

VCJPA ANNUAL ACTIVITIES

Timeline:	Description:
July 1st	Program year begins
July	Member survey regarding total number of employees employed during prior program year (Information needed to report to Office of Self-Insurance Plans)
July	Annual invoices issued to members
July 31st	Payroll report due - DE9 reporting subject wages for quarter ended June 30th
July-August	Distribution and collection of renewal applications and payroll survey for Local Agency Workers' Compensation Excess JPA (LAWCX), VCJPA's excess workers' compensation coverage provider
August	Annual premium due; invoices become delinquent 45 days after the invoice date and shall incur a 2% penalty plus interest at a rate of 10% per annum from due date of the invoice
October 31st	Payroll report due - DE9 reporting subject wages for quarter ended September 30th
November	Board of Directors Meeting
November	Notice regarding Annual Workshop and request for registration sent to membership
November	Retrospective adjustment process completed for the Pooled Liability and Pooled Workers' Compensation Programs; upon approval of reports at the November Board meeting, refunds and billings sent to member districts
December-January	Distribution and collection of renewal information for California Affiliated Risk Management Authorities (CARMA), VCJPA's excess liability coverage provider
January	Collection of Seasonal Employee Count for Workers' Compensation Manager
January 31st	Payroll report due - DE9 reporting subject wages for quarter ended December 31st
January-February	Send notice to non-participating members of EAP
January-February	Distribution and collection of updates to district property schedules and property certificate renewals for Alliant Property Insurance Program (APIP)
January-February	Distribution and collection of updates to number of vehicles covered under Auto Physical Damage (APD) Program
January-February	Distribution and collection of Alliant Crime Insurance Program (ACIP) updates for participating districts
January-February	Members provided with annual member satisfaction survey regarding performance of Bickmore and other vendors
February-March	Annual Workshop and Board meeting (typically end of February or beginning of March)
March	Notice sent to districts within region with Trustee Representative term expiring to solicit nominations
	*Note: Trustee from Coastal and Sacramento Valley Regions elected every odd numbered fiscal year; Trustee from San Joaquin and Southern California Regions elected every even numbered fiscal year; Alternate Trustee representing all regions elected every even numbered fiscal year
March	Regional Representative elections for VCJPA Board: Selection of regional representatives done at the district regional meetings; staff will send email to representatives with terms expiring as a reminder
	*Note: Coastal and Sacramento Valley Regions elected each odd numbered fiscal year; and San Joaquin Valley and Southern California Regions elected each even numbered fiscal year
March-April	For Board Members Only: Collection of Statement of Economic Interests Form 700; all named primary and alternate Board members are required to file no later than April 1 st
March-April	Distribution and collection of LAWCX excess workers' compensation certificate of coverage renewals

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Timeline:	Description:
April	Draft budget distributed to members upon adoption by Board at April Board of Directors meeting
April	Board of Directors Meeting
April 30th	Payroll report due - DE9 reporting subject wages for quarter ending March 31st
April-May	Obtain updated employee head count for Employee Assistance Program Renewal (EAP) from participating districts and confirm continued participation
April-May	Distribution and collection of Business Travel Accident Program renewal information for participating districts
May-June	Distribution and collection of annual liability and primary workers' compensation certificate of coverage renewal information
June	Board of Directors Meeting
June	Final budget issued to members upon approval by the Board; final budget is used for annual invoices
June-July	Annual Email to districts with end of year, begin of program year important information