

GOLDEN STATE RISK MANAGEMENT AUTHORITY (GSRMA)

Risk Management Accreditation Program (RMAP) 2024-2025

GSRMA member agencies can earn an award of up to 10% of their current year's contribution, subject to a maximum of \$50,000 per member agency, per year for a score less than 10%, and a maximum of \$75,000 per member agency per year, when the 10% maximum score is achieved.

Members must apply each year to qualify. This application covers the time from March 1st, 2024 – February 28th, 2025

TO APPLY:

Members wishing to apply for the RMAP must submit a Letter of Intent to GSRMA's Risk Control Staff no later than the first Monday in September each year. **Letters of Intent will not be accepted after the first Monday in September.**

The attached application and supporting documentation must be completed and submitted to GSRMA Risk Control Staff by Friday, March 7th, 2025. **Failure to provide this documentation by the date requested will disqualify the member from consideration of an award under the RMAP for that year.**

Risk Control staff shall present all qualified applications to GSRMA Board of Directors no later than their May board meeting for approval. For budgeting purposes, those agencies receiving awards will be notified prior to July 1st. To receive distributions, the agency must be a member in good standing as of July 1 of the 2025-2026 coverage year.

The credit earned is based on a points system. 100 points are needed to be awarded the maximum credit. The following formula shall be used in determining the total credit awarded. **(NOTE: Member agency must score a minimum of 60 points to qualify for an award.)**

| | |
|----------|-----|
| 60 to 69 | 1% |
| 70 to 79 | 4% |
| 80 to 89 | 5% |
| 90 to 99 | 7% |
| 100 | 10% |

GSRMA encourages members to use the awarded funds to maintain and/or enhance their loss prevention efforts. Members who achieve 100 points will be granted accreditation status. As an additional incentive to achieve accreditation, a random drawing will be conducted to select one accredited member to receive complimentary attendance for up to two attendees to attend the upcoming Public Agency Risk Management Association (PARMA) conference.

Special Note: Agencies are encouraged to submit the self-evaluation regardless of accumulated points.

Risk Management Accreditation Program (RMAP) Self-Evaluation / Application

Member Agency: _____

Contact Person: _____

Contact Phone / E-Mail: _____

Contact Mailing Address: _____

Entity Physical Address: _____

Annual Renewal Meeting Yes No Date: _____

Renewal Questionnaire Yes No Date: _____

Submitted

*****Submit all documentation (IE. Policies, certificates, etc.) along with your application. Incomplete documentation will result in a lower score.**

| POINTS EARNED | GSRMA Use |
|-------------------------------------|-----------|
| Administrative Points Earned | |
| Claims Points Earned | |
| Risk Control Points Earned | |
| TOTAL POINTS | |
| | |

ADMINISTRATIVE SECTION

| <i>REQUIREMENTS</i> | <i>POINTS CLAIMED / POINTS POSSIBLE</i> | <i>GSRMA USE ONLY POINTS VERIFIED / AREAS FOR IMPROVEMENT</i> |
|---|---|---|
| Personnel Policy: | | |
| Develop, adopt, implement and maintain an entity's personnel policy manual that complies with all Federal, State and local regulations. | /3 | |
| All employees and board members are compliant with AB1825 or SB1343 Harassment Training requirements. | /3 | |
| Current years federal and state labor law posters displayed. Photo documentation of all postings required. | /2 | |

| | | |
|---|----|--|
| Entity has a violent incident log from the Workplace Violence Prevention Plan | /5 | |
| Board Policies | | |
| Develop, adopt, implement and maintain the Entity's Board Policy Manual, to include the following: Entity Bylaws, Conflict of Interest Policy and meeting schedule. | /3 | |
| Board has adopted policies and procedures for purchasing, contracts, competitive bidding process, compliance with the California Public Records Act and Ethics training as required by AB 1234. | /3 | |

| | | |
|---|------------|--|
| Board Operations | | |
| Entity prepares, approves and submits an annual budget and submits to an audit, at least as often as every two years. | /3 | |
| Entity has a fraud prevention system in place regarding financial matters. | /2 | |
| Training | | |
| All Board Members attend at least one hour of continuing education training beyond mandated requirements. (AB1234&AB1825) | /3 | |
| All management and supervisors participate in at least 2 hours of leadership development or management training. | /2 | |
| Contracting | | |
| Entity has a volunteer resolution or declination letter on file. | /2 | |
| Cyber-Security | | |
| Entity has completed the GSRMA Cyber Security Self-Assessment and review. | /10 | |
| Administrative Points Earned | /41 | |

CLAIMS SECTION

| <i>REQUIREMENTS</i> | <i>POINTS CLAIMED / POINTS POSSIBLE</i> | <i>GSRMA Use Only Points Verified / Areas for Improvement</i> |
|---|---|---|
| General Liability: | | |
| Ensure the entity has an SB 929 compliant website. If not, demonstrate compliance by providing a board agenda item. Supply us with the URL. | /4 | |
| Return to Work: | | |
| Implement a Return-to-Work Program that includes a provision for enacting the interactive process. | /3 | |
| Property Audit: | | |
| Entity has completed a property audit with their Account Manager and confirmed its accuracy by submission date of application. | /5 | |
| Claims Points Earned | /12 | |

RISK CONTROL SECTION

| <i>REQUIREMENTS</i> | <i>POINTS CLAIMED / POINTS POSSIBLE</i> | <i>GSRMA Use Only Points Verified / Areas for Improvement</i> |
|---|---|---|
| Injury and Illness Prevention Program (IIPP): | | |
| IIPP meets all Cal-OSHA requirements and is reviewed annually. | /4 | |
| Emergency Action Plan (EAP) | | |
| Written Emergency Action Plan meets all Cal-OSHA requirements. | /2 | |
| Safety Meetings | | |
| Regular safety meetings as required by Cal-OSHA to communicate safety expectations in a manner understandable to all employees. Provide a minimum of six hours training and instruction on job specific safety and health practices. This can include online training such as Vector Solutions. | /10 | |
| Accidents/Incidents | | |
| Have a written policy regarding the requirement to conduct accident investigations, including near misses, and maintain documentation of same. | /3 | |

| | | |
|---|------------|--|
| Safety Committee | | |
| Establish a Safety Committee and hold regular meetings. Safety Committee regularly reviews near miss reports and accident investigations and provides recommendations to reduce reoccurrences. | /4 | |
| Motor Vehicles | | |
| Entity has written policies and procedures regarding the use of motor vehicles that must address: remedial training for employees involved in accidents, valid/unrestricted driver's license, driver qualifications, orientation process, drivers safety training, personal/business use including personal policy insurance requirements, cell phone usage, maintenance schedules, inspection procedures and accident / incident reporting procedures. | /5 | |
| Loss Exposure Experience Plan (LEEP) | | |
| Annually develop a comprehensive written plan to address claims experienced by your agency. Contact your Risk Control Advisor to review claims. | /20 | |
| Safety Documentation – Comprehensive | | |
| Attach to this application any of the following completed during 2024-2025: report of hazardous condition, regular site safety inspection, accident investigation or near miss report. Each complete report or inspection is worth one point, up to 5 points total). | /5 | |
| Participation in GSRMA-Sponsored Training | | |
| Attendance at GSRMA Annual Training Conference. | /2 | |
| Member attendance at GSRMA regional or on-site training or host or co-host a GSRMA regional training. | /2 | |
| Safety/Loss Prevention Points Earned | /57 | |

RMAP Supplemental Questionnaire: Cyber Risk Self-Assessment

1 Introduction

Cyber incidents have become an increasingly common event throughout the US and the world. Unfortunately, public agencies, including all members of GSRMA, are not immune to this risk.

GSRMA and its underwriting partners take this threat seriously and want to encourage and help member agencies meet this challenge today and into the future.

The objectives of the Cyber Risk Self-Assessment survey are:

- **To raise the awareness of the serious nature of these threats**
- **To initiate and support changes in your agency to protect against them**

2 Cyber Incidents and your Agency

It can be easy to convince yourself that a potential risk for your agency is just that: *only* a *potential* or *theoretical* risk and one that you don't really need to bother with. The complexity and multi-faceted nature of cyber security only increases that tendency, especially when it hasn't happened to you or your peers – yet.

But in fact, it **has** happened to your peers. There have been numerous cyber breaches at public agencies in California and across the country, one even recently occurring at a GSRMA member agency.

This threat is **real**, is **substantial**, can be **greatly disruptive** for weeks or months, and **costly** (even with cyber liability coverage).

Virtually **all GSRMA members are at risk**. The only difference between agency types is the level of impact that a cyber incident can have on your agency's services, employees, constituents, local businesses, business partners, and the community at large.

3 Implications for Cyber Liability coverage

With the increase of cybercrime and corresponding claims activity, coverage for cyber liability is getting harder to acquire. While GSRMA was able to attain coverage for its members in 2023-2024, this will be made more difficult for 2024-2025.

Cyber Liability underwriting for the 2024-2025 policy period will begin as early as Fall 2024. GSRMA wants to take all steps possible to ensure that members desiring coverage can get it, and at the lowest cost possible.

If an **agency does not meet minimum requirements** set by the carrier, it is possible that the **agency will not be able to have coverage.**

Agencies meeting only a minimum threshold, while having coverage, may pay a **larger contribution amount**, have a **larger deductible**, and **lower limits**.

4 Completing the Survey

The survey is a combination of business and technology questions. Therefore, it is likely that completion of the survey will need to be a collaboration of agency management and IT staff/consultants.

To begin the survey, use the following link.

<https://www.surveymonkey.com/r/BVQNVZ6>

If you need clarification about particular questions or the survey in general, please contact your Risk Control Advisor.

(Entity Letterhead)

Sample Letter of Intent

Date

Golden State Risk Management Authority
P.O. Box 706
Willows, CA 95988

Re: Risk Management Accreditation Program (RMAP)

Dear Risk Control Staff,

Our agency intends to apply for Golden State Risk Management Authority's Risk Management Accreditation Program (RMAP) this year.

Should you have any questions please contact [Insert contact Person's Name] at [Insert phone number and/or e-mail address].

Sincerely,

[Contact Person's Name]
[Title]

LOSS EXPOSURE EXPERIENCE PLAN DESCRIPTION

The goal of the Loss Exposure Experience Plan (LEEP) is to help members identify risks and reduce claims. Each year a new plan must be developed that identifies a specific problem area or hazard and proposes a solution to resolve the problem area or hazard over the next year.

GSRMA Risk Control staff will collaborate with your agency to determine a topic based on your past claims history if needed.

The plan **MUST** incorporate the following components:

- Identification of potential problem areas (hazards, claims, experience, etc.)
- Proposal to resolve the identified problem areas.
- Education – to promote understanding and training to lessen the impact of the problem area.
- Funding – identifying funding resources available to accomplish the plan.
- Evaluation – track the success of implementation of the plan and be able to produce the results to GSRMA with your application for the following year's plan.

Although your plan should incorporate the above mentioned criteria, it should be brief and clear enough that staff is not discouraged from reading and implementing it. Please see the sample format which is attached.

The LEEP must be submitted with your completed RMAP Application. The completed RMAP application is due to our office no later than the close of business on the first Monday in March.

If you have questions in the development of the plan please feel free to contact Risk Control staff at (530) 934-5633 or via e-mail at riskcontrol@gsrma.org

SAMPLE FORMAT LOSS EXPOSURE EXPERIENCE PLAN (LEEP)

IDENTIFICATION OF POTENTIAL PROBLEM AREA:

(Provide a description of the potential hazard/problem area has been identified.)

PROPOSAL TO RESOLVE POTENTIAL PROBLEM AREA:

(Provide a description of the steps your entity will implement over the next year to mitigate the potential hazard/problem area identified above.)

EDUCATION:

(What training will you provide to your employees to lessen the impact of the potential problem area, or to educate employees on new processes, etc.)

FUNDING:

(Identify the source of funds you will use to implement you plan.)

EVALUATION:

(Describe the criteria you will use to track the success of your plans implementation.)