,880,279.39</u>

California Association for Park and Recreation Indemnity
Statement of Revenue and Expenses Budget to Actual
 July through June 2020 - DRAFT

	<u>Jul - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Revenue				
Member Contributions	10,865,464.85	10,964,202.00	-98,737.15	99.1%
Bank/LAIF Interest	18,955.25	2,500.00	16,455.25	758.21%
Managed Portfolio	515,627.41	350,000.00	165,627.41	147.32%
CARPD Administration	68,005.00	68,005.00	0.00	100.0%
Workers' Comp Final PR Adjust	-1,419.00			
Total Revenue	<u>11,466,633.51</u>	<u>11,384,707.00</u>	<u>83,345.51</u>	<u>100.72%</u>
Total Income	<u>11,466,633.51</u>	<u>11,384,707.00</u>	<u>81,926.51</u>	<u>100.72%</u>
Expense				
Operating Expenditures				
Administration-CAPRI Office				
Bank Service Charges	11,643.66	14,000.00	-2,356.34	83.17%
Building Services/Repairs	7,961.51	9,750.00	-1,788.49	81.66%
Capital Assets	0.00	5,000.00	-5,000.00	0.0%
Common Area Maintenance	5,984.04	5,990.00	-5.96	99.9%
Copier Service/Repair	2,752.25	4,500.00	-1,747.75	61.16%
Depreciation Expense	7,232.04	10,000.00	-2,767.96	72.32%
District Visitations	5,461.57	7,000.00	-1,538.43	78.02%
General Contingency	5,000.00	0.00	5,000.00	100.0%
Insurance - CAPRI	0.00	2,200.00	-2,200.00	0.0%
Miscellaneous	1,633.50	3,000.00	-1,366.50	54.45%
Office Supplies	6,571.71	10,000.00	-3,428.29	65.72%
Part-Time Services	13,891.78	3,000.00	10,891.78	463.06%
Postage and Delivery	2,929.52	4,000.00	-1,070.48	73.24%
Printing and Reproduction	673.44	4,000.00	-3,326.56	16.84%
Professional Dues	2,471.00	2,750.00	-279.00	89.86%
Project Reserve	2,580.48	2,580.00	0.48	100.02%
Publications	216.00	175.00	41.00	123.43%
Other	422.50	0.00	422.50	100.0%
Rent	8,596.00	0.00	8,596.00	100.0%
Salaries & Benefits				
Salaries				
Executive Director	172,700.00	165,000.00	7,700.00	104.67%
Administrative Analyst	59,483.30	60,000.00	-516.70	99.14%
Administrative Assistant	24,439.19	41,500.00	-17,060.81	58.89%
Safety Analyst	67,708.21	65,000.00	2,708.21	104.17%
Contingency	0.00	16,228.00	-16,228.00	0.0%
Total Salaries	<u>324,330.70</u>	<u>347,728.00</u>	<u>-7,169.30</u>	<u>93.27%</u>
Employee Benefits				
Medical	43,824.32	44,300.00	-475.68	98.93%
Life Insurance	657.50	700.00	-42.50	93.93%
PERS Contributions	31,673.81	28,230.00	3,443.81	112.2%
Payroll Tax Expense	5,885.27	5,450.00	435.27	107.99%
Total Employee Benefits	<u>82,040.90</u>	<u>78,680.00</u>	<u>3,360.90</u>	<u>104.27%</u>
Payroll Fees	1,200.32	0.00	1,200.32	100.0%
Accrued Vacation	6,899.02	0.00	6,899.02	100.0%
PERS Unfunded Liability	60,215.64	60,215.00	0.64	100.0%
Total Salaries & Benefits	<u>474,686.58</u>	<u>486,623.00</u>	<u>4,291.58</u>	<u>97.55%</u>
Safety Meetings/Workshops	3,869.86	7,000.00	-3,130.14	55.28%
Telephone	4,882.25	6,000.00	-1,117.75	81.37%
Travel/Meeting	10,734.05	11,000.00	-265.95	97.58%
Utilities	5,467.36	6,600.00	-1,132.64	82.84%
Total Administration-CAPRI Office	<u>585,661.10</u>	<u>605,168.00</u>	<u>-19,506.90</u>	<u>96.78%</u>

California Association for Park and Recreation Indemnity
Statement of Revenue and Expenses Budget to Actual
 July through June 2020 - DRAFT

	<u>Jul - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Board Meeting/Travel	15,848.07	24,750.00	-8,901.93	64.03%
CARPD Expense	0.00	0.00	0.00	0.0%
Consulting Services				
Actuarial Services	8,950.00	10,000.00	-1,050.00	89.5%
Claims Management	367,689.79	358,920.00	8,769.79	102.44%
Financial Accounting	42,802.44	40,000.00	2,802.44	107.01%
Financial Audit	21,220.00	22,000.00	8,910.91	140.5%
Investment Advisors	30,910.91	32,000.00	-27,404.03	14.36%
IT Services	4,595.97	3,000.00	31,222.60	1,140.75%
Legal Fees	34,222.60	20,000.00	-19,552.00	171.11%
Loss Prevention Services	448.00	0.00	448.00	100.0%
Total Consulting Services	<u>510,839.71</u>	<u>485,920.00</u>	<u>24,919.71</u>	<u>105.13%</u>
Total Operating Expenditures	1,112,348.88	1,115,838.00	-3,489.12	99.69%
Insurance Expenditures				
Crime Policy	23,776.87	25,000.00	-1,223.13	95.11%
Workers' Compensation	961,471.00	961,471.00	0.00	100.0%
Other Premiums (W/C)	59,913.42	60,000.00	-86.58	99.86%
Combined GL/AL Excess	835,290.00	835,290.00	0.00	100.0%
Property Coverage	1,899,723.30	1,896,045.00	3,678.30	100.19%
Broker Fees	105,000.00	110,000.00	-5,000.00	95.46%
Total Insurance Expenditures	<u>3,885,174.59</u>	<u>3,887,806.00</u>	<u>-2,631.41</u>	<u>99.93%</u>
Claims Expenditures				
Workers' Compensation Claims	2,368,214.70	3,928,915.00	-1,560,700.30	60.28%
Property Claims	310,529.83	661,000.00	-350,470.17	46.98%
Liability Claim Payments	2,543,768.10	1,611,000.00	932,768.10	157.9%
Recovery from Prior Years	0.00	0.00	0.00	0.0%
Subrogation Recovery	-2,325.00	0.00	-2,325.00	100.0%
Change in IBNR	753,323.00	0.00	753,323.00	100.0%
Change in ULAE	24,000.00	0.00	24,000.00	100.0%
Change in Reserves	-709,452.00	0.00	-709,452.00	100.0%
Total Claims Expenditures	<u>5,288,058.63</u>	<u>6,200,915.00</u>	<u>-912,856.37</u>	<u>85.28%</u>
Dividends	252,495.00	0.00	252,495.00	100.0%
Contingency				
General	0.00	50,000.00	-50,000.00	0.0%
Building Repair	0.00	16,000.00	-16,000.00	0.0%
Total Contingency	<u>0.00</u>	<u>66,000.00</u>	<u>-66,000.00</u>	<u>0.0%</u>
Total Expense	<u>10,538,077.10</u>	<u>11,270,559.00</u>	<u>-732,481.90</u>	<u>93.5%</u>
Net Ordinary Income	928,556.41	114,148.00	814,408.41	813.47%
Other Income/Expense				
Other Income				
Investment Gain/Loss	659,123.63	0.00	659,123.63	100.0%
Other Income	181.00	0.00	181.00	100.0%
Total Other Income	<u>659,304.63</u>	<u>0.00</u>	<u>659,304.63</u>	<u>100.0%</u>
Net Other Income	<u>659,304.63</u>	<u>0.00</u>	<u>659,304.63</u>	<u>100.0%</u>
Net Income	<u><u>1,587,861.04</u></u>	<u><u>114,148.00</u></u>	<u><u>1,473,713.04</u></u>	<u><u>1,391.06%</u></u>



Agenda Item 8.1

SPECIAL REPORTS

SUBJECT: Investment Status Report

BACKGROUND AND STATUS:

Ms. Allison Kaune of PFM Asset Management LLC will be in attendance at the Board Meeting to provide an in-depth report regarding the status of CAPRI's investments.

RECOMMENDATION:

Information only.

REFERENCE MATERIALS ATTACHED:

- CAPRI Q2 Investment Performance Review



CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY

Investment Performance Review For the Quarter Ended June 30, 2020

Client Management Team

PFM Asset Management LLC

Lauren Brant, Managing Director

50 California St, Suite 2300

213 Market Street

Allison Kaune, Senior Client Representative

San Francisco, CA 94111

Harrisburg, PA 17101-2141

Lesley Murphy, Senior Managing Consultant

415-982-5544

717-232-2723

Market Update

COVID-19 Impact Update

Health Pandemic

- Confirmed cases exceed 10 million worldwide
- U.S. is leading the world with roughly 25% of cases and deaths
- Recent surge in new U.S. case numbers threatens economic reopening



Effects on the Economy

- Significant negative impact of lockdowns apparent in first and second quarter economic data
- Early signs of rebound have appeared as some states start to reopen

Limited Capacity

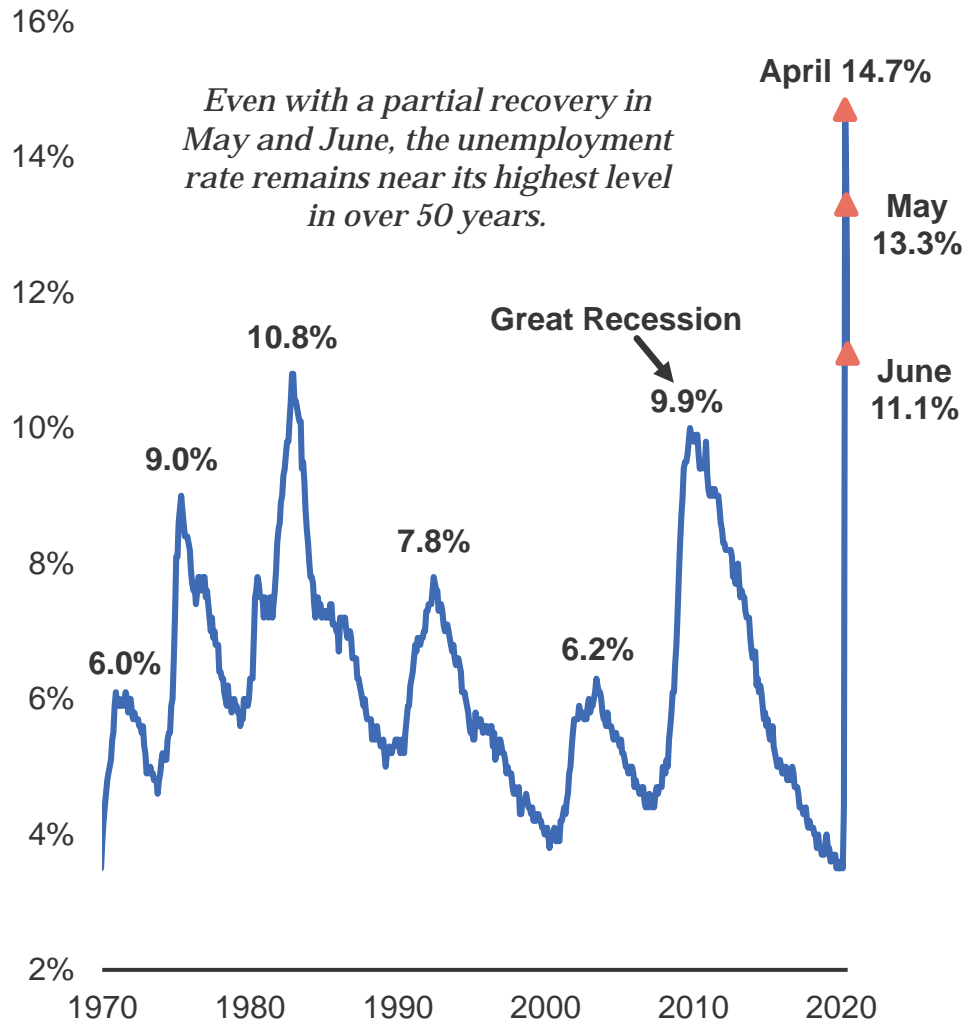
Effects on the Financial Markets

- Yields remain very low and are not expected to move meaningfully over the near term
- Fed support stabilized the bond market and returned liquidity
- Equity markets substantially recovered in second quarter

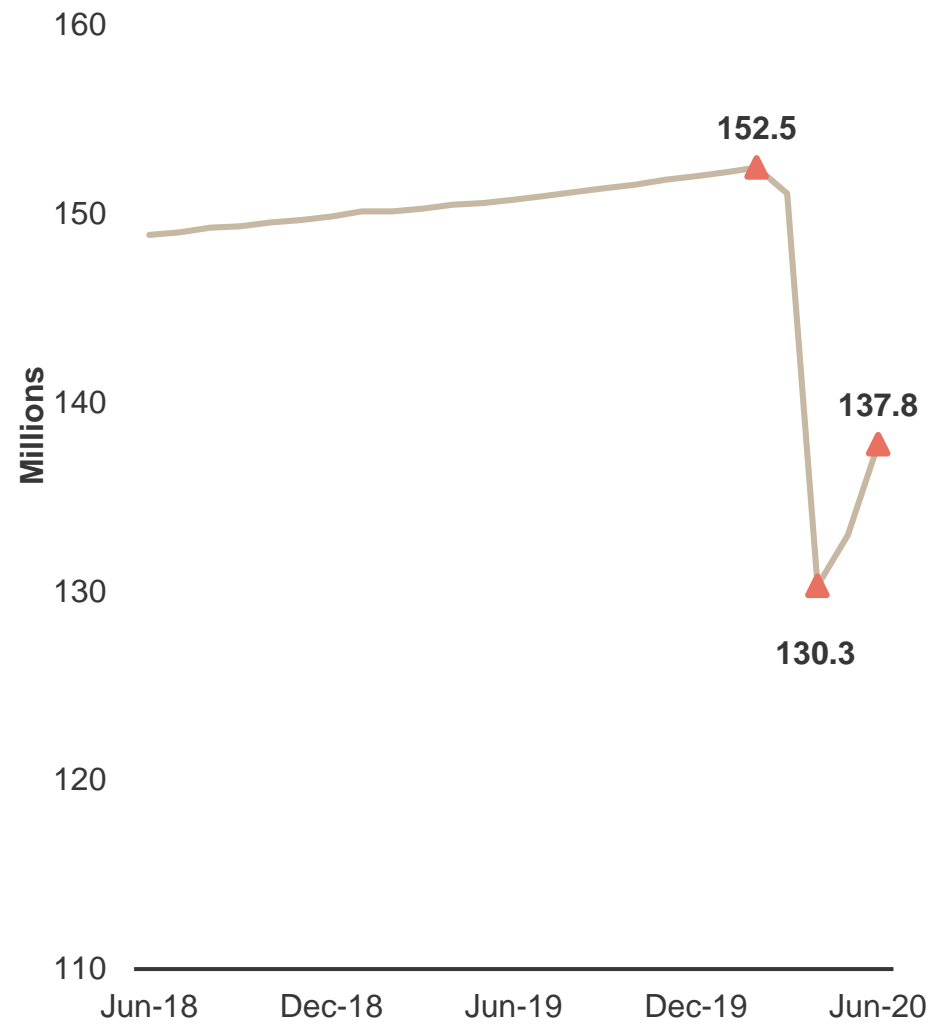


Labor Market Struggling; Early Signs of Recovery Present

Unemployment Rate

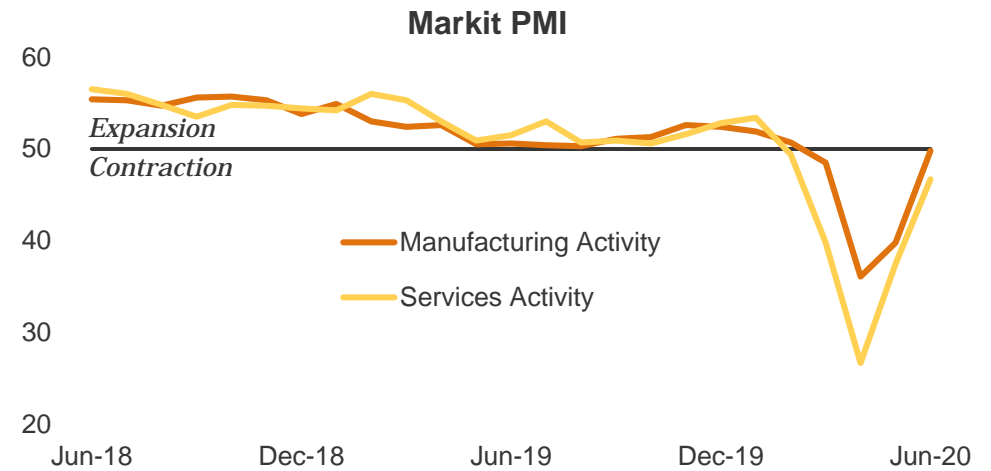
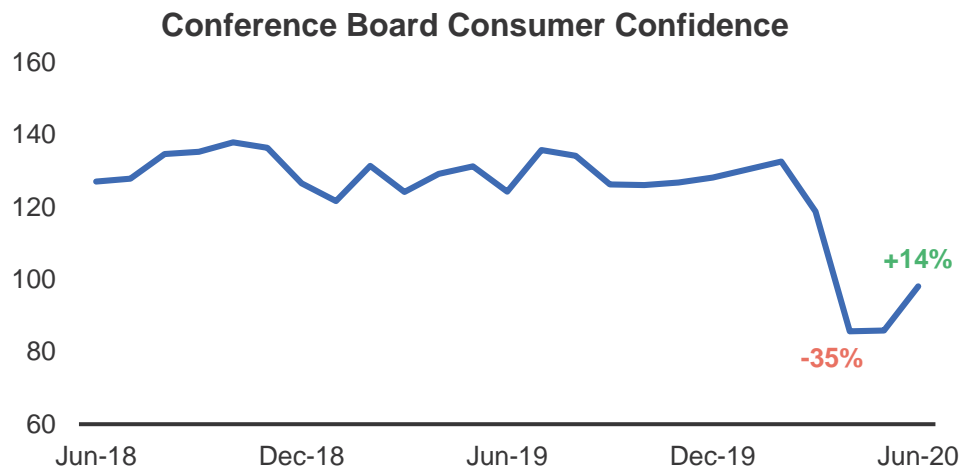
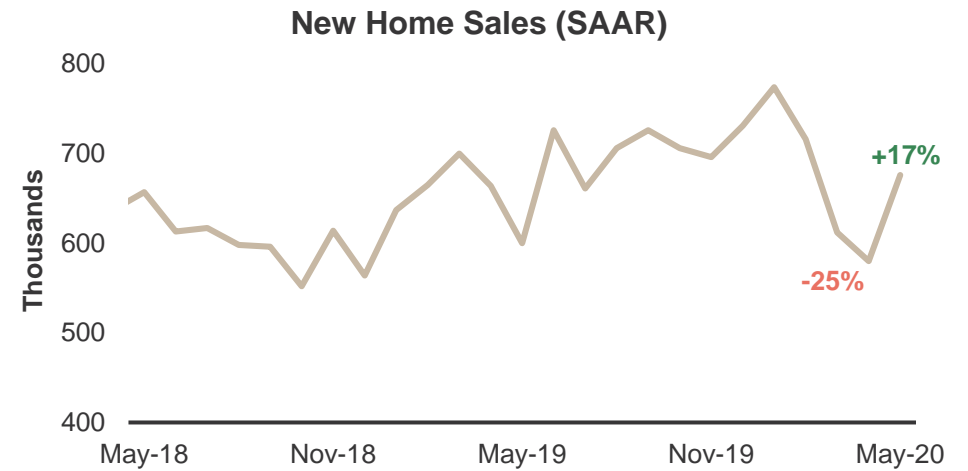
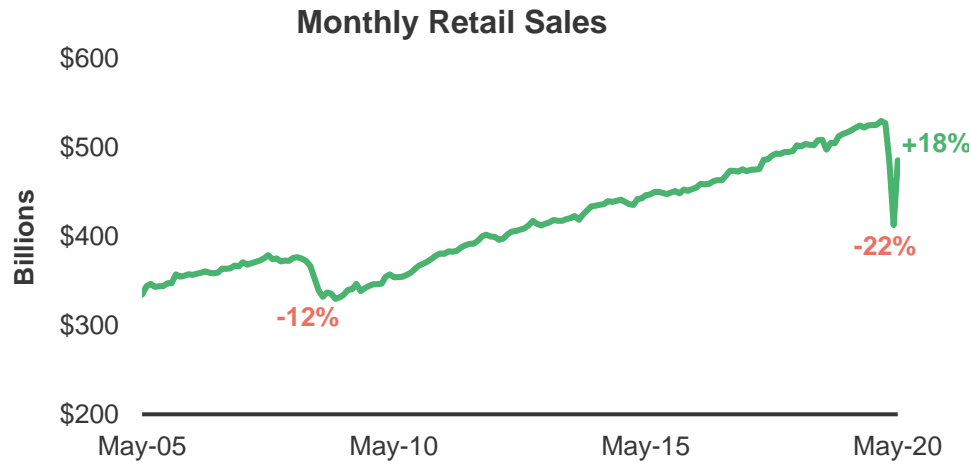


Total Nonfarm Employment



Source: Bloomberg, as of 6/30/2020. Data is seasonally adjusted.

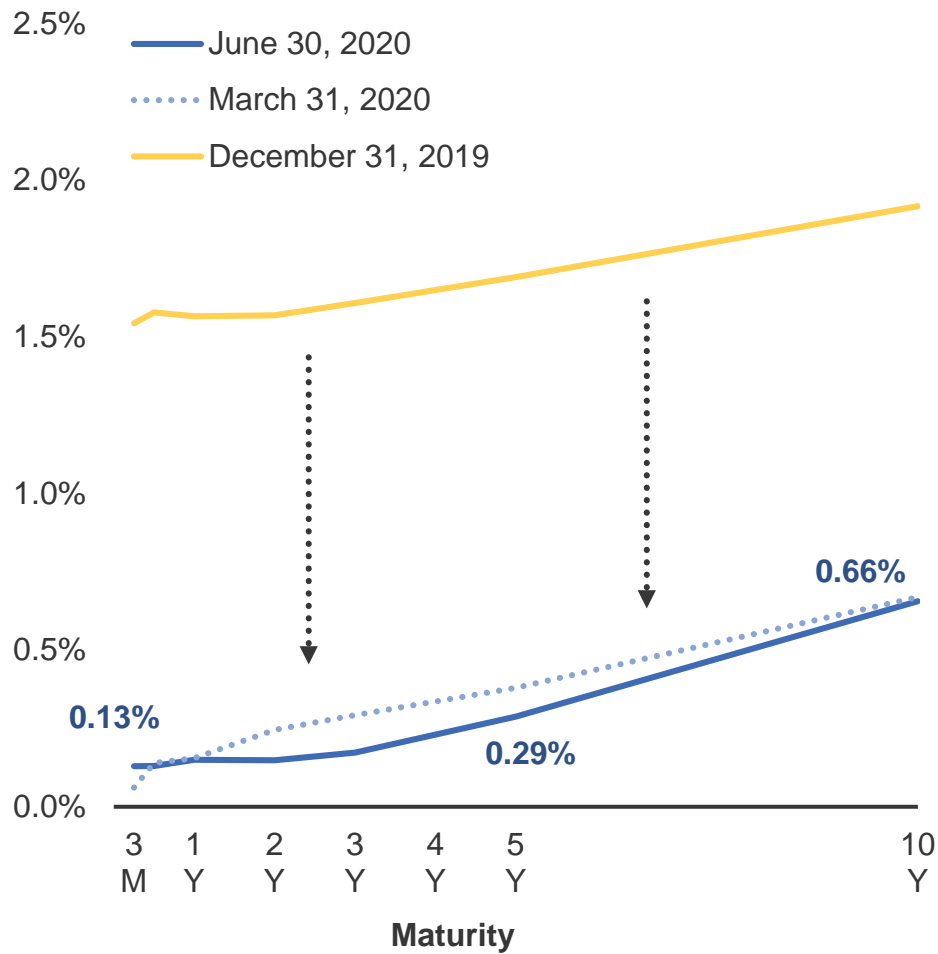
Economic Conditions Are Depressed, but Appear to Have Bottomed



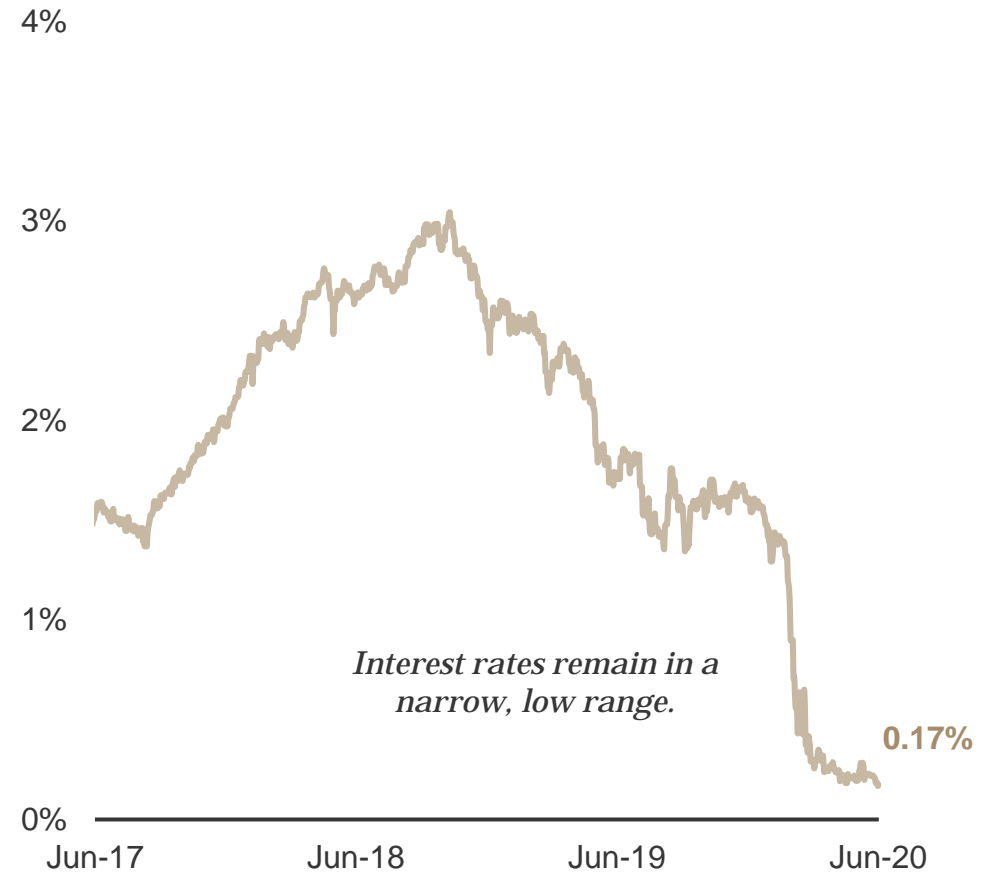
Source: Bloomberg, data available as of 6/30/2020.

Interest Rates Traded in a Narrow Range During the Second Quarter

US Treasury Yield Curve



3-Year Treasury Yield

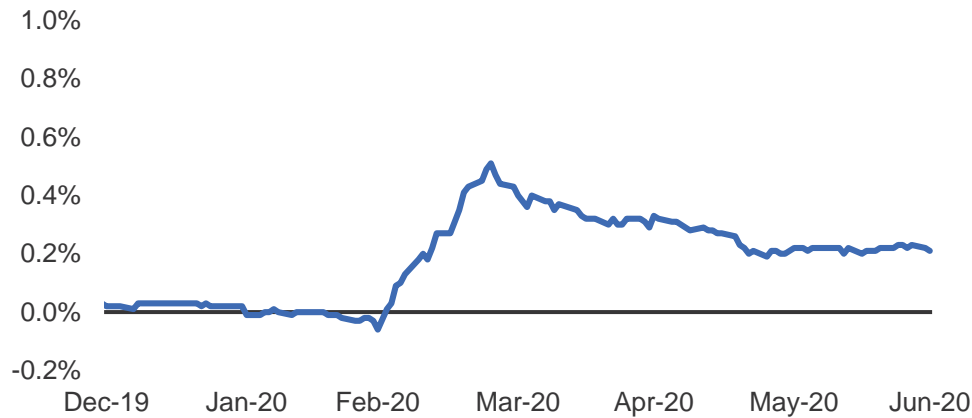


Source: Bloomberg, as of 6/30/2020.

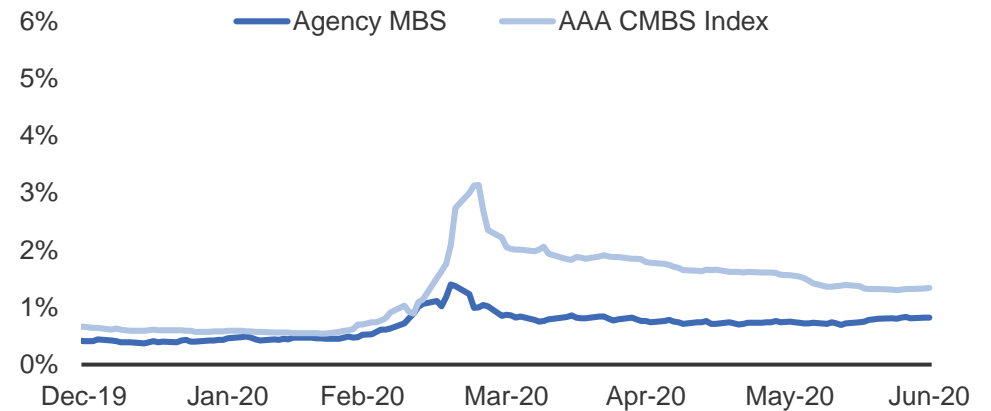
Sector Spreads Tightened Significantly, Moving Toward Pre-COVID Levels

1-5 Year Indices

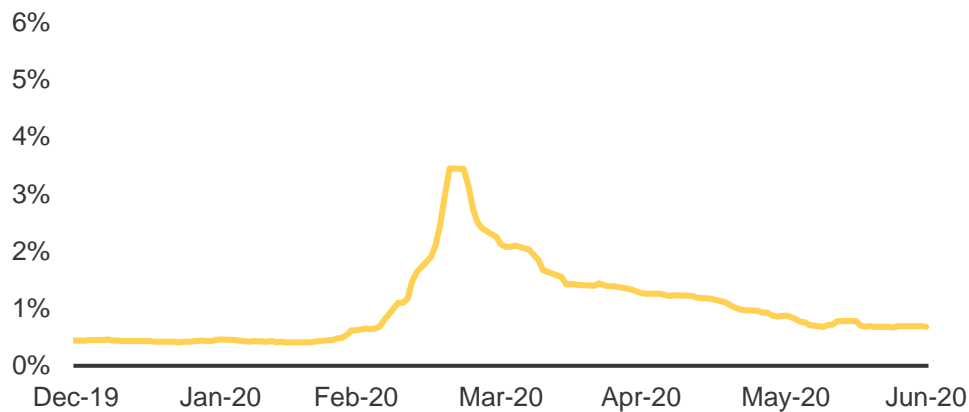
Federal Agency Yield Spreads



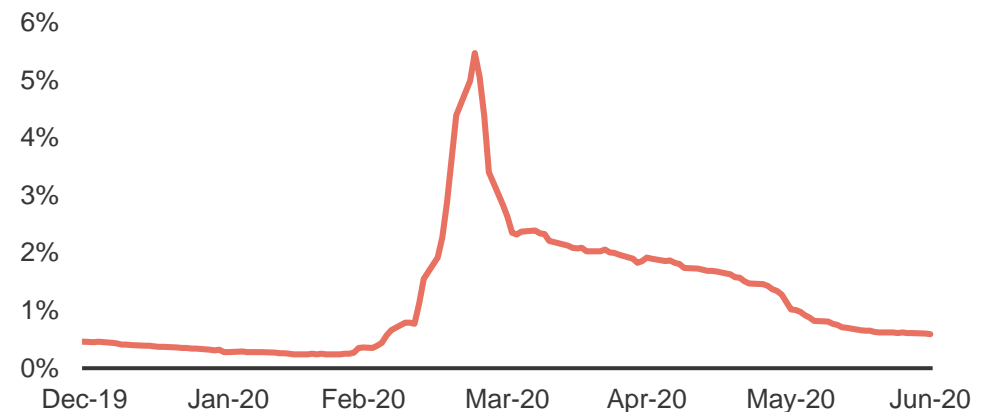
Mortgage-Backed Securities Yield Spreads



Corporate Notes A-AAA Yield Spreads



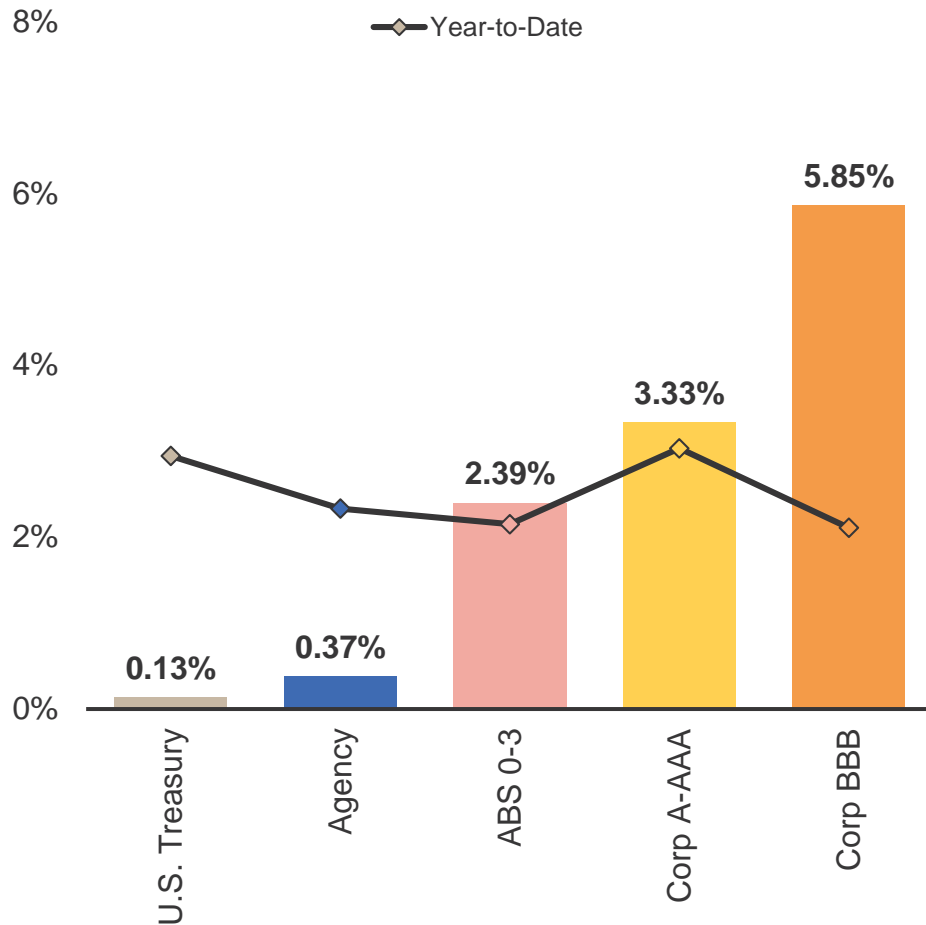
Asset-Backed Securities Yield Spreads



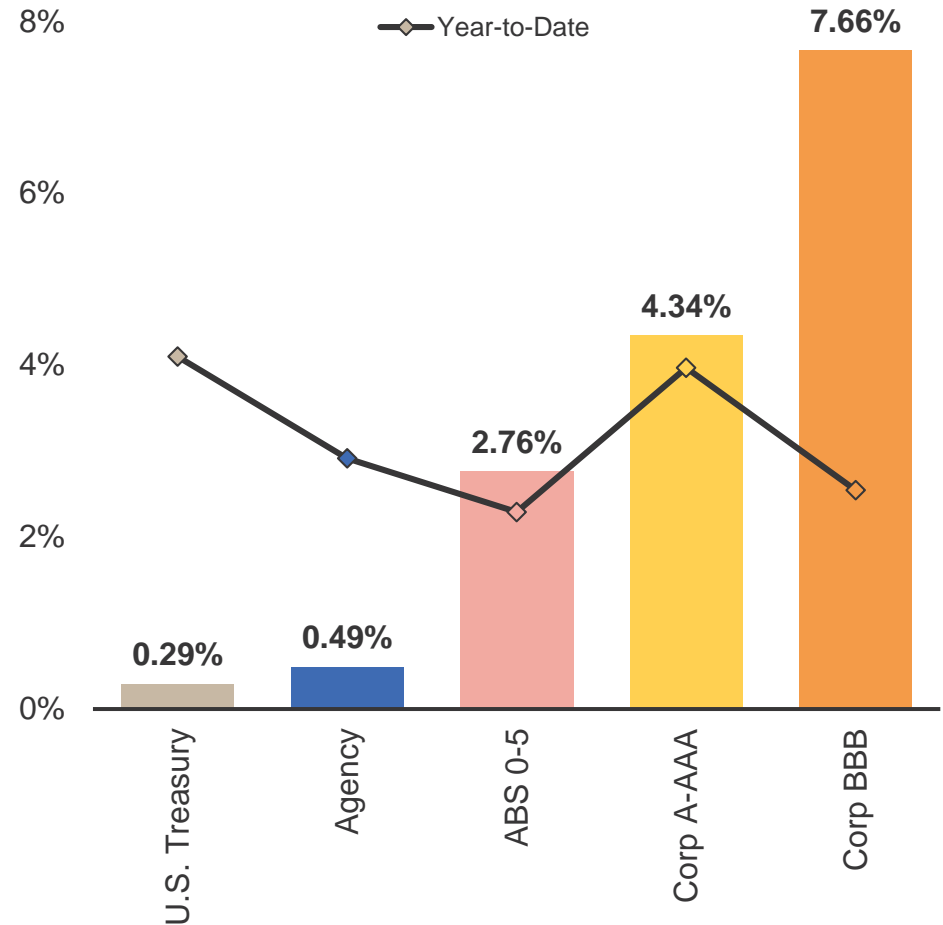
Source: ICE BofAML 1-5 year Indices via Bloomberg, MarketAxess, and PFM, as of 6/30/2020. Spreads on ABS and MBS are option-adjusted spreads of 0-5 year indices based on weighted average life; spreads on agencies are relative to comparable-maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

Credit Outperforms in Second Quarter Due to Massive Spread Tightening

1-3 Year Indices Second Quarter Returns

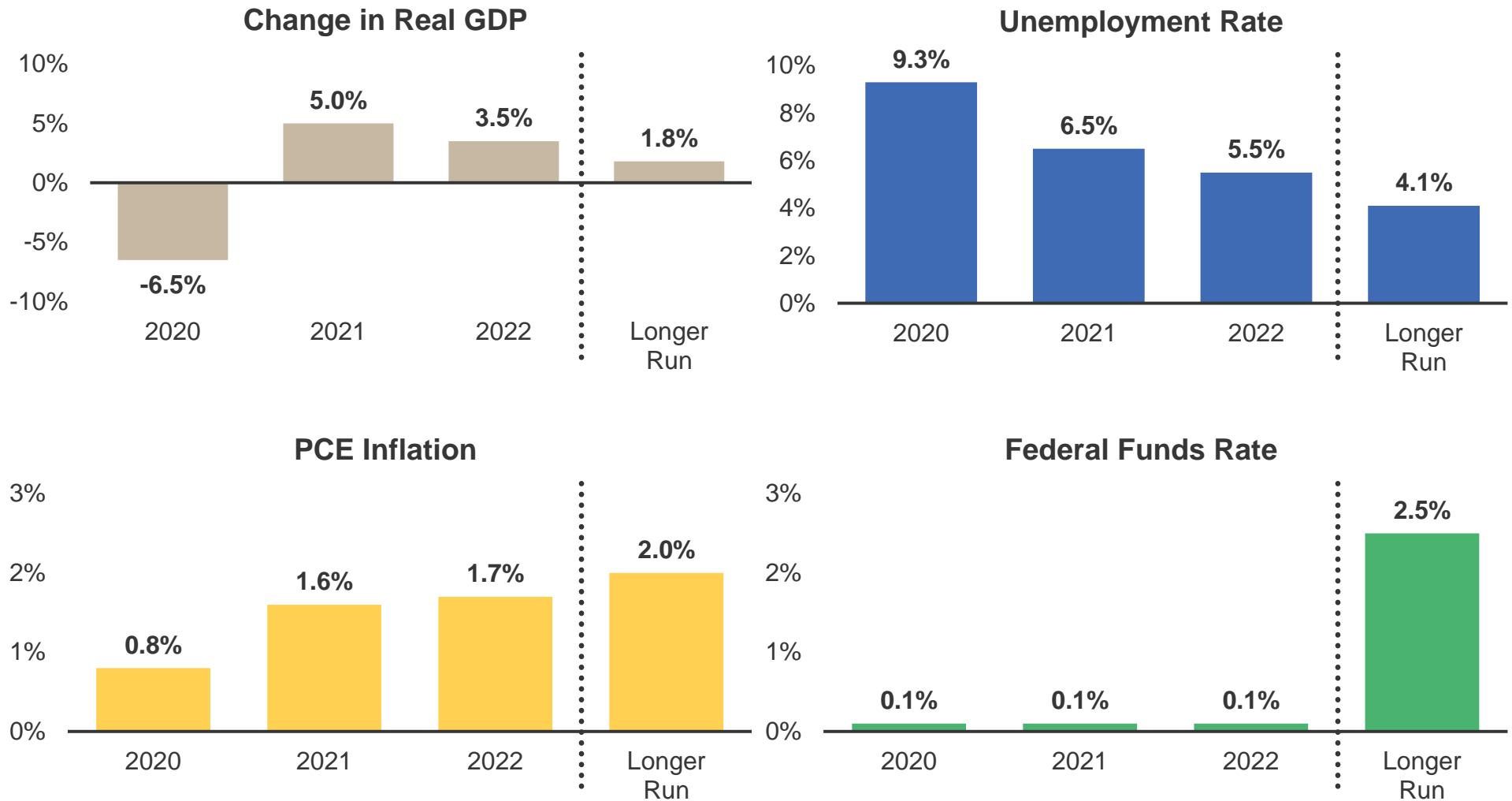


1-5 Year Indices Second Quarter Returns



Source: Bloomberg, as of 6/30/2020.

Fed's June Economic Projections Indicate Long Recovery Ahead



Source: Federal Reserve, economic projections as of June 2020.

Portfolio Overview

Sector Allocation and Compliance

- The portfolio is in compliance with CAPRI's Investment Policy and California Government Code.

Security Type	Market Value as of 06/30/20	% of Portfolio	Permitted by Policy	In Compliance
U.S. Treasury	\$10,234,939	47.5%	100%	✓
Federal Agency	\$654,392	3.0%	100%	✓
Federal Agency CMOs	\$444,893	2.1%	100%	✓
Municipal Obligations	\$146,459	0.7%	30%	✓
Supranationals	\$403,627	1.9%	30%	✓
Negotiable CDs	\$2,504,681	11.6%	30%	✓
Corporate Notes	\$5,646,793	26.2%	30%	✓
Asset-Backed Securities	\$1,532,566	7.1%	20%	✓
Securities Sub-Total	\$21,568,349	100.0%		
Accrued Interest	\$76,132			
Total Investments	\$21,644,482	100.0%		

Market values, excluding accrued interest. Detail may not add to total due to rounding. Current investment policy as of November 2019.

Portfolio Recap

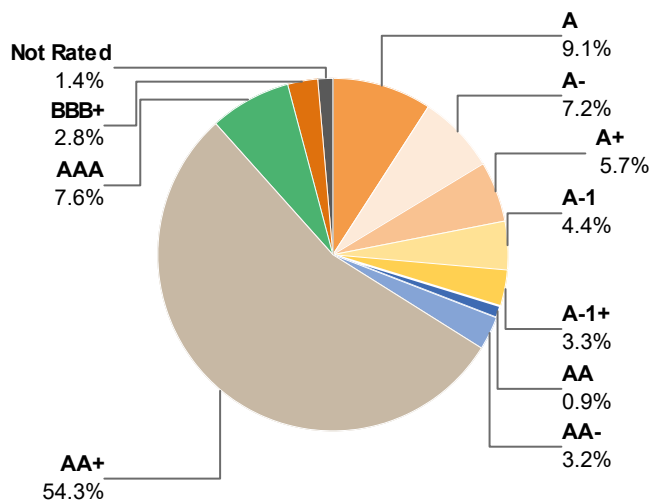
- PFM's strategy for the second quarter encompassed the following:
 - We remained proactive in response to the market effects and uncertainty created by the pandemic. We continued to apply our strong credit process, reassessing every issuer for the short- and intermediate-term impact of the disrupted economy. As financial markets began to normalize during the second quarter, investment-grade issuers on PFM's approved issuer list were carefully vetted, with many issuers gradually reapproved.
 - We are targeting a portfolio duration that is neutral to the benchmark duration, a strategy consistent with high levels of market uncertainty as well as expectations that rates will remain low for a prolonged period.
 - Throughout much of the second quarter, yield spreads on federal agencies were wide and attractive, so we took this opportunity to add allocations back to the sector. As yields began to narrow, the portfolio benefited from incremental performance.
 - Investment grade corporate bonds faced a multitude of uncertainties heading into the second quarter as economies were shut down and companies contended with growing concerns around revenue, profitability, liquidity, and sustainability. Aggressive Fed actions calmed the credit markets and restored liquidity, leading to a sharp tightening of the wide yield spreads from March. This allowed companies to bring a record amount of new issuance to market.
 - A key element to our strategy during the second quarter was to cautiously maintain overall exposure to the credit sector, emphasizing issuers with strong balance sheets and limited overseas exposure.
 - This strategy benefited the portfolio significantly as investment grade corporates significantly outperformed Treasuries during the second quarter and mostly offset the negative underperformance experienced in the first quarter.
 - The ABS sector was challenged by many unknowns during the second quarter as high unemployment threatened consumers' ability to make timely payments on credit cards and car loans. The Fed revived a program from 2009 to provide financing to eligible ABS investors, boosting confidence in the sector.
 - PFM avoided new exposure to ABS during the quarter as risks and uncertainties appeared to outweigh the benefits. The outperformance of existing holdings boosted portfolio performance relative to benchmark in the second half of the quarter.

Portfolio Statistics

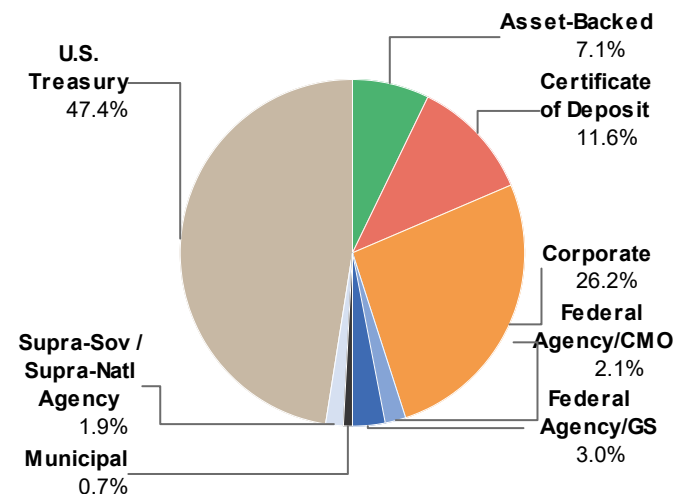
As of June 30, 2020

Par Value:	\$20,745,466
Total Market Value:	\$21,644,482
Security Market Value:	\$21,568,349
Accrued Interest:	\$76,132
Cash:	-
Amortized Cost:	\$20,774,754
Yield at Market:	0.54%
Yield at Cost:	2.16%
Effective Duration:	2.45 Years
Average Maturity:	2.70 Years
Average Credit: *	AA

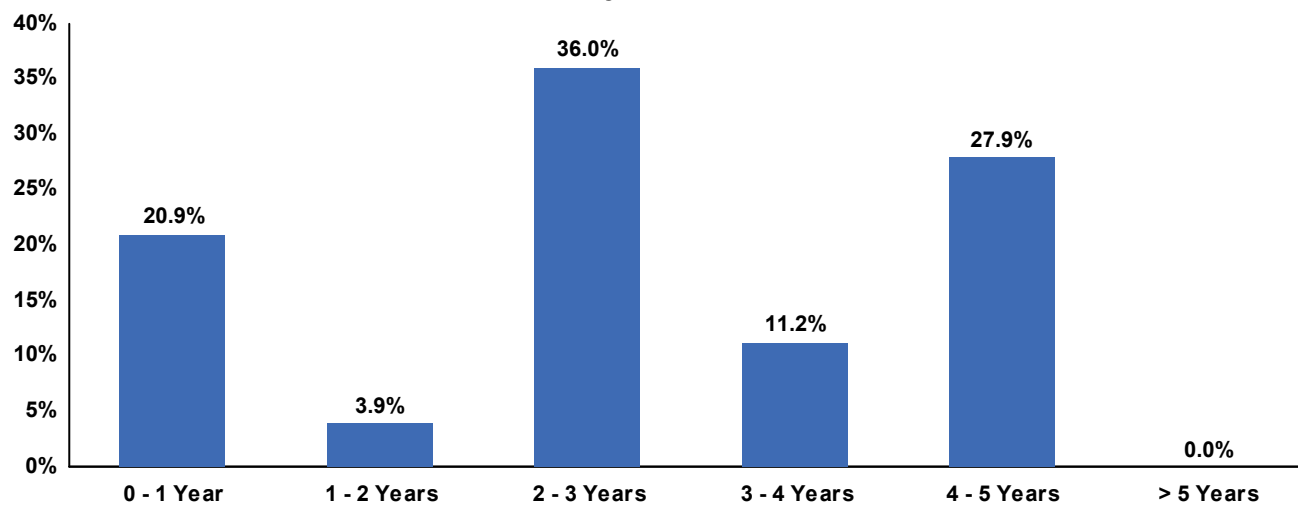
Credit Quality (S&P Ratings)**



Sector Allocation



Maturity Distribution

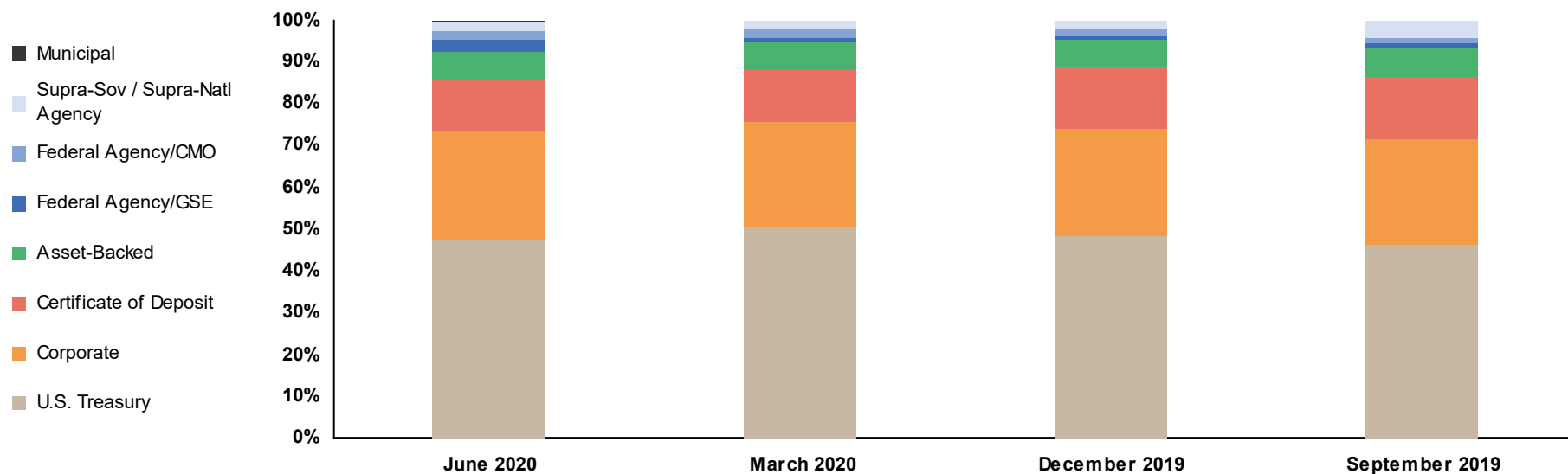


*An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio.

**Securities held in the Association's portfolio are in compliance with California Government Code and the Association's Investment Policy dated November 2019.

Sector Allocation

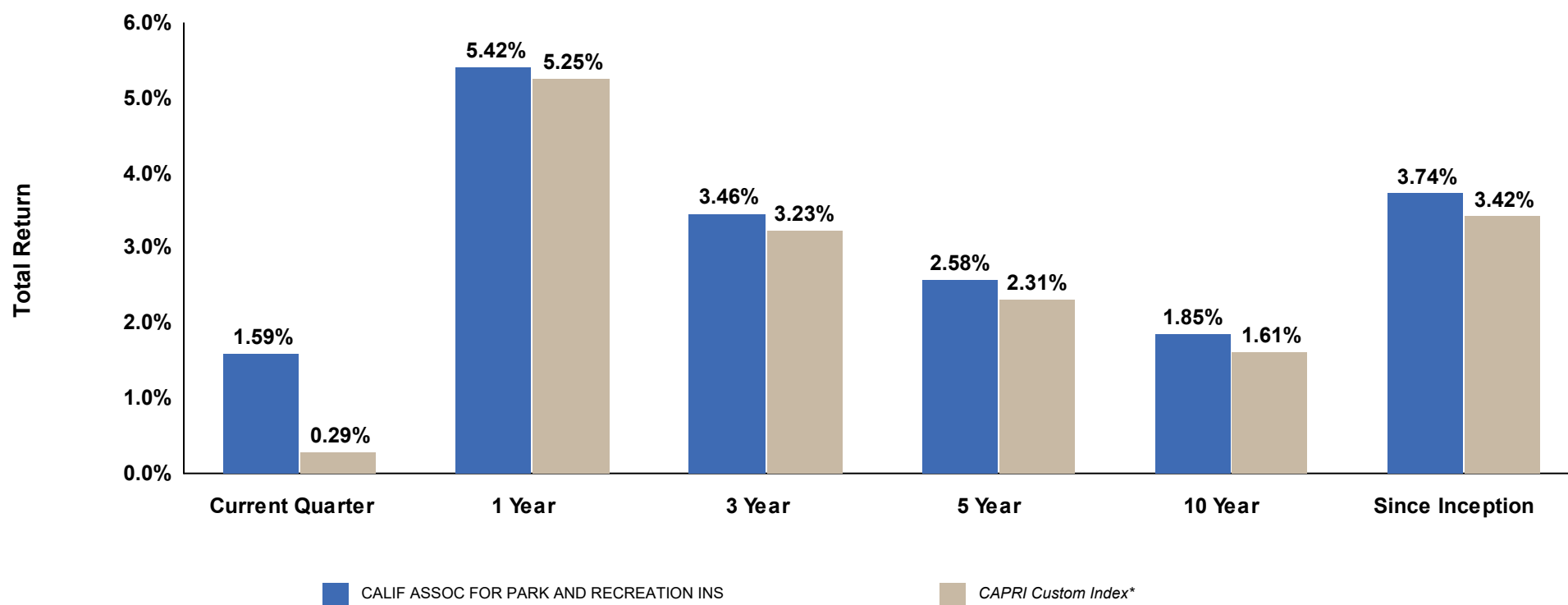
Sector	June 30, 2020		March 31, 2020		December 31, 2019		September 30, 2019	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	10.2	47.4%	10.8	50.4%	10.3	48.3%	9.1	46.3%
Corporate	5.6	26.2%	5.4	25.0%	5.5	25.7%	4.9	25.1%
Certificate of Deposit	2.5	11.6%	2.7	12.5%	3.1	14.7%	2.9	14.9%
Asset-Backed	1.5	7.1%	1.5	6.9%	1.4	6.6%	1.4	7.1%
Federal Agency/GSE	0.7	3.0%	0.2	0.9%	0.2	0.9%	0.2	1.0%
Federal Agency/CMO	0.4	2.1%	0.5	2.2%	0.4	1.7%	0.3	1.5%
Supra-Sov / Supra-Natl Agency	0.4	1.9%	0.4	1.9%	0.4	1.9%	0.8	4.1%
Municipal	0.1	0.7%	0.1	0.2%	0.0	0.2%	0.0	0.0%
Total	\$21.6	100.0%	\$21.5	100.0%	\$21.3	100.0%	\$19.7	100.0%



Detail may not add to total due to rounding.

Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	Annualized Return				Since Inception (03/31/95)
			1 Year	3 Year	5 Year	10 Year	
CALIF ASSOC FOR PARK AND RECREATION INS	2.45	1.59%	5.42%	3.46%	2.58%	1.85%	3.74%
CAPRI Custom Index*	2.58	0.29%	5.25%	3.23%	2.31%	1.61%	3.42%
Difference		1.30%	0.17%	0.23%	0.27%	0.24%	0.32%



Portfolio performance is gross of fees unless otherwise indicated.

*CAPRI's benchmark was the ICE BofAML 1-Year U.S. Treasury Bill Index from inception until March 31, 2001, then the ICE BofAML 1-Year Treasury Note Index until September 30, 2001, then the ICE BofAML 1-3 Year Treasury Index until June 30, 2012, and was changed to the ICE BofAML 1-5 Year Treasury Index on July 1, 2012.

Investment Strategy Outlook

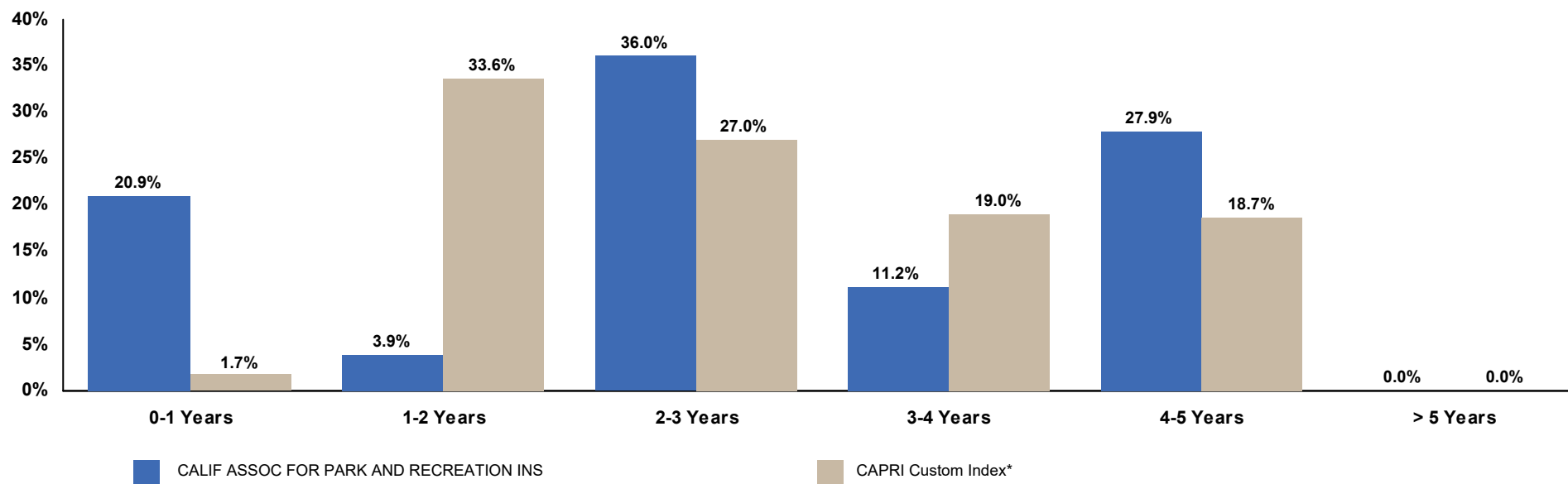
- ◆ A cloud of uncertainty hangs over the U.S. and global economies entering the second half of 2020. Economic data has rebounded significantly from the April lows but remains well below pre-pandemic levels.
 - To recapture previous economic highs, it will be important that COVID-19 hotspots are contained so that public confidence can be restored. Considering these uncertainties, we plan on structuring the portfolio to have a neutral duration position relative to the benchmark.
- ◆ Our outlook for major investment grade sectors includes the following:
 - We plan to focus the majority of new federal agency purchases in maturities beyond three years as yield spreads on shorter maturities are now back near pre-pandemic levels. Some callable agencies also appear to have value.
 - The investment grade corporate market should continue to benefit from Fed support moving into the third quarter. Yield spreads for shorter corporates are back to near pre-crisis levels, but the credit curve is relatively steep. As a result, longer maturity corporates appear attractive, as the “roll down” effect in the credit curve is back in play. We will continue our enhanced due diligence to track the progress of individual issuers as they navigate the recovery phase of the coronavirus pandemic.
 - ABS allocations are expected to remain stable. Liquidity has improved and spreads have narrowed due to Fed support. However, we continue to carefully follow consumer trends for signs of material deterioration in collateral performance.
 - The agency MBS sector continues to benefit from the Fed’s large-scale purchase program, which the central bank has signaled will continue in the coming months. However, near-term prepayment risk remains elevated in the low rate environment as refinancings remain robust. Allocations to the sector will likely be maintained, with additions focused on structures that mitigate prepayment risk.

Portfolio Details

Maturity Distribution

As of June 30, 2020

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
CALIF ASSOC FOR PARK AND RECREATION INS	0.54%	2.70 yrs	20.9%	3.9%	36.0%	11.2%	27.9%	0.0%
CAPRI Custom Index*	0.19%	2.73 yrs	1.7%	33.6%	27.0%	19.0%	18.7%	0.0%



*CAPRI's benchmark was the ICE BofAML 1-Year U.S. Treasury Bill Index from inception until March 31, 2001, then the ICE BofAML 1-Year Treasury Note Index until September 30, 2001, then the ICE BofAML 1-3 Year Treasury Index until June 30, 2012, and was changed to the ICE BofAML 1-5 Year Treasury Index on July 1, 2012.

Portfolio Earnings

Quarter-Ended June 30, 2020

	Market Value Basis	Accrual (Amortized Cost) Basis
Beginning Value (03/31/2020)	\$21,548,299.87	\$20,946,810.70
Net Purchases/Sales	(\$209,178.20)	(\$209,178.20)
Change in Value	\$229,227.58	\$37,121.39
Ending Value (06/30/2020)	\$21,568,349.25	\$20,774,753.89
Interest Earned	\$113,748.26	\$113,748.26
Portfolio Earnings	\$342,975.84	\$150,869.65

Issuer Distribution

As of June 30, 2020

Issuer	Market Value (\$)	% of Portfolio
UNITED STATES TREASURY	10,234,939	47.5%
FEDERAL HOME LOAN BANKS	427,498	2.0%
SWEDBANK AB	402,797	1.9%
CAPITAL ONE FINANCIAL CORP	385,181	1.8%
APPLE INC	382,322	1.8%
JP MORGAN CHASE & CO	373,691	1.7%
US BANCORP	371,880	1.7%
FREDDIE MAC	370,082	1.7%
WESTPAC BANKING CORP	360,652	1.7%
ROYAL BANK OF CANADA	359,772	1.7%
BANK OF MONTREAL	351,049	1.6%
FANNIE MAE	301,705	1.4%
THE BANK OF NEW YORK MELLON CORPORATION	291,838	1.4%
VOLKSWAGEN OF AMERICA	255,870	1.2%
MORGAN STANLEY	220,940	1.0%
GOLDMAN SACHS GROUP INC	220,524	1.0%
PNC FINANCIAL SERVICES GROUP	217,957	1.0%
AMAZON.COM INC	217,021	1.0%

Top 5 = 54.9%

Top 10 = 63.4%

Issuer	Market Value (\$)	% of Portfolio
TRUIST FIN CORP	212,564	1.0%
AMERICAN HONDA FINANCE	209,822	1.0%
MITSUBISHI UFJ FINANCIAL GROUP INC	208,685	1.0%
DNB ASA	207,644	1.0%
THE WALT DISNEY CORPORATION	207,091	1.0%
SKANDINAVISKA ENSKILDA BANKEN AB	206,117	1.0%
NORDEA BANK AB	206,074	1.0%
HONDA AUTO RECEIVABLES	204,743	1.0%
GENERAL DYNAMICS CORP	204,601	1.0%
UNILEVER PLC	203,484	0.9%
NATIONAL RURAL UTILITIES CO FINANCE CORP	203,244	0.9%
INTERNATIONAL FINANCE CORPORATION	203,189	0.9%
IBM CORP	202,755	0.9%
BANK OF AMERICA CO	202,128	0.9%
SUMITOMO MITSUI FINANCIAL GROUP INC	201,892	0.9%
WELLS FARGO & COMPANY	201,750	0.9%
WAL-MART STORES INC	201,520	0.9%
STATE STREET CORPORATION	200,614	0.9%
INTL BANK OF RECONSTRUCTION AND DEV	200,438	0.9%
NISSAN AUTO RECEIVABLES	190,740	0.9%
DEERE & COMPANY	185,855	0.9%

Issuer	Market Value (\$)	% of Portfolio
PACCAR FINANCIAL CORP	172,201	0.8%
TOYOTA MOTOR CORP	154,938	0.7%
HARLEY-DAVIDSON MOTORCYCLE TRUST	153,013	0.7%
CATERPILLAR INC	150,386	0.7%
GM FINANCIAL SECURITIZED TERM	137,932	0.6%
CHARLES SCHWAB	127,800	0.6%
PEPSICO INC	126,587	0.6%
VERIZON OWNER TRUST	112,712	0.5%
AMERICAN EXPRESS CO	101,330	0.5%
STATE OF CONNECTICUT	93,695	0.4%
CAPITAL ONE PRIME AUTO REC TRUST	92,374	0.4%
HERSHEY COMPANY	81,950	0.4%
CHAFFEY CA JT UNION HS DIST	52,764	0.2%
Grand Total:	21,568,349	100.0%

Sector/Issuer Distribution

As of June 30, 2020

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Asset-Backed			
CAPITAL ONE FINANCIAL CORP	385,181	25.1%	1.8%
CAPITAL ONE PRIME AUTO REC TRUST	92,374	6.0%	0.4%
GM FINANCIAL SECURITIZED TERM	137,932	9.0%	0.6%
HARLEY-DAVIDSON MOTORCYCLE TRUST	153,013	10.0%	0.7%
HONDA AUTO RECEIVABLES	204,743	13.4%	0.9%
NISSAN AUTO RECEIVABLES	190,740	12.4%	0.9%
VERIZON OWNER TRUST	112,712	7.4%	0.5%
VOLKSWAGEN OF AMERICA	255,870	16.7%	1.2%
Sector Total	1,532,566	100.0%	7.1%
Certificate of Deposit			
BANK OF MONTREAL	351,049	14.0%	1.6%
DNB ASA	207,644	8.3%	1.0%
MITSUBISHI UFJ FINANCIAL GROUP INC	208,685	8.3%	1.0%
NORDEA BANK AB	206,074	8.2%	1.0%
ROYAL BANK OF CANADA	359,772	14.4%	1.7%
SKANDINAVISKA ENSKILDA BANKEN AB	206,117	8.2%	1.0%
SUMITOMO MITSUI FINANCIAL GROUP INC	201,892	8.1%	0.9%
SWEDBANK AB	402,797	16.1%	1.9%
WESTPAC BANKING CORP	360,652	14.4%	1.7%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Sector Total	2,504,681	100.0%	11.6%
Corporate			
AMAZON.COM INC	217,021	3.8%	1.0%
AMERICAN EXPRESS CO	101,330	1.8%	0.5%
AMERICAN HONDA FINANCE	209,822	3.7%	1.0%
APPLE INC	382,322	6.8%	1.8%
BANK OF AMERICA CO	202,128	3.6%	0.9%
CATERPILLAR INC	150,386	2.7%	0.7%
CHARLES SCHWAB	127,800	2.3%	0.6%
DEERE & COMPANY	185,855	3.3%	0.9%
GENERAL DYNAMICS CORP	204,601	3.6%	0.9%
GOLDMAN SACHS GROUP INC	220,524	3.9%	1.0%
HERSHEY COMPANY	81,950	1.5%	0.4%
IBM CORP	202,755	3.6%	0.9%
JP MORGAN CHASE & CO	373,691	6.6%	1.7%
MORGAN STANLEY	220,940	3.9%	1.0%
NATIONAL RURAL UTILITIES CO FINANCE CORP	203,244	3.6%	0.9%
PACCAR FINANCIAL CORP	172,201	3.0%	0.8%
PEPSICO INC	126,587	2.2%	0.6%
PNC FINANCIAL SERVICES GROUP	217,957	3.9%	1.0%
STATE STREET CORPORATION	200,614	3.6%	0.9%
THE BANK OF NEW YORK MELLON CORPORATION	291,838	5.2%	1.4%
THE WALT DISNEY CORPORATION	207,091	3.7%	1.0%
TOYOTA MOTOR CORP	154,938	2.7%	0.7%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
TRUIST FIN CORP	212,564	3.8%	1.0%
UNILEVER PLC	203,484	3.6%	0.9%
US BANCORP	371,880	6.6%	1.7%
WAL-MART STORES INC	201,520	3.6%	0.9%
WELLS FARGO & COMPANY	201,750	3.6%	0.9%
Sector Total	5,646,793	100.0%	26.2%
Federal Agency/CMO			
FANNIE MAE	74,811	16.8%	0.3%
FREDDIE MAC	370,082	83.2%	1.7%
Sector Total	444,893	100.0%	2.1%
Federal Agency/GSE			
FANNIE MAE	226,894	34.7%	1.1%
FEDERAL HOME LOAN BANKS	427,498	65.3%	2.0%
Sector Total	654,392	100.0%	3.0%
Municipal			
CHAFFEY CA JT UNION HS DIST	52,764	36.0%	0.2%
STATE OF CONNECTICUT	93,695	64.0%	0.4%
Sector Total	146,459	100.0%	0.7%
Supra-Sov / Supra-Natl Agency			
INTERNATIONAL FINANCE CORPORATION	203,189	50.3%	0.9%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
INTL BANK OF RECONSTRUCTION AND DEV	200,438	49.7%	0.9%
Sector Total	403,627	100.0%	1.9%
U.S. Treasury			
UNITED STATES TREASURY	10,234,939	100.0%	47.5%
Sector Total	10,234,939	100.0%	47.5%
Portfolio Total	21,568,349	100.0%	100.0%

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
BUY									
4/15/20	4/16/20	225,000	3130AJHU6	FEDERAL HOME LOAN BANK NOTES	0.50%	4/14/25	223,884.00	0.60%	
4/22/20	4/24/20	225,000	3135G03U5	FANNIE MAE NOTES	0.62%	4/22/25	224,536.50	0.67%	
5/11/20	5/13/20	375,000	037833DT4	APPLE INC (CALLABLE) CORP NOTES	1.12%	5/11/25	375,777.19	1.08%	
5/20/20	5/26/20	100,000	89236TGT6	TOYOTA MOTOR CREDIT CORP CORP NOTES	1.80%	2/13/25	101,492.00	1.58%	
5/20/20	5/26/20	50,000	89236TGT6	TOYOTA MOTOR CREDIT CORP CORP NOTES	1.80%	2/13/25	50,746.00	1.58%	
5/29/20	6/11/20	40,000	20772KJW0	CT ST TXBL GO BONDS	1.99%	7/1/24	40,000.00	2.00%	
6/12/20	6/25/20	50,000	20772KKK4	CT ST T/E GO BONDS	2.00%	6/1/25	52,548.50	0.94%	
Total BUY		1,065,000					1,068,984.19		
INTEREST									
4/1/20	4/1/20	200,000	46647PBB1	JPMORGAN CHASE & CO BONDS	3.20%	4/1/23	3,207.00		
4/1/20	4/1/20	125,000	06051GGS2	BANK OF AMERICA CORP (CALLABLE)	2.32%	10/1/21	1,455.00		
4/1/20	4/25/20	100,000	3137BM6P6	FHLMC SERIES K721 A2	3.09%	8/1/22	257.50		
4/1/20	4/25/20	125,000	3137BGK24	FHMS K043 A2	3.06%	12/25/24	318.96		
4/1/20	4/25/20	83,590	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	249.69		
4/1/20	4/25/20	60,250	3137FKK39	FHMS KP05 A	3.20%	7/1/23	160.82		
4/1/20	4/25/20	78,614	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	137.05		
4/15/20	4/15/20	150,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	292.50		
4/15/20	4/15/20	185,000	65478NAD7	NAROT 2018-C A3	3.22%	6/15/23	496.42		
4/15/20	4/15/20	200,000	43815AAC6	HAROT 2018-4 A3	3.16%	1/15/23	526.67		
4/15/20	4/15/20	125,000	713448DX3	PEPSICO INC CORP (CALLABLE) NOTE	2.00%	4/15/21	1,250.00		
4/15/20	4/15/20	375,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	537.50		
4/15/20	4/15/20	90,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	188.25		
4/16/20	4/16/20	135,000	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	334.13		

CALIF ASSOC FOR PARK AND RECREATION INS

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
4/16/20	4/16/20	200,000	86565BPC9	SUMITOMO MITSUI BANK NY CERT DEPOS	3.39%	10/16/20	3,446.50		
4/19/20	4/19/20	25,000	06051GFW4	BANK OF AMERICA CORP NOTE	2.62%	4/19/21	328.13		
4/20/20	4/20/20	110,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	169.58		
4/20/20	4/20/20	250,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	677.08		
4/24/20	4/24/20	85,000	06406RAL1	BANK OF NY MELLON CORP	2.10%	10/24/24	892.50		
4/29/20	4/29/20	200,000	61746BDQ6	MORGAN STANLEY CORP NOTES	3.87%	4/29/24	3,875.00		
4/30/20	4/30/20	1,280,000	912828T91	US TREASURY NOTES	1.62%	10/31/23	10,400.00		
5/1/20	5/25/20	100,000	3137BM6P6	FHLMC SERIES K721 A2	3.09%	8/1/22	257.50		
5/1/20	5/25/20	125,000	3137BGK24	FHMS K043 A2	3.06%	12/25/24	318.96		
5/1/20	5/25/20	82,270	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	260.31		
5/1/20	5/25/20	56,673	3137FKK39	FHMS KP05 A	3.20%	7/1/23	151.27		
5/1/20	5/25/20	78,488	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	179.13		
5/3/20	5/3/20	200,000	06406FAB9	BANK OF NEW YORK MELLON (CALLABLE) NOTES	2.05%	5/3/21	2,050.00		
5/5/20	5/5/20	100,000	0258M0EB1	AMERICAN EXPRESS CREDIT (CALLABLE) NOTES	2.25%	5/5/21	1,125.00		
5/10/20	5/10/20	70,000	69371RP26	PACCAR FINANCIAL CORP	3.10%	5/10/21	1,085.00		
5/11/20	5/11/20	200,000	369550BE7	GENERAL DYNAMICS CORP	3.00%	5/11/21	3,000.00		
5/13/20	5/13/20	100,000	69371RN85	PACCAR FINANCIAL CORP NOTES	2.05%	11/13/20	1,025.00		
5/15/20	5/15/20	80,000	427866BA5	HERSHEY COMPANY CORP NOTES	3.10%	5/15/21	1,240.00		
5/15/20	5/15/20	375,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	537.50		
5/15/20	5/15/20	185,000	65478NAD7	NAROT 2018-C A3	3.22%	6/15/23	496.42		
5/15/20	5/15/20	90,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	188.25		
5/15/20	5/15/20	200,000	43815AAC6	HAROT 2018-4 A3	3.16%	1/15/23	526.67		
5/15/20	5/15/20	30,000	912828PC8	US TREASURY NOTES	2.62%	11/15/20	393.75		
5/15/20	5/15/20	150,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	292.50		
5/16/20	5/16/20	135,000	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	334.13		
5/17/20	5/17/20	50,000	06051GHH5	BANK OF AMERICA CORP NOTES	3.49%	5/17/22	874.75		
5/18/20	5/18/20	400,000	87019U6D6	SWEDBANK (NEW YORK) CERT DEPOS	2.27%	11/16/20	4,590.44		
5/20/20	5/20/20	110,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	169.58		
5/20/20	5/20/20	250,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	677.08		
5/21/20	5/21/20	125,000	808513AW5	CHARLES SCHWAB CORP NOTES	3.25%	5/21/21	2,031.25		

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Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
5/31/20	5/31/20	3,925,000	912828R69	US TREASURY N/B NOTES	1.62%	5/31/23	31,890.63		
6/1/20	6/25/20	100,000	3137BM6P6	FHLMC SERIES K721 A2	3.09%	8/1/22	257.50		
6/1/20	6/25/20	75,603	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	226.72		
6/1/20	6/25/20	125,000	3137BGK24	FHMS K043 A2	3.06%	12/25/24	318.96		
6/1/20	6/25/20	76,676	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	133.67		
6/1/20	6/25/20	56,567	3137FKK39	FHMS KP05 A	3.20%	7/1/23	150.99		
6/2/20	6/2/20	200,000	23341VZT1	DNB BANK ASA/NY LT CD	2.04%	12/2/22	2,028.67		
6/7/20	6/7/20	350,000	78012UEE1	ROYAL BANK OF CANADA NY CD	3.24%	6/7/21	5,670.00		
6/7/20	6/7/20	200,000	94974BGR5	WELLS FARGO & COMPANY NOTES	2.55%	12/7/20	2,550.00		
6/15/20	6/15/20	185,000	65478NAD7	NAROT 2018-C A3	3.22%	6/15/23	496.42		
6/15/20	6/15/20	200,000	931142EA7	WAL-MART STORES INC CORP NOTE	1.90%	12/15/20	1,900.00		
6/15/20	6/15/20	90,000	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	188.25		
6/15/20	6/15/20	150,000	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	292.50		
6/15/20	6/15/20	375,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	537.50		
6/15/20	6/15/20	200,000	43815AAC6	HAROT 2018-4 A3	3.16%	1/15/23	526.67		
6/16/20	6/16/20	135,000	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	334.13		
6/20/20	6/20/20	110,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	169.58		
6/20/20	6/20/20	250,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	677.08		
6/27/20	6/27/20	200,000	02665WCZ2	AMERICAN HONDA FINANCE CORP NOTE	2.40%	6/27/24	2,400.00		
6/30/20	6/30/20	2,500,000	912828XX3	US TREASURY N/B NOTES	2.00%	6/30/24	25,000.00		
6/30/20	6/30/20	2,000,000	912828N30	US TREASURY NOTES	2.12%	12/31/22	21,250.00		
Total INTEREST		18,978,731					148,004.04		
MATURITY									
4/17/20	4/17/20	325,000	89236TDU6	TOYOTA MOTOR CREDIT CORP	1.95%	4/17/20	328,168.75		0.00
6/5/20	6/5/20	200,000	06417GU22	BANK OF NOVA SCOTIA HOUSTON CD	3.08%	6/5/20	203,080.00		0.00
6/5/20	6/5/20	100,000	437076BQ4	HOME DEPOT INC CORP NOTES	1.80%	6/5/20	100,900.00		0.00

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Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
Total MATURITY		625,000					632,148.75		0.00
PAYDOWNS									
4/1/20	4/25/20	126	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	125.78		0.00
4/1/20	4/25/20	1,320	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	1,319.63		0.00
4/1/20	4/25/20	3,577	3137FKK39	FHMS KP05 A	3.20%	7/1/23	3,576.92		0.00
5/1/20	5/25/20	1,812	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	1,811.83		0.00
5/1/20	5/25/20	6,667	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	6,667.19		0.00
5/1/20	5/25/20	105	3137FKK39	FHMS KP05 A	3.20%	7/1/23	105.49		0.00
6/1/20	6/25/20	6,558	3137FKK39	FHMS KP05 A	3.20%	7/1/23	6,558.43		0.00
6/1/20	6/25/20	1,697	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	1,696.74		0.00
6/1/20	6/25/20	126	3137FQ3V3	FHMS KJ27 A1	2.09%	7/25/24	125.54		0.00
Total PAYDOWNS		21,988					21,987.55		0.00
SELL									
4/15/20	4/16/20	200,000	912828N30	US TREASURY NOTES	2.12%	12/31/22	211,522.75		12,238.36
5/11/20	5/13/20	250,000	912828N30	US TREASURY NOTES	2.12%	12/31/22	264,582.65		15,016.05
5/20/20	5/26/20	100,000	912828N30	US TREASURY NOTES	2.12%	12/31/22	105,846.45		5,931.01
5/21/20	5/26/20	50,000	912828N30	US TREASURY NOTES	2.12%	12/31/22	52,919.32		2,961.59
Total SELL		600,000					634,871.17		36,147.01

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 11/15/2010 2.625% 11/15/2020	912828PC8	30,000.00	AA+	Aaa	5/3/2016	5/6/2016	31,860.94	1.21	100.58	30,154.14	30,271.88
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	975,000.00	AA+	Aaa	1/30/2019	1/31/2019	959,537.11	2.55	56.30	965,127.54	1,022,531.25
US TREASURY NOTES DTD 12/31/2015 2.125% 12/31/2022	912828N30	1,025,000.00	AA+	Aaa	1/7/2019	1/10/2019	1,010,225.59	2.51	59.19	1,015,703.63	1,074,968.75
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	1,600,000.00	AA+	Aaa	6/3/2019	6/7/2019	1,587,437.50	1.83	2,202.19	1,590,807.08	1,667,500.00
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	750,000.00	AA+	Aaa	3/4/2019	3/6/2019	722,783.20	2.53	1,032.28	731,280.75	781,640.63
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	1,275,000.00	AA+	Aaa	5/1/2019	5/3/2019	1,244,320.31	2.25	1,754.87	1,253,077.11	1,328,789.06
US TREASURY N/B NOTES DTD 05/31/2016 1.625% 05/31/2023	912828R69	300,000.00	AA+	Aaa	4/1/2019	4/5/2019	291,832.03	2.32	412.91	294,271.11	312,656.25
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	200,000.00	AA+	Aaa	10/25/2019	10/28/2019	199,906.25	1.64	547.55	199,922.07	209,500.00
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	450,000.00	AA+	Aaa	10/2/2019	10/4/2019	452,583.98	1.48	1,232.00	452,113.38	471,375.00
US TREASURY NOTES DTD 10/31/2016 1.625% 10/31/2023	912828T91	630,000.00	AA+	Aaa	10/4/2019	10/8/2019	636,595.31	1.36	1,724.80	635,408.69	659,925.00
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	1,450,000.00	AA+	Aaa	12/2/2019	12/5/2019	1,471,750.00	1.66	78.80	1,469,026.36	1,551,953.13
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	850,000.00	AA+	Aaa	2/3/2020	2/7/2020	873,076.17	1.36	46.20	870,991.41	909,765.62
US TREASURY N/B NOTES DTD 06/30/2017 2.000% 06/30/2024	912828XX3	200,000.00	AA+	Aaa	3/2/2020	3/6/2020	209,742.19	0.85	10.87	209,019.40	214,062.50
Security Type Sub-Total		9,735,000.00					9,691,650.58	1.96	9,258.54	9,716,902.67	10,234,939.07

Supra-National Agency Bond / Note

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Supra-National Agency Bond / Note											
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905UP32	200,000.00	AAA	Aaa	9/12/2017	9/19/2017	199,520.00	1.64	945.27	199,967.82	200,438.00
INTERNATIONAL FINANCE CORPORATION NOTE DTD 03/16/2018 2.635% 03/09/2021	45950VLQ7	200,000.00	AAA	Aaa	3/9/2018	3/16/2018	199,850.00	2.66	1,639.56	199,965.43	203,189.20
Security Type Sub-Total		400,000.00					399,370.00	2.16	2,584.83	399,933.25	403,627.20
Municipal Bond / Note											
CT ST TXBL GO BONDS DTD 06/11/2020 1.998% 07/01/2024	20772KJW0	40,000.00	A	A1	5/29/2020	6/11/2020	40,000.00	2.00	44.40	40,000.00	41,296.00
CHAFFEY UHSD, CA TXBL GO BONDS DTD 12/05/2019 2.101% 08/01/2024	157411TK5	50,000.00	AA-	Aa1	11/6/2019	12/5/2019	50,000.00	2.10	437.71	50,000.00	52,763.50
CT ST T/E GO BONDS DTD 06/25/2020 2.000% 06/01/2025	20772KKK4	50,000.00	A	A1	6/12/2020	6/25/2020	52,548.50	0.94	16.67	52,540.01	52,399.00
Security Type Sub-Total		140,000.00					142,548.50	1.66	498.78	142,540.01	146,458.50
Federal Agency Collateralized Mortgage Obligation											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	73,906.49	AA+	Aaa	4/11/2018	4/30/2018	75,376.56	2.93	219.26	74,421.01	74,810.82
FHLMC SERIES K721 A2 DTD 12/01/2015 3.090% 08/01/2022	3137BM6P6	100,000.00	AA+	Aaa	4/4/2018	4/9/2018	100,851.56	2.88	257.50	100,411.45	102,808.69
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	50,008.73	AA+	Aaa	12/7/2018	12/17/2018	50,008.57	3.20	133.48	50,008.62	51,606.51
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/25/2024	3137FQ3V3	76,550.68	AA+	Aaa	11/20/2019	11/26/2019	76,548.83	2.09	133.45	76,549.07	78,404.04
FHMS K043 A2 DTD 03/01/2015 3.062% 12/25/2024	3137BGK24	125,000.00	AA+	Aaa	3/19/2020	3/25/2020	131,191.41	1.97	318.96	130,841.89	137,262.98

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Security Type Sub-Total		425,465.90					433,976.93	2.51	1,062.65	432,232.04	444,893.04
Federal Agency Bond / Note											
FHLB GLOBAL NOTE DTD 07/14/2016 1.125% 07/14/2021	3130A8QS5	200,000.00	AA+	Aaa	8/3/2016	8/3/2016	198,954.00	1.23	1,043.75	199,781.07	201,942.20
FEDERAL HOME LOAN BANK NOTES DTD 04/16/2020 0.500% 04/14/2025	3130AJHU6	225,000.00	AA+	Aaa	4/15/2020	4/16/2020	223,884.00	0.60	234.38	223,930.50	225,555.30
FANNIE MAE NOTES DTD 04/24/2020 0.625% 04/22/2025	3135G03U5	225,000.00	AA+	Aaa	4/22/2020	4/24/2020	224,536.50	0.67	261.72	224,553.78	226,894.05
Security Type Sub-Total		650,000.00					647,374.50	0.82	1,539.85	648,265.35	654,391.55
Corporate Note											
STATE STREET CORP NOTES DTD 08/18/2015 2.550% 08/18/2020	857477AS2	200,000.00	A	A1	3/4/2016	3/7/2016	203,708.00	2.11	1,884.17	200,109.16	200,614.00
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	14913Q2A6	150,000.00	A	A3	9/5/2017	9/7/2017	149,874.00	1.88	901.88	149,992.51	150,385.95
PACCAR FINANCIAL CORP NOTES DTD 11/13/2017 2.050% 11/13/2020	69371RN85	100,000.00	A+	A1	11/6/2017	11/13/2017	99,991.00	2.05	273.33	99,998.89	100,607.10
WELLS FARGO & COMPANY NOTES DTD 12/07/2015 2.550% 12/07/2020	94974BGR5	200,000.00	A-	A2	5/6/2016	5/10/2016	204,432.00	2.04	340.00	200,435.13	201,750.00
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.900% 12/15/2020	931142EA7	200,000.00	AA	Aa2	10/11/2017	10/20/2017	199,710.00	1.95	168.89	199,957.96	201,519.80
IBM CORP CORP NOTES DTD 02/06/2018 2.650% 02/05/2021	44932HAG8	200,000.00	A	A2	2/1/2018	2/6/2018	199,902.00	2.67	2,149.44	199,980.40	202,754.60
NATIONAL RURAL UTIL COOP NOTE DTD 02/26/2018 2.900% 03/15/2021	63743HER9	85,000.00	A	A2	2/21/2018	2/26/2018	84,905.65	2.94	725.81	84,978.21	86,378.62
NATIONAL RURAL UTIL COOP NOTE DTD 02/26/2018 2.900% 03/15/2021	63743HER9	115,000.00	A	A2	4/12/2018	4/19/2018	114,513.55	3.05	981.97	114,882.17	116,865.18
UNILEVER CAPITAL CORP NOTES DTD 03/22/2018 2.750% 03/22/2021	904764AZ0	200,000.00	A+	A1	3/19/2018	3/22/2018	198,978.00	2.93	1,512.50	199,753.82	203,483.80

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
PEPSICO INC CORP (CALLABLE) NOTE DTD 10/10/2017 2.000% 04/15/2021	713448DX3	125,000.00	A+	A1	10/5/2017	10/10/2017	124,975.00	2.01	527.78	124,994.39	126,587.38
BANK OF AMERICA CORP NOTE DTD 04/19/2016 2.625% 04/19/2021	06051GFW4	25,000.00	A-	A2	11/1/2017	11/3/2017	25,194.00	2.39	131.25	25,044.85	25,437.98
BANK OF NEW YORK MELLON (CALLABLE) NOTES DTD 05/02/2016 2.050% 05/03/2021	06406FAB9	200,000.00	A	A1	5/17/2016	5/20/2016	200,426.00	2.00	660.56	200,066.09	202,498.20
AMERICAN EXPRESS CREDIT (CALLABLE) NOTES DTD 05/05/2016 2.250% 05/05/2021	0258M0EB1	100,000.00	A-	A2	5/25/2016	5/31/2016	99,814.00	2.29	350.00	99,968.17	101,330.20
PACCAR FINANCIAL CORP DTD 05/10/2018 3.100% 05/10/2021	69371RP26	70,000.00	A+	A1	5/7/2018	5/10/2018	69,981.80	3.11	307.42	69,994.80	71,594.32
GENERAL DYNAMICS CORP DTD 05/11/2018 3.000% 05/11/2021	369550BE7	200,000.00	A	A2	5/8/2018	5/11/2018	198,610.00	3.25	833.33	199,601.77	204,601.20
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	80,000.00	A	A1	5/3/2018	5/10/2018	79,944.80	3.12	316.89	79,984.06	81,950.24
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	125,000.00	A	A2	5/17/2018	5/22/2018	124,996.25	3.25	451.39	124,998.89	127,800.00
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	125,000.00	A-	A2	9/13/2017	9/18/2017	125,000.00	2.33	727.50	125,000.00	125,503.63
JOHN DEERE CAPITAL CORP NOTES DTD 01/06/2017 2.650% 01/06/2022	24422ETL3	180,000.00	A	A2	3/10/2017	3/15/2017	179,206.20	2.75	2,318.75	179,749.85	185,855.04
BANK OF AMERICA CORP NOTES DTD 05/17/2018 3.499% 05/17/2022	06051GHH5	50,000.00	A-	A2	5/14/2018	5/17/2018	50,000.00	3.50	213.83	50,000.00	51,186.45
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	200,000.00	A-	A2	3/15/2019	3/22/2019	200,000.00	3.21	1,603.50	200,000.00	207,759.00
PNC BANK NA CORP NOTES DTD 01/23/2019 3.500% 01/23/2024	693475AV7	200,000.00	A-	A3	2/12/2019	2/15/2019	201,424.00	3.34	3,072.22	201,027.52	217,957.20
MORGAN STANLEY CORP NOTES DTD 04/28/2014 3.875% 04/29/2024	61746BDQ6	200,000.00	BBB+	A3	7/19/2019	7/23/2019	211,458.00	2.59	1,334.72	209,195.34	220,940.40

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
AMERICAN HONDA FINANCE CORP NOTE DTD 06/27/2019 2.400% 06/27/2024	02665WCZ2	200,000.00	A-	A3	7/11/2019	7/15/2019	199,008.00	2.51	53.33	199,201.03	209,822.20
GOLDMAN SACHS GROUP INC BONDS DTD 07/08/2014 3.850% 07/08/2024	38141EC23	200,000.00	BBB+	A3	7/8/2019	7/11/2019	209,316.00	2.84	3,700.28	207,497.75	220,523.80
US BANCORP DTD 07/29/2019 2.400% 07/30/2024	91159HHX1	350,000.00	A+	A1	10/4/2019	10/8/2019	357,483.00	1.93	3,523.33	356,345.86	371,879.90
BB&T CORPORATION CORP BONDS DTD 07/29/2019 2.500% 08/01/2024	05531FBH5	200,000.00	A-	A3	8/1/2019	8/5/2019	200,332.00	2.46	2,083.33	200,271.72	212,564.20
AMAZON.COM INC CORP NOTES DTD 06/06/2018 2.800% 08/22/2024	023135AZ9	200,000.00	AA-	A2	10/25/2019	10/29/2019	207,672.00	1.96	2,006.67	206,560.51	217,020.60
WALT DISNEY COMPANY/THE DTD 09/06/2019 1.750% 08/30/2024	254687FK7	200,000.00	A-	A2	9/3/2019	9/6/2019	199,184.00	1.83	1,195.83	199,318.06	207,091.20
JPMORGAN CHASE & CO BONDS DTD 09/10/2014 3.875% 09/10/2024	46625HJY7	150,000.00	BBB+	A3	10/25/2019	10/29/2019	160,068.00	2.40	1,792.19	158,675.01	165,931.50
BANK OF NY MELLON CORP DTD 10/24/2019 2.100% 10/24/2024	06406RAL1	85,000.00	A	A1	1/21/2020	1/28/2020	85,374.00	2.00	332.21	85,340.51	89,339.51
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	100,000.00	A+	A1	5/20/2020	5/26/2020	100,977.00	1.58	690.00	100,956.60	103,292.10
TOYOTA MOTOR CREDIT CORP CORP NOTES DTD 02/13/2020 1.800% 02/13/2025	89236TGT6	50,000.00	A+	A1	5/20/2020	5/26/2020	50,488.50	1.58	345.00	50,478.30	51,646.05
APPLE INC (CALLABLE) CORP NOTES DTD 05/11/2020 1.125% 05/11/2025	037833DT4	375,000.00	AA+	Aa1	5/11/2020	5/13/2020	375,753.75	1.08	585.94	375,733.16	382,321.50
Security Type Sub-Total		5,440,000.00					5,492,700.50	2.37	38,095.24	5,480,092.49	5,646,792.85

Certificate of Deposit

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 08/03/2018 3.190% 08/03/2020	06370REU9	350,000.00	A-1	P-1	8/1/2018	8/3/2018	350,000.00	3.19	10,265.60	350,000.00	351,048.95
WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	360,000.00	A-1+	P-1	8/3/2017	8/7/2017	360,000.00	2.05	2,952.00	360,000.00	360,652.32
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 10/18/2018 3.390% 10/16/2020	86565BPC9	200,000.00	A-1	P-1	10/16/2018	10/18/2018	199,728.00	3.45	1,431.33	199,960.08	201,892.20
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	400,000.00	A-1	P-1	11/16/2017	11/17/2017	400,000.00	2.27	1,109.78	400,000.00	402,796.80
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	350,000.00	A-1+	P-1	6/7/2018	6/8/2018	350,000.00	3.24	756.00	350,000.00	359,771.65
MUFG BANK LTD/NY CERT DEPOS DTD 02/28/2019 2.980% 02/25/2022	55379WZU3	200,000.00	A	A1	2/27/2019	2/28/2019	200,000.00	2.96	2,086.00	200,000.00	208,684.60
NORDEA BANK ABP NEW YORK CERT DEPOS DTD 08/29/2019 1.850% 08/26/2022	65558TLL7	200,000.00	AA-	Aa3	8/27/2019	8/29/2019	200,000.00	1.84	1,295.00	200,000.00	206,073.80
SKANDINAV ENSKILDA BANK LT CD DTD 09/03/2019 1.860% 08/26/2022	83050PDR7	200,000.00	A+	Aa2	8/29/2019	9/3/2019	200,000.00	1.85	1,302.00	200,000.00	206,116.60
DNB BANK ASA/NY LT CD DTD 12/06/2019 2.040% 12/02/2022	23341VZT1	200,000.00	AA-	Aa2	12/4/2019	12/6/2019	200,000.00	2.03	328.67	200,000.00	207,644.20
Security Type Sub-Total		2,460,000.00					2,459,728.00	2.57	21,526.38	2,459,960.08	2,504,681.12
Asset-Backed Security											
HAROT 2018-4 A3 DTD 11/28/2018 3.160% 01/15/2023	43815AAC6	200,000.00	AAA	Aaa	11/20/2018	11/28/2018	199,970.10	3.16	280.89	199,981.61	204,742.84
VALET 2018-2 A3 DTD 11/21/2018 3.250% 04/20/2023	92869BAD4	250,000.00	AAA	Aaa	11/15/2018	11/21/2018	249,989.50	3.25	248.26	249,993.33	255,870.15

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security											
NAROT 2018-C A3 DTD 12/12/2018 3.220% 06/15/2023	65478NAD7	185,000.00	AAA	Aaa	12/4/2018	12/12/2018	184,964.55	3.22	264.76	184,976.76	190,740.35
COPAR 2019-1 A3 DTD 05/30/2019 2.510% 11/15/2023	14042WAC4	90,000.00	AAA	Aaa	5/21/2019	5/30/2019	89,981.77	2.51	100.40	89,986.22	92,373.77
GMCAR 2019-1 A3 DTD 01/16/2019 2.970% 11/16/2023	36256XAD4	135,000.00	NR	Aaa	1/8/2019	1/16/2019	134,985.06	2.97	167.06	134,989.56	137,932.20
HDMOT 2019-A A3 DTD 06/26/2019 2.340% 02/15/2024	41284WAC4	150,000.00	NR	Aaa	6/19/2019	6/26/2019	149,988.39	2.34	156.00	149,990.93	153,013.47
VZOT 2020-A A1A DTD 01/29/2020 1.850% 07/22/2024	92348TAA2	110,000.00	AAA	Aaa	1/21/2020	1/29/2020	109,987.12	1.85	62.18	109,988.33	112,711.89
COMET 2019-A2 A2 DTD 09/05/2019 1.720% 08/15/2024	14041NFU0	375,000.00	AAA	NR	8/28/2019	9/5/2019	374,905.58	1.73	286.67	374,921.26	385,181.25
Security Type Sub-Total		1,495,000.00					1,494,772.07	2.59	1,566.22	1,494,828.00	1,532,565.92
Managed Account Sub Total		20,745,465.90					20,762,121.08	2.16	76,132.49	20,774,753.89	21,568,349.25
Securities Sub-Total		\$20,745,465.90					\$20,762,121.08	2.16%	\$76,132.49	\$20,774,753.89	\$21,568,349.25
Accrued Interest											\$76,132.49
Total Investments											\$21,644,481.74

Bolted items are forward settling trades.

IMPORTANT DISCLOSURES

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

GLOSSARY

- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill as well as the insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.
- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.

GLOSSARY

- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.



Agenda Item 8.2

SPECIAL REPORTS

SUBJECT: Insurance Market Update

BACKGROUND AND STATUS:

Mr. Doug Wozniak of Alliant Insurance Services will be at the Board Meeting to provide an in-depth update on the current insurance market and outlook for CAPRI's renewal.

RECOMMENDATION:

Information only.

REFERENCE MATERIALS ATTACHED:

None



Agenda Item 9.1

DISCUSSION/ACTION ITEMS

SUBJECT: Budget Revision 2020-2021

BACKGROUND AND STATUS:

At the CAPRI Board Meeting on May 27, 2020, the Board approved the Budget for Fiscal Year 2020-2021. Since that time, Staff has received funding direction and revised premium amounts from excess insurance. As a result, revisions to the Budget are required.

Furthermore, as noted in the Administrative Analyst Item, Staff is proposing modifications to the job duties and pay scale of the position. A proposed Budget incorporating all these changes is attached hereto.

RECOMMENDATION:

Approve and adopt revised Budget for Fiscal Year 2020-2021.

FISCAL IMPACT:

The fiscal impact is dependent upon direction provided to Staff.

REFERENCE MATERIALS ATTACHED:

- Proposed Revised CAPRI Budget 2020-2021

**California Association for Park and Recreation Indemnity
Revenues and Expenses Budget Overview
July 2020 through June 2021**

	Proposed Budget	Current Budget	YTD Actual	Change Between Current Year and Proposed Budget	% Increase
	Jul '20 - Jun '21	Jul '19 - Jun '20	Jul '19 - Mar '20		
Ordinary Revenue/Expense					
Revenue					
Member Contributions	\$ 12,374,016	\$ 11,274,202	\$ 9,507,356	\$ 1,099,814	9.76%
Less Loyalty + Safety Discount	\$ -	\$ (310,000)			
Bank/LAIF Interest	4,500	2,500	10,150	2,000	80.00%
CARPD Administration	69,025	68,005	51,004	1,020	1.50%
Misc. Income			-		
Rental Income	-	-	-	-	
Portfolio Income (PFM)	350,000	350,000	401,670	-	0.00%
Total Revenue	12,797,541	11,384,707	9,970,180	1,412,834	
Total Revenue	12,797,541	11,384,707	9,970,180	1,412,834	12.41%
Expense					
Operating Expenses					
Administration-CAPRI Office					
Salaries & Benefits					
Salaries					
Accrued Vacation					
Executive Director	176,550	165,000	128,563	11,550	7.00%
Safety Analyst /Risk Manager	75,000	65,000	50,208	10,000	15.38%
Admin Analyst	75,000	60,000	44,565	15,000	25.00%
Admin Asst	33,280	41,500	24,439	(8,220)	-19.81%
Contingency	16,000	16,228	-	(228)	
Total Salaries	375,830	347,728	247,775	28,102	8.08%
Employee Benefits					
Medical	48,000	44,300	34,111	3,700	8.35%
Life Insurance	700	700	534	-	0.00%
PERS Contributions	92,000	88,445	63,200	3,555	4.02%
Payroll Tax Expenses	6,000	5,450	3,569	550	10.09%
Payroll Fees	-	-	820		
Total Employee Benefits	146,700	138,895	102,234	7,805	5.62%
Total Salaries & Benefits	522,530	486,623	350,009	35,907	7.38%
Bank Service Charges	14,000	14,000	8,606	-	0.00%
Building Services/Repairs	-	9,750	4,742	(9,750)	-100.00%
Capital Assts	-	5,000	-	(5,000)	-100.00%
Common Area Maintenance	-	5,990	4,488	(5,990)	-100.00%
Copier Service/Repair	4,500	4,500	2,170	-	0.00%
Depreciation	-	10,000	1,793	(10,000)	-100.00%
District Visitations	8,500	7,000	5,462	1,500	21.43%
General Contingency	-	-	5,000	-	0.00%
Insurance - CAPRI	2,200	2,200	-	-	0.00%
Miscellaneous	3,000	3,000	3,758	-	0.00%
Office Supplies	10,000	10,000	4,945	-	0.00%
Part-Time Services	3,000	3,000	4,929	-	0.00%
Postage and Delivery	4,000	4,000	1,999	-	0.00%
Printing and Reproduction	2,000	4,000	673	(2,000)	-50.00%
Professional Dues	3,000	2,750	2,471	250	9.09%
Project Reserve	-	2,580	1,935	(2,580)	-100.00%
Publications	200	175	136	25	14.29%
Safety Meetings/Workshops	4,000	7,000	2,543	(3,000)	-42.86%
Telephone	6,000	6,000	3,988	-	0.00%
Travel/Meeting	11,000	11,000	10,260	-	0.00%
Utilities	3,500	6,600	4,620	(3,100)	-46.97%
Total Administration-CAPRI Office	601,430	605,168	424,528	(3,738)	-0.62%

**California Association for Park and Recreation Indemnity
Revenues and Expenses Budget Overview
July 2020 through June 2021**

	Jul '20 - Jun '21	Jul '19 - Jun '20	Jul '19 - Mar '20	Current Year and Proposed Budget	% Increase
Board Meeting/Travel	24,750	24,750	15,848	-	0.00%
Consulting Services					
Actuarial Services	10,000	10,000	2,750	-	0.00%
Claims Management	369,458	358,920	227,966	10,538	2.94%
Financial Accounting	40,000	40,000	28,689	-	0.00%
Financial Audit	23,000	22,000	6,000	1,000	4.55%
Investment Advisors	32,000	32,000	20,421	-	0.00%
IT Services	3,000	3,000	2,081	-	0.00%
Legal Fees	30,000	20,000	25,230	10,000	50.00%
Loss Prevention	-	-	448	-	0.00%
Total Consulting Services	507,458	485,920	313,586	21,538	4.43%
Total Operating Expenses	1,133,638	1,115,838	753,963	17,800	1.60%
Insurance Expenditures					
Workers' Compensation	708,270	961,471	721,103	(253,201)	-26.33%
Combined GL/AL Excess	1,020,000	835,290	626,468	184,710	22.11%
Property Coverage	2,594,880	1,896,045	1,424,792	698,835	36.86%
Crime Policy/Identity Theft	25,000	25,000	17,833	-	0.00%
Other Premiums (W/C)	60,000	60,000	59,913	-	0.00%
Broker Fees	110,000	110,000	78,750	-	0.00%
Total Insurance Expenses	4,518,150	3,887,806	2,928,859	630,344	16.21%
Claims Expenditures					
Claim Payments					
Claim Payments	6,672,229	6,200,915	5,899,314	471,314	7.60%
Total Claim Payments	6,672,229	6,200,915	5,899,314	471,314	7.60%
Contingency					
General	50,000	50,000	-	-	0.00%
Building Repair	-	16,000	785	(16,000)	-100.00%
Total Contingency	50,000	66,000	785	(16,000)	-24.24%
Total Expense	12,374,017	11,270,559	9,582,922	1,103,458	9.79%
Net Ordinary Revenue	423,524	114,148	387,259	309,376	271.03%
	\$ 423,524	\$ 114,148	\$ 387,259	\$ 309,376	271.03%

Agenda Item 9.2**DISCUSSION/ACTION ITEMS****SUBJECT: Final Payroll Update 2019 - 2020**

BACKGROUND AND STATUS:

As the Board will recall, CAPRI members' Workers' Compensation premiums are based upon their actual payroll paid. Since a member's actual payroll cannot be precisely determined until the end of the fiscal year, CAPRI requests estimated payroll figures from the members every Spring and, using these estimated payroll figures, we project the cost of coverage for the upcoming fiscal year.

Then, at the end of that fiscal year, the members provide their "Final Payroll Reports" to CAPRI along with supporting records. Once the final payroll reports are received, the individual members' contributions are recalculated to determine their "true" or actual premiums. Thereafter, members will either receive a refund if they overprojected their payroll for the year or they will be invoiced if they underprojected their payroll.

CAPRI has requested and begun to receive the membership's Final Payroll Reports for Fiscal Year 2019-2020. The figures received to date generally align with our assumptions that COVID-19 impacted the staffing levels of our agencies during the 4th Quarter ("Q4") of FY19-20 and our members will have overprojected their 19-20 payroll as a result.

What this means for CAPRI is that when the "true" premiums are calculated and finalized, Staff expects there will be some refunds due. The Board will be receiving the complete report at the November Meeting, but at this time Staff is estimating anywhere between a 5-10% overprojection. Of course, this then means that the pool would be issuing refunds between 5-10% of its collected premiums or approximately \$250,000-\$500,000.

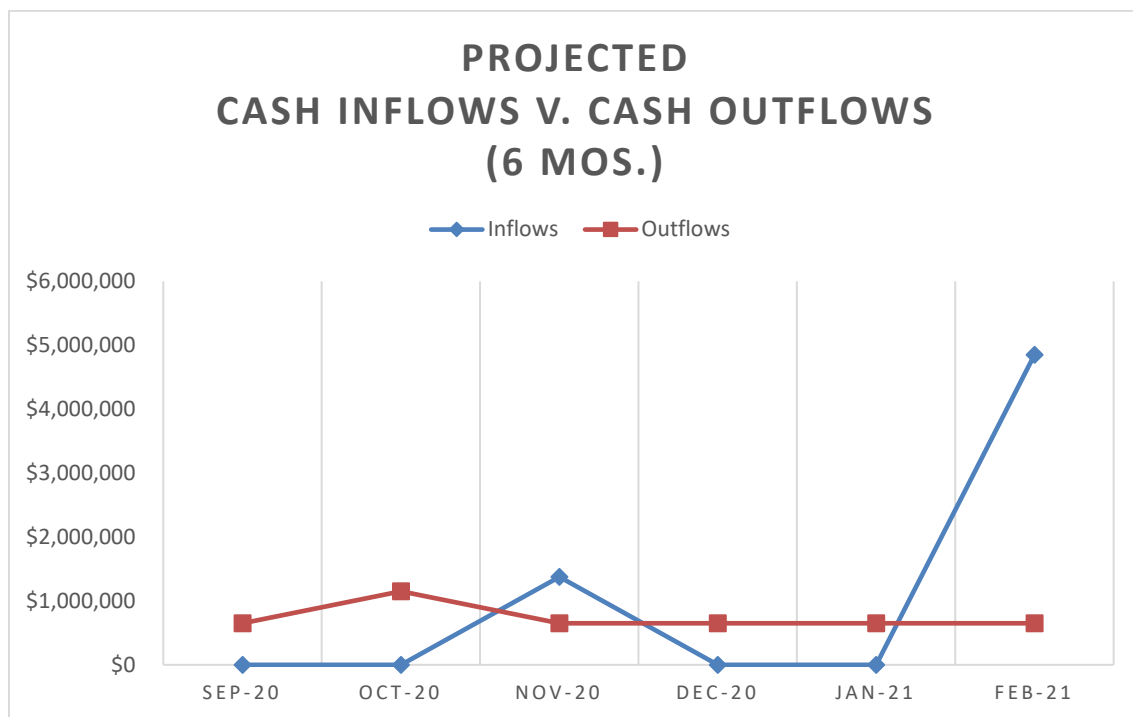
In anticipation of this event, Staff has prepared the below (i) Cash Flow Projection and (ii) a comparison of Projected Cash Inflow vs. Cash Outflows in order to provide assurances to the Board of CAPRI's liquidity and ability to respond to these unique circumstances. Staff will be prepared to further discuss these items at the Board Meeting.

Staff also believes discussion regarding the timing of refunds will be appropriate for discussion given that the invoices/refunds are typically sent in December but could be expedited in light of current events.

Below please find the projected Cash Inflow v. Outflows incorporating projected refunds, anticipated collected premiums for Workers' Comp Q2 by November 2020, and biannual premiums for Liability & Property as well as Q3 premiums by February 2021.

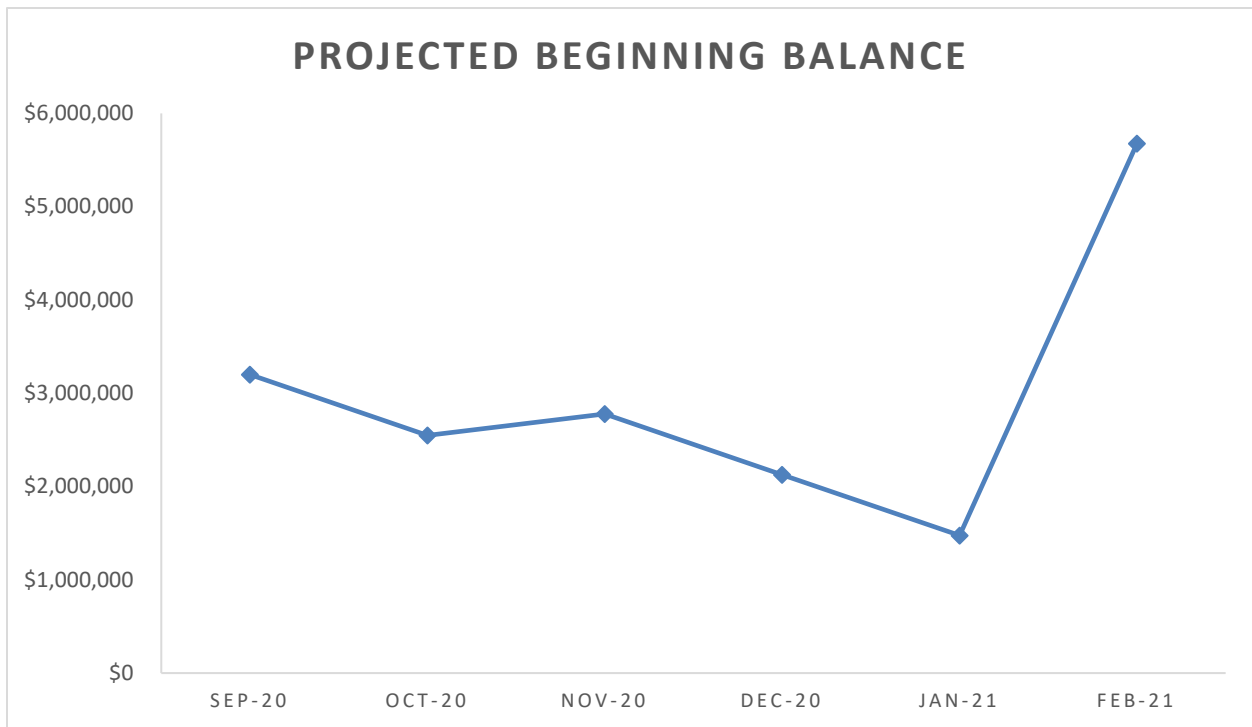
	Projected Cash Inflows	Projected Cash Outflow (Per Budget)
Sep-20	\$0	\$650,489
Oct-20	\$0	\$1,150,489*
Nov-20	\$1,377,704	\$650,489
Dec-20	\$0	\$650,489
Jan-21	\$0	\$650,489
Feb-21	\$4,851,038	\$650,489

*Based upon estimated 10% payroll underprojection for 19-20 and refund to members of \$500,000



Utilizing the projected cash inflows and outflows, below please find a summary of the Projected Monthly Beginning Balances for the CAPRI Master Bank Account.

Projected Beginning Monthly Balance of CAPRI Master Account	
Sep-20	\$3,200,000
Oct-20	\$2,549,511
Nov-20	\$2,776,726
Dec-20	\$2,126,237
Jan-21	\$1,475,748
Feb-21	\$5,676,297



RECOMMENDATION:

Provide Staff with direction as to whether to immediately proceed with processing final payroll invoices and refunds and calculation of final premiums or wait to take formal action at the November 2020 meeting.

FISCAL IMPACT:

Based upon final payroll figures provided by the members, CAPRI is estimating refunds of premium in the amount of \$250,000 to \$500,000 because of member's underprojection of payroll for 2019-2020.

REFERENCE MATERIALS ATTACHED:

- None

Agenda Item 9.3**DISCUSSION/ACTION ITEMS****SUBJECT: WC 2020-2021 Premium Review**

BACKGROUND AND STATUS:

As noted in the prior item, the ongoing impacts of COVID-19 continue to affect the staffing levels of CAPRI member agencies. This will likely result in a greater incongruence between payroll estimates and actual payroll at the end of Fiscal year 2020-2021.

Furthermore, CAPRI has received a number of requests from the members to provide further revisions to their 2020-2021 payroll estimates in an effort to immediately reduce the amount of their 2020-2021 Workers' Compensation premiums. To date, Staff has informed members that mid-year revisions cannot be accommodated and that the premiums will be "trued up" in the Fall of 2021.

However, Staff recognizes that it is likely we will again see an overprojection of payroll at the end of the fiscal year since member district operations continue to be interrupted. In order to immediately address the changed circumstances affecting the membership, Staff proposes the following:

- Immediate 10% reduction of all Q2 invoices in anticipation of premium overcollection.
 - a. i.e. Quarterly invoice of \$25,000 is reduced by \$2,500 to \$22,500.
 - b. Combined reduction of \$137,770.40 for entire membership.

In the event this reduction is too aggressive, the amount will still be recouped from members when premiums are trued up in Fall 2021. Stated another way, the Refund Advance will simply defer collection until after the close of the fiscal year.

In the event this reduction accurately captures the payroll trends for 2020-2021, CAPRI assists will have assisted the membership in the short term and avoided the long-term cash flow planning for large refunds in Fall 2021.

Staff would similarly propose the Board evaluate the need for further reductions for Q3 and Q4 at future Board Meetings.

RECOMMENDATION:

Authorize Staff to revise and reduce invoiced premiums for Q2 by 10% to reflect anticipated payroll reductions in member agencies.

FISCAL IMPACT:

A 10% reduction in the invoiced amounts for Q2 will result in a drop in receivables of \$137,770.40 for the quarter. These funds would be recovered at the close of the fiscal year should staffing levels normalize.

REFERENCE MATERIALS ATTACHED:

- None

Agenda Item 9.4

DISCUSSION/ACTION ITEMS

SUBJECT: WC Program Dividend Distribution Review

BACKGROUND AND STATUS:

Every year, the CAPRI Board of Directors reviews the overall financial position of each of the programs to determine if it is appropriate to declare dividends to the membership. As the Board may recall, Bickmore Risk Services conducted an actuarial analysis of the Workers' Compensation program and determined that the program is funded at over the 90% confidence level. This *exceeds* the recommended 80-85% funding level. At the same time, Bickmore estimated outstanding claims to *decrease* approximately 5% compared to last year while program assets were estimated to *increase* approximately 10%.

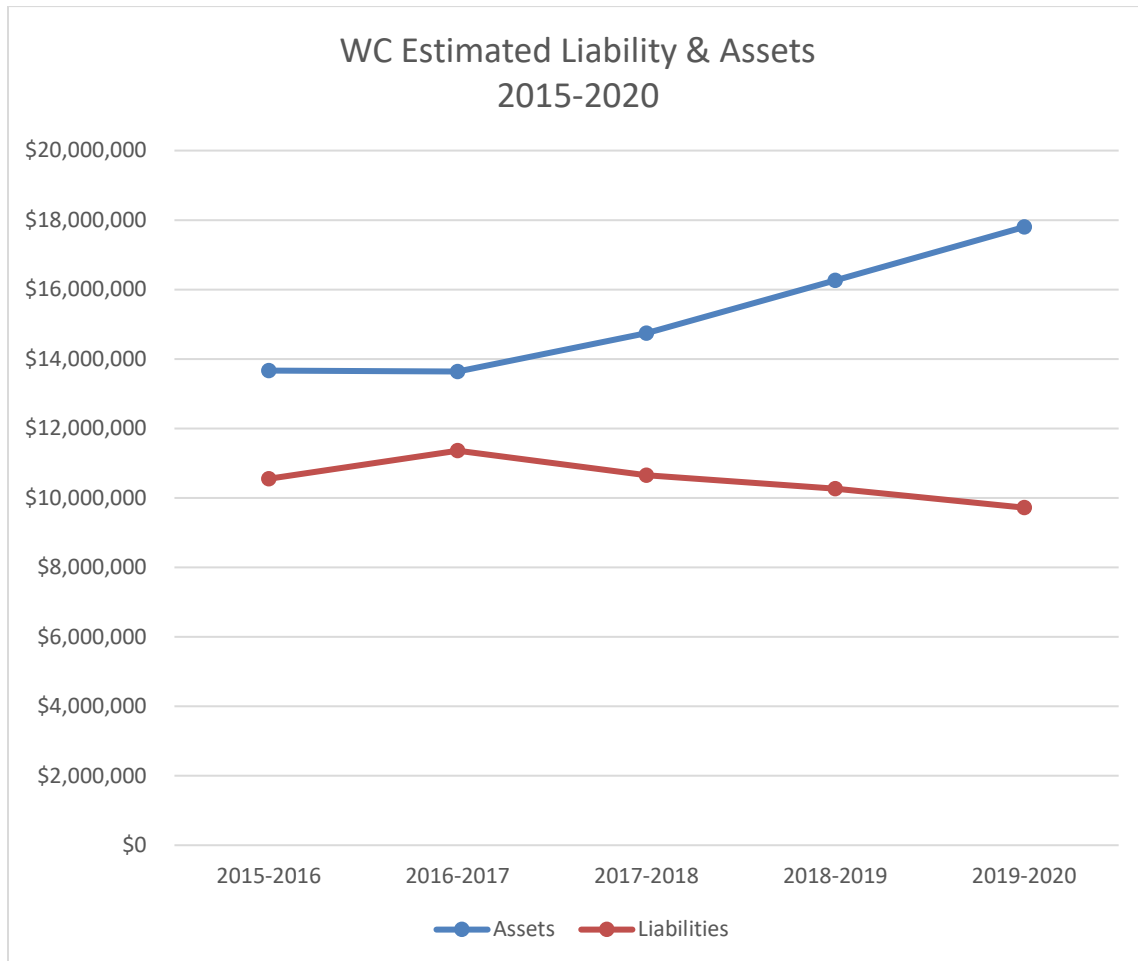
At the June Board of Directors meeting, the Board authorized staff to fund the WC program this year at approximately the 70% confidence level. This again represents a healthy investment in the long-term health of the pool.

Last year, the Board resolved to declare a dividend for the WC Program. This was the first WC dividend issued since 2014. See below.

<u>Fiscal Year</u>	<u>Dividend Issued?</u>	<u>Amount?</u>
2014-2015:	Yes	\$300,000
2015-2016:	No	N/A
2016-2017:	No	N/A
2017-2018:	No	N/A
2018-2019:	No	N/A
2019-2020:	Yes	\$250,000

Notwithstanding the strong financial condition of the pool, Staff believes invoice reductions more precisely address the issues currently impacting the membership.

However, Staff will still have a program dividend spreadsheet available for Board review at the Meeting should the Board determine current circumstances warrant action. Furthermore, the Board is reminded of the liability and asset trends for the WC program based upon the actuarial analysis received in May 2020 and reproduced below.



RECOMMENDATION:

In lieu of declaring dividends in the WC program this fiscal year, direct Staff to more precisely address member premiums by way of Q2 invoice reductions.

FISCAL IMPACT:

Dependent upon the amount of dividends authorized by the Board, if any.

REFERENCE MATERIALS ATTACHED:

- None

Agenda Item 9.5

DISCUSSION/ACTION ITEMS

SUBJECT: GL Program Dividend Distribution Review

BACKGROUND AND STATUS:

Every year, the CAPRI Board of Directors reviews the overall financial position of each of the programs to determine if it is appropriate to declare dividends to the membership. As the Board may recall, Bickmore Risk Services conducted an actuarial analysis of the Liability & Property program and determined that the program is well-funded at over the 90% confidence level. This *exceeds* the recommended 80-85% funding level. At the same time, Bickmore estimated outstanding claims to *increase* approximately 9% compared to last year while program assets are expected to *decrease* approximately 6%.

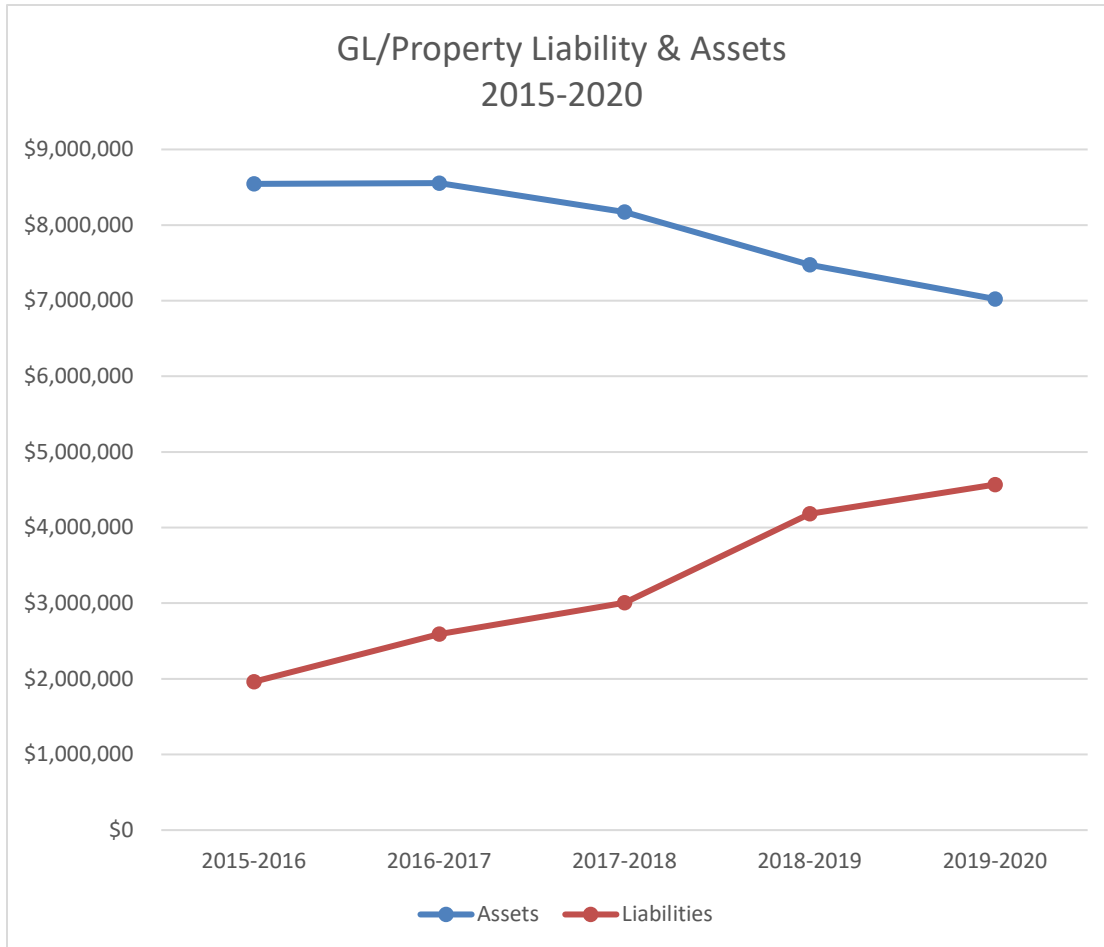
At the June Board of Directors meeting, the Board authorized staff to fund the Liability & Property program this year at approximately the 70% confidence level. The funding level was reflective of a desire to continue to invest in the program notwithstanding the significant increases in outstanding claims and excess premiums.

Last year, the Board elected not to declare a dividend for the program. That stopped a streak of four consecutive years in which dividends were distributed. See below.

<u>Fiscal Year</u>	<u>Dividend Issued?</u>	<u>Amount?</u>
2014-2015:	No	N/A
2015-2016:	Yes	\$325,000
2016-2017:	Yes	\$300,000
2017-2018:	Yes	\$275,000
2018-2019:	Yes	\$250,00
2019-2020:	No	N/A

Based on the program’s recent loss history and the estimated increases in outstanding claims, Staff believes that the issuance of a dividend is not appropriate this year.

Furthermore, Staff reminds the Board of the estimated trends in assets and liabilities of the pool as prepared by Bickmore and presented to the Board in May 2020.



However, Staff will still have a program dividend spreadsheet available for Board review at the Meeting should the Board determine current circumstances warrant action.

RECOMMENDATION:

Decline to issue dividends from the GL/Property program this fiscal year.

FISCAL IMPACT:

Dependent upon the amount of dividends authorized by the Board, if any.

REFERENCE MATERIALS ATTACHED:

- None

Agenda Item 9.6**DISCUSSION/ACTION ITEMS****SUBJECT: Biennial Conflict of Interest Code Review**

BACKGROUND AND STATUS:

The Political Reform Act requires that every local government agency review its Conflict of Interest Code biennially. By October 1, 2020, CAPRI must review its Conflict of Interest Code and submit the attached notice to the FPPC indicating whether or not an amendment is necessary.

Attached is CAPRI's current Conflict of Interest Code. There are no recommended changes at this time. Also enclosed is the 2020 Multi-County Agency Biennial Notice which Staff will complete prior to submission.

RECOMMENDATION:

Direct Staff to complete the attached form marking the "No amendments necessary" and approving the CAPRI Conflict of Interest Code.

REFERENCE MATERIALS ATTACHED:

- CAPRI Conflict of Interest Code
- 2020 Multi-County Agency Biennial Notice

CALIFORNIA ASSOCIATION FOR PARK AND RECREATION IDEMNITY

CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations, Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations, Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **California Association for Park and Recreation Indemnity (CAPRI)**.

Individuals holding designated positions shall file their statements of economic interests with the **CAPRI**, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008.). All statements will be retained by the **CAPRI**.

APPENDIX A – DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Executive Director	1, 2, 3
General Counsel	1, 2, 3
Insurance Broker	1, 2, 3
Consultants/New Positions	*

*Consultants/New Positions shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

With respect to consultants or new positions, the Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus, is not required to comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

Officials Who Manage Public Investments:

The following positions are NOT covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

Members and Alternates of the Board of Directors
Risk Manager
Consultants who manage public investments

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by section 87200.

APPENDIX B DISCLOSURE CATEGORIES

Disclosure Category 1

Designated positions in this category must disclose investments and business positions in business entities and sources of income, including gifts, loans and travel payments, from entities that filed a claim, or have a claim pending, against CAPRI during the previous two years.

Disclosure Category 2

Designated positions in this category must disclose investments and business positions in business entities and sources of income, including gifts, loans and travel payments, if the business entities or sources of income are of the type that contract with the CAPRI to provide goods, services (including financial institutions), materials, supplies, or lease space to the CAPRI.

Disclosure Category 3

Designated positions in this category must disclose investments and business positions in business entities and sources of income, including gifts, loans and travel payments, which are insurance companies, carriers, holding companies, underwriters, lawyers, agents, solicitors, or brokers.

2020 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

DISCUSSION/ACTION ITEMS

SUBJECT: Workers' Compensation Audit Results

BACKGROUND AND STATUS:

Every two years, CAPRI and Sedgwick (formerly York) submit to an audit of all open workers' compensation claim files. This year, the audit was conducted by ALC Claims Collaborations.

Overall, the Audit found the claims handling to be generally following the PRISM's WC claims administration guidelines. Furthermore, the staff of Sedgwick was found to have the technical expertise, experience, and sophistication necessary to competently handle claims for CAPRI. However, the score of "Meets Expectations" reflected several recent changes in PRISM's handling procedures that impacted Sedgwick's score.

Attached please find the June 2020 Audit Report and Sedgwick's response.

RECOMMENDATION:

Information only.

FISCAL IMPACT:

None.

REFERENCE MATERIALS ATTACHED:

- WC Claims Audit Report
- Sedgwick Response to Audit Results for CAPRI

JUNE 2020
CSAC EIA AUDIT REPORT

**Butte County & CAPRI
Third Party Administrator – Sedgwick**



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- Addendum II

Audit Worksheets

- Addendum III

EXECUTIVE SUMMARY

This section will serve as an overview of the audit findings with recommendations for moving forward. The overall claims handling of the TPA is **Meets Expectations** as measured in accordance with the standards set forth in the Guidelines.

Performance Strengths

Outstanding results were achieved in the categories of adjuster caseload, medical only conversion, payments on correct claims, medical bills paid timely, apportionment ruled in/out, apportionment pursued appropriately, member notified of permanent restrictions, TD/4850 reserves separate, PD exposure includes life pension, settlement valuation, EIA settlement authority requested, member settlement authority requested, initiate investigation, litigation management, identify and notice third party, periodic contact with third party, subrogation pursued for maximum recovery, approval to accept/waive/settle subrogation, initial excess report and closing excess report.

Performance Improvement Recommendations

When the initial TD benefit is triggered an automatic 30-day diary should be set to maintain employee contact while the employee is off work. Likewise, when surgery is approved a diary should be set to secure the surgery date so that contact can be made within three business days of the procedure. Due to the marked decrease in the score (down 22.22%) for this category and the change to the guidelines effective 07/01/19 we recommend the claims team review the CSAC Guidelines for this category.

Upon issuance of indemnity benefits we recommend triggering an automatic file balancing diary to ensure compliance with this standard. Subsequent diaries should be set accordingly. Due to the 60% decrease in this score and the changes to the guidelines effective 07/01/19, we recommend the claims team review the CSAC Guidelines for this category.

With respect to the three-point contact with employees, workflow adjustments should be considered to ensure that there are three documented attempts to reach the employee within three business days of receipt of the claim. This standard applies to both medical only and indemnity claims.

There were delays in getting cases worked up for settlement. Due to the continued low score for this category and a 24.44% decrease since the last audit, we recommend review of the CSAC Guidelines for resolution pursued timely to ensure the claims team understands the criteria and time frame required for this category.

There was one subcategory where a single downgraded file produced a low score. We consider this to be an outlier and not an adverse trend. The category impacted was timely excess reimbursement requests.

Audit Demographics

The audit criterion was formed by using the CSAC EIA standards. The file audits specifically focused on claims handling activity from 04/01/18 through the date of the audit. Sedgwick provided a list of the open inventory covered by the CSAC EIA program and a random selection of the files was pulled to gather 50 files from the open inventory. The file selection consisted of a mix of indemnity claims, future medical files and medical only claims. File documents, notes, payments, letters and reserves are maintained in electronic form. The files were accessed remotely. Each worksheet was provided to Dori Zumwalt, John Peshkoff and Amber Abell for review and comment. They engaged with the auditors and submitted all questions, feedback or disputes prior to the conclusion of the audit.

AUDIT TEAM

Angela Mudge

Owner, President & CEO

Over 30 years of workers' compensation claims experience. IEA Certificate, Self-Insured Certificate & WCCP Designation. Prior positions held - adjuster, supervisor, claims manager and vice president.

Anne Ruiz

Chief Operating Officer

Over 22 years of workers' compensation claims experience. Associate in Claims Designation, Self-Insured Certificate & WCCA Designation. Prior positions held - adjuster, supervisor, claims services liaison and central services manager.

Tera Martin Del Campo

Senior Collaborator

Over 17 years of workers' compensation claims experience. IEA Certificate, Self-Insured Certificate and WCCA Designation. Prior positions held – adjuster and claim compliance analyst.

Sherrí Ventimiglia

Senior Collaborator

Over 30 years of workers' compensation claims experience. Self-Insured Certificate & WCCP Designation. Prior positions held – adjuster, claims analyst, supervisor, manager, director of claims and assistant vice president of claims.

Fernando Rodriguez

Collaborator

Over 6 years of workers' compensation claims experience. B.S. in business administration and Self-Insured Certificate. Prior positions held – adjuster and supervisor trainee.

AUDIT SCORESHEETS

Overview

Category	Points Available	Points	Score	%
Claim Handling - Administrative	757	590	Below Expectations	77.94%
Caseload	1	1	Exceeds Expectations	100.00%
Case Review and Documentation	608	466	Below Expectations	76.64%
Communication	9	5	Unsatisfactory	55.56%
Fiscal Handling	18	12	Unsatisfactory	66.67%
Claim Creation	59	47	Below Expectations	79.66%
Reserves	62	59	Exceeds Expectations	95.16%
Claims Handling - Technical	313	288	Exceeds Expectations	92.01%
Payments	41	41	Exceeds Expectations	100.00%
Apportionment	26	26	Exceeds Expectations	100.00%
Disability Management	7	6	Meets Expectations	85.71%
Reserving	112	102	Exceeds Expectations	91.07%
Resolution of Claim	25	18	Below Expectations	72.00%
Settlement Authority	16	16	Exceeds Expectations	100.00%
Litigated Cases	10	10	Exceeds Expectations	100.00%
Subrogation	9	9	Exceeds Expectations	100.00%
Excess Coverage	67	60	Meets Expectations	89.55%
Overall Score	1070	878	Meets Expectations	82.06%

Detail

	Category	Points Available	Points	Score	%	Prior Score	Variance
Claim Handling - Administrative							
Caseload							
	Adjuster Caseload	1	1	Exceeds Expectations	100.00%	100.00%	0.00%
Case Review and Documentation							
	Examiner Reviews - Timing	379	283	Below Expectations	74.67%	40.00%	34.67%
	Examiner Reviews - Quality Plan of Action	50	44	Meets Expectations	88.00%	96.00%	-8.00%
	Supervisor Reviews	175	135	Below Expectations	77.14%	77.08%	0.06%
	Medical Only Conversion	4	4	Exceeds Expectations	100.00%	75.00%	25.00%
Communication							
	Ongoing Employee Contact	9	5	Unsatisfactory	55.56%	77.78%	-22.22%
Fiscal Handling							
	Payments on Correct Claims	8	8	Exceeds Expectations	100.00%	91.67%	8.33%
	File Balancing	10	4	Unsatisfactory	40.00%	100.00%	-60.00%
Claim Creation							
	Three Point Contact - Initial Employee Contact	29	19	Unsatisfactory	65.52%	82.76%	-17.24%
	Three Point Contact - Initial Employer Contact	30	28	Exceeds Expectations	93.33%	82.76%	10.57%
Reserves							
	Initial Reserves for Probable Value	31	30	Exceeds Expectations	96.77%	100.00%	-3.23%
	Initial Reserves Timely	31	29	Exceeds Expectations	93.55%	100.00%	-6.45%
Score for Claim Handling - Administrative		757	590		77.94%		

Category	Points Available	Points	Score	%	Prior Score	Variance
Claim Handling - Technical						
Payments						
Medical Bills Paid Timely	41	41	Exceeds Expectations	100.00%	100.00%	0.00%
Penalties Coded Correctly	0	0	N/A	N/A	100.00%	N/A
Apportionment						
Apportionment Ruled In/Out	19	19	Exceeds Expectations	100.00%	100.00%	0.00%
Apportionment Pursued Appropriately	7	7	Exceeds Expectations	100.00%	100.00%	0.00%
Disability Management						
Proactive RTW	6	5	Meets Expectations	83.33%	100.00%	-16.67%
Member Noticed of Perm. Restrictions	1	1	Exceeds Expectations	100.00%	N/A	N/A
Reserving						
Reserves Adjusted Timely	48	41	Meets Expectations	85.42%	79.59%	5.83%
TD & 4850 Reserves Separate	2	2	Exceeds Expectations	100.00%	100.00%	0.00%
PD Exposure Includes Life Pension	2	2	Exceeds Expectations	100.00%	N/A	N/A
FM Reserve Consistent with OSIP	11	10	Exceeds Expectations	90.91%	100.00%	-9.09%
Allocated Reserves Accurate	49	47	Exceeds Expectations	95.92%	95.65%	0.27%
Resolution of Claim						
Resolution Pursued Timely	13	6	Unsatisfactory	46.15%	70.59%	-24.44%
Settlement Valuation	12	12	Exceeds Expectations	100.00%	100.00%	0.00%
Medicare's Interests Protected	0	0	N/A	N/A	100.00%	N/A
Settlement Authority						
EIA Settlement Authority Requested	5	5	Exceeds Expectations	100.00%	N/A	N/A
Member Settlement Authority Requested	11	11	Exceeds Expectations	100.00%	100.00%	0.00%
Litigated Cases						
Initiate Investigation Material to Potential Lit.	5	5	Exceeds Expectations	100.00%	N/A	N/A
Litigation Management & Defense Attorney on Panel	5	5	Exceeds Expectations	100.00%	100.00%	0.00%
Subrogation						
Identify and Notice 3rd Party Timely	3	3	Exceeds Expectations	100.00%	100.00%	0.00%
Periodic Contact with 3rd Party	3	3	Exceeds Expectations	100.00%	100.00%	0.00%
Complaint or Lien Filed Timely	0	0	N/A	N/A	N/A	N/A
Member Involved in Complaint vs. Lien	0	0	N/A	N/A	N/A	N/A
Subrogation Pursued for Maximum Recovery	2	2	Exceeds Expectations	100.00%	100.00%	0.00%
Approval to Accept, Waive, or Settle	1	1	Exceeds Expectations	100.00%	N/A	N/A
Excess Coverage						
Timely Initial Excess Reporting	5	5	Exceeds Expectations	100.00%	100.00%	0.00%
Timely Subsequent Excess Reporting	56	50	Meets Expectations	89.29%	70.00%	19.29%
Timely Excess Reimbursement Requests	2	1	Unsatisfactory	50.00%	N/A	N/A
Closing Excess Report Sent	4	4	Exceeds Expectations	100.00%	N/A	N/A
Score for Claim Handling - Technical	313	288		92.01%		

AUDIT EXCEPTION DETAILS

Claim Handling – Administrative Caseload

Adjuster Caseload

Opportunities 1 | Achieved 1

Butte County has 3 non-dedicated adjusters assigned to handle their claims. CAPRI has one dedicated adjuster to handle their claims. All caseloads are within the standard. The weighted values listed below include adjustment for the 2:1 ratio for future medical and medical only claims.

Adjuster / Supervisor	Butte County			Other Accounts			Total	Weighted Value
	Indemnity	Med Only	Future Med	Indemnity	Med Only	Future Med		
Elizabeth O'Keefe	73	0	4	73	3	6	102	153
Ariel Leonhard	26	0	0	83	3	20	132	121
Lauren Hildebrandt	5	16	47	11	4	157	240	128
Total	104	16	51	167	10	183	531	401

Adjuster / Supervisor	CAPRI			Other Accounts			Total	Weighted Value
	Indemnity	Med Only	Future Med	Indemnity	Med Only	Future Med		
Sally Town	47	14	41	0	0	0	102	75
Total	47	14	41	0	0	0	102	75

Case Review & Documentation

Examiner Reviews - Timing

Opportunities 379 | Achieved 283

Please see Addendum I for a detailed summary of opportunities and plan of actions meeting the criteria for this standard.

Examiner Reviews - Quality Plan of Action

Opportunities 50 | Achieved 44

1. CSAC-1430 The 01/20/20 and 04/20/20 POAs contain stale information. Under the Excess section it says the last request sent on 06/17/19 and the next request is due on 09/04/19. Under the action plan section, it states that there is an overpayment to excess and they are being reimbursed. The recovery section has a 03/26/18 subrogation update that is no longer relevant to the claim as recovery has already been received. The reserve rationale says expense reserves are set for bill review and UR fees which no longer apply to this file because it was settled by way of C&R back on 01/24/18.
2. CSAC-1435 Quality POA was marked down as the last review 04/08/20 did not address the understated reserves.
3. CSAC-1437 The 12/18/19 and 03/16/20 POAs show that there was only \$15 left in expense reserves with no action items listed to support the reason a reserve change was not required.
4. CSAC-1438 The POAs completed on 03/06/20 and 05/07/20 both state that efforts will continue to secure signed and approved Stips, but nothing is documented that shows action items to drive the claim to resolution. There is no documented follow up contact to the employee by phone, email, or US mail.

5. CSAC-1450 The 08/12/19 POA stated that in order to get the claim to resolution updated MRI results were needed. A plan would be determined based on the MRI results. The MRI results were already documented in the file as the MRI took place on 05/15/19. The 08/12/19 POA provides stale information and lacks action items to drive the claim forward. The 09/23/19 POA states that the claim is not litigated but an Application was received on 07/10/19.
6. CSAC-1452 The 03/09/20 POA outlines that 50% of the medical will be contributed from this file to the master file. The POA does not outline if the employee is currently treating on the master claim nor does it outline a plan/schedule for allocation between the files.

Supervisor Reviews

Opportunities 175 | Achieved 135

Please see Addendum I for a detailed summary of opportunities and supervisor reviews meeting the criteria for this standard.

Medical Only Conversion

Opportunities 4 | Achieved 4

All claims that met the criteria for this category also met the standard.

Communication

Ongoing Employee Contact

Opportunities 9 | Achieved 5

1. CSAC-1441 Ongoing contact with the employee was marked down as the employee has been on temporary disability since 09/11/19 and there has not been any contact.
2. CSAC-1448 The employee was TTD between 05/24/19 and 08/19/19. It is not evident to the auditor that communication was established with the employee during this period.
3. CSAC-1456 The employee was TTD from 01/17/19 to 06/20/19. The EE was contacted on 01/22/19. The next contact was untimely completed on 03/18/19. The EE was contacted again on 04/12/19 but no follow up contact is documented between 04/12/19 and the 06/21/19 return to work date.
4. CSAC-1474 The employee had surgery on 02/04/20. A call to the EE within three days of the surgery is not evident.

Fiscal Handling

Payments on Correct Claims

Opportunities 8 | Achieved 8

All claims that met the criteria for this category also met the standard.

File Balancing

Opportunities 10 | Achieved 4

1. CSAC-1429 File balancing was due within 6 months of permanent disability payments of 04/20/18. It was untimely completed on 05/03/20.
2. CSAC-1448 File balancing was due upon termination of benefits on 08/19/19 and prior to the termination notice of 08/23/19; however, it was untimely completed on 09/10/19.
3. CSAC-1449 File balancing was completed on 03/06/18 prior to the audit period. Additional balancing was due by 09/03/18 however it was untimely completed on 09/05/18. Subsequent file balancing was due by 03/04/19 and it was untimely completed on 03/19/19.

4. CSAC-1455 File balancing was due subsequent to the indemnity payments through 07/01/19. It is not evident to the auditor that file balancing has been completed.
5. CSAC-1464 PD benefits began on 06/15/18. The initial balance sheet was untimely completed on 01/02/19. A subsequent balance sheet was completed on 07/02/19. The following balance sheet was untimely completed on 01/10/20.
6. CSAC-1467 File balancing was due upon termination of indemnity benefits paid through 04/02/20 and prior to the DWC notice. It is not evident to the auditor that file balancing was completed.

Claim Creation

Three Point Contact – Initial Employee Contact

Opportunities 29 | Achieved 19

1. CSAC-1442 The claim was received on 07/12/18 with initial contacts due 07/17/18. Attempts to establish contact with the employee were made on 07/12/18 and 07/14/18. A third attempt was not found until 07/22/18.
2. CSAC-1447 The claim was received 12/19/19 with initial contacts due 12/24/19. Only one employee contact attempt was documented on 12/20/19.
3. CSAC-1448 The claim was received on 05/29/19 with initial contacts due by 06/03/19. A first and second attempt to establish contact with the employee were made on 05/29/19 and 05/30/19. It is not evident to the auditor that a third attempt was made.
4. CSAC-1453 The file was received on 03/10/20 with initial contacts due by 03/16/20. Attempts to establish contact with the employee are documented on 03/11/20 and 03/12/20. A third attempt was not found until 03/17/20.
5. CSAC-1455 The claim was received on 02/27/19 with initial contacts due by 03/04/19. Attempts to establish contact with the employee were made on 02/28/19 and 03/01/19. A third attempt was not found until 03/05/19.
6. CSAC-1459 The claim was received on 03/15/20 with initial contacts due 03/19/20. An initial attempt to establish contact with the employee was made on 03/16/20. A second attempt was made on 03/18/20 and a third attempt was untimely made on 03/22/20.
7. CSAC-1470 The claim was received 02/13/19 with initial contacts due 02/18/19. Two employee contact attempts were made on 02/14/19 and 02/15/19. A third contact attempt in the first three days is not evident.
8. CSAC-1473 The claim was received on 08/30/19 with initial contacts due by 09/04/19. Attempts to establish communication with the employee were made on 08/30/19 and 09/03/19. A third attempt was not found until 09/05/19.
9. CSAC-1474 The claim was received 05/21/19 with initial contacts due 05/24/19. Only one employee contact attempt was documented during this period on 05/22/19.
10. CSAC-1476 The claim was received on 09/20/19 with initial contacts due by 09/25/19. Attempts to establish contact with the employee were made on 09/23/19 and 09/25/19. It is not evident to the auditor that a third attempt was made.

Three Point Contact – Initial Employer Contact

Opportunities 30 | Achieved 28

1. CSAC-1471 The claim was setup on 11/15/18 with initial contacts due by 11/20/18. It is not evident to the auditor that employer communication was established.
2. CSAC-1474 The claim was received 05/21/19 with initial contacts due 05/24/19. Employer contact was made on 05/22/19, however, contact with the supervisor was needed. A follow up attempt was not documented until 05/28/19.

Reserves

Initial Reserves for Probable Value

Opportunities 31 | Achieved 30

1. CSAC-1443 Initial reserves were set on 12/23/19 with \$4,800 reserved for medical to include office visits, medications, mileage reimbursement, counseling, and a med-legal evaluation. \$4,800 is insufficient to cover the listed anticipated costs.

Initial Reserve Timely

Opportunities 31 | Achieved 29

1. CSAC-1443 The claim was received on 11/26/19. Initial reserves were untimely entered on 12/23/19.
2. CSAC-1474 The claim was received 05/21/19. Initial reserves were untimely established 06/14/19.

Claim Handling – Technical

Payments

Medical Bills Paid Timely

Opportunities 41 | Achieved 41

All claims that met the criteria for this category also met the standard.

Penalties Coded Correctly

Opportunities 0 | Achieved N/A

There were no applicable claims for this category.

Apportionment

Ruled In/Out

Opportunities 19 | Achieved 19

All claims that met the criteria for this category also met the standard.

Pursued Appropriately

Opportunities 7 | Achieved 7

All claims that met the criteria for this category also met the standard.

Disability Management

Proactive Return to Work

Opportunities 6 | Achieved 5

1. CSAC-1456 Auditor was unable to locate any notes or correspondence with the provider that show proactive efforts to obtain work restrictions and/or a release to full duty.

Member Noticed of Permanent Work Restrictions

Opportunities 1 | Achieved 1

The claim that met the criteria for this category also met the standard.

Reserving

Reserves Adjusted Timely

Opportunities 48 | Achieved 41

1. CSAC-1435 Reserves adjusted timely was marked down as it is not evident to the auditor that they have been adjusted since the initial reserves were posted 12/09/19. They appear to be understated based on the current medical record.
2. CSAC-1437 Allocated reserves are not accurate based on the exposures. There is only .86 remaining currently. Based on the current outstanding medical reserve they should be increased to \$2,100.
3. CSAC-1443 There is \$12,842 in total outstanding reserves with an agreement to preemptively settle by way of C&R for \$5,000. Additional reserves are not needed, however, there is only \$215 remaining in medical and reallocation is recommended to cover any unpaid bills and resolve any balances/liens.
4. CSAC-1450 The medical and PD reserves appear light considering the exposures for PD and future medical care. The EE had knee surgery and is currently a candidate for a second surgery although he has elected not to proceed at this time. There is only \$4K remaining in medical reserves which is just enough for a QME but does not consider future medical care.
5. CSAC-1456 The 08/01/19 MMI report outlining PD was received on 08/06/19. Reserves were untimely increased on 01/20/20.
6. CSAC-1461 OSIP calculation was completed on 12/17/19 recommending \$66,190 for medical. The reserves were not updated to reflect the OSIP calculations. Currently there is only \$32,014 in outstanding medical reserves. They are understated by about \$34K.
7. CSAC-1470 The C&R is paid in full and there is \$24,427 remaining in medical reserves which appears overstated. Auditor recommends a reduction.

TD & 4850 Reserved Separately

Opportunities 2 | Achieved 2

Both claims that met the criteria for this category also met the standard.

PD Exposure Includes Life Pension

Opportunities 2 | Achieved 2

Both claims that met the criteria for this category also met the standard.

FM Reserves Consistent with OSIP Standards

Opportunities 11 | Achieved 10

1. CSAC-1461 OSIP calculation was completed on 12/17/19 recommending \$66,190 for medical. The reserves were not updated to reflect the OSIP calculations. Currently there is only \$32,014 in outstanding medical reserves. They are understated by about \$34K.

Allocated Reserve Accurate

Opportunities 49 | Achieved 47

1. CSAC-1435 Allocated expense was marked down as they are understated and nearly depleted.
2. CSAC-1437 Allocated reserves are not accurate based on the exposures. There is only .86 remaining currently. Based on the current outstanding medical reserve they should be increased to \$2,100.

Reserve Detail

No recommended changes	45 claims
Increase recommended	4 claims
Decrease recommended	1 claim
Total estimated reserve variance	\$32,100

Resolution of Claim

Resolution Pursued Timely

Opportunities 13 | Achieved 6

1. CSAC-1434 The MMI report of the PTP was received on 03/23/18. Resolution pursued timely is scored down as the report was untimely addressed on 04/09/18.
2. CSAC-1438 The Stips were sent to the EE on 02/21/19. There has been no follow up contact with the EE to secure a signed copy of the settlement documents. This is not considered timely pursuit of resolution.
3. CSAC-1444 Resolution pursued timely was marked down as a DEU rating was received 12/11/19 and an SAR was untimely submitted 04/15/20.
4. CSAC-1452 The DA letter outlining settlement per the AME was received on 06/11/19 recommending that a new CT be set up. This CT was set up on 06/24/19. The SAR was untimely submitted to the member on 07/17/19.
5. CSAC-1455 The defense attorney provided settlement recommendations on 06/12/19. A SAR was untimely submitted on 06/30/19.
6. CSAC-1457 Resolution pursued timely was marked down as a DEU rating was received 02/12/20 and an SAR was untimely submitted 03/20/20.
7. CSAC-1470 Resolution pursued timely is scored down because the MMI report was received on 08/05/19 and the DEU rating was untimely requested on 09/19/19. The DEU rating was received on 10/29/19 and the SAR was untimely completed on 01/07/20.

Settlement Valuation

Opportunities 12 | Achieved 12

All claims that met the criteria for this category also met the standard.

Medicare's Interests Protected

Opportunities 0 | Achieved N/A

There were no applicable claims for this category.

Settlement Authority

EIA Settlement Authority Requested

Opportunities 5 | Achieved 5

All claims that met the criteria for this category also met the standard.

Member Settlement Authority Requested

Opportunities 11 | Achieved 11

All claims that met the criteria for this category also met the standard.

Litigated Claims

Initiate Investigation Material to Potential Litigation

Opportunities 5 | Achieved 5

All claims that met the criteria for this category also met the standard.

Proper Litigation Management and Defense Attorney on Panel

Opportunities 5 | Achieved 5

All claims that met the criteria for this category also met the standard.

Subrogation

Identify & Notice 3rd Party Timely

Opportunities 3 | Achieved 3

All claims that met the criteria for this category also met the standard.

Periodic Contact with 3rd Party

Opportunities 3 | Achieved 3

All claims that met the criteria for this category also met the standard.

Complaint or Lien Filed Timely

Opportunities 0 | Achieved N/A

There were no applicable claims for this category.

Member Involved in Complaint vs. Lien

Opportunities 0 | Achieved N/A

There were no applicable claims for this category.

Subrogation Pursued for Maximum Recovery

Opportunities 2 | Achieved 2

Both claims that met the criteria for this category also met the standard.

Approval to Accept, Waive or Settle 3rd Party Case

Opportunities 1 | Achieved 1

The claim that met the criteria for this category also met the standard.

Excess Coverage

Timely Initial Excess Reporting

Opportunities 5 | Achieved 5

All claims that met the criteria for this category also met the standard.

Timely Subsequent Excess Reports

Opportunities 56 | Achieved 50

Please see Addendum I for a detailed summary of opportunities and excess reports meeting the criteria for this standard.

Timely Excess Reimbursement Requests

Opportunities 2 | Achieved 1

1. *CSAC-1430 Timely reimbursement requests were requested on 01/03/19 and 06/17/19 making the next one due 09/14/19. It was not submitted.*

Closing Excess Report Sent

Opportunities 4 | Achieved 4

All claims that met the criteria for this category also met the standard.

AUDITED BUT NOT SCORED RESULTS

Category	Points Available	Points	%	Prior %	Variance
Supervisor Caseload	1	1	100.00%	100.00%	0.00%
Respond to Written Inquiries	13	13	100.00%	84.00%	16.00%
Ongoing Employer Communication/Reporting	0	0	N/A	N/A	N/A
Initial Decision	31	26	83.87%	100.00%	-16.13%
Final Decision	12	11	91.67%	100.00%	-8.33%
AOE/COE Investigation	13	10	76.92%	100.00%	-23.08%
Indexing	30	30	100.00%	100.00%	0.00%
Initial TD/PD Payment	14	14	100.00%	100.00%	0.00%
DWC Notice	17	14	82.35%	100.00%	-17.65%
Subsequent TD/PD Payments	8	8	100.00%	90.00%	10.00%
Overpayments	0	0	N/A	N/A	N/A
Undisputed Awards Paid Timely	9	9	100.00%	71.43%	28.57%
Copy of Award to Excess	7	5	71.43%	100.00%	-28.57%
Medical Bills Objection Letters	1	1	100.00%	100.00%	0.00%
Employee Reimbursements Timely	8	8	100.00%	100.00%	0.00%
Advance Travel Timely	8	6	75.00%	75.00%	0.00%
Self-Imposed Penalties Paid	0	0	N/A	100.00%	N/A
Penalty Reimbursement	0	0	N/A	100.00%	N/A
Proper Use of UR	34	34	100.00%	94.87%	5.13%
NCM Used Appropriately	0	0	N/A	100.00%	N/A
Proof of Member/EIA Authority	11	11	100.00%	100.00%	0.00%
Member Involved in Legal Activities Where Appropriate	0	0	N/A	N/A	N/A

SCORESHEETS BY MEMBER

CAPRI

Category	Points Available	Points	Score	%
Claim Handling - Administrative	288	229	Below Expectations	79.51%
Caseload	1	1	Exceeds Expectations	100.00%
Case Review and Documentation	229	184	Meets Expectations	80.35%
Communication	4	3	Below Expectations	75.00%
Fiscal Handling	11	6	Unsatisfactory	54.55%
Claim Creation	21	13	Unsatisfactory	61.90%
Reserves	22	22	Exceeds Expectations	100.00%
Claims Handling - Technical	119	118	Exceeds Expectations	99.16%
Payments	13	13	Exceeds Expectations	100.00%
Apportionment	14	14	Exceeds Expectations	100.00%
Disability Management	5	5	Exceeds Expectations	100.00%
Reserving	43	43	Exceeds Expectations	100.00%
Resolution of Claim	6	5	Meets Expectations	83.33%
Settlement Authority	3	3	Exceeds Expectations	100.00%
Litigated Cases	9	9	Exceeds Expectations	100.00%
Subrogation	4	4	Exceeds Expectations	100.00%
Excess Coverage	22	22	Exceeds Expectations	100.00%
Overall Score	407	347	Meets Expectations	85.26%

	Category	Points Available	Points	Score	%
Claim Handling - Administrative					
Caseload					
	Adjuster Caseload	1	1	Exceeds Expectations	100.00%
Case Review and Documentation					
	Examiner Reviews - Timing	140	101	Below Expectations	72.14%
	Examiner Reviews - Quality Plan of Action	18	18	Exceeds Expectations	100.00%
	Supervisor Reviews	70	64	Exceeds Expectations	91.43%
	Medical Only Conversion	1	1	Exceeds Expectations	100.00%
Communication					
	Ongoing Employee Contact	4	3	Below Expectations	75.00%
Fiscal Handling					
	Payments on Correct Claims	5	5	Exceeds Expectations	100.00%
	File Balancing	6	1	Unsatisfactory	16.67%
Claim Creation					
	Three Point Contact - Initial Employee Contact	10	3	Unsatisfactory	30.00%
	Three Point Contact - Initial Employer Contact	11	10	Exceeds Expectations	90.91%
Reserves					
	Initial Reserves for Probable Value	11	11	Exceeds Expectations	100.00%
	Initial Reserves Timely	11	11	Exceeds Expectations	100.00%
Score for Claim Handling - Administrative		288	229		79.51%

Category	Points Available	Points	Score	%
Claim Handling - Technical				
Payments				
Medical Bills Paid Timely	13	13	Exceeds Expectations	100.00%
Penalties Coded Correctly	0	0	N/A	N/A
Apportionment				
Apportionment Ruled In/Out	9	9	Exceeds Expectations	100.00%
Apportionment Pursued Appropriately	5	5	Exceeds Expectations	100.00%
Disability Management				
Proactive RTW	4	4	Exceeds Expectations	100.00%
Member Noticed of Perm. Restrictions	1	1	Exceeds Expectations	100.00%
Reserving				
Reserves Adjusted Timely	18	18	Exceeds Expectations	100.00%
TD & 4850 Reserves Separate	0	0	N/A	N/A
PD Exposure Includes Life Pension	1	1	Exceeds Expectations	100.00%
FM Reserve Consistent with OSIP	6	6	Exceeds Expectations	100.00%
Allocated Reserves Accurate	18	18	Exceeds Expectations	100.00%
Resolution of Claim				
Resolution Pursued Timely	3	2	Unsatisfactory	66.67%
Settlement Valuation	3	3	Exceeds Expectations	100.00%
Medicare's Interests Protected	0	0	N/A	N/A
Settlement Authority				
EIA Settlement Authority Requested	0	0	N/A	N/A
Member Settlement Authority Requested	3	3	Exceeds Expectations	100.00%
Litigated Cases				
Initiate Investigation Material to Potential Lit.	5	5	Exceeds Expectations	100.00%
Litigation Management & Defense Attorney on Panel	4	4	Exceeds Expectations	100.00%
Subrogation				
Identify and Notice 3rd Party Timely	2	2	Exceeds Expectations	100.00%
Periodic Contact with 3rd Party	1	1	Exceeds Expectations	100.00%
Complaint or Lien Filed Timely	0	0	N/A	N/A
Member Involved in Complaint vs. Lien	0	0	N/A	N/A
Subrogation Pursued for Maximum Recovery	1	1	Exceeds Expectations	100.00%
Approval to Accept, Waive, or Settle	0	0	N/A	N/A
Excess Coverage				
Timely Initial Excess Reporting	0	0	N/A	N/A
Timely Subsequent Excess Reporting	20	20	Exceeds Expectations	100.00%
Timely Excess Reimbursement Requests	0	0	N/A	N/A
Closing Excess Report Sent	2	2	Exceeds Expectations	100.00%
Score for Claim Handling - Technical	119	118		99.16%

Category	Points Available	Points	%
Supervisor Caseload	1	1	100.00%
Respond to Written Inquiries	10	10	100.00%
Ongoing Employer Communication/Reporting	0	0	N/A
Initial Decision	11	11	100.00%
Final Decision	5	5	100.00%
AOE/COE Investigation	5	4	80.00%
Indexing	10	10	100.00%
Initial TD/PD Payment	6	6	100.00%
DWC Notice	6	6	100.00%
Subsequent TD/PD Payments	3	3	100.00%
Overpayments	0	0	N/A
Undisputed Awards Paid Timely	3	3	100.00%
Copy of Award to Excess	3	3	100.00%
Medical Bills Objection Letters	1	1	100.00%
Employee Reimbursements Timely	3	3	100.00%
Advance Travel Timely	5	4	80.00%
Self-Imposed Penalties Paid	0	0	N/A
Penalty Reimbursement	0	0	N/A
Proper Use of UR	9	9	100.00%
NCM Used Appropriately	0	0	N/A
Proof of Member/EIA Authority	3	3	100.00%
Member Involved in Legal Activities Where Appropriate	0	0	N/A

June 29, 2020

To: CAPRI: Matthew Duarte, Executive Director
PRISM: Karin Wedworth, WC Claims Manager

Re: Response to Audit Results for CAPRI – ALC Claims Collaborations

This letter will serve as a response to the audit report completed in May 2020 in accordance with the PRISM Audit Guidelines. The below audit response is designed to address areas evaluated and provide response and performance actions as a result of the audit. The 2020 audit score generated an overall score 85.26% which provided a rating of Meeting Expectations. We want to assure you of our continued commitment to meet and exceed CAPRI's expectations. We continue to look forward to working with CAPRI to identify and implement processes to achieve improved results.

Performance Strengths

The audit report is comprised of 40 categories for management of claims, as noted in the audit, there was considerable improvement noted for the below categories which now qualify for an Exceeds Expectations rating.

- Claims Handling – Technical: 10.34% improvement with a current score of 99.16%.
- Excess Coverage: 42.86% improvement with a current score of 100%.

In addition, the following sub-categories impacting overall scoring were identified as Exceeding Expectations achieving a 100% Audit Score.

- Reserving
- Payments
- Apportionment
- Disability Management
- Settlement Authority
- Litigated Cases
- Subrogation

Performance Improvement Recommendations

The following represents review of each category that fell below expectations along with identified actions items we will/have put into place to address these areas. Categories impacted were Case Review and Documentation (Review/POA Diary), Communication, Fiscal Handling, Claim Creation and Resolution of Claim.

Claims Handling – Administrative

- **Case Review and documentation - Timing:**

As noted above, this category produced a score of 80.35%. This area produced the highest number of missed opportunities and therefore had the highest impact on total score. In addition, due to the change in methodology applied in fall of 2019 for scoring this category, 19 points were lost for diary reviews performed between one and five days late (previously afforded a point). This change was material to the category score which would have been 85.7% using prior methodology.

We agree that management of diary is an essential function in the management and resolution of claims, and we are committed to improvement in this area. To that end we should point out that the quality of diary review and plans of actions scored 100%, exceeding expectations.

- **Communication:**

There was one file of the four reviewed within this category that received comments. We acknowledge the importance of ongoing communication with the injured employee while they are unable to work. We will ensure that going forward on all files that when an employee is unable to work, we will have a diary specifically addressing contacting the employee on a regular basis and no less than every 30 days while they remain unable to work and on disability benefits.

- **Fiscal Handling:**

We understand the importance of fiscal handling and timely balancing of the file. The examiner will set a diary to ensure that each file is balanced timely (every six months) when payment is ongoing as well as balancing the file prior to issuing a benefit termination notice. Also, when the initial benefit notice is entered, a diary will be set for file balancing at six months.

- **Claim Creation:**

We appreciate and realize the great benefit of a timely initial 3-point. The examiner and supervisor reviewed the PRISM guidelines thoroughly, spending time discussing strategies for reaching the employee when the initial contact attempts have been unanswered. This includes asking the client for alternative numbers for the employee as well as an email address. We understand three documented attempts in three business days of receipt of the claim are necessary to be in compliance with the guidelines.

Claims Handling – Technical

- **Timely Resolution of Claims:**

There was one file of three reviewed that received comments in this category. We acknowledge the benefit of resolving files and strive to adhere to the PRISM guidelines for timely resolution. To bring about improvement and identification of opportunities to push for claims resolution, we implemented individual time each week with the supervisor and examiner to discuss claims that are in settlement posture. To further these efforts, the examiner now initiates a Supervisor Review diary each time a claim reaches permanent and stationary status. This allows the opportunity to ensure we are properly addressing reserves, provision of permanent work limitations to the employer, and initiating settlement efforts in a timely manner.

Thank you for the opportunity to evaluate our management of the claims and allow us the opportunity to implement plans to enhance our level of service. We appreciate our partnership with both CAPRI and PRISM and look forward to providing you with many more years of service.

Amber Abella
Senior Manager Claims – Workers' Compensation

cc: Dorianne Zumwalt, Director, Client Services
Jeff Ponta, Director Claims
Bettina Hooper, SVP Public Entity

DISCUSSION/ACTION ITEMS

SUBJECT: Administrative Analyst Job Description Update

BACKGROUND AND STATUS:

Staff has had an opportunity to evaluate the needs of both the member districts and CAPRI. At this time, Staff believes that a modification and update of the job description and job duties for the Administrative Analyst position is necessary. This includes modifications necessary to reflect administrative duties related to maintenance and coordination of Ratings Questionnaires, Property Schedules, and Vehicle Schedules among other things.

As such, Staff has prepared a revised job description for the Administrative Analyst position for the review and consideration of the Board. The description has also been shared with legal counsel for review and comment. Staff will be prepared to further discuss this position at the Board Meeting.

If approved by the CAPRI Board, Staff will be immediately advertising the position with various online job placement listings, industry job boards, and on the CAPRI website. After approximately one month of advertisement, qualified candidates will be selected for interview in September with the goal of a start date by October 1.

RECOMMENDATION:

Approve revisions to the Administrative Analyst Job Description.

FISCAL IMPACT:

None.

REFERENCE MATERIALS ATTACHED:

- Current Job Description for Administrative Analyst (2012)
- Redline version of Revised Job Description for Administrative Analyst
- Revised Job Description for Administrative Analyst

ADMINISTRATIVE ANALYST

DEFINITION

Under the general direction of the Administrator, the Administrative Analyst will provide administrative, marketing and accounting support to the California Association for Park and Recreation Indemnity (CAPRI) and the California Association of Recreation and Park Districts (CARPD).

EXAMPLES OF DUTIES

Essential Functions:

Performs miscellaneous accounting duties related to payroll, accounts payable, accounts receivable, and year-end closing; and assists in preparing summary reports of payments and receipts;. Will work with accountant on contract to ensure all the financial information is in order. Will work with accountant and auditors to ensure that all the fiscal controls are in place to prevent fraud and theft to CAPRI.

Coordinates and gathers data relating to insurance, risk management and other general administrative functions; researches and analyzes data relating to insurance and risk management. Prepares reports and generates data necessary to support the above activities. Assists in the preparation of CAPRI/CARPD's newsletters, annual reports, budgets, annual financial reports, legislative reports, etc.

Updates and maintains CAPRI/CARPD website.

Assists in the marketing of CAPRI/CARPD to recreation and park districts in the State of California including travel to conferences, mailing of marketing packets, district contacts, etc.

Assists in the coordination and scheduling of the meetings, conferences, training seminars and retreats for CAPRI/CARPD including negotiating with hotels for meeting space, meal planning, room accommodations, and sending out meeting notices. Assists in the preparation of the meeting agenda.

The position will perform complex office support assignments including typing materials and documents.

Other Functions:

This position will serve as a backup to the office assistant position when she is out of the office. Those duties may include taking minutes for meetings as needed, serving as backup in answering the telephone and receiving visitors, general filing and archiving.

This position will provide information and assistance to our member districts.

Performs other related duties as assigned.

DESIREABLE QUALIFICATIONS

Knowledge of: Principles and practices of general accounting and bookkeeping principles and practices.

Modern office methods, procedures and equipment.

Computers and software (Microsoft Office - Word, Excel, PowerPoint, and Publisher).

Basic accounting software (Quickbooks, AP, AR, payroll, bank reconciliation, etc.)

Mathematics.

Ability to: Work well under pressure and within defined parameters and time frames.
Deal tactfully and courteously with the public and other staff while providing a wide range of assistance and help.
Interpret and apply CAPRI and CARPD rules, policies and procedures with good judgment.
Make accurate arithmetical calculations.
Perform technical accounting, and administrative duties and projects.
Research, collect, analyze data related to the area of accountability and effective communication of results.
Use good judgment in choosing among available alternatives to solve work problems, recognizing scope of authority, and referring problems to others.
Communicate effectively, both orally and in writing.

TRAINING AND EXPERIENCE

Any combination of education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Two years of basic accounting experience and an Associate's degree in accounting, business administration or related field. A Bachelors Degree in a related field is desirable and may be used in lieu of the required experience. Experience in marketing and meeting planning is desirable.

SPECIAL REQUIREMENTS

Possession of a valid State of California Driver's license issued by the State Department of Motor Vehicles or ability to obtain one within the first month of employment.

Some travel and overnight accommodations may be required.

California Association for Park and Recreation Indemnity (CAPRI)

ADMINISTRATIVE ANALYST

Job Description

The Administrative Analyst, under the general direction of the Executive Director, will provide technical and analytical support to the members of California Association for Park and Recreation Indemnity ("CAPRI"). The Administrative Analyst's primary role will be to coordinate, gather, and analyze data relating to insurance coverages provided by CAPRI. This is an Exempt position.

Essential Functions/Duties:

Essential Functions/Duties may include, but are not limited to, the following:

- Responsible for establishing, organizing, maintaining, and updating property schedules and vehicle schedules of member agencies and communicating and verifying updates with carriers and brokers retained by CAPRI.
- Coordinates and gathers collection of data relating to insurance, risk management and other general administrative functions; researches and analyzes data relating to insurance and risk management. Prepares reports and generates data necessary to support the above activities.
- Responsible for establishing, organizing, and maintaining insurance program and member files.
- Responsible for assisting member agencies in application for membership in coverage programs.
- Responsible for preparing premium and insurance coverage comparisons.
- Will work with accountant on contract to ensure all the financial information is in order. Will work with accountant and auditors to ensure that all the fiscal controls are in place to prevent fraud and theft to CAPRI.
- Assists in preparation of premium calculations for CAPRI programs.
- Assists in the preparation of CAPRI/CARPD's newsletters, annual reports, budgets, annual financial reports, legislative reports, etc.
- Assists in the coordination and scheduling of the meetings, conferences, training seminars and retreats for CAPRI/CARPD including negotiating with hotels for meeting space, meal planning, room accommodations, and sending out meeting notices. Assists in the preparation of the meeting agenda.
- Assists in updating and maintaining CAPRI/CARPD website.
- Assists in the marketing of CAPRI/CARPD to recreation and park districts in the State of California including travel to conferences, mailing of marketing packets, district contacts, etc.
- Gathers, reviews and evaluates data and prepares a variety of periodic and special reports.
- Provide excellent customer service.
- Performs other duties as assigned by the Executive Director.

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QUALIFICATIONS

Training and Experience

Any combination of experience and education that provides the required knowledge and ability will be qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's Degree in field directly related to position such as Business Administration, Public Administration, Insurance, or Accounting; or
- At least three (3) years' work experience with insurance claims management, underwriting; or

Public Sector or Joint Powers Authority experience is highly desired.

Licensing Requirements

A valid California Driver's License.

Knowledge and Skills

Thorough Knowledge of:

- Principles and practices of general accounting and bookkeeping principles and practices;
- Principles and practices of general insurance underwriting principles and practices;
- Modern office methods, procedures and equipment;
- Computer operations and use of spreadsheets, data base management and word processing programs;
- Basic accounting software (Quickbooks, AP, AR, payroll, bank reconciliation, etc.);
- Mathematics.

Skills in:

- Read, interpret and analyze insurance policies;
- Formulate policies and plans;
- Evaluate, recommend and implement solutions to complex issues and problems;
- Organize work schedule and perform assigned tasks with little supervision;
- Establish and maintain effective working relationships with each member district and other staff members;
- Speak in public, give presentations and write effectively;
- Maintain records and reports;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with those contacted in the course of work;
- Research, collect, analyze data and effectively communicate results.

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Use good judgment in choosing among available alternatives to solve work problems, recognizing scope of authority, and referring problems to others.¶

Communicate effectively, both orally and in writing.¶

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WORKING CONDITIONS

Environmental Conditions: Almost always works indoors in temperature-controlled environment; exposure to potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for long periods of sitting and frequently walking, standing, and reaching; occasional or rare bending, pushing, pulling, stooping, lifting, climbing, kneeling and squatting may be required; use of hands to finger, handle or feel objects, write, type, use telephone, operate office machinery; handle money; close and distance vision; speaking; hearing; driving vehicle. High level of concentration and attention to detail for extended periods of time.

EXAMINATION

All applications will be screened and only those candidates who best match the needs of CAPRI will be invited to compete further in the examination process.

- Examination may include pre- and/or post-interview testing.
- Medical Examination.

BACKGROUND CHECK

Undergo and clear fingerprinting and a background check.

IMMIGRATION LAW

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services (USCIS).

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¶ SPECIAL REQUIREMENTS¶

¶ Possession of a valid State of California Driver's license issued by the State Department of Motor Vehicles or ability to obtain one within the first month of employment.¶

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- Responsible for assisting member agencies in application for membership in coverage programs.
- Responsible for preparing premium and insurance coverage comparisons.
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- Computer operations and use of spreadsheets, data base management and word processing programs;
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Skills in:

- Read, interpret and analyze insurance policies;
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- Evaluate, recommend and implement solutions to complex issues and problems;
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- Examination may include pre- and/or post-interview testing.
- Medical Examination.

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IMMIGRATION LAW

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DISCUSSION/ACTION ITEMS

SUBJECT: CAPRI BOD Election

BACKGROUND AND STATUS:

Under Article II of the CAPRI Bylaws, regarding elections of CAPRI Board of Directors, it reads:

“(2) Election and/or Appointment of Directors:

The Board of Directors shall consist of two directors appointed by the Board of Directors of the California Association of Recreation and Park Districts (CARPD) and five directors selected by the participating member districts. The CARPD-appointed Directors will serve indefinite terms at the pleasure of CARPD. The remaining five directors shall be elected to office for four-year terms; two as “at large” Directors elected by the entire CAPRI membership, and three by category from the upper, middle and lower thirds of CAPRI membership, as measured in tiers by total contributions paid in the year before the election. Each participating member district shall have one vote for each at large director position to be elected, and one vote for the director position representing that District’s membership tier. The candidates receiving the highest number of votes for available positions on the Board shall be elected in each category. All Directors (other than the CARPD-appointed directors) must be either a member of the Board of Directors or a management employee of a participating member district. Only one representative from any district may serve on the Board of Directors at the same time.

The Board shall set the time and manner of elections, to be conducted in even-numbered years; two “at large” directors to be elected in one election, and three directors from contribution tiers to be elected in the following election two years later, in a repeating process. In election years, the Board shall provide notice to the membership of election deadlines, including the deadline for receipt of nominations; shall determine which nominees meet the appropriate qualifications set forth in these Bylaws; shall thereafter publish a list of nominees to the participating member districts, and shall provide for the process of receipt and tallying of ballots. The Board may conduct elections either by an in-person membership meeting, or by mailed/mailed ballots. Ballots shall be public records of CAPRI.”



The following outlines the current terms for each Board Member.

<u>Director</u>	<u>Position</u>	<u>Term Expiration</u>
Mathew Fuzie	At-Large	2020
Dean Wetter	At-Large	2020
Lorena Cervantes	Lower 1/3	2022
Colin Miller	Middle 1/3	2022
Jim Friedl	Upper 1/3	2022
Larry Mazzuca	CARPD	CARPD appt.
Lindsay Woods	CARPD	CARPD appt.

At this time, , the At-Large positions currently held by incumbents Director Mathew Fuzie and President Dean Wetter are up for election. Per the CAPRI Bylaws, the Board of Directors shall set the time and manner of elections. Staff recommends an election timeline as follows:

<u>Action</u>	<u>Date</u>
Notice/Call for Nominations	09/01/20
Nominations must be received	09/30/20
Ballots mailed to Districts	10/02/20
ELECTION (ballot must be in)	11/02/20
Run-off Election Ballots (if needed)	11/16/20
RUN-OFF ELECTION (if needed)	12/14/20

RECOMMENDATION:

Approve the time and manner of the 2020 CAPRI Board of Directors Election.

FISCAL IMPACT:

None.

REFERENCE MATERIALS ATTACHED:

- None

Agenda Item 10.1**EXECUTIVE DIRECTOR/ STAFF REPORTS****SUBJECT: District Visits Update**

BACKGROUND AND STATUS:

District visits are starting again as more and more Districts re-open. There has been one visit completed during the month of July 2020. There are 20 more visits scheduled for August, September, and October 2020. There are 14 more visits to schedule in the first half of Cycle XVII. We are pleased to say that Paradise Recreation and Park District scored an excellent score of 98% with only a couple recommendations needed.

The following is their individual evaluation scoring.

Paradise Recreation and Park District – July 29, 2020

Paradise received an **Excellent** evaluation.

Scoring and Recommendations:

Follow-Up Items – *1 of 1 – no recommendations at this time.*

Safety Committee – *14 of 14 – no recommendations at this time.*

ADA Implementation – *8 of 8 – no recommendations at this time.*

Screening and Review – *10 of 10 – no recommendations at this time.*

Employee Entrance Medical Exam – *4 of 4 – no recommendations at this time.*

Job Descriptions – *6 of 6 – no recommendations at this time.*

Volunteers – *9 of 9 – no recommendations at this time.*

Agreement, Waiver and Release Form – 6 of 6 – no recommendations at this time.

Facility Use Agreement – 5 of 5 – no recommendations at this time.

Parks and Facilities – *7 of 7 – no recommendations at this time.*

Inspection and Maintenance Program – *7 of 7 – no recommendations at this time.*

District Pools – *8 of 8 – no recommendations at this time.*

Injury and Illness Prevention Program (IIPP) – *5 of 6 – The District will improve upon conducting and documenting an annual review of the Injury and Illness Prevention Program.*

Life Safety – *7 of 8 – The District will implement emergency drills at least annually.*

Legal/Employment – *1 of 1 – no recommendations at this time.*

RECOMMENDATION:

Information only.

REFERENCE MATERIALS ATTACHED:

None.

Agenda Item 10.2**EXECUTIVE DIRECTOR/ STAFF REPORTS****SUBJECT: CAPRI Office Update**

BACKGROUND AND STATUS:

The new CAPRI Office is up and running! However, in light of the Orders of the California Department of Public Health, Staff has continued to operate in a quasi-remote status – with Staff still largely working from home. Staff continues to monitor the relevant guidance and looks forward to getting back into the office soon!

RECOMMENDATION:

Information only.

REFERENCE MATERIALS ATTACHED:

None.

Agenda Item 10.3**EXECUTIVE DIRECTOR/ STAFF REPORTS****SUBJECT: CAPRI Board Retreat Update**

BACKGROUND AND STATUS:

As the Board may recall, the November Board Meeting and annual Board Retreat are scheduled to take place on November 19-20, 2020 at the CAPRI Office in Roseville. Staff will be reaching out to the Board in the next month to discuss travel arrangements and accommodations.

RECOMMENDATION:

Information only.

REFERENCE MATERIALS ATTACHED:

None.

Agenda Item 10.4**EXECUTIVE DIRECTOR/ STAFF REPORTS****SUBJECT: News of Note**

BACKGROUND AND STATUS:

Staff regularly collects recent articles, academic papers, District reports, etc. that relate to the business of CAPRI and that may be of interest to the Board and/or the membership.

RECOMMENDATION:

Information only.

REFERENCE MATERIALS ATTACHED:

- "LA County to explore parks, libraries as supervised distance learning sites" – The Los Angeles Daily news; July 21, 2020
- "'It's actually a real big deal': Fall sports shutdowns hit parents, coaches" – Sacramento Bee; July 29, 2020
- "Anatomy of public Pool in a Pandemic" – New York Times, August 6, 2020

LA County to explore parks, libraries as supervised distance learning sites

Supervisor Janice Hahn recommended identifying safe spaces for children who cannot stay at home to access computers and participate in distance learning.

LOS ANGELES — With school campuses remaining closed this fall, the Los Angeles County Board of Supervisors voted Tuesday, July 21, to explore using county parks and libraries as alternative learning sites for children in unincorporated areas.

Supervisor Janice Hahn recommended identifying safe spaces for children who cannot stay at home to access computers and participate in distance learning.

“In the middle of this worsening pandemic, distance learning is our safest option right now, but this is untenable for parents who can’t work from home and some of our most vulnerable families,” Hahn said.

“We have been able to run summer day camps at our county parks safely this year despite the pandemic. I hope we can use a similar model to utilize our parks to provide safe, supervised spaces for kids to do their distance learning while they can’t be in the classroom.”

Los Angeles County is one of the counties on the state’s watch list and will not be able to return to in-classroom learning in August. Hahn said there is a gap between what schools can provide and what families need, in terms of internet access and technology, as well as daytime supervision.

The county’s new parks and recreation director was optimistic.

“Parks have been available to support our county families during this pandemic and are ready to fill the gap for parents who are integrating back into the workplace and looking for a safe, supportive environment for their children,” Department of Parks and Recreation Director Norma Garcia said.

“We understand that there are limited options for school-age kids, and we are happy to look into our department’s capacity to serve as alternate learning locations.”

County parks have WiFi access and libraries have been supporting students with online homework support, reading activities and grab-and-go summer lunches. It may be possible for library community rooms and outdoors spaces to be used by students and parents.

"I know that this won't be an easy fix," Hahn said. "This have never been done before. But we are in unprecedented times and we need to meet them with unprecedented and creative solutions for our residents."

The board directed employees from the parks, library, county education, public health and internal services departments to come back with a plan in 30 days to provide appropriate staffing, supervision and supplemental programming at county sites for children in the unincorporated areas of the county.

The board also approved a motion co-authored by Supervisors Kathryn Barger and Mark Ridley-Thomas recommending the county press Gov. Gavin Newsom and State Superintendent of Public Instruction Tony Thurmond to provide more support for distance learners, especially vulnerable youth.

"The closure of schools in L.A. County has severely impacted families and students and has further exacerbated the digital divide in our communities," Barger said.

"The communities experiencing increases in COVID-19 cases and unemployment due to extended closures are the same communities that are negatively impacted by distance learning."

Barger emphasized extra support for students with special needs, those who need access to mental health care and English language learners.

The county plans to ask for help in offering access to community centers for students, as well as keeping child care centers open.

Ridley-Thomas said some students and families need more help than others.

"We know that learning is not a one-size-fits-all endeavor, so we must be attentive to the gaps in resources to serve the social, emotional, and intellectual needs of every child," Ridley-Thomas said.

"This motion seeks to address the barriers families and children face in this critical moment."

The board also directed the CEO to work with other departments to expand public access to WiFi.

<https://www.dailynews.com/2020/07/21/l-a-county-to-explore-parks-libraries-as-supervised-distance-learning-sites/?MvBriefArticleId=20192>

'It's actually a real big deal': Fall sports shutdowns hit parents, coaches

BY MADELEINE CHINERY

JULY 29, 2020 08:34 AM

As the debate on whether to open California schools during the coronavirus pandemic continues, many Sacramento area fall sports have been postponed or canceled, affecting children and families.

The cancellations have caused uncertainty for many households, especially those with young children. If parents have to work and are unable to get a caretaker for their kids or put them in an activity, it can cause stress.

Richard Graham is the 14U coach for the Roseville Junior Tigers, a travel football team.

In addition to coaching, he has three sons of his own. His 14-year-old plays football, while his 7- and 8-year-olds play soccer. He also sponsors and coaches four other children who do not have father figures.

Graham notes that in wealthier areas, parents are more likely to be in the picture and can afford to do more with their kids. "Not everyone has that," he said.

"It's not just sports," he said. "If they don't have something positive to turn to to get away from what's going on in their neighborhoods, it's actually a real big deal."

"These kids are with me from 5:30 p.m. to 7:30 p.m.," he said. "If they're not with me at that time, getting structure and working as a team with their teammates and friends, that's where negative influences can come in."

This fall's program has been canceled, but there are people trying to start club teams to keep young athletes occupied. Graham said that is not an easy task.

"I can't go out and spend \$3,000 on equipment and take these kids and work with them," he said. "And then I would have to get insurance because someone could sue."

"Kids are looking for a sense of family," he continued. "If they don't get it from a sports team, where else could they find it? The local neighborhood gang who don't have their best interest in mind."

Graham said he has been able to practice with his own children, but not his team.

Anthony Hernandez has a 13-year-old, two 10-year-olds and a 4-year-old gearing up for T-ball, life is normally a mix of football practices, cheering work and myriad other scrimmages inbetween.

Hernandez coaches the Ripon Knights youth football team where he is also a board member. Their season has been canceled as well. Paired with the closure of their family-owned hair salon, Hernandez said he's considering a new role for himself: teacher.

“We are looking at a home school program at least until COVID restrictions are totally lifted at schools,” he said.

For the Hernandez family, distance learning was not the best experience this spring when schools suddenly shifted to online-only experiences. Hernandez is not confident schools can fix it this year and he’s not comfortable with hybrid options that would put students in classrooms for a period of time each week.

“I’m not 100% sure how schools will keep kids from not contacting each other and use proper sanitation,” he said. “I think the hardest thing physically this fall is to make sure our children get proper exercise and not become couch potatoes. I have been a football coach and board member for almost two decades so I have to take my fall approach differently than years before.”

Hernandez said one thing he has learned through the pandemic is that children seem to be more resilient than adults. The trick is to keep them from bouncing off the walls with no fall sports to play.

<https://www.sacbee.com/sports/article244522752.html>

Anatomy of a Public Pool in a Pandemic

Reopenings around the country have varied, but one thing is consistent: Summer crowds are not allowed.

The timeless soundtrack of a public pool in summer is largely silent this summer. No shrieking children, no splashy entrances or periodic whistle blasts and curt admonitions from lifeguards (“Walk! Don’t run!”), little of the buzzy hum of happy people chatting in and around the water.

On a recent weekday morning at [El Cerrito Swim Center](#), a popular East Bay pool complex in Northern California that normally has more than 550 visitors a day, the air was so still that one could hear birds chirping and the shuffling of flip-flops as a small group of masked patrons tentatively filed onto the pool deck for their allotted 45-minute lap swim.

Eric Rhodes was one of those swimmers. It was the first time in four and a half months that he’d been back. Pre-pandemic, Mr. Rhodes, 70, hits the pool three times a week.

One of those sessions is usually a practice with the Berkeley Aquatic Masters team, of which he has been a member for two decades. How did it feel to get back in the water? “Slow,” he said with a sigh. “But it was really great to jump in and be aquatic again, instead of land-borne.”

The pool had reopened only two weeks earlier and accommodations for this pandemic summer were in effect. Would-be swimmers have to make reservations online. Socially distanced staff go through a health checklist with patrons in the parking lot, everyone in masks.

Lifeguards are equipped with the usual red rescue tubes, but also disinfecting pump bottles. And each lane of the 10-lane pool is designated for one swimmer at a time (two swimmers if they’re from the same household).

During the 15-minute break between swim sessions, lifeguards must now be bouncers and enforce mask wearing and social distancing rules. They act as sanitation workers as well, spraying disinfectant all over outdoor showers and high-touch surfaces like hand railings and ladders. One of the lifeguards on duty, Alejandra Robins, had a Zen-like approach to her newfound duties.

“In some ways this is nice, because it’s a lot quieter and easier to focus on my job,” said Ms. Robins, 19, who grew up in El Cerrito. She will be heading off to her freshman year at Vassar College this fall, where masks and social distancing will also be the rule.

“Like everything else right now, the pool experience is much more restricted,” she said. “But I do miss the bigger community I usually work with, that random come-and-go of patrons. To me, that’s what makes it so pool-like.”

Relaxing at a pool in a pandemic feels like a Prohibition-era metaphor. We're all craving a certain sweet liquid escape, but most of us aren't allowed to have it. There are laws regulating access. It's not available everywhere, but people with connections [are more likely](#) to find a way to get it. And temperance, it turns out, is mighty hard.

The structure of pool reopenings around the country has varied by timeline and degree, but one thing is constant: summer crowds are not allowed. In [Illinois](#), a handful of community pools reopened in mid-June at a maximum of 50 percent capacity, but all public pools within the [Chicago Park District remain closed](#).

On July 24, the [New York City Department of Parks and Recreation](#) began a phased reopening of 15 of its free public swimming pools, including the Kosciuszko Pool in Brooklyn, Wagner Pool in Manhattan and Liberty Pool in Queens; the pools can operate at 70 percent capacity.

Swimmers are required to wear a face covering for entry, to be removed only when they enter the water. Six feet of social distance is required between households.

In California, [state health guidelines](#) have allowed for pools to reopen with the approval of local authorities, but the devil is in the details. Most municipal pools run at a deficit even in non-coronavirus times, said Beth Frazer, the recreation supervisor of facilities and aquatics for the city of El Cerrito.

Her challenge has been to serve as many in the community as possible while adhering to health guidelines laid out by the city and county, as well as by the [Centers for Disease Control and Prevention](#).

"We're the only pool open on this side of the East Bay hills, which means we have very limited capacity and an increased population to serve," Ms. Frazer said, noting that area pools in the surrounding cities of Richmond and Albany remain closed. She said that it's an impossible puzzle: "Right now we have only 90 or so time slots a day — and 200 to 300 people who want to swim." People with reservations come and line up outside according to lane assignment.

The facility normally serves a diverse population across age, race and income, with a full calendar of swimming lessons, camps, swim team and water polo practices, water aerobics, lap swim, rec swim, birthday parties and lifeguard training. Without those programs and the revenue they bring in, the cost of admission has gone up — from \$7 to \$10 for residents and \$12 for nonresidents — much to the chagrin of those in the community who are used to more affordable fees.

"The expense is a limitation. I can't afford to go more than once a week," said Carol Jameson, 62, who lives in Richmond. "My swimming before the pandemic was rich in so many ways that I took for granted. But I do understand they're doing the best they can and that all of these restrictions are necessary for our health."

One of those entrusted with maintaining the health of the pool and its patrons is Anthony Wong, of Two Brothers Pool & Spa in nearby El Sobrante. Mr. Wong has been

taking care of the pump room and pool at this swim center for 20 years; he comes by once a day to check and maintain the facility's chemical levels.

"It's a whole new world — every city is being different right now with its rules, so it's been super-hectic," he said. "With the swim center it's easier, because swimmers come by appointment only and they have staff to wipe stuff down and keep things clean."

"We're on a lighter scale with chems because daily use is cut down to about an eighth of the usual numbers," he said, referring to chemicals.

Family swim hours, which finally started up again on July 24, are a far cry from the usual sprawling splash park and rec pool water slide experience. On a recent afternoon, two groups of up to five people each were allowed to swim on opposite sides of a divided lane. But Lisa Faria, who was among the first in line with a reservation for her husband and two daughters and herself, was happy.

"It was short, only 45 minutes, but the kids had enough time to pretend to be mermaids and have fun and practice freestyle," Ms. Faria said. "It was great. Everything felt clean. I could smell the hand sanitizer."

Over the last few months, her daughters — Gaby, 9, and Emma, 8 — had been keeping a close eye on the swim center, wondering when it would open. Most summers, she said, the girls attend a parade of swim camps, swim lessons and birthday parties here.

Swimming gives her family a sense of peace and lightness in what can feel like an all-too-heavy and overwhelming world these days, Ms. Faria said. "Fingers crossed that this keeps going, that it can work," she said. "I hope we find many more days of swimming."

<https://www.nytimes.com/2020/08/06/style/public-pool-california-coronavirus-rules.html?MvBriefArticleId=28172>