



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE MEETING**

**March 16, 2006 – 9:30 A.M.**

**Sierra Suites  
2323 San Ramon Valley Blvd.  
San Ramon, CA 94583**

**(925) 743-1882**

**Minutes**

**I. CALL TO ORDER:**

President Henderson called the meeting to order at 9:30 a.m.

**II. ROLL CALL**

***PRESENT***

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1) Darrell Handy, <i>Alameda</i>    | 3) Scott Ellerbrock, <i>PERMA</i> |
| 2) Bill Henderson, <i>Livermore</i> | 4) Jeff Davis, <i>REMIF</i>       |

***OTHERS PRESENT***

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1) David Clovis, <i>CJPRMA</i>  | 4) Jim Pinckney, <i>Marsh</i>  |
| 2) Robert German, <i>CJPRMA</i> | 5) Roger Carroll, <i>SCORE</i> |
| 3) Brian Cooney, <i>Marsh</i>   |                                |

**III. APPROVAL OF MINUTES**

A motion by Vice President Ellerbrock, seconded by Director Davis, to approve the minutes of the September 15, 2005 meeting, 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. Status Update on Goals & Objectives**

The General Manager reported the status on the acquisition of a new RMIS System. He said that staff was in the process of negotiating with three vendors and would bring back a final proposal to the meeting in April. Scott Ellerbrock recommended that the proposals be submitted with financial data for costing over a three year period. A discussion by the committee concluded that access to the system should be “read only” for members and that the system should not be made available as the primary software for our individual members. The proposal along with comments and recommendations for budgeting will be presented at the April Meeting.

The General Manager advised that staff was in the process of identifying potential providers for website revision.

The transit survey material was coming in slowly and was in the process of being tabulated. The results of the survey would be made available when completed.

The General Manager presented information to the Executive Committee regarding the current exposures for power generation/distribution. He said that staff would be sending out a survey to all CJPRMA Members. That material will be summarized for further discussion when completed.

The General Manager said that the property valuations were in process. Staff was working with Associated Valuation Services with the intent of having all of the valuations and the report completed for Board review.

The General Manager reported on the status of the annual report for 04/05. A vendor had been selected to perform the work and became unavailable to complete the project due to personal issues. A new vendor had been identified based upon a recommendation from the City of Livermore. Staff was working with the vendor on the production of the annual report. The report would be provided as soon as possible with a target of the meeting in April. Vice President Ellerbrock raised concerns regarding the delay in the production of the report. The Executive Committee requested that all future annual reports be prepared for distribution at the Board of Directors Meeting in November and that a presentation on the annual report be provided at that same time.

The General Manager stated that staff was continuing to evaluate special event options for CJPRMA Members. The committee discussed alternative delivery systems available for the different programs and the implications of individual agencies selling insurance. Staff was directed to prepare an evaluation and comparison of the Sparta/Prompt Program, Diversified Risk Program and Driver Special Event Program and to deliver the report at the June meeting.

The General Manager advised the Committee that he continues to work with a broker on the purchase of an office building. There have been no available office buildings that would meet the space requirements of the organization. The Committee recommended that a larger building be considered with the possibility of CJPRMA leasing space within it. The General Manager said that he would report back on any new developments.

## **2. Proposed Expense Policy for Board Members**

The General Manager presented the issues related to AB 1234. The committee recommended that a policy be brought to the Board at the April meeting for its consideration. The policy was to contain specific limits for meal reimbursements as follows:

\$15 Breakfast  
\$20 Lunch  
\$40 Dinner

Receipts would be required for the above reimbursements. In the event that no receipts were available, the expense claimant would only receive the IRS rate for reimbursement. Per Diem would be removed from the policy and an expense for Non Meal Tips would be added. The committee also agreed that training on this topic, AB 1234 and ethics would be beneficial at the April Meeting.

## **3. Risk Management Issues**

Jim Pinckney provided a discussion and explanation on e-risk and provided a discussion on the organizations that typically purchase insurance coverage for the exposure. The General Manager stated that the CJPRMA MOC did not have an exclusion for E-Risk. The only exclusion in the MOC related to Y2K. Staff would continue to work with Marsh on this issue and would create a training program for the Board of Directors on this issue at a future meeting.

President Henderson asked the group how they were dealing with the Multi Employer Liability Issue. David Clovis advised the group that he had just

received the CJPRMA Sample Contractor Safety Program that was purchased from David Patzer of Risk Management Solutions. He said that the program would be reproduced and sent to all members. The document would be available both in PDF and Word Format and posted on the CJPRMA Website the week of March 20<sup>th</sup>. Any members that needed further assistance with the implementation of this program should contact David Clovis.

David Clovis reported that CJPRMA had purchased the Contractual Risk Transfer Manual from CJPIA and that the books would be distributed to our members. The manual was written by Mark Rakich, the trainer who provided the CJPRMA Risk Transfer Training. This manual is only available in a hard copy format at this time.

#### **4. Biannual Review of Staff Salaries and Benefits**

The General Manager provided the results of the salary survey completed by Staff. The results showed that the following positions' salary ranges had fallen below the median since the prior salary survey:

Office Assistant:	\$85	2.24%
Administrative Analyst	\$158	2.65%
Risk Manager	\$182	2.08%

The Financial Analyst position required no adjustment.

A motion by Director Davis, seconded by Vice President Ellerbrock, recommending that the identified staff salary ranges be adjusted pursuant to the Board of Directors Policy adopting median as the salary range minimum, passed unanimously.

The General Manager discussed the comparison of the medical/dental allotment for CJPRMA Staff to the other organizations approved for use in the salary survey. The results indicated that the allocation was currently \$290.15 below the median.

A motion by Director Davis, seconded by Director Handy, recommending that the CJPRMA Policy be amended to include medical/dental allocation, that it be based upon the median of the salary survey participants, that it be effective July 1, 2006, and that the current allocation be raised by \$290.15, passed unanimously.

The General Manager requested that the committee defer the discussion of possible adjustments to the retirement formula and retiree medical benefits until staff was able to obtain the appropriate actuarial costing from PERS

and PARS. The Executive Committee agreed to defer this discussion until later in the year.

**5. Evaluation Process for General Manager**

The Executive Committee discussed the process to be utilized in evaluating the General Manager.

**VIII. CLOSED SESSION**

- None

**IX. ACTION ON CLOSED SESSION ITEMS**

- None

**X. ADJOURNMENT**

The meeting was adjourned at 11:45 a.m.