



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

November 17, 2011 - 10:00 A.M.

City of Fremont
Fire Administration
3300 Capitol Ave, Building A
Fremont, CA 94538

(510) 284-4050

AGENDA

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

II. ROLL CALL

III. APPROVAL OF MINUTES

- Minutes of the Executive Committee meeting held on October 13th, 2011. (Pages 3-6)

IV. COMMUNICATIONS

A. Executive Committee Members

B. General Manager/Secretary

C. Next Scheduled Meetings: Executive Committee (01/19/2012)

Board of Directors (12/15/2011)

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. Update on Strategic Planning Session (Page 7)
2. General Manager's Goals and Objectives 2011-2012 (Page 8)
3. Claims Experience Report (Page 9)
4. Risk Management Issues (Page 10)

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: Eaton v. City of Rocklin

Court: Contra United States Court of Appeal for the Ninth Circuit

Case No.: 07-80144

IX. ACTION ON CLOSED SESSION ITEMS

X. ADJOURNMENT



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

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> | |

III. APPROVAL OF MINUTES

A motion by Director Hamilton, seconded by Director Schwarz, to approve the minutes of the Executive Committee meeting held on July 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 (11/17/2011) City of Fremont

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. PERS Employer Paid Member Contribution

The general manager presented information on the CJPRMA compensation plan and the current contribution by employees to PERS. The general manager advised the Executive Committee that staff salaries were scheduled to receive a 2.9% cost of living adjustment effective July 1, 2011. Keeping with the current funding limitations with members, the general manager recommended that the 2.9% schedule COLA not be implemented in exchange for the remaining employee PERS 5% contribution be paid by employees. This change would reflect actions taken by members and would eliminate CJPRMA paying the employee contribution. The general manager advised that salaries would be adjusted by 5.43% to offset the cost to employees and the current 5% contribution by CJPRMA would be transferred to employees. The general manager presented this option to all staff members and received unanimous agreement for the implementation. The annual cost for this modification to staff salaries will be \$6,130. The annual savings by not implementing the 2.9% increase will be \$15,477.

The general manager stated that a PERS resolution would be presented to the full Board in December for adoption of the change in contribution

A motion by Director Carroll, and a second by Director Haney to adopt the change to staff compensation and a change to PERS employer paid member contribution passed unanimously.

2. October Strategic Planning Session

The general manager presented the Executive Committee with the itinerary and program schedule for the October Strategic Planning Session. Staff hired the service of Michelle Murphy from InnoPro Solutions as the facilitator of the session. The Executive Committee commented on the importance of strategic planning and were in agreement with the proposed agenda. A number of Executive Committee members had been contacted by the consultant and provided input as to the status of CJPRMA and the existing strategic plan.

3. **Status Update on General Manager's Goals and Objectives**

The general manager provided a 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:

- 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 general manager advised the Executive Committee that a new set of goals and objectives would be discussed at the November Executive Committee meeting after the completion of the strategic planning session.

4. **Risk Management Issues**

The general manager and Executive Committee discussed the application of ADA Transition Plans and the potential for claims. The members discussed a number of important factors involving the maintenance of ADA Transition Plans and record keeping requirements.

The general manager advised the Executive Committee that the ARM 54 class was well attended and received very favorable comments. The committee discussed the need to carry on with the ARM series. The general manager stated that he would be contacting the training consultant to schedule the ARM 55 course for early 2012. In addition, the general manager discussed a recent Contractual Risk Transfer Training Class that was held and attended by the City of Livermore and City of Fremont. This class which is taught by Bob Marshburn always receives outstanding scores from the participants.

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

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

X. ADJOURNMENT

President Handy adjourned the meeting at 4:00 p.m.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 1	TITLE: UPDATE ON STRATEGIC PLANNING SESSION
MEETING: 11/17/2011	
GENERAL MANAGER: 	

Recommended Actions:

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

Item Explanation:

The Board of Directors participated in a Strategic Planning Session on October 19th and 20th. The session was facilitated by Michelle Murphy, InnoPro Performance Solutions. The board reviewed the current strategic plan, participated in a SWOT (strength, weakness, opportunity and threats) assessment, and reviewed the existing Mission Statement. The general manager and consultant are in the process of preparing a final report for review and approval by the Board of Directors at the December meeting. A draft copy of the report will be provided to the Executive Committee at this meeting. The Executive Committee will have the opportunity to review the draft plan and provide feedback to the general manager for the final document being prepared for the Board of Directors.

The general manager will be available to discuss the draft report of the 2011 Strategic Planning Session.

Fiscal Impact:


None.

Exhibits:

1. Draft Strategic Plan Session report to be provided at the meeting.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 2	TITLE: GENERAL MANAGER'S GOALS AND OBJECTIVES 2011-2012
MEETING: 11/17/2011	
GENERAL MANAGER: 	

Recommended Actions:

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

Item Explanation:

The Executive Committee conducted an evaluation of the general manager at the October 13, 2011 meeting. Pursuant to the adopted General Manager Evaluation Process, the general manager and Executive Committee will work collaboratively to prepare goals and objectives.

As a result of the Strategic Planning Process, it was necessary to delay to November the setting of the general manager's goals and objectives. Michelle Murphy, InnoPro Performance Solutions and the general manager are in the process of editing the strategic plan outcomes and are preparing a final draft report for the Board of Directors. In addition to the strategic plan, the consultant and general manager are creating a goals and objectives matrix which will include the results of the strategic planning process. This document will be provided to the Executive Committee at the meeting.

The consultant will also be providing recommendations to the Board of Directors and general manager regarding the evaluation process and the evaluation standards for the next performance review.

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

Fiscal Impact:

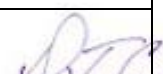
None.

Exhibits:

1. Draft General Manager's Goals and Objectives 2011-2012 to be provided at the meeting.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 3	TITLE: CLAIMS EXPERIENCE REPORT
MEETING: 11/17/2011	
GENERAL MANAGER: 	

Recommended Actions:

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

Item Explanation:

Claims Administrator, Craig Schweikhard, is in the process of developing an overview of claims presentation for the Board of Directors. The first presentation of this material will be provided at the December Board meeting. This will be a review of all claims that have been reported to CJPRMA beginning with program year 1997-1998 to present. The date range is consistent with the current methodology being utilized by our actuary for developing our program year contributions.

This report will be a high level overview of all claims and will include description of claims frequency, severity and development history. The report will also assist staff in the development of risk management training programs and will serve as a criteria to be included in risk management audit standards.

Mr. Schweikhard will present this report to the Executive Committee for their review and comments. The comments will be incorporated into the report for presentation at the December Board of Directors meeting.

Fiscal Impact:


None.

Exhibits:

1. A copy of the report will be provided at the meeting.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 4	TITLE: RISK MANAGEMENT ISSUES
MEETING: 11/17/2011	
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. ARM 55 Class (*David Clovis, CJPRMA*)
2. Contractual Risk Transfer (*David Clovis, CJPRMA*)
3. Other Items (*David Clovis, CJPRMA*)

Fiscal Impact:

None.

Exhibits:

None.