

**Notice of Regular Monthly Meeting of  
Marin County Law Library Board of Trustees  
Marin County Law Library  
20 North San Pedro Road, Suite 2007  
Conference Room  
San Rafael, CA 94903**

**Tuesday, November 21, 2023, at 5:15 P.M.**

**Agenda**

**Call to Order\***

1. Consent Calendar

- 1.1 October 2023 Minutes
- 1.2 November 2023 Warrants

2. Open Time for Public Expression

3. Financial Report

- 3.1 Filing Fee Schedule – November 2023
- 3.2 Actuals (Income and Expenses) – November 2023
- 3.3 Journals and Reconciliation – November 2023

4. Librarian's Report

5. Committee Reports

- 5.1 Civic Engagement
- 5.2 Fundraising Committee
- 5.3 Budget Committee

6. Old Business

**6.1 Discussion:** Discussion re Proposed Appointees to the Board of Trustees

**6.2 Discussion:** Discussion re Employee Payroll Recordkeeping Procedures

**6.3 Discussion:** Discussion re Celebration for Lawyers in the Library Volunteers and Marin County Bar Association Partnership in Lawyers in the Library

7. New Business

**7.1 Discussion and Action:** Discussion and Action re Approval of Law Library Director Job Description

**7.2 Discussion and Action:** Discussion and Action re Approval of Law Library Director Terms of Employment

**7.3 Discussion and Action:** Discussion and Action re Air Filer for Law Library

**7.4 Discussion and Action:** Discussion and Action re Approval of Health Insurance Increase for Law Library Director

**7.5 Discussion and Action:** Discussion and Action re Approval of Professional Membership to AALL for Director

**7.6 Discussion and Action:** Discussion and Action re Budget Adjustment for Network and Copier Expenses

**7.7 Discussion and Action:** Discussion and Action re Approval of Expenses for AALL Conference 2023

**7.8 Discussion:** Discussion re Committee Membership Changes

**7.9 Discussion:** Discussion re Format and Changes to Lawyers in the Library Program

8. Board Members' Suggestions for Next Month's Agenda

9. Adjournment

**Upcoming Events FYI:**

Lawyers in the Library Virtual Program – 11/30/2023

First Thursdays at the Law Library on Zoom – TBD

Deadline to Submit Reports for Board Meeting on 12/19/2023: 12/14/2023.

\* This meeting may be recorded as authorized by the Government Code.

***If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail [disabilityaccess@marincounty.org](mailto:disabilityaccess@marincounty.org) at least five working days in advance of the meeting.***

***A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at [www.marincountylawlibrary.org](http://www.marincountylawlibrary.org). It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.***

Board of Trustees

PRESIDENT  
Denise Bashline  
*Judicially Appointed*

VICE PRESIDENT  
Alexander Johnson, Esq.  
*Judicially Appointed*

Jorge Lopez Espindola,  
Esq.  
*Board of Supervisors Appointed*

Kristine Fowler Cirby, Esq.  
*Judicially Appointed*

Walter Cook, Jr., Esq, MLIS  
*Judicially Appointed*

Stephen Richards  
*Law Library Director*

20 North San Pedro Road  
Suite 2007  
San Rafael, CA 94903  
415-472-3733 T  
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[www.marincountylawlibrary.org](http://www.marincountylawlibrary.org)

**Minutes of Regular Monthly Meeting of  
Marin County Law Library Board of Trustees  
Marin County Law Library  
20 North San Pedro Road, Suite 2007  
Conference Room  
San Rafael, CA 94903**

**Tuesday, October 10, 2023, at 5:15 P.M.**

**Present: Denise Bashline, Alexander Johnson, and Stephen Richards, Ex Officio-Secretary**

**Absent: Kristine Cirby, Walt Cook Jr., Jorge Lopez Espindola**

**Also Present: David J. Sutton, Scott McDonald**

President Bashline called the meeting to order at 5:23 p.m.

1. Consent Calendar

- Discussion occurred regarding how the payroll journals work for the Law Library

President Bashline made a motion to pass the consent calendar.  
Vice President Johnson seconded the motion.

Vote: Motion carried 2-0

AYES: President Bashline, Vice President Johnson

ABSENT: Trustee Cirby, Trustee Cook, Trustee Lopez Espindola

2. Open Time for Public Expression

There was no public expression at this time.

3. Financial Report

3.1 Filing Fee Schedule – October 2023

- See Attached

3.2 Actuals (Income and Expenses) – October 2023

- See Attached
- Staff expenses were higher for this period due to three pay cycles.
- More book sales than usual for the month.
- Postage costs also went down.

3.3 Journals and Reconciliation – October 2023

- Category was added due to reconciliation of payroll journals for yearly audit.
- All payroll journals were submitted with help by Board President and Librarian.
- Moving forward, relationship with the County of Marin should be positive.
- There is still an outstanding bill for work that board member did in January.

4. Librarian's Report

- Yearly price increase for CEB Onlaw and Lexis database given the contacts came into effect.
- Contract with Kyocera is still moving forward along with installation.

5. Committee Reports

a. Civic Engagement

- See Attached
- Question came up regarding discussing the possible format for the First Thursday programming and topics to cover.

b. Fundraising Committee

- Fundraising letter is still being worked on currently.
- Discussion also came about on how to implement possible credit card services for donations.

c. Budget Committee

- There was no update from the budget committee at this time.

d. Five Year Plan Committee

- The five-year plan should include personnel committee.
- The topics within the five-year plan should also include employee retention.
- One additional item to include would be the use of MCLEs through partnerships with other organizations.

6. Old Business

**6.1 Discussion and Action:** Discussion and Action re Five Year Plan Committee Meeting

- See above at Five Year Plan Committee

**6.2 Discussion and Action:** Discussion and Action re Proposed Appointees to the Board of Trustees

- Librarian heard from Court Administrator that application for Sutton had arrived and was being reviewed.
- Board President is also seeking out another possible Trustee candidate.
- Temporary appointments to the Board to be made before adjournment of meeting.

**6.3 Discussion:** Discussion re Employee Payroll Recordkeeping Procedures

- Payroll record keeping procedures were discussed at the beginning of the meeting.

**6.4 Discussion:** Discussion re Celebration for Lawyers in the Library Volunteers and Marin County Bar Association Partnership in Lawyers in the Library

- President Bashline brought up an idea for celebration of Lawyers in the Library Volunteers possibly in February 2024.
- Sutton suggested that perhaps this event could also be made into a fundraiser for the Law Library as well.

7. New Business

**7.1 Discussion and Action:** Discussion and Action re Approval of Annual Report for Board of Supervisors

- See Attached
- President Bashline made the motion to approve submission of annual report to Board of Supervisors with the submission including report about filing fees. Vice President Johnson seconded the motion.

Vote: Motion carried 2-0

AYES: President Bashline, Vice President Johnson

ABSENT: Trustee Cirby, Trustee Cook, Trustee Lopez Espindola

8. Board Members' Suggestions for Next Month's Agenda

9. Adjournment

- President Bashline moved to end the meeting after swearing in new temporary board members. Vice President Johnson seconded the motion.

Vote: Motion carried 2-0

AYES: President Bashline, Vice President Johnson

ABSENT: Trustee Cirby, Trustee Cook, Trustee Lopez Espindola

- Trustee Sutton and Trustee McDonald were sworn the board of Trustees for temporary appointment.
- Next Regular Board Meeting: November 21, 2023

Respectfully submitted,

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Denis Bashline  
President, Board of Trustees

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Stephen Richards  
Ex-Officio Secretary



**MARIN COUNTY LAW LIBRARY**  
**CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET**

Prepared as of  
 11/17/2023

Munis Fund No: 3400  
 Program: 7960  
 Subprogram: 7961

	CURRENT - Fiscal Year Performance												NEXT - Fiscal Year Projected and/or Budget Expectation						
	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Full Year 2023-2024 Act/Fcst	Full Year 2023-2024 BUDGET	Full Year 2023-2024 Variance	Key Performance Notes	Full Year 2024 - 2025 Projected	Net Chg. From Prior Yr	Increase/Decrease Key Notes
<b>REVENUE</b>																			
Fillings	13,861	17,628	14,287	13,490	-	-	-	-	-	-	-	-	59,266	145,000	(85,734)		-	(59,266)	
Passports	1,070	210	1,270	490	420	-	-	-	-	-	-	-	3,460	20,000	(16,540)	Started program Feb '23	-	(3,460)	Started charging Feb '23
All Other	69	10,405	1,381	134	1,138	-	-	-	-	-	-	-	13,127	87,568	(74,441)		-	(13,127)	Assumes State Funding of \$62K
<b>TOTAL REVENUE</b>	<b>15,000</b>	<b>28,243</b>	<b>16,938</b>	<b>14,114</b>	<b>1,558</b>	-	-	-	-	-	-	-	<b>75,853</b>	<b>252,568</b>	<b>(176,715)</b>		-	<b>(75,853)</b>	
<b>EXPENSES</b>																			
Direct Staffing Expense	8,427	8,460	9,825	7,884	-	-	-	-	-	-	-	-	34,597	130,768	96,171		-	(34,597)	
Insurance	-	1,589	-	-	-	-	-	-	-	-	-	-	1,589	5,600	4,011		-	(1,589)	
Membership/Prof Dev	-	-	-	-	-	-	-	-	-	-	-	-	-	5,648	5,648		-	-	
Office Expense	303	400	69	442	-	-	-	-	-	-	-	-	1,214	3,000	1,786		-	(1,214)	
Postage	153	97	52	105	-	-	-	-	-	-	-	-	406	-	(406)		-	(406)	
Projects	-	-	150	328	-	-	-	-	-	-	-	-	478	2,500	2,022		-	(478)	
Professional Svc/ (ADP)	148	155	233	155	-	-	-	-	-	-	-	-	690	-	(690)		1,852	1,162	
Copy Machines	-	400	-	-	-	-	-	-	-	-	-	-	400	2,332	1,932		-	(400)	
Telephone/Internet	792	98	784	414	-	-	-	-	-	-	-	-	2,088	13,000	10,912		-	(2,088)	Non-recurring network Upgrade Expense
Publications	9,038	4,606	5,587	4,967	-	-	-	-	-	-	-	-	24,198	66,000	41,802		-	(24,198)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
<b>TOTAL EXPENSE</b>	<b>18,862</b>	<b>15,804</b>	<b>16,698</b>	<b>14,295</b>	-	-	-	-	-	-	-	-	<b>65,660</b>	<b>228,848</b>	<b>163,189</b>		<b>1,852</b>	<b>(63,808)</b>	
<b>NET GAIN/(LOSS)</b>	<b>(3,862)</b>	<b>12,439</b>	<b>240</b>	<b>(181)</b>	<b>1,558</b>	-	-	-	-	-	-	-	<b>10,193</b>	<b>23,720</b>	<b>13,527</b>		<b>(1,852)</b>	<b>(12,045)</b>	
<b>FUND BALANCE</b>																			
Unrestricted Fund Balance	235,170	231,308	243,747	243,987	243,806	245,363	245,363	245,363	245,363	245,363	245,363	245,363	235,170	-	-		245,363	-	
Income/Loss (from above)	(3,862)	12,439	240	(181)	1,558	-	-	-	-	-	-	-	10,193	-	-		(1,852)	-	
Total Unrestricted Fund Bal	231,308	243,747	243,987	243,806	245,363	245,363	245,363	245,363	245,363	245,363	245,363	245,363	245,363	-	-		243,511	-	

**CURRENT YEAR - Key Messages**

- > Expected expense of \$233K, which assumes add'l State funding of \$62K. If not recieved a deficit will occur of \$62K
- > Yr-over-Yr remains flat, however there is a shift between of spend between Network

**NEXT YEAR - Key Messages**

# FY 2023-2024 Profit & Loss Statement

November 2023 Board Meeting

-----Input Actual and Forecasts in this section-----

manually move the Blue Bar to align at intersection of Act/Fcst

		Prev FY	FISCAL YEAR 7/01/2023 through 06/30/20							
		Jul - Jun '22-'23	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024
		Act	Act	Act	Act	Act	Act	Act	Act	Act
<b>REVENUE:</b>										
451970	Filings	\$ 153,730	\$ 13,861	\$ 17,628	\$ 14,287	\$ 13,490	\$ -	\$ -	\$ -	\$ -
441115	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462650	Photocopies	\$ 1,619	\$ 60	\$ 8	\$ 415	\$ 83	\$ -	\$ -	\$ -	\$ -
470410	Book Sales	\$ 118	\$ 9	\$ -	\$ 454	\$ -	\$ 390	\$ -	\$ -	\$ -
470330	Donations	\$ 35	\$ -	\$ -	\$ 24	\$ 51	\$ -	\$ -	\$ -	\$ -
470110	Fax/Paper Sales	\$ 49	\$ -	\$ -	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -
441215	Conference Room	\$ 215	\$ -	\$ -	\$ 470	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ 72,417	\$ -	\$ 10,397	\$ -	\$ -	\$ 748	\$ -	\$ -	\$ -
461710	Classes/Workshops/MCLE	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Passport Services	\$ 5,745	\$ 1,070	\$ 210	\$ 1,270	\$ 490	\$ 420	\$ -	\$ -	\$ -
480210	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Revenue Total:</b>	<b>\$ 234,011</b>	<b>\$ 15,000</b>	<b>\$ 28,243</b>	<b>\$ 16,938</b>	<b>\$ 14,114</b>	<b>\$ 1,558</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSE:</b>										
<b>Staff</b>										
511110	Librarian	\$ 55,560	\$ 4,461	\$ 4,468	\$ 6,455	\$ 4,656	\$ -	\$ -	\$ -	\$ -
511220	Extra Hire	\$ 35,159	\$ 2,920	\$ 3,354	\$ 2,591	\$ 2,625	\$ -	\$ -	\$ -	\$ -
515110	Social Security	\$ 5,627	\$ 423	\$ 485	\$ 623	\$ 489	\$ -	\$ -	\$ -	\$ -
515115	Medicare	\$ 1,317	\$ 99	\$ 113	\$ 146	\$ 114	\$ -	\$ -	\$ -	\$ -
513215	Health Benefits	\$ 11,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
514110	Workers Compensation	\$ 530	\$ 493	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
515120	Unemployment Insur.	\$ 584	\$ 31	\$ 40	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Staff Subtotal:</b>	<b>\$ 109,879</b>	<b>\$ 8,427</b>	<b>\$ 8,460</b>	<b>\$ 9,825</b>	<b>\$ 7,884</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ADMINISTRATIVE EXPENSE</b>										
<b>Insurance</b>										
	USLI	\$ 1,328	28% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Complete Equity Markets	\$ 1,589	33% \$ -	\$ 1,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Hartford	\$ 1,910	40% \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
521610	<b>Insurance Subtotal:</b>	<b>\$ 4,827</b>	<b>\$ -</b>	<b>\$ 1,589</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
522210	<b>Memberships/Prof Develop.</b>									
	Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CCCLL	\$ 840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MCBA	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NOCALL	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MCEAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>MBRP/Prof Dev Subtotal:</b>	<b>\$ 1,090</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
522410	Office Expenses	\$ 1,620	\$ 303	\$ 400	\$ 69	\$ 442	\$ -	\$ -	\$ -	\$ -
522440	Postage	\$ 968	\$ 153	\$ 97	\$ 52	\$ 105	\$ -	\$ -	\$ -	\$ -
522310	Projects	\$ 1,779	\$ -	\$ -	\$ 150	\$ 328	\$ -	\$ -	\$ -	\$ -
522510	Professional Services (ADP Payroll)	\$ 1,846	\$ 148	\$ 155	\$ 233	\$ 155	\$ -	\$ -	\$ -	\$ -
522930	<b>Copy Machines</b>									
	DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	HiTech	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Marin Copier	\$ 213	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Copy Machines Subtotal:</b>	<b>\$ 405</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Tel/Internet</b>									
521310	Sonic Email	\$ 335	1% \$ 18	\$ 18	\$ 18	\$ 18	\$ -	\$ -	\$ -	\$ -
	Comcast Internet	\$ 2,732	7% \$ 466	\$ 60	\$ 87	\$ 87	\$ -	\$ -	\$ -	\$ -
	AT&T Phone	\$ 1,627	4% \$ 133	\$ 19	\$ 154	\$ 134	\$ -	\$ -	\$ -	\$ -
	SPTJ	\$ 33,869	88% \$ 175	\$ -	\$ 525	\$ 175	\$ -	\$ -	\$ -	\$ -
	<b>Tel/Internet Subtotal:</b>	<b>\$ 38,563</b>	<b>\$ 792</b>	<b>\$ 98</b>	<b>\$ 784</b>	<b>\$ 414</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
522815	<b>Publications Upkeep</b>									
	Other (CEB OnLaw, etc.)	\$ 342	1% \$ 1,598	\$ 851	\$ 907	\$ 871	\$ -	\$ -	\$ -	\$ -
	CEB	\$ 15,987	28% \$ 3,349	\$ -	\$ 1,240	\$ 620	\$ -	\$ -	\$ -	\$ -
	Lexis Nexis	\$ 6,004	11% \$ 730	\$ 351	\$ 36	\$ 72	\$ -	\$ -	\$ -	\$ -
	WestLaw	\$ 19,824	35% \$ 2,130	\$ 2,172	\$ 2,172	\$ 2,172	\$ -	\$ -	\$ -	\$ -
	West Publishing	\$ 14,584	26% \$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ -	\$ -	\$ -	\$ -
	<b>Publications Subtotal:</b>	<b>\$ 56,741</b>	<b>\$ 9,038</b>	<b>\$ 4,606</b>	<b>\$ 5,587</b>	<b>\$ 4,967</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
522410	Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Expense Total:</b>	<b>\$ 217,717</b>	<b>\$ 18,862</b>	<b>\$ 15,804</b>	<b>\$ 16,698</b>	<b>\$ 14,295</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Net Gain/(Loss)</b>	<b>\$ 16,294</b>	<b>\$ (3,862)</b>	<b>\$ 12,439</b>	<b>\$ 240</b>	<b>\$ (181)</b>	<b>\$ 1,558</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Unrestricted Fund Balance</b>	<b>\$ 218,877</b>	<b>\$ 235,170</b>	<b>\$ 231,308</b>	<b>\$ 243,747</b>	<b>\$ 243,987</b>	<b>\$ 243,806</b>	<b>\$ 245,363</b>	<b>\$ 245,363</b>	<b>\$ 245,363</b>

# FY 2023-2024 Profit & Loss Statement

November 2023 Board Meeting

-----Input Actual and Forecasts in this section-----  
 manually move the Blue Bar to align at intersection of Act/Fcst

	Prev FY	FISCAL YEAR 7/01/2023 through 06/30/20							
	Jul - Jun '22-'23	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024
Income/Loss (from above)	\$ 16,294	\$ (3,862)	\$ 12,439	\$ 240	\$ (181)	\$ 1,558	\$ -	\$ -	\$ -
Total Unrestricted Fund Bal	\$ 235,170	\$ 231,308	\$ 243,747	\$ 243,987	\$ 243,806	\$ 245,363	\$ 245,363	\$ 245,363	\$ 245,363

Footnotes

**FY 2023-2024 Profit & Loss St:**

November 2023 Board Meeting

		24					FY 2023-2024	
		Mar 2024	Apr 2024	May 2024	Jun 2024	TOTAL FY	Approved Projected Budget	(Over)/Under Plan
		Act	Act	Act	Act	Act/Fcst	Plan	Var
<b>REVENUE:</b>								
451970	Filings	\$ -	\$ -	\$ -	\$ -	\$ 59,266	\$ 145,000	\$ 85,734
441115	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ 450
462650	Photocopies	\$ -	\$ -	\$ -	\$ -	\$ 566	\$ 1,100	\$ 534
470410	Book Sales	\$ -	\$ -	\$ -	\$ -	\$ 853	\$ 700	\$ (153)
470330	Donations	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ 3,000	\$ 2,925
470110	Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ 18	\$ 30	\$ 12
441215	Conference Room	\$ -	\$ -	\$ -	\$ -	\$ 470	\$ 100	\$ (370)
462610	Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	\$ 11,145	\$ 62,188	\$ 51,043
461710	Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Passport Services	\$ -	\$ -	\$ -	\$ -	\$ 3,460	\$ 20,000	\$ 16,540
480210	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total:</b>		\$ -	\$ -	\$ -	\$ -	\$ 75,853	\$ 232,568	\$ 156,715
<b>EXPENSE:</b>								
<b>Staff</b>								
511110	Librarian	\$ -	\$ -	\$ -	\$ -	\$ 20,041	\$ 63,000	\$ 42,959
511220	Extra Hire	\$ -	\$ -	\$ -	\$ -	\$ 11,490	\$ 49,000	\$ 37,510
515110	Social Security	\$ -	\$ -	\$ -	\$ -	\$ 2,020	\$ 6,944	\$ 4,924
515115	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 472	\$ 1,624	\$ 1,152
513215	Health Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000
514110	Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ 493	\$ 1,700	\$ 1,207
515120	Unemployment Insur.	\$ -	\$ -	\$ -	\$ -	\$ 81	\$ 1,500	\$ 1,419
<b>Staff Subtotal:</b>		\$ -	\$ -	\$ -	\$ -	\$ 34,597	\$ 130,768	\$ 96,171
<b>ADMINISTRATIVE EXPENSE</b>								
<b>Insurance</b>								
	USLI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,572	\$ 2,572
	Complete Equity Markets	\$ -	\$ -	\$ -	\$ -	\$ 1,589	\$ 1,722	\$ 133
	Hartford	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,706	\$ 1,706
521610	<b>Insurance Subtotal:</b>	\$ -	\$ -	\$ -	\$ -	\$ 1,589	\$ 5,600	\$ 4,011
522210	Memberships/Prof Develop.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500
	CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850	\$ 850
	MCBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ 105
	MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NOCALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155	\$ 155
	MCEAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ 38
<b>MBRP/Prof Dev Subtotal:</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,648	\$ 5,648
522410	Office Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,214	\$ 3,000	\$ 1,786
522440	Postage	\$ -	\$ -	\$ -	\$ -	\$ 406	\$ -	\$ (406)
522310	Projects	\$ -	\$ -	\$ -	\$ -	\$ 478	\$ 2,500	\$ 2,022
522510	Professional Services (ADP Payrr	\$ -	\$ -	\$ -	\$ -	\$ 690	\$ -	\$ (690)
522930	Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 777	\$ 777
	HiTech	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 777	\$ 777
	Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 777	\$ 377
<b>Copy Machines Subtotal:</b>		\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 2,332	\$ 1,932
							\$ -	\$ -
<b>Tel/Internet</b>								
521310	Sonic Email	\$ -	\$ -	\$ -	\$ -	\$ 72	\$ 325	\$ 253
	Comcast Internet	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 2,500	\$ 1,799
	AT&T Phone	\$ -	\$ -	\$ -	\$ -	\$ 441	\$ 1,464	\$ 1,023
	SPTJ	\$ -	\$ -	\$ -	\$ -	\$ 875	\$ (1) 8,712	\$ 7,837
<b>Tel/Internet Subtotal:</b>		\$ -	\$ -	\$ -	\$ -	\$ 2,088	\$ 13,000	\$ 10,912
522815	Publications Upkeep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other (CEB OnLaw, etc.)	\$ -	\$ -	\$ -	\$ -	\$ 4,226	\$ 9,503	\$ 5,277
	CEB	\$ -	\$ -	\$ -	\$ -	\$ 5,208	\$ 10,451	\$ 5,243
	Lexis Nexis	\$ -	\$ -	\$ -	\$ -	\$ 1,189	\$ 6,562	\$ 5,373
	WestLaw	\$ -	\$ -	\$ -	\$ -	\$ 8,646	\$ 25,362	\$ 16,716
	West Publishing	\$ -	\$ -	\$ -	\$ -	\$ 4,929	\$ 14,122	\$ 9,193
<b>Publications Subtotal:</b>		\$ -	\$ -	\$ -	\$ -	\$ 24,198	\$ 66,000	\$ 41,802
522410	Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Expense Total:</b>		\$ -	\$ -	\$ -	\$ -	\$ 65,660	\$ 228,848	\$ 163,189
<b>Net Gain/(Loss)</b>		\$ -	\$ -	\$ -	\$ -	\$ 10,193		
Unrestricted Fund Balance		\$ 245,363	\$ 245,363	\$ 245,363	\$ 245,363			

**FY 2023-2024 Profit & Loss St:**

November 2023 Board Meeting

	24				
	Mar 2024	Apr 2024	May 2024	Jun 2024	TOTAL FY
Income/Loss (from above)	\$ -	\$ -	\$ -	\$ -	
Total Unrestricted Fund Bal	\$ 245,363	\$ 245,363	\$ 245,363	\$ 245,363	

FY 2023-2024 Approved Projected Budget	(Over)/Under Plan
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Footnotes

## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022	2022/2023	2023/2024
MONTH													
JULY	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26	9,382.59	14,900.57	13,861.08
AUGUST	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89	22,888.81	12,847.78	17,627.93
SEPT.	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04	13,414.73	13,630.59	14,287.00
OCTOBER	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67	18,388.13	12,059.80	13,489.86
NOVEMBER	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70	15,930.29	14,023.74	0.00
DECEMBER	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63	14,865.21	14,003.50	0.00
JANUARY	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31	14,193.66	11,628.35	0.00
FEBRUARY	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80	10,942.59	11,673.64	0.00
MARCH	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	14,378.55	15,424.33	14,612.20	9,205.48	10,184.15	12,713.48	0.00
APRIL	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	14,099.42	13,045.95	13,634.85	14,828.26	11,416.60	10,927.55	11,817.58	0.00
MAY	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	14,977.96	13,800.05	13,546.55	8,031.24	16,402.85	15,609.32	12,599.17	0.00
JUNE	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	12,928.62	14,252.53	15,796.62	11.62	11,634.46	12,125.83	12,018.35	0.00
<b>ANNUAL TOTALS</b>	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	164,783.38	173,090.01	170,059.22	154,596.88	133,488.69	168,852.86	153,916.55	59,265.87

Each current month's filing fee revenue represents income generated from the Court filings of two months ago. January revenue comes from November filings, etc.

## Marin County Law Library November 2023 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, USPS, ZOOM.us, Santa Venetia Market, Techsoup, Affordable Library PR GOSQ, Eventbrite, Quill)	\$ 674.19	\$ 674.19
2	Thomson Reuters (Print)	\$ 1,232.33	\$ 1,232.33
3	SPTJ Consulting Inc. Sept 2023 Inv. 11801	\$ 175.00	\$ 175.00
4	Matthew Bender & Co., Inv. No. 38901730	\$ 36.05	\$ 36.05
5	Matthew Bender & Co., Inv. No.38716852	\$ 36.05	\$ 36.05
6	AT&T CALNET	\$ 134.25	\$ 134.25
7	RELX, Inc. (LexisNexis)	\$ 501.00	\$ 501.00
8	CEB Print	\$ 325.34	\$ 325.34
9	CEB Onlaw	\$369.50	\$ 369.50
10	ADP Payroll	\$ 155.00	\$ 155.00
11	Thomson Reuters (Westlaw Patron)	\$2,172.19	\$ 2,172.19
12	Comcast Business	\$ 87.06	\$ 87.06
13	Roy's Office Repairs	\$ 120.00	120.00
14	Media Flex Inc.	\$ 300.00	\$ 300.00
	<b>Totals:</b>	<b>\$ 6,317.96</b>	<b>\$ 6,317.96</b>

**Salary Expenses: \$8,484.11** □

**Total Expenses: \$14,802.07**

<b>Total Revenue Available:</b>	<b>\$ 243,987.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 14,802.07</b>
<b>Remaining Cash Balance:</b>	<b>\$ 229,184.93</b>

## **Marin County Law Library Civic Engagement Report November 2023**

### **First Thursdays at the Marin County Law Library Program**

First Thursdays welcomes the Marin County Public Guardian on December 7.



### **About the Public Guardian:**

The Public Guardian manages the property, finances and personal care needs of individuals who are substantially unable to provide for themselves. For additional information about the different types of conservatorship available visit:

[https://www.marincourt.org/probate\\_conservatorship.htm](https://www.marincourt.org/probate_conservatorship.htm).

### **Conservatorship Program**

**What is the order of preference for appointment of a conservator?**

**What is a Conservatorship?**

**When does the Public Guardian act?**

**What is a probate conservatorship?**

**Who can Refer a Case for LPS Conservatorship?**

**What is an LPS conservatorship?**

**Who may act as a Conservator?**



**Speaker:**

**Mark Vanderscoff**

Public Guardian

Department of Health and Human Services, Public Guardian Office Marin County

**January 2024:**

**MARIN CASA – Court Appointed Special Advocates**

Diana Lyons, Program Manager

**Topics under development:**

**National Center for State Courts**

**Civics Education Essay Contest**

NCSC's Civics Education Essay Contest gives 3rd-12th grade students the opportunity to understand and explain the importance and the role of the United States government. In 2023, the contest questions were based on the 2023 [American Bar Association's Law Day theme](#), "Cornerstones of Democracy: Civics, Civility, and Collaboration."

**Know Your Rights as a Young Adult**

-Initial discussion with La Dell Dangerfield, Deputy Public Defender Marin County. This is planned as a panel discussion that will include representatives from the District Attorney and Probation Department.

**AIDS Legal Referral Program**

-Initial discussion with Sloka Krishnan, Volunteer Coordinator AIDS Legal Referral Program. The AIDS Legal Referral Panel (ALRP) provides free and low-cost legal services to people with HIV/AIDS in the San Francisco Bay Area. Virtual MCLE trainings are open to all and free to attend. Following the training, non-Panel attorneys are encouraged to join and support ALRP's mission by accepting two pro bono referrals annually.

**Submitted by Denise Bashline, Trustee**

**11/9/2023**

# Duties of Law Library Director

- I. Daily
  - a. Assist in opening Law Library for business including making sure equipment and money are counted for the day.
  - b. Assist staff with research inquires and answer calls when staff are busy at the desk.
  - c. Supervise AWOL volunteers when necessary.
  - d. Set-up passport appointments for Mondays-Thursdays between 10:00am and 2:00pm when necessary.
  - e. Fill in for staff when necessary.
  - f. Perform Passport appointments, when necessary, between 10:00am and 2:00pm, but moving towards assisting staff with counter and calls while they perform the appointments.
  - g. Prepare mailing of passport documents to Passport Agency and mail materials from Post Office.
  - h. Answer inquires through email or phone (e.g., copiers, network equipment, other stuff).
- II. Weekly
  - a. Deposit funds to the treasurer's office.
  - b. Check mailing schedules to make sure all the passport packages have arrived at Passport Agency.
- III. Bi-Weekly
  - a. Making sure to add journals for payroll.
  - b. Check enrollment of Lawyers in the Library sign-ups.
  - c. Check enrollment of First Thursday.
- IV. Monthly
  - a. Set up with Marin County Bar Association the volunteers for Lawyers in the Library.
  - b. Execute Lawyers in the Lawyers on the Fourth Thursday of the Month.
  - c. Execute First Thursdays on the First Thursday of the Month.
  - d. Making Deposit of Filing Fee Payment to the County.
  - e. Creating the Warrant list of bills for the month for Monthly Board Meeting.
  - f. Creating Agenda Packet for Monthly Board Meeting – Minutes, Financial Report, etc.
  - g. Approving invoices from warrant list.
  - h. Mailing checks from approved warrant list from the Civic Center
  - i. Monthly meeting with committee for NOCALL.

# Terms of Offer for Library Director Position

- (1) The established pay rate would be \$34.11 per hour, which was the rate from the previous director.
- (2) The established hourly period would be 35.5 hours per week, with special permission to work 40 hours per week, if required.
- (3) Hours of operation were to be determined (COVID-19 had affected much of the library operation hours).
- (4) The established insurance would be Kaiser Permanente HMO plan, which the former director was given. (The plan itself was later established to be the Kaiser Permanente Gold Deductible HMO Plan – DHMO GD).
- (5) The vacation period would be 14 days per year (At the time, there was no discussion about the unused hours rolling over, but my account on ADP shows that the unused vacation hours are currently rolling over every January 1<sup>st</sup>).
- (6) The sick pay period would be the California standard (During 2022, that would be up to three (3) paid sick days per year or 24 hours. There was no mention of upfront versus accrual sick pay, but the settings for ADP seem to show upfront sick hours rather than accrual and the hours reset every January 1<sup>st</sup>).



## Small Business Quote

### MARIN COUNTY LAW LIBRARY

**Group ID:** 719017

**Renewal Effective Date:** December 01, 2023

**Proposed Effective Date:** December 01, 2023

**Prepared on:**

November 09, 2023

**Prepared By:**

Denise Bashline

**Broker:**

Ethelynne Bates

Ethelynne P Bates

ethelynne@healthinsur.com

**Kaiser Permanente Agent ID:** 150490

**Kaiser Permanente Broker Firm ID:** 1893

**California License #:** 0644515

These rates are illustrative only. Final rates will be based on final enrollment census, plan selection, and effective date.

[kp.org/choosebetter](https://kp.org/choosebetter)

CA\_EQQM\_3/1/19

### HMO Medical Plan Rates

All metal plans cover the ACA-defined essential health benefits, which include child dental services only for enrolled children age 0-18. See the Small Business Guidelines for details.

Employee Name	Status	Age at Effective Date	Tier	Gold 80 HMO 250/35 + Child Dental
1 Richards, Stephen	Employee	36	Employee	\$523.21

Total Employee Premium	\$523.21
Total Dependent Premium	\$0.00
<b>Total Monthly Premium</b>	<b>\$523.21</b>

## HMO Plan Benefits

*Summary of Benefits and Coverage* (SBC) documents for all our plans are available at [account.kp.org](https://account.kp.org). For more information about plan benefits and restrictions, refer to the plan highlight information at [account.kp.org](https://account.kp.org).

The abbreviation “Alt,” in certain plan names, designates Kaiser Permanente developed plans that are different from the standard plans and are available through Covered California for Small Business. These Alt plans also include chiro/acu benefits with the exception of the Gold 80 HDHP HMO 1600/15% Alt plan.

<b>Benefits/Services</b>	<b>Gold 80 HMO 250/35 + Child Dental</b>
<b>Plan Deductible</b>	\$250 Individual \$500 Family
<b>Out-of-Pocket (OOP) Maximum</b>	\$7,800 Individual \$15,600 Family
<b>Primary Care Visits</b>	\$35
<b>Specialty Care Visits</b>	\$55
<b>Outpatient Surgery</b>	\$335 (after deductible)
<b>Emergency Visits</b>	\$250 (after deductible)
<b>Inpatient Hospital Care</b>	\$600 per day up to 5 days per admission (after deductible)
<b>Prescriptions</b>	
Generic <i>Up to a 30-day supply</i>	\$15
Brand <i>Up to a 30-day supply</i>	\$40
Specialty <i>Up to a 30-day supply</i>	20% up to \$250 maximum

## Small Business Guidelines

The following policy and qualification guidelines apply to all employers offering Kaiser Permanente small business coverage.

### ELIGIBILITY

You may be eligible for Kaiser Permanente's guaranteed issue and guaranteed renewable small group health plans if you meet and continue to meet certain requirements. These requirements are defined in the Affordable Care Act (ACA) and the California small group law and as outlined in Kaiser Permanente's *Small Business Guidelines*. They include:

- You must offer health plan coverage to 100% of your eligible employees.
- You must have at least one but no more than 100 full-time and full-time-equivalent (FTE) employees for at least 50% of your business's working days for the previous calendar quarter or previous calendar year.
  - A full-time employee is a permanent employee actively engaged in the conduct of business on a full-time basis. It doesn't include a sole proprietor or their spouse, and a partner or their spouse. A full-time employee must have a normal workweek averaging 30 hours per week over the course of a month, work at your regular place of business, be subject to withholding on a W-2 form, and have met their group's waiting period, if applicable.
  - FTE employees are a combination of employees, each of whom individually isn't a full-time employee (because they're not employed on average at least 30 hours per week), but who, in combination are counted as the equivalent of a full-time employee.
  - A minimum of one W-2 employee (not including the sole proprietor owner, partners, their spouse or legal domestic partner) is required.
- You must ensure that at least 50% of eligible employees are enrolled in a valid health plan. For purposes of calculating participation, the following are considered valid health plan waivers:
  - Covered by another employer's health plan through a spouse, domestic partner, or parent
  - Covered by another health plan offered by this employer
  - Covered by another employer they work for
  - Group coverage through COBRA or Cal-COBRA
  - Covered by Medicare, Medi-Cal, or TRICARE (military or VA benefits)
  - Covered by an individual health plan

Other types of health plan coverage may qualify as a valid health plan. Kaiser Permanente reserves the right to determine what coverage is considered valid health plan coverage.

- Affiliated companies under common control are required to apply for coverage separately, unless they're eligible to file a combined tax return for the purposes of state taxation. In determining group size, affiliated companies eligible to file a combined tax return for purposes of state taxation are considered one employer, even if you're not presently filing together.
- You must have workers' compensation insurance when required by law.
- You must qualify under live/work rules to be eligible for coverage.
  - Either your physical business address must be located within the Kaiser Permanente HMO service area, or at least one enrolling eligible employee must live within the Kaiser Permanente HMO service area.
  - When a business is located outside the Kaiser Permanente service area in California or out of state, then only employees living in the service area are eligible to enroll.

### INELIGIBILITY

Your business is ineligible for small group coverage if it's wholly owned by you or you and your spouse, and you don't have at least one eligible employee other than you or your spouse. **For Corporations and LLC's only:** a corporate officer is considered a W-2 or common-law employee when on payroll. The officers can be husband and wife, domestic partners, or unrelated. Contractors (1099), seasonal and temporary employees, private household help, and domestic help are ineligible for coverage.

### RE-ENROLLMENT AND REINSTATEMENT

**Re-Enrollment** — If your coverage was terminated voluntarily or involuntarily, then you may request a new effective date for coverage to re-enroll as a new group provided you qualify for small group coverage. A new group number and contract will be issued.

**Reinstatement** — For groups where your Kaiser Permanente coverage was terminated for less than 60 days, you may request reinstatement of your prior contract to avoid a gap in coverage. Kaiser Permanente will consider this request provided unpaid premiums are paid and you qualify for small group coverage.

### PLAN OPTIONS

You can choose from any of our ACA-compliant metal plans, subject to eligibility requirements. Current Kaiser Permanente groups may continue to offer their grandfathered (nonmetal) plans. A grandfathered (nonmetal) plan must have (among other requirements):

- Existed on March 23, 2010
- Covered at least one member on each day since March 23, 2010
- Not changed in a way that would cause the plan to lose its status

If a group currently offers a grandfathered (nonmetal) plan(s), and eliminates or replaces one of these plan(s), then the grandfathered (nonmetal) status is generally lost for that plan(s). There are some exceptions, such as when there's a bona fide employment-based reason for the change (other than changing the terms or cost of coverage) or multiple plans remain and currently cover a significant portion of employees.

We don't permit a grandfathered (nonmetal) plan to be replaced by another grandfathered (nonmetal) plan.

### GENERAL RATING INFORMATION

Plan rates include many variables, such as benefit costs associated with the delivery of health care for all our small group customers as a whole. We then adjust the plan rates according to rating factors applicable to the plan type — grandfathered (nonmetal) or metal. Final rates are based on actual group enrollment. Rates are guaranteed for 12 months and are valid only from the effective date stated in the group contract.

The rate calculation for ACA-compliant metal plans is different from the rate calculation for grandfathered (nonmetal) plans.

#### Metal plan rating

Metal plan rates are calculated using 2 factors — rating area and member age. Claims or utilization experience isn't used to determine member premium rates.

##### Rating area

- If your business is located inside California, rates are based on the physical address (ZIP code and county) of your business.
- If your business is located outside of California, it's assigned to rating area 4.
- A post office box or other purchased address can't be used as your address. If we discover that you're using an address other than your business's physical location, we may rescind or terminate your coverage.



- **Member age**
- Each family member has a separate rate based on his or her age as of the effective date of the group contract. This rate will be used for the full contract year and updated yearly at renewal.
- If a family has more than 3 children under age 21, the premium for each additional child after the third will be \$0.
- Age bands are 0–14, 15, 16, 17, 18, 19, 20, every age from 21 to 63, and 64+.
- All plans include child dental for members under 19 years old as of the group contract effective date. HMO plans apply the cost of child dental only to the 0–14, 15, 16, 17, 18 age bands. PPO plans\* include the cost of child dental coverage in the overall rate.

\*Kaiser Permanente Insurance Company (KPIC), a subsidiary of KFHP, underwrites the PPO plan.

### **Grandfathered (nonmetal) plan rating**

Grandfathered (nonmetal) plan rates are calculated using 3 factors — rating area, age band, and risk adjustment factor (RAF).

#### **Rating area**

- If your business is located in a California service area, rates are based on the physical address (ZIP code) of your business.
- If your business is located outside of California or outside a California service area, rates are based on the ZIP code where the highest number of covered employees reside.
- A post office box or other purchased address can't be used as your address. If we discover that you're using an address other than your business's physical location, we may rescind or terminate your coverage.

#### **Age band**

- The subscriber's age as of the effective date of the group contract, plus the family size, is used to determine the rate. This rate is used for the full contract year and updated at renewal. Age bands are <30, 30–39, 40–49, 50–54, 55–59, 60–64, and 65+. Family size categories are:
  - Employee only
  - Employee and spouse
  - Employee and child or children
  - Employee, spouse, and child or children: If a family has more than one child under 26, the premium for each additional child after the first will be \$0.

### **Risk adjustment factor (RAF)**

We apply one RAF to all grandfathered (nonmetal) plans. RAFs are restricted to a 0.90 to 1.10 range. The RAF applied to your group at renewal won't increase by more than 10 percentage points from the RAF applied in the prior rating period.

RAF's are calculated using a model that assigns risk scores to each enrolled member based on the member's age, gender, and the types of prescription drugs the member is taking. Extensive studies have shown that the types of prescriptions for chronic illness used by a group's plan members are an accurate predictor of the group's future medical utilization.

## GENERAL RULES AND REQUIREMENTS

- Your minimum contribution must be at least 50% of the employee premium for the lowest-priced Kaiser Permanente medical plan you offer.
- It's your responsibility to ensure that you don't apply a waiting period of more than 90 days (in accordance with the ACA). The effective date of coverage for new employees and their eligible family dependents is always on the first of the month and that date must not go beyond the maximum 90-day waiting period.
- Kaiser Permanente Small Group permits our coverage to be written alongside another carrier's coverage ("sliced") only if that other coverage is a fully insured, age-rated, ACA-compliant small group metal or grandfathered (nonmetal) health plan.
- Kaiser Permanente doesn't write in slice position along CaliforniaChoice® or Covered California (Kaiser Permanente is offered as an option within this exchange).

## STATEWIDE EMPLOYERS

Kaiser Permanente has 2 regions in the state, Northern California and Southern California, which contract separately with employers. If you have employees enrolled in both regions, then we may issue a separate contract for each region. Assuming your business location is the home region:

- If you're a new group with 6 or more enrolled subscribers residing in the nonhome region, we'll issue your group separate contracts for Northern California and Southern California.
- If your group grows to 13 or more enrolled subscribers residing in the nonhome region after you enroll in Kaiser Permanente, we'll require you to contract with the nonhome region at renewal.

## MULTIPLE PLAN OPTIONS

You're eligible to offer a choice of plans to your employees. The number of medical plans you can offer is based on the number of enrolled Kaiser Permanente subscribers:

- Groups with 1 to 5 enrolled subscribers can offer a choice of up to 4 HMO Kaiser Permanente plans, plus 1 PPO plan for a maximum of 5 plans.
- Groups with 6 or more enrolled subscribers can offer a choice of 1 or more HMO Kaiser Permanente plans, plus 2 PPO plans.

## PPO

- Kaiser Permanente must be the sole carrier for all medical coverage.
- You must offer the PPO plan to all eligible employees.

If you have out-of-state employees, the maximum subscribership can't exceed 49% of the overall group enrollment. For example: A group of 10 subscribers can't have more than 4 out-of-state employees on a PPO plan.

## CHILD DENTAL

- All metal HMO and PPO plans cover the ACA-defined essential health benefits, which include child dental services.
- HMO members are enrolled in a separate child dental benefit underwritten by Delta Dental of California.
- PPO medical plan members receive child dental PPO benefits as part of their medical coverage and not as a separate plan.
- Child dental services apply to all members under 19 years old. If a child turns 19 before the current contract renews, coverage is extended until the contract renewal date.

### SUPPLEMENTAL FAMILY DENTAL PLANS (OPTIONAL)

- Family dental plans are available only to those enrolled in a Kaiser Permanente medical plan.
- If you choose a family dental plan, all subscribers and dependents must participate.
- The DeltaCare HMO family dental plan isn't offered with any PPO medical plans.
- Our family dental plans cover the entire family, including adults and dependent children up to age 26 (if you offer dependent coverage). However, they're not a substitute for the child dental coverage required by ACA regulations for members under 19 years old.

### CHIROPRACTIC AND ACUPUNCTURE

#### Metal plans

Combined coverage for chiropractic/acupuncture care is included in the following ACA-compliant metal plans:

- Platinum 90 HMO 0/10 + Child Dental Alt
- Gold 80 HMO 0/30 + Child Dental Alt
- Gold 80 HMO 1000/40 + Child Dental Alt
- Silver 70 HMO 1900/65 + Child Dental Alt
- Silver 70 HMO 2300/65 + Child Dental Alt
- Silver 70 HMO 2800/65 + Child Dental Alt
- Bronze 60 HMO 5400/60 + Child Dental Alt

#### Grandfathered (nonmetal) plans

Optional chiropractic/acupuncture coverage is available for grandfathered (nonmetal) plans, except for HSA-qualified high deductible health plans (HDHP).

- If you offer chiropractic/acupuncture coverage, all subscribers and dependents must participate.
- You can add coverage only at renewal.
- You can discontinue coverage anytime up to 4 months before your renewal date or at renewal.

### INFERTILITY BENEFIT (OPTIONAL)

The optional infertility benefit is available only to groups with 20 or more eligible employees where Kaiser Permanente is the sole carrier.

- You can only add or discontinue this benefit upon renewal, if it isn't selected as part of the original contract.
- This benefit will be added to all the HMO plans offered, when selected.
- All metal PPO plans include this infertility benefit.

### DEDUCTIBLE CREDIT AND CARRYOVER

- We don't offer credit for expenses paid by members toward deductibles or out-of-pocket maximums in a medical or dental plan they had with another carrier prior to joining Kaiser Permanente.
- All deductible and out-of-pocket maximum accumulations for Kaiser Permanente reset to \$0 on the start of the calendar year. No accumulations are carried over from the previous calendar year to the new calendar year.
- Deductible and out-of-pocket maximum accumulations will reset if you move your coverage from Kaiser Permanente to Covered California for Small Business or a private exchange, or from Covered California for Small Business or a private exchange to Kaiser Permanente.

### RECERTIFICATION

Employer groups will periodically be required to recertify that the group continues to meet eligibility requirements as a small business, that employees are eligible and have a bona fide employee relationship, and that all other applicable underwriting guidelines are satisfied.

### CAUSES FOR TERMINATION

Kaiser Permanente can terminate coverage under any of the following conditions:

- The employer intentionally fails to enforce employee and dependent eligibility rules.
- The employer fails to pay required premiums after the grace period has lapsed.
- The employer fails to comply with underwriting requirements, including participation or contribution standards.
- The employer commits an act of fraud or intentional misrepresentation of material fact.
- The employer has no employees enrolled in a Kaiser Permanente small business plan.
- The employer moves outside Kaiser Permanente's approved California service areas and has no employees enrolled in a Kaiser Permanente small business plan who live in the service area.

Coverage of an employee or dependent can be terminated or rescinded if the individual directly or indirectly commits an act of fraud or intentional misrepresentation of material fact.