



**BOARD OF SUPERVISORS
COUNTY OF HUMBOLDT**

825 5th Street, Suite 111, Eureka, CA 95501-1153
Telephone (707) 476-2390 Fax (707) 445-7299

APPLICATION TO SERVE ON THE HUMBOLDT COUNTY

**CITIZENS' ADVISORY COMMITTEE ON MEASURE Z
EXPENDITURES**

APPLICANT NAME: Taylin Titus

MAILING ADDRESS: [REDACTED] . Ferndale, CA 95536

TELEPHONE: Home: _____ Work: [REDACTED] Mobile: [REDACTED]

E-MAIL ADDRESS: TaylinF6@gmail.com

OCCUPATION: Director of Insurance Services

ARE YOU A CURRENT EMPLOYEE OF OR VOLUNTEER FOR THE COUNTY OR ANY AGENCY

LIKELY TO APPLY FOR MEASURE Z FUNDS? _NO YES

IF YES, WHAT AGENCY OR DEPARTMENT? Humboldt County Office of Education

PERSONAL REFERENCES:

(1) Shawnee Nishimura PHONE: [REDACTED]

(2) Kyle McKibbin PHONE: [REDACTED]

PRIOR ADVISORY BOARD OR BOARD OF DIRECTORS EXPERIENCE? _NO YES

ON THE BACK OF THIS PAGE OR A SEPARATE SHEET OF PAPER, PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. WHAT IS YOUR FAMILIARITY WITH PUBLIC AGENCY BUDGETING?
2. DESCRIBE YOUR EXPERIENCE WITH COUNTY GOVERNMENT.
3. WHY ARE YOU INTERESTED IN SERVING ON THE **CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES?**

PLEASE ATTACH A CURRENT RESUME.

I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct

DATE: 11/2/2023

SIGNATURE: Taylin Titus

SUBMIT THIS APPLICATION TO:

HUMBOLDT COUNTY CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES, Clerk of the Board, 825 Fifth Street, Suite 111, Eureka, CA 95501-1153.

DATE TO SUPERVISOR _____ DATE APPROVED _____ NOT APPROVED _____

CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES

Application Answers Submitted By: Taylin Titus

1. WHAT IS YOUR FAMILIARITY WITH PUBLIC AGENCY BUDGETING?

Working under two joint powers authorities (JPA) for the past eight years, I have become very familiar with public agency budgeting. The two JPAs that I act as the Executive Director to, each have a Board of Directors comprised of school district administrators and/or staff. Each of these respective boards maintain multi-million dollar program budgets, to which I oversee the day-to-day operations of and adherence to.

Our revenue is generated through insurance premiums paid directly public school districts. As a public agency, we are bound by many laws and regulations at the County, State and Federal level, and are trusted fiduciaries of public funds.

2. DESCRIBE YOUR EXPERIENCE WITH COUNTY GOVERNMENT.

Although I report to two separate Boards, both entities contract with the Humboldt County Office of Education (HCOE) to act as the Administrative Unit over my position, as well as my staff. In short, I am an employee of HCOE, and my direct supervisor is the County Superintendent of Schools, an elected official.

My experience with county government in the past eight years of employment at HCOE has provided me with a strong familiarity on educational services and the business and administration of school programs.

3. WHY ARE YOU INTERESTED IN SERVING ON THE CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES?

I have seen the positive impact from the use of Measure Z funds within our communities and I feel that I can be a representative of the unique safety concerns of school districts across Humboldt County that vary based on their size, location, and population of students and their families. I enjoy being committed to community initiatives and feel that young, working families are not typically a well-represented demographic amongst such committees.

Taylin Titus

[REDACTED], Ferndale, CA 95536 | [REDACTED] | TTitus@HCOE.org

Executive Summary

I currently serve as the Executive Director for North Coast Schools Insurance Group and North Coast Schools Medical Insurance Group, two joint powers authorities that deliver self-insurance pools for public K-12 school districts within Humboldt, Del Norte, Siskiyou, and Lake County, serving a combined membership of 82 school districts. I have extensive experience in claims management, risk analysis, emergency planning and employee benefits. I enjoy the implementation of efficient protocols and describe myself as an innovative and resourceful individual, that is highly adaptable to change with strong attention to detail.

Licenses and Certifications

- Property and Casualty Insurance Broker License, 2014 – Current
- Certified Playground Safety Inspector, 2016 – Current
- Asbestos Building Inspector and Management Planner, 2017 – Current
- Silica Awareness in Construction, 2018 – Current
- EPA Lead Renovator, 2018 – Current

Skills & Abilities

MANAGEMENT AND COMMUNICATION

- Efficient fiscal control
- Strong organizational skills
- Highly self-motivated and goal driven
- Efficient utilizer of time and resources
- Professional verbal and written communication skills
- Outstanding people skills with service-oriented attitude

LEADERSHIP

- Strong work ethic
- Skilled communicator
- Proven successful manager of employees
- Flexibility with job responsibilities and hours
- Ability to work independently as well as collaboratively
- Eagerness to advance skillsets for continued professional development
- Willingness to perform non-routine tasks to ensure high level of overall productivity

Job Experience

EXECUTIVE DIRECTOR | NORTH COAST SCHOOLS INSURANCE GROUP & NORTH COAST SCHOOLS MEDICAL INSURANCE GROUP | OCTOBER 2019 – CURRENT

- Directs and manages all activities of two separate school insurance program joint powers authorities (JPAs)
- Administers Workers' Compensation, Property, Liability and Employee Health and Welfare Benefit programs
- Plans, develops and recommends policies, regulations, operational procedures related to insurance programs
- Drafts and recommends budgets related to JPA activities for the JPA Board consideration
- Ensures adherence to appropriate legal mandates, policies, and regulations for all insurance programs
- Participates in incident investigations and coordinates the preparation of material for legal matters
- Prepares contracts, budgets, and agreements for various programs

RISK MANAGER | NORTH COAST SCHOOLS INSURANCE GROUP | JULY 2018 – OCTOBER 2019

- Acted as key training, technical and informational contact between the JPA and school district personnel
- Cultivated relationships with local emergency services and public preparedness agencies
- Represented the JPA and member districts as the liaison at the state level with various industry-related groups
- Advised districts in the area of occupational and school safety, loss control and overall risk management
- Analyzed property damage, school vehicle accidents, personal injury and other related insurance claims
- Conducted accident investigations and performed independent loss analysis of claims and employee accidents
- Served as the director of the Department of Transportation (DOT) compliance program for all member districts
- Conducted school facility safety audits along with risk identification and evaluation activities
- Kept up-to-date with legal compliance and trends associated with occupational safety and risk management

OCCUPATIONAL SAFETY AND LOSS CONTROL SPECIALIST | NORTH COAST SCHOOLS INSURANCE GROUP | MAY 2016 – JUNE 2018

- Developed and maintained risk identification programs related to school properties and operations to reduce potential losses from Workers' Compensation and General Liability insurance issues
- Worked with the Executive Director and NCSIG Board to develop, implement and maintain safety programs
- Performed employee and student accident investigations
- Conducted school facility safety audits along with risk identification and evaluation activities
- Coordinated with the Northern California ReLiEF and PIPS program administrator to eliminate areas of liability
- Reviewed and issued certificates of insurance for vendor contracts and agreements
- Facilitated the distribution and payment of the Safety Credit program
- Ensured compliance with school trainings such as the AB1432 Mandated Reporter training
- Analyzed property and liability claims
- Maintained district compliance with Department of Transportation (DOT) regulations
- Recommended new procedures and improvements in existing procedures as needed

ADMINISTRATIVE ASSISTANT | JPA SERVICES | DECEMBER 2015 – MAY 2016

- Served as primary point of contact between the department, school districts, and employees for both JPAs
- Coordinated multi-county health screening program and acted as the HCOE site scheduler
- Created and distributed monthly department newsletter to all NCSMIG members
- Performed accounts payable/receivable and generated purchase orders for the department
- Compiled and completed state reports for Executive Director's approval
- Received and coordinated materials for the preparation and distribution of agendas and committee meetings
- Managed annual emergency contact list for all members
- Performed clerical duties for the department including drafting and proofreading mass correspondence, operating a variety of office machines, compiling meeting minutes