



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE MEETING**

**September 4, 2008– 9:30 A.M.**

**Hotel Sierra  
Canyon Creek Conference Room  
2323 San Ramon Valley Blvd.  
San Ramon, CA 94583**

**(925) 743-1182**

**AGENDA**

**I. CALL TO ORDER: 9:30 a.m.**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- Minutes of the Executive Committee Meeting held on June 12, 2008

**IV. PRESENTATIONS**

- None

**V. CONSENT CALENDAR**

- None

**VI. THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE EXECUTIVE COMMITTEE ON MATTERS OF EXECUTIVE COMMITTEE BUSINESS**

**VII. ACTION CALENDAR**

1. Review and development of organizational strategic plan

**VIII. CLOSED SESSION**

- None

**IX. ACTION ON CLOSED SESSION ITEMS**

**X. ADJOURNMENT**



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE MEETING**

**June 12, 2008 – 9:30 A.M.**

**CJPRMA Conference Room  
2333 San Ramon Valley Blvd.  
San Ramon, CA 94583**

**(925) 837-0667**

**Minutes**

**I. CALL TO ORDER:**

President Henderson called the meeting to order at 9:40 a.m.

**II. ROLL CALL**

***PRESENT***

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| 1) Robyn Kain, <i>Fairfield</i>     | 4) Lynne Margolies, <i>Santa Rosa</i> |
| 2) Bill Henderson, <i>Livermore</i> | 5) Jeff Tonks, <i>YCPARMIA</i>        |
| 3) Dixon Coulter, <i>NCCSIF</i>     |                                       |

***ABSENT***

Darrell Handy, *Alameda*  
Roger Carroll, *SCORE*

***OTHERS PRESENT***

- |                                  |                              |
|----------------------------------|------------------------------|
| 1) Steve Schwarz, <i>Fremont</i> | 2) Bob German, <i>CJPRMA</i> |
|----------------------------------|------------------------------|

**III. APPROVAL OF MINUTES**

A motion by Director Kain, seconded by Director Tonks, to approve the minutes of the Executive Committee meeting held on April 17, 2008, passed unanimously.

**IV. PRESENTATIONS**

- None

**V. CONSENT CALENDAR**

- None

**VI. THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE EXECUTIVE COMMITTEE ON MATTERS OF EXECUTIVE COMMITTEE BUSINESS**

- No one addressed the Executive Committee

**VII. ACTION CALENDAR**

**1. Report and recommendations from the ad hoc Committee on Executive Committee structure, strategic planning and evaluation process review**

Director Schwarz presented the recommendation of the ad hoc Committee to the Executive Committee.

After an extensive discussion, the Executive Committee decided to make the following recommendations to the Board of Directors:

- 1) that a two day strategic planning session be scheduled at Lake Tahoe immediately preceding the CAJPA conference;
- 2) that the performance evaluation process for the General Manager be closed for the 2007/2008 year and a COLA provided, effective July,1, 2008, based on the average COLA provided to all CJPRMA members;
- 3) that the issues related to the elimination of a salary survey and the elimination of a salary range for the General Manager be referred to the strategic planning session and/or the personnel committee;
- 4) that the issues of a performance evaluation form, use of an evaluation survey twice a year, and the completion of the General Manager's evaluation one month prior to next year's strategic planning session, be referred to the current strategic planning session and/or the personnel committee;
- 5) that the Executive Committee retain authority over the goals and objectives of the General Manager (to be provided one month subsequent to this year's strategic planning session); the approval of the General Manager's goals and objectives; and periodic reviews of the status of the General Manager's goals and objectives at scheduled meetings;
- 6) that the President, Vice President, and two at large Executive Committee members be elected, with the remaining three seats appointed on a rotational basis, one from each of the following categories: primary pool, small city and large city; and

- 7) that the proposed five standing sub-committees be provided with definitive responsibilities and tasks.

**VIII. CLOSED SESSION**

- None

**IX. ACTION ON CLOSED SESSION ITEMS**

- None

**X. ADJOURNMENT**

A motion by Vice President Margolies, seconded by Director Kain, to adjourn the meeting at 12:10 p.m. passed unanimously.

**CALIFORNIA JOINT POWERS  
RISK MANAGEMENT AUTHORITY**

**AGENDA BILL**

<b>Item #: 1</b>	<b><u>Title:</u> REVIEW AND DEVELOPMENT OF ORGANIZATIONAL STRATEGIC PLAN</b>
<b>Meeting:</b> 09/04/2008	
<b>Agenda Bill #: 1013</b>	
<b>General Manager:</b> 	

**Recommended Action:**

None.

**Item Explanation:**

At its meeting of June 19, 2008, the Board of Directors reviewed and approved a number of recommendations made by the ad hoc Committee on Executive Committee structure, strategic planning, and evaluation process review.

One of those recommendations was to hold a strategic planning session in Lake Tahoe on the two days immediately preceding the CAJPA conference.

As a result, a strategic planning sessions has been scheduled for September 14<sup>th</sup> and 15<sup>th</sup>, 2008. Materials relating to that session were emailed to Board members and alternates on August 6, 2008.

In addition, the agenda for the strategic planning session is attached hereto as an exhibit.

The Executive Committee is being asked to review the material and provide any recommendations that they may have regarding the session and/or materials being utilized.

**Fiscal Impact:**

None.

**Exhibits:**

- 1) Strategic Planning Session Agenda

***Executive Committee Action:***



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**September 14, 15, & 16, 2008**

**STRATEGIC PLANNING MEETING**

**Embassy Suites Lake Tahoe  
4130 Lake Tahoe Blvd.,  
South Lake Tahoe, CA 96150**

**SUNDAY, SEPTEMBER 14, 2008**

5:45 ♦ **Dinner** – *ECHO Restaurant, Embassy Suites Lake Tahoe*

**MONDAY, SEPTEMBER 15, 2008**

- 7:00 - 10:00 ♦ **Breakfast** – *Embassy Suites Atrium 2 & 3*  
*(Tickets will be provided to persons not staying at Embassy Suites)*
- 8:30 - 5:00 ♦ **Strategic Planning- Orientation Day One**  
*Embassy Suites Stanford Room*
- 8:30 - 8:40 ♦ **Opening Remarks** – *Bill Henderson*
- 8:40 - 8:45 ♦ **Ground Rules**
- 8:45 - 9:15 ♦ **Introductions**
- 9:15 - 10:00 ♦ **History of CJPRMA**
- 10:00 - 10:15 ♦ **Break**
- 10:15 - 12:00 ♦ **Client /Customer Focus Group**
- 12:00 - 1:00 ♦ **Lunch**– *Embassy Suites Atrium 3*
- 1:00 - 1:30 ♦ **Board Members Roles**
- 1:30 - 2:30 ♦ **Mission/Vision**
- 2:30 - 2:45 ♦ **Break**
- 2:45 - 4:45 ♦ **SWOT** – *Exercise*
- 4:45 - 5:00 ♦ **Debriefing** – *Prep for Tuesday*
- 6:30 ♦ **Dinner** – *Cecil's Steak and Chops*  
*4118 Lake Tahoe Blvd., South Lake Tahoe, CA, 530-542-9000*

## **TUESDAY, SEPTEMBER 16, 2008**

- 7:00 - 10:00 ♦ **Breakfast** – *Embassy Suites Atrium 2 & 3*  
(Tickets will be provided to persons not staying at Embassy Suites)
  
- 8:30 - 9:00 ♦ **Strategic Planning – Orientation Day Two**  
*Embassy Suites Stanford Room*
  
- 9:00 - 10:00 ♦ **Customer Focus/SWOT** – *Wrap up*
  
- 10:00 - 10:15 ♦ **Break**
  
- 10:15 - 11:15 ♦ **Review of Governance Polices**
  
- 11:15 - 12:00 ♦ **Survival Exercise**
  
- 12:00 - 1:00 ♦ **Lunch** – *Embassy Suites Atrium 3*
  
- 1:00 - 2:00 ♦ **Governance Policy** – *Continued*
  
- 2:00 - 3:00 ♦ **Vision Completion**
  
- 3:00 - 3:15 ♦ **Break**
  
- 3:15 - 4:30 ♦ **Finalize Plan** – *Create Performance Objectives*
  
- 4:30 - 5:00 ♦ **Critique**