



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

October 13, 2011 - 10:00 A.M.

**Lodi City Hall
221 W. Pine St.
City Manager's Conference Room, 2nd floor
Lodi, CA 95240**

(209) 333-3701

AGENDA

I. CALL TO ORDER: 10:00 A.M.

II. ROLL CALL

III. APPROVAL OF MINUTES

- Minutes of the Executive Committee meeting held on July 21, 2011. (Pages 3-7)

IV. COMMUNICATIONS

A. Executive Committee Members

B. General Manager/Secretary

**C. Next Scheduled Meetings: Board of Director (10/19-20/2011) CJPRMA Main Office
Executive Committee (11/17/2011)**

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. Change to PERS Employer Paid Member Contribution (Pages 8-9)**
- 2. October Strategic Planning Session (Pages 10-12)**
- 3. Status Update on General Manager's Goals and Objectives (Pages 13-26)**
- 4. Risk Management Issues (Page 27)**

VIII. CLOSED SESSION

1. **Government Code Section 54956.8**

Conference with Real Property Negotiator

Property: 3252 Constitution Drive, Livermore, CA 94551

Agency Negotiator: David Clovis, CJPRMA

Negotiating Party: John Hone (Colliers International)

Under Negotiation: Price and Terms of Payment

2. **Government Code Section 54956.9 (a)**

Conference with Legal Counsel - Pending Litigation

Name of Case: Cotton v. City of Eureka (REMIF)

Court: Northern District of California, Oakland Division

Case No.: C 08-4386 SBA

3. **Government Code Section 54956.9 (a)**

Conference with Legal Counsel - Pending Litigation

Name of Case: Molleda v. City of Banning (PERMA)

Court: The Superior Court of California, County of Riverside

Case No.: RIC 527548

4. **Government Code Section 54957**

Public Employee Performance Evaluation

Title: General Manager

IX. ACTION ON CLOSED SESSION ITEMS

X. ADJOURNMENT



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

July 21, 2011 - 10:00 A.M.

**Roseville Civic Center
Human Resource Conference Center, 2nd Floor
311 Vernon Street
Roseville, CA 95678**

(916) 774-5200

Minutes

I. CALL TO ORDER:

President Handy called the meeting to order at 10:00 a.m.

II. ROLL CALL

PRESENT

- | | |
|-------------------------------------|------------------------------------|
| 1) Steve Schwarz, <i>Fremont</i> | 5) Roger Carroll, <i>SCORE</i> |
| 2) Bill Henderson, <i>Livermore</i> | 6) Anthony Giles, <i>Sunnyvale</i> |
| 3) Janet Hamilton, <i>Lodi</i> | 7) Stacey Haney, <i>Roseville</i> |
| 4) Ron Blanquie, <i>Petaluma</i> | 8) Darrell Handy, <i>Vallejo</i> |

ABSENT

None

OTHERS PRESENT

- | | |
|--------------------------------------|---|
| 9) David Clovis, <i>CJPRMA</i> | 11) Byrne Conley, <i>Gibbons & Conley</i> |
| 10) Craig Schweikhard, <i>CJPRMA</i> | 12) Saima Kumar, <i>CJPRMA</i> |

III. APPROVAL OF MINUTES

A motion by Director Blanquie, seconded by Director Haney, to approve the minutes of the Executive Committee meeting held on April 21, 2011, passed unanimously.

IV. COMMUNICATIONS

A. Executive Committee Members

B. General Manager/Secretary

C. Next Scheduled Meetings: Board of Directors (10/19-20/2011)

Executive Committee (09/06/2011)

- The Executive Committee discussed the scheduled meeting of September 6, 2011, at CAJPA. The Committee agreed to cancel the meeting for September 6th and reschedule for a future date in September.
- A motion by Director Carroll, seconded by Director Handy, to add Millar vs. City of Sunnyvale to the closed session agenda, passed unanimously.

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

- None

VII. ACTION CALENDAR

1. Standing Committees

The general manager informed the Executive Committee that the Board of Directors approved the modification of the standing committees at the May board meeting.

He said the President Handy will assign the Chairperson and Vice-Chairperson for the two new standing committees. President Handy stated that the Executive Committee should email him and let him know which standing committee they would like to participate in.

The Executive Committee discussed that the next scheduled meeting date for the standing committees will be at the October strategic planning session.

2. Annual Meeting 2012

The general manager presented the Executive Committee with a cost comparison of the annual meetings held in 2009, 2010 and 2011. The 2009 annual meeting was held in Monterey, the 2010 meeting was held in Santa Rosa and the 2011 meeting was held at the CJPRMA office in Livermore.

He also said that in addition to the cost comparisons, attendees of the annual meeting provided staff with input regarding the location for the 2012 annual meeting. A copy of the summary of the evaluations was provided to the committee for review.

He explained that the Board of Directors has discussed this item at numerous meetings and provided staff with various options for alternate locations for the annual meeting.

The Executive Committee reviewed the cost of the meetings, the evaluation of the 2011 meeting and discussed alternatives for the 2012 meeting.

3. Executive Committee Strategic Direction

The general manager stated that this was the first meeting of the 2011-2012 Executive Committee. The two new members elected to the Executive Committee are Director Ron Blanquie from Petaluma, who will be serving his first full term and Director Steven Schwarz from Fremont, who will be serving a two year term. Director Kathleen Williams from Stockton has completed her two year term.

He provided the Executive Committee with a copy of CJPRMA Bylaws which provide the committee with their responsibilities and authority. The discussion on Article IX of the bylaws resulted in two suggestions that were made at the meeting: one is to raise the Executive Committee's settlement authority from \$500,000 to \$1,000,000. And the second suggestion is to give the general manager settlement authority up to \$500,000 to settle claims with the approval of the board President.

The Executive Committee gave direction to the board counsel and the general manager to look into this matter and bring it back to the Board for discussion and approval.

4. Status Update on General Manager's Goals and Objectives

The general manager provided status update to the Executive Committee on General Manager's Goals and Objectives for 2010-2011.

He pointed out a number of key issues that are currently in process and are being discussed in other agenda bills for this meeting. They include:

- Review of 2011 Annual Meeting
- Sale and replacement of the CJPRMA office building
- Monitoring and control of significant litigation issues
- Monitoring of Livermore Charter School process
- Implementation of Risk Console Information System
- Placement of 2011-2012 Commercial Insurance Programs
- Resolution of Major Claims Files

He stated that he will continue to provide the Executive Committee with status updates on the goals and objectives.

5. Risk Management Issues

The general manager discussed the upcoming ARM 54 training session that will be hosted by CJPRMA. He also informed the committee that the Claims Administrator, Craig Schweikhard is actively involved in the CAJPA Legislative Committee and that he will bring new information and updates to our members in regards to new legislative actions.

VIII. CLOSED SESSION

1. Government Code Section 54956.8

Conference with Real Property Negotiator

Property: 3252 Constitution Drive, Livermore, CA 94551

Agency Negotiator: David Clovis, CJPRMA

Negotiating Party: John Hone (Colliers International)

Under Negotiation: Price and Terms of Payment

2. Government Code Section 54956.9 (a)

Conference with Legal Counsel - Pending Litigation

Name of Case: Mehdavi v. City of Fremont

Court: Superior Court of California, County of Alameda

Case No.: HG 09460732

3. Government Code Section 54956.9 (a)

Conference with Legal Counsel - Pending Litigation

Name of Case: Haught v. City of Anderson (NCCSIF)

Court: N/A

Case No.: N/A

4. Government Code Section 54957

Public Employee Performance Evaluation

Title: General Manager

5. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Pending Litigation

Name of Case: Millar v. City of Sunnyvale

Court: United States District Court – Northern California

Case No.: CV10 – 0827JW

IX. ACTION ON CLOSED SESSION ITEMS

- The general manager received settlement authority for two of the cases discussed in the closed session.

X. ADJOURNMENT

President Handy adjourned the meeting at 2:08 p.m.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 1	TITLE: CHANGE TO PERS EMPLOYER PAID MEMBER CONTRIBUTION
MEETING: 10/13//2011	
GENERAL MANAGER: 	

Recommended Actions:

Approve adjustment of the PERS employer paid member contribution (EPMC) from 5% to 0% and approve a 5.435% adjustment in salaries to offset the increase in PERS employee paid contribution.

Item Explanation:

The CJPRMA compensation plan states that effective July 1 of the alternate years of the salary survey, staff salaries and ranges will receive a cost of living adjustment (COLA), based upon the CPI-U for San Francisco-Oakland-San Jose, CA numbers for June. For June 2011 the consumer price index is 2.9%.

Below is a table showing the potential cost of the adjustment for FY 11/12. This would cause an increase in personnel expenses of approximately \$15,477 or 2.9%.

Personnel Expense	Medicare		Empr	Empr	Total	%
	Salaries	Tax	PERS	Paid		Increase
			16.54%	5%		Pers Exp
Current Annual Salaries	433,921	6,292	71,771	21,696	533,680	
Current Annual Salaries + 2.9% (cola)	<u>446,505</u>	<u>6,474</u>	<u>73,852</u>	<u>22,325</u>	<u>549,157</u>	
Change in Personnel Expense	12,584	182	2,081	629	15,477	2.9%

The current resolution we have on file with PERS states that CJPRMA has elected to pay 5% of the 8% of the employees' normal contribution as Employer Paid Member Contributions (EPMC). What staff is proposing is that in light of the current economic climate, it would be prudent if they begin paying 100% of the member contribution.

Staff is proposing to forego their COLA scheduled for July 1, 2011; in return staff recommends that the current 5% CJPRMA contribution be added to staff compensation ranges. In addition, staff recommends that CJPRMA increase all staff pay ranges by 0.435% to offset the net income loss to employees due to the conversion.

The table below shows the change in personnel expenses related to the 5.435% change in salaries and 5% reduction in PERS contributions. The total increase to personnel expense would be approximately \$6,130 or 1.1%.

<u>Personnel Expenses</u>	<u>Salaries</u>	<u>Medicare Tax</u>	<u>Empr PERS 16.54%</u>	<u>Empr Paid 5%</u>	<u>Total</u>	<u>% Increase Pers Exp</u>
Current Annual Salaries	433,921	6,292	71,771	21,696	533,680	
Current Annual Salaries + 5.435%	<u>457,505</u>	<u>6,634</u>	<u>75,671</u>	<u>0</u>	<u>539,810</u>	
Change in Personnel Expense	23,584	342	3,901	(21,696)	6,130	1.1%

By implementing the proposed changes, this would affect a savings of approximately \$9,346 over the cost of living allowance increase currently scheduled.

Approval of this bill by the Executive Committee, will initiate a resolution to be brought to the October Board of Directors meeting for approval. This will begin the process for the PERS contract amendment.

Staff recommends approval of the reduction of the EPMC from 5% to 0%, and a reallocation of \$23,584 (5.435%) to salaries.

Fiscal Impact:

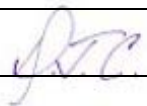
1. An increase in personnel expense of \$6,130.

Exhibits:

None.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 2	TITLE: OCTOBER STRATEGIC PLANNING SESSION
MEETING: 10/13/2011	
GENERAL MANAGER: 	

Recommended Actions:

None. This item is being provided for information purposes only.

Item Explanation:

The Board of Directors adopted the CJPRMA strategic plan at the annual meeting in 2009. Since that time the Board of Directors and Executive Committee have developed organizational goals and defined direction of the organization based upon that plan. In addition, the Board of Directors determined that strategic planning provided the organization an opportunity to continually re-evaluate and confirm the mission, vision and values of the organization. The board also determined that for a strategic plan to be effective, the plan should be reviewed on an annual or biennial basis. The Board of Directors will conduct a strategic planning session at the October 2011 Board of Directors meeting.

Michelle Murphy, from InnoPro Performance Solutions has been selected as the facilitator for the 2011 Strategic Planning Session. Ms. Murphy was highly recommended by Board Counsel Byrne Conley and by David Patzer, Risk Control Advisor, CSRMA. Michelle has worked extensively in the public sector in both the areas of governance and strategic planning. She has assisted numerous public JPAs in the development of their strategic plans. A copy of Ms. Murphy's resume and a draft itinerary for the strategic planning session has been attached to this agenda bill.

The General Manager will discuss the schedule and tentative plans for strategic planning with the Executive Committee.

Fiscal Impact:

1. Fee for service for consultant is \$6000

Exhibits:

1. Draft Board Meeting Itinerary
2. Michelle Murphy's Resume



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

October 19th & 20th, 2011

BOARD MEETING INTINERARY

CJPRMA Office
3252 Constitution Drive
Livermore, CA 94551
(925) 837-0667

WEDNESDAY, OCTOBER 19th, 2011

- 10:00 - 12:00 ♦ **Committee Meetings** – *CJPRMA Office*
- 12:00 - 1:00 ♦ **Kick Off Lunch** – *CJPRMA Board Room*
- 1:00 - 2:30 ♦ **Strategic Plan Review/Governance Training** – *CJPRMA Board Room*
Michelle Murphy, (InnoPro Performance Solutions)
- 2:30 - 3:00 ♦ **Break** – *CJPRMA Board Room*
- 3:00 - 4:30 ♦ **Strategic Plan Review/Governance Training** – *CJPRMA Board Room*
Michelle Murphy, (InnoPro Performance Solutions)
- 6:00 ♦ **Dinner** – *Beebs, Livermore, CA*
Shuttle service from the hotel beginning at 6:00 p.m.

THURSDAY, OCTOBER 20th, 2011

- 8:00 - 9:00 ♦ **Breakfast** – *CJPRMA Board Room*
- 9:00 - 11:00 ♦ **Complete Strategic Plan Review/Governance Training** – *CJPRMA Board Room*
Michelle Murphy, (InnoPro Performance Solutions)
- 11:00 - 12:00 ♦ **Board Meeting**– *CJPRMA Board Room*
- 12:00 - 1:00 ♦ **Lunch** – *CJPRMA Board Room*
- 1:00 - 3:00 ♦ **Board Meeting (continued)** – *CJPRMA Board Room*

InnoPro Performance Solutions

Strategy Development and Communication

862 Sir Francis Drake Boulevard, San Anselmo, California 94960 415.454.2735 e-mail innopro@comcast.net

Introducing: Michelle Murphy



Productivity through innovation:

Since 1991 Michelle Murphy and her team of consultants have been focused on helping organizations build stronger more resilient businesses through the effective development and communication of practical 'real world' strategy.

Historically the process of management consulting has been time consuming and not specifically action oriented. Our primary focus is providing advisory services to management teams based upon what we have seen through experience to actually work in pragmatic business communities. Our philosophy is not only to help craft strategy but also to go beyond this initial step. We work on creating action plans that increase communication and buy-in to the strategy with the teams who will actually implement it. Our approach puts your vision into action.

In the role of facilitator, Michelle encourages full participation, mutual understanding and guides teams to build inclusive, sustainable agreements. Beyond that, she is a people person who derives tremendous satisfaction from "engaging" an audience with her knowledge, her wit and her wisdom. Michelle specializes in delivering customised retreats, seminars and workshop presentations that are highly interactive with plenty of group involvement.

In the role of advisor Michelle brings decades of experience as a management consultant and educator. She has worked with executive teams, product teams, boards of directors and individual contributors in a variety of fields, including technology, telecommunications, healthcare, professional service firms, universities, joint powers authorities and governments. She has conducted seminars and workshops internationally and has been a highly rated keynote and breakout session speaker.

She is past president of the National Speakers Association's largest chapter based in San Francisco and has served at the national level as a member of the associations Strategic Planning Committee. She is president of InnoPro Performance Solutions. Please contact us directly for specific case studies and client references on strategy development, execution, communication and team alignment.

What Michelle's clients are saying:

"You possess rare skill in the art of facilitation. We were amazed at your ability to effectively engage and draw out every participant of the planning session in a way that was positive and affirming. In your approach we saw that ultimately 'no stones were left unturned' and all agendas of the participants were fully explored. We cannot recommend you to others highly enough. Thank you again for an outstanding job" – Vice President, Insurance Program General Manager

"Thank you for your help and guidance in preparing for the conference. I applied the ideas we discussed and my session seemed to go well – I received an endless stream of compliments on Tuesday and Wednesday – and I've been asked to speak again at future conferences. I'm sure my Pygmalion-like transformation was not only the most pronounced ever to result from one of your classes, but most likely ever in the history of the world. I look forward to working with you again prior to the next event."

– Vice President, Technology Company

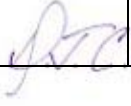
"Michelle rocks!" – Sales Engineer, Technology Company

Services Include

- **Keynote Speaking**
 - **Custom Designed Training and Teambuilding**
 - **Strategic Planning Retreats**
 - **Media Coaching**
 - **Management Consulting**
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**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 3	TITLE: STATUS UPDATE ON GENERAL MANAGER'S GOALS AND OBJECTIVES
MEETING: 10/13/2011	
GENERAL MANAGER: 	

Recommended Actions:

None. This item is being provided for information purposes only.

Item Explanation:

The Board of Directors approved the General Manager's Goals and Objectives for 2010-2011 at the December 16, 2010 board meeting.

A number of key issues are currently in process and are being discussed in other agenda bills for this meeting. The following is a list of highlights of the most recent accomplishments.

- Preparation of 2011-2012 Strategic Planning
- Monitoring and control of significant litigation issues
- Monitoring of Livermore Charter School process
- Finalize and execute AON E Solutions Contract
- Placement of 2011-2012 Commercial Insurance Programs
- Quarterly update meeting with Munich Re

The Executive Committee will continue their ongoing evaluation of the general manager and continue to review the progress on the goals and objectives.

The general manager will be available to discuss the status of the goals & objectives.

Fiscal Impact:

None.

Exhibits:

1. General Manager's Goals and Objectives 2010-2011



GENERAL MANAGER GOALS & OBJECTIVES FOR 2010-2011

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	Tasks Completed
<ul style="list-style-type: none"> Maintain financial strength and solvency. <p style="text-align: center; margin-top: 20px;">15%</p>	<p>The general manager will monitor the development of programs and services for the organization that maintain the invested assets of CJPRMA, maintain or reduce the current costs to members and provide enhanced excess/reinsurance coverage to member exposures. Will make recommendation to the Board of Directors as needed.</p>	<p>Coverage and Claims Committee will review coverage options and provide input to the General Manager.</p>	<p>General Manager has met with both AON and Munich America regarding the 2011-2012 renewal. Staff met with AON and Munich America to discuss current program and steps to renewal for 2012. A set of underwriting criteria questions has been developed and sent to the membership for renewal. Renewal information is due back to CJPRMA March 11, 2011.</p> <p>Property and Casualty Underwriters have started 2012 renewal process. CJPRMA is providing information for renewal. AON will discuss the process at the March 2011 Board of Directors Meeting.</p> <p>Property appraisers have examined sites in Livermore, Redding and Stockton. An issue arose in the City of Redding with the appraiser. AON was advised and promptly contacted the carrier to express displeasure. The evaluation of parcels has been placed on hold. AON was very responsive to a very offensive issue.</p> <p>General Manager and AON are working on the final renewal process. Board Members are in the process of revaluing APD Programs in light of the transition to the new carrier with the provision of "Replacement Cost Value". The City of Roseville submitted data and chose not to cover their APD exposures this year.</p> <p>2011-2012 Insurance programs placed. Significant savings over 10/11 premiums. Expansion of coverage on APD</p>

		<p>program. Final payroll submissions resulted in additional \$100,000 reduction in costs. Premiums billed for GL/APD/Property/Boiler & Machinery.</p> <p>AON Contract for Broker of Record services finalized. The broker fee for 2012, 2013 and 2014 will not be increased. The final execution of the agreement has resulted in a overall savings in excess of \$1,000,000 to CJPRMA.</p> <p>2011-2012 commercial insurance programs are in place. The General Manager has received copies of all commercial insurance placements. The final reinsurance contract with Munich Re is in process.</p> <p>The 2011-2012 MOC will be revised to reflect the change in reporting of all EPL Claims.</p> <p>GM has completed first meeting with AON for discussion of 2012-2013 insurance renewal. Additional meeting to be scheduled to define data gathering requirements for exposure base for market presentation.</p>
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<ul style="list-style-type: none"> Promote effective board meetings and manage relationships with the Board of Directors. <p>15%</p>	<p>Initiate agenda items and present policy recommendations at board and committee meetings; organize and manage committees and board meetings. Fulfill Agency's records management obligations, including the proper retention and destruction of documents. Provide enhanced agendas that include a comprehensive evaluation of the issues and a recommendation from the general manager.</p>		<p>Executive Committee approved the Employee Personnel Policies and Handbook.</p> <p>General Manager provides agendas with detailed description of the issue presented and provide a recommendation to the Board of Directors. The agenda package has been modified to include page numbers and enhanced information. General Manager is working with Gail Mancarti to enhance policies presented to Executive Committee for approval at the November Meeting.</p> <p>Craig Schweikhard and General Manager met with the City of San Mateo regarding potential membership. General Manager worked on numerous issues multiple Board Members and their staff.</p> <p>General Manager attended a City of Sunnyvale City Council Meeting regarding litigation.</p> <p>General Manager is working with numerous Board Members on a daily basis regarding risk management issues, contractual risk transfer and other exposure related issues. Strategic plan to be reviewed by Executive Committee and Board of Directors in October. Refinement of standing committees to promote CJPRMA effectiveness.</p> <p>New agenda bill format created and utilized for the September Executive Committee. GM continues to refine the quality and amount of data presented in agenda bills. This item is ongoing with continued updating.</p>
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<ul style="list-style-type: none"> Process a smooth and seamless transition for the CJPRMA broker of record. <p>5%</p>	<p>Coordinate all aspects of the transition to the newly selected broker, execute a new agreement, develop insurance marketing standards, develop a transition plan, create a contact list for members with team responsibilities and develop a report card tool to evaluate the effectiveness of the new broker.</p>		<p>Numerous meetings with Craig Bowlus, Billy Deeb and other parties. Execution of documents including the Broker of Record letters and Contract with AON. Meeting scheduled with Broker and Munich Re for transition plan and 2011-2012 renewal.</p> <p>Continue to develop the relationship with AON. AON has been named the new broker for City of Livermore. We are receiving very little support from our previous broker Marsh during the transition.</p> <p>The AON Transition is completed. AON has completed their first renewal for the CJPRMA programs with significant reductions in the Property and GL Programs. GM worked with AON to further enhanced discounts in the current programs. A new APD Carrier has been identified at a lower rate and enhanced coverage. The Board of Directors approved the transition to the new carrier at the annual meeting.</p> <p>Ongoing meetings with AON for the purpose of final placement of 11/12 coverage programs. First meeting regarding the collection of data for the 12/13 renewal. Started evaluation process of new broker. The collection of exposure data will begin in early fall with completion date of Jan. 1, 2012. 9 CJPRMA members have scheduled meetings with new broker considering transition of stand- alone programs.</p> <p>AON has met with many of the CJPRMA members regarding the placement of one off products with our members. AON and GM will meet with REMIF to discuss their individual needs. GM met with American Appraisal to identify schedule for the 2012 property appraisal update. The Risk Console solution once implemented will allow for</p>
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			<p>members to update their individual property records. GM will work with American Appraisal to develop methodology to download data into the new system.</p>
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<ul style="list-style-type: none"> Manage the staff and operations of CJPRMA. <p>10%</p>	<p>Manage all aspects of the CJPRMA office. Work with staff to ensure that all goals of staff are developed to meet the goals and objectives of the organization. Manage and develop employees and ensure that customer service to members is always their number one priority. Develop staff skills and services to ensure activities are directed at achieving the mission of CJPRMA.</p>		<p>Reorganized the responsibilities of the Office Assistant and Executive Assistant. Orient the new Claims Administrator and work with him in development of litigation policies and practices.</p> <p>The Claims Administrator is working with Craig Bowlus, Claims Auditor and participating in audit closure meetings.</p> <p>Claims Administrator continues to work with Craig Bowlus to finalize the annual claims audit. Lola Deem attended an YCPARMIA Board Meeting and is assisting their financial person with their investment reconciliation.</p> <p>General Manager is working with all staff members to determine goals and objectives and to identify key areas to maximize service delivery to CJPRMA Members.</p> <p>GM and staff meet on a regular basis to discuss projects, workflow and new ideas for efficiency. Staff met with AON E solutions for first meeting of support team. Lola Deem attended the AON-ARM Tech Conference in Delaware. Craig Schweikhard and GM attended the 2011 CAJPA Conference. Later this month Craig Schweikhard will attend the Munich RE advance negotiations seminar at the Munich Re headquarters in Princeton NJ.</p>
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<ul style="list-style-type: none"> Establish training programs for board members, staff and member entities. <p>10%</p>	<p>Work with Education and Training Committee and Risk Management Committee to determine outcomes for board member proficiency. While utilizing outcomes developed by standing committees, identify key risk management factors to enhance the function of board members, their staff and their agency overall approach to risk management.</p>	<p>Education & Training Committee</p>	<p>How to Read an Actuarial Report presented to the Board of Directors at the December Meeting.</p> <p>Trainings conducted by General Manager include two sessions of Risk Management for Supervisors two contractual risk transfer programs presented to City of Lodi.</p> <p>Four sessions will be conducted by Bob Marshburn on Contract Management in the months of May and June.</p> <p>Staff is preparing four training sessions/presentations for the annual meeting. The will address Police Liability, Social Networking, and managing/evaluation of EPL Claims.</p> <p>Claims Administrator and General Manager worked with outside counsel to develop law enforcement directed training program on mutual aid agreements. The presentation was delivered to the REMIF Annual Police Symposium. Staff plans on scheduling this presentation for CJPRMA Members.</p> <p>The General Manager will be conducting two training session for Lodi and Stockton on the basics of risk transfer. The session is approximately 1.5 hours and provides a basic understanding of contracts and insurance.</p> <p>Bob Marshburn presented Contractual Risk Transfer seminars in Redding and Roseville. The General Manager attended and assisted the trainer for the programs. General Manager is working with Marshburn to develop enhanced Contractual Risk Transfer policy and protocol for CJPRMA Members. CJPRMA is scheduling a condensed ARM 54 Class to be held at the CJPRMA office in August. David Blaeksley former director of</p>
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			<p>the IEA will be the instructor.</p> <p>Final schedule of ARM 54 program for August 2011. Evaluation of 2011 Annual Meeting to be conducted at Executive Committee. Evaluate alternative locations for the 2012 Annual Meeting.</p> <p>ARM 54 class completed at CJPRMA office presentation by David Blakesley. The class received very high ratings. The attendees are preparing for national exam. David will schedule a telephonic meeting with GM for the group. ARM 55 will be scheduled for winter 2011-2012. CJPRMA will be hosting a Risk Transfer seminar presented by bob Marshburn for Fremont and Livermore.</p>
<ul style="list-style-type: none"> • Create standards for member risk management programs. <p>5%</p>	<p>The general manager will work with the Risk Management Committee to develop a set of CJPRMA audit standards to be used to evaluate existing members and agencies making application to the organization. In addition, a set of best practices will be developed as a guide to members and their organizations in their risk management efforts.</p>	<p>Risk Management/Education & Training Committee.</p>	<p>To be discussed at next meeting.</p> <p>Schedule review of Certificate Tracking Programs Exigis and Ebix to be conducted prior to and during PARMA Conference. Review of multiple RMIS/Pool Business RMIS solutions including Risk Console and CHSI Technologies.</p> <p>Exigis will provide a presentation at the March 17, 2011 Board of Directors Meeting. CJPRMA continues to review ESolutions and CHSI Technologies RMIS Solutions. Staff will prepare a recommendation to the Board of Directors May</p>

			<p>Meeting.</p> <p>Staff has sent the Board of Directors a survey for certificate tracking. The information will be used to obtain quotes from outside providers. General Manager and Board Counsel met with representatives from CAL TIP and discussed the Avery Case and discussed the need to develop a model contract for transportation services. CJPRMA will be working collectively with CAL TIP to create a standard model agreement.</p> <p>Work is ongoing. Will develop a model for risk transfer principles and procedures with Bob Marshburn.</p>
<ul style="list-style-type: none"> Coordinate and manage the proposed charter school development at the CJPRMA office site. <p>15%</p>	<p>Coordinate and manage the process of defending the rights of CJPRMA related to the new office building and complex. Work with the Executive Committee and outside counsel in representing the impacts to our organization.</p>		<p>Effectively negotiated a satisfactory sale price and conditions of sale. Worked with Counsel and Broker to finalize the Letter of Intent which was executed. The PSA (purchase and sale agreement) has been finalized. Final approval will be issued by Board of Directors of Charter School on January 27, 2011.</p> <p>The Purchase and Sale Agreement has been completed and the building is currently in Escrow. The TVLC anticipates the closing of the sale to occur in late March or early April.</p> <p>Site review of numerous options for replacement of CJPRMA Main Office. Staff has visited twenty-five to thirty sites for the replacement of the existing office. In addition, the General Manager has conducted an in-depth on line review of available properties.</p> <p>A recommendation for purchase of a new facility will occur at the March 17, 2011 Board Meeting.</p>

			<p>General Manager submitted offers on three properties. Currently working with broker in responding to counter offers. Charter School continues to work on funding of their bonds. An appraisal was conducted of all facilities at the Montevina Site. This was a new requirement of the bonding organization. Closing for the building is predicted to be mid May. General Manager has worked with Broker Morgenstern and Counsel Singer to prepare a contingency extension agreement to July 31, 2011. The extension will release \$15,000 from escrow to CJPRMA. TVLC is attempting to finance their mutual bonds to finance the project. A final funding decision is anticipated by early July.</p> <p>Close of escrow due July 31. Charter School in process of obtaining funding. Estimated date of closure unknown. Continue to evaluate alternative locations for CJPRMA in the event of sale.</p> <p>A second escrow extension was negotiated by the GM for a return of \$15,000 to CJPRMA. Escrow closes on October 31, 2011. The remainder of the buildings at Montevina are still in escrow with the developer.</p>
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<ul style="list-style-type: none"> Assist board members and individual member agencies by resolving questions and issues concerning agency risk management practices and procedures. <p style="text-align: center;">10%</p>	<p>Work with individual board members, alternates and agency staff regarding all aspects of risk management including but not limited to risk transfer, issuance of certificates of coverage, tracking of assets and all aspects of risk management.</p>		<p>Work with Board Members and staff on issues involving contractual risk transfer, liability exposures and other risk management related issues.</p> <p>Numerous contacts with Board Members and Staff working on contracts and other risk related issues. General Manager working with multiple vendors on evaluating a Claims System and Certificate of Insurance tracking solution.</p> <p>The purchase of the AON Risk Console system will provide members with an electronic tracking mechanism for certificates of insurance. This option will be available to all members for no additional fee. In addition, members will have the option of purchasing an annual license for claims administration.</p> <p>Finalized contract with AON for Risk Console. Generated a indemnification clause for \$1,000,000 which replaced the recommended language tied to the value of the agreement. Negotiated a rate to remain unchanged for a five year period. Also negotiated a 15% reduction for members utilizing the services of AON for data conversion. Meeting for delivery of system have begun. Members will be invited to strategic planning sessions to discuss options within the system.</p>
<ul style="list-style-type: none"> Keep member agencies fully informed regarding CJPRMA programs and services and updates of legislative changes. 	<p>Meet with governing bodies and employee groups of member agencies. Represent Agency effectively by promoting its program and services, maintaining visibility in the community, and interfacing with members, officials and groups.</p>		<p>General Manager attended the 2011 PARMA Conference. The GM participated in a day long RM 101 Program and presented the Closing Session. Numerous contacts with vendors and potential new members were made at the conference.</p> <p>General Manager participated in the 2012 PARMA Conference planning retreat. The program for PARMA 2012 contains a</p>

5%			<p>number of sessions focused on current issues and a number of sessions have been created for the experienced and advanced risk personnel.</p> <p>Claims Administrator Craig Schweikhard sits on the CAJPA Legislative Committee.</p>
<ul style="list-style-type: none"> Enhance the CJPRMA claims processing and litigation management program. <p>20%</p>	<p>Develop a comprehensive litigation management program which will include site visits by the claims administrator, litigation management training of members and the implementation of enhanced RMIS capabilities.</p>		<p>Phase 1 of this process was completed with the hiring of Craig Schweikhard as the Claims Administrator. Staff working with Craig Bowlus upon closing of audits.</p> <p>Attended Gonzales-Fuentes v Hammerman Mediation, met with City of Alameda on Vanderheiden v Alameda, numerous discussions/meeting with City of Roseville in Avery v. MV Transit. Strauch v Chico.</p> <p>A number of significant claims are currently in the litigation process. The claims are being monitored by Claims Administrator Craig Schweikhard and the general manager. Craig Schweikhard and the general manager attended the opening comments by plaintiff and defendant in the Vanderheiden. Staff continues to monitor this case closely as it moves through the trial process.</p> <p>Claims Administrator participated in day long mediation in Southern California. The General Manager and Board Counsel met with attorneys to evaluate the presentations to be made to the Ninth Circuit on the Dagdagan and Eaton Matters. Staff has been actively working with multiples members on numerous claims. Staff developed a modified reporting policy for EPL Claims that will be discussed at the April Executive Committee.</p>

			<p>Claims Administrator has modified the watch list format and enhanced the information reported to the Board of Directors. General Manager, Claims Administrator and General Counsel are modifying the EPL Claims reporting and clarifying description of damages. General Manager participated in Chico EPL Mediation that reached a settlement.</p> <p>Claims Administrator and General Manager involved in numerous meetings with members regarding coverage issues and claim exposures.</p> <p>GM and Claims administrator working with counsel on several significant claims. GM working to finalize contract with AON for Risk Console system. Claims system to be utilized in the collection of exposure data for the 2012-2013 renewal. Evaluating the process for primary claims audits for 2011 audit.</p> <p>Craig Schweikhard and GM met with Munich Re for a quarterly review of claims. Participated in mediation for Vanderheiden on Plaintiff fee issues. Numerous mediations have been scheduled for the fall. Will update the Board of Directors regarding the status of claims in closed session. Favorable ruling received in PERMA litigation.</p>
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**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 4	TITLE: RISK MANAGEMENT ISSUES
MEETING: 10/13/2011	
GENERAL MANAGER: 	

Recommended Actions:

None. This item is being provided for information purposes only.

Item Explanation:

This item is reserved for the discussion of risk management issues that are of concern to the members and for the provision of status updates on the risk management program.

Issues that have been requested to be listed for discussion are set forth below.

1. ADA Transition Plans (*Janet Hamilton, City of Lodi*)
2. ARM 54 Class (*David Clovis, CJPRMA*)
3. Contractual Risk Transfer Training (*David Clovis, CJPRMA*)
4. Other Items (*David Clovis, CJPRMA*)

Fiscal Impact:

None.

Exhibits:

None.