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**CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR  
DESIGNEE, TO SIGN AN INTERAGENCY AGREEMENT WITH THE STATE  
COMPENSATION INSURANCE FUND FOR WORKERS COMPENSATION  
INSURANCE  
Agenda Item: 10**

**Meeting Date: 08-14-03**

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**Summary:** This resolution would authorize the Director, or designee, to sign an Interagency Agreement to provide workers compensation insurance for California Bay-Delta Authority employees.

**Recommended Action:** Adopt Resolution 03-08-23.

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**Staff Recommendation:** Staff recommends that the Authority adopt the attached resolution, which would approve an Interagency Agreement with the State Compensation Insurance Fund to provide workers compensation insurance for the California Bay-Delta Authority.

**Background**

The proposed Interagency Agreement would provide workers compensation insurance and health and safety consultation to the California Bay-Delta Authority, as required by law. The State Compensation Insurance Fund is the State's largest provider of workers compensation. This coverage will be renewed annually. Attachment 1 is the Scope of Work which explains the services to be provided.

**Fiscal Information**

**Funding Source:** General Fund  
**Term:** July 1, 2003 through June 30, 2004  
**Total Amount:** \$110,000.00

**List of Attachments**

Proposed Scope of Work

**Contact**

**Name:** Pauline Nevins

**Phone:** (916) 445-0462

**CALIFORNIA BAY-DELTA AUTHORITY  
RESOLUTION NO. 03-08-23**

CONSIDERATION OF A RESOLUTION AUTHORIZING THE DIRECTOR, OR DESIGNEE, TO SIGN AN INTERAGENCY AGREEMENT WITH THE STATE COMPENSATION INSURANCE FUND FOR WORKERS COMPENSATION INSURANCE

**WHEREAS**, all California employers are required by law to have Workers Compensation Insurance; and

**WHEREAS**, the State Compensation Insurance Fund is the largest provider of workers compensation insurance in the State and has offered to provide adequate coverage for Authority employees;

**NOW, THEREFORE, BE IT RESOLVED** that the Authority authorizes the Director, or his designee, to sign an interagency agreement with the State Compensation Insurance Fund to provide workers compensation insurance, as generally described in the attached proposed scope of work, for a term of one year and in an amount not to exceed \$110,000.00, subject to appropriation of adequate funds.

CERTIFICATION

The undersigned Assistant to the California Bay-Delta Authority does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the California Bay-Delta Authority held on August 14, 2003.

Dated:

Heidi Rooks  
Assistant to the California Bay-Delta Authority

**Attachment 1**  
**Workers Compensation Insurance Fund**  
**Proposed Scope of Work**

**1. Background**

Workers compensation provides benefits to employees who are injured or become ill during the course of or due to employment. In California, every employer is required to carry insurance to cover the cost of occupational injuries and illnesses.

The proposed contract is an Interagency Agreement with the State Compensation Insurance Fund. SCIF is the largest provider of workers compensation coverage in the State of California and is the only State agency that provides this service.

**2. General Statement of Work**

SCIF will provide workers compensation to any Authority employees who are injured or become ill during the course of or due to their employment with the Authority. In addition, SCIF will provide (as part of the basic policy) the following consultative, educational, and informational services:

- **Prompt Service for Claims:** SCIF will provide procedures for claims to be reported via telephone, on-line systems, or fax. SCIF will contact the injured employee, their physician, and the Authority's Health and Safety Officer within 24 hours of any claim. Claims will be processed and available for review within 48 hours.
- **Early Return to Work consultation:** This process brings an injured employee who has not fully recovered back to work as early as possible, to facilitate functional recovery and avoid unnecessary disability syndromes. This can be facilitated through transitional work, modified work, or alternative work.
- **Vocational Rehabilitation for Disability Claims:** SCIF staff will monitor the recovery of Authority employees and design transitional strategies to help them return to productive work.
- **Safety Management:** Consultations and Employer/Supervisor Training to assist the Authority in analyzing its needs. Expert, professional safety staff will work with Authority staff to provide safety surveys, loss analysis reports, and safety materials.
- **Employee Training:** Covering safety attitudes and employee responsibility, personal protection, machine guarding, housekeeping, and the State Fund Back Program. The Back Program was developed to limit back injuries and reduce associated costs through analysis of specific work activities, employee training, motivation and evaluation, and claims investigation.
- **Ergonomic Services:** Provided by Certified Ergonomists address costly repetitive motion injuries and strains/sprains. An office ergonomics program is available to assist in the prevention of computer-related injuries. Written reports of findings with possible control measures are provided.

- **OSHA Counseling:** Assists in compliance with safety standards that apply to the Authority. This includes record keeping instruction and advisory inspections with written recommendations.
- **Policyholder Seminars:** Provide valuable information on insurance and safety and health issues. Seminars sponsored by SCIF are free, but seminars co-sponsored with other organizations may require a registration fee.
- **Safety Newsletters:** Are published quarterly with information on new legislation, safety requirements, and effective safety precautions.
- **Safety Materials Catalog:** Includes a description of posters, pamphlets, brochures, and safety checklists available to policyholders.
- **Safety Videos:** Available through State Fund's Audiovisual Library.
- **Noise Level Measurements and Ventilation Assessments:** Available to help prevent future claims.
- **Laboratory Services:** Include analyses of air samples or bulk materials provided through contracted commercial labs or State Fund's own accredited laboratory.
- **Custom Media Services** and Video Editing features on-location videotaping for safety training and surveys, as well as custom productions developed by State Fund's own video production department.

### 3. Deliverables

Task 1. Contractor will provide workers compensation insurance coverage on an ongoing basis.

Task 2. Contractor will provide initial training to the Authority's Health and Safety Officer, including instruction on record keeping.

Task 3. Contractor will provide ongoing consultative advice to the Health and Safety Officer and management of the Authority.

Task 4. Contractor will, upon request, conduct an ergonomic evaluation of Authority employees' work practices.

Task 5. Contractor will provide educational materials to the Authority on an ongoing basis for distribution to employees, and posters for employee areas.

### 4. Representatives

#### **CBDA Program Manager:**

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Sacramento, CA 95814  
(916) 445-0462  
[nevinsp@calwater.ca.gov](mailto:nevinsp@calwater.ca.gov)

The Authority Program Manager shall serve as the primary contact with the Contractor. The Program Manager shall oversee Contractor's work under this contract.

Contact persons can be changed upon written notice to the other party. All inquiries should be directed to the representatives listed above.

**5. Location of Work**

The primary place of performance will be State Compensation Insurance Fund regional office in Sacramento. Other sites include the Authority offices in Sacramento, and the SCIF headquarters in San Francisco.

**6. Term**

The term of this agreement shall be July 1, 2003, through June 30, 2004.

**7. Payment**

The maximum amount payable under this agreement shall not exceed \$110,000 and shall include all applicable taxes.