



**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**

**AGENDA**

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

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- Minutes of the Executive Committee Meeting held on April 17, 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. Report and Recommendations from the ad hoc Committee on Executive Committee Structure, Strategic Planning, and Evaluation Process Review

**VIII. CLOSED SESSION**

- None

**IX. ACTION ON CLOSED SESSION ITEMS**

**X. ADJOURNMENT**



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE MEETING**

**April 17, 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:**

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

**II. ROLL CALL**

***PRESENT***

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| 1) Lynne Margolies, <i>Santa Rosa</i> | 4) Roger Carroll, <i>SCORE</i>  |
| 2) Darrell Handy, <i>Alameda</i>      | 5) Dixon Coulter, <i>NCCSIF</i> |
| 3) Robyn Kain, <i>Fairfield</i>       | 6) Jeff Tonks, <i>YCPARMIA</i>  |

***ABSENT***

***OTHERS PRESENT***

- |  |   |
|--|---|
| 7) Bob German, <i>CJPRMA</i>           | 11) Charlie Wilson, <i>Roseville</i>          |
| 8) David Clovis, <i>CJPRMA</i>         | 12) Byrne Conley, <i>Gibbons &amp; Conley</i> |
| 9) Anna Swanson, <i>CJPRMA</i>         |   |
| 10) Kathleen Williams, <i>Stockton</i> | 13) Bill Henderson, <i>Livermore</i>          |

**III. APPROVAL OF MINUTES**

A motion by Director Tonks, seconded by Director Kain, to approve the minutes of the Executive Committee meeting held on March 11th, 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. Bi-Annual Review of Staff Salaries and Benefits**

The Executive Committee reviewed and discussed the survey data that was provided pursuant to the policy adopted by the Board in April 2004. The Executive Committee voted to recommend the following items for approval by the Board of Directors.

##### **A. Salary Ranges**

With regard to salary ranges, a motion by Director Tonks, seconded by Director Kain, to increase the existing salary range of the Financial Analyst by \$1,011.50 (14.8%) per month, passed unanimously.

##### **B. Medical**

With regard to the medical benefit, a motion by Director Carroll, seconded by Director Kain, to increase the current allotment by \$200.45 (18.39%) per month, passed unanimously.

##### **C. Retirement**

With regard to retirement, a motion by Vice-President Margolies, seconded by Director Carroll, to modify the current plan (2% @ 55) to provide the employees with a choice of either (1) 2.5% @ 55 paid for by CJPRMA, or (2) 2.7% @ 55 with the employees contributing 3% to the cost, passed unanimously.

#### **D. Auto Allowance for Risk Manager**

With regard to the Risk Manager's auto allowance, a motion by Director Tonks, seconded by Director Handy, to increase the Risk Manager's Auto Allowance from \$450.00 per month to \$500.00 per month plus reimbursement for mileage at the IRS rate for all miles in excess of 50 on any trip, passed by a vote of 4 to 2. Directors Coulter and Carroll were opposed.

Vice President Margolies appointed an ad hoc Committee, comprised of Directors Kain, Coulter and herself, to consider modifying the current board policy on compensation to include a total compensation and benefit analysis for possible implementation at the next bi-annual review in 2010.

### **2. Review of Organizational Goals and Objectives From Prior Years**

The Executive Committee recommended that, at the upcoming Annual Meeting, the Board review and discuss the mission statement, governance policies, and organizational performance survey adopted in 2005, as well as member needs and the acquisition of data from other JPA's regarding rates and coverages for comparison purposes.

### **3. Review of Performance Evaluation Process for General Manager**

The Executive Committee discussed having the General Manager's goals and objectives related directly to those of the organization.

Further discussion of the process itself was continued to a future meeting.

## **VIII. CLOSED SESSION**

- None

## **IX. ACTION ON CLOSED SESSION ITEMS**

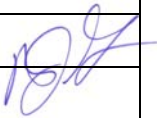
- None

## **X. ADJOURNMENT**

A motion by Director Carroll, seconded by Director Coulter, to adjourn the meeting at 2:15 p.m. passed unanimously.

**CALIFORNIA JOINT POWERS  
RISK MANAGEMENT AUTHORITY**

**AGENDA BILL**

<b>Item #: 1</b>	<b><u>Title:</u> REPORT AND RECOMMENDATIONS FROM AD HOC COMMITTEE</b>
<b>Meeting:</b> 06/12/2008	
<b>Agenda Bill #: 1002</b>	
<b>General Manager:</b> 	
<p>Recommended Action:</p> <p style="padding-left: 40px;">Approval of the recommendations of the as hoc committee.</p> <p>Item Explanation:</p> <p>At its annual meeting, held on May, 7, 8, and 9, 2008. President Henderson appointed an ad hoc committee, chaired by Director Schwarz, to review and discuss the following topics:</p> <ol style="list-style-type: none"><li>1) The structure of the Executive Committee;</li><li>2) Strategic planning and organizational goals and objectives; and</li><li>3) The performance evaluation process for the General Manager.</li></ol> <p>President Henderson also requested that the committee generate recommendations to be presented to the Executive Committee and the Board of Directors.</p> <p>Director Schwarz will present the report and discuss the committee's findings and recommendations.</p> <p>Fiscal Impact:</p> <p style="padding-left: 40px;">None</p> <p>Exhibits:</p> <p style="padding-left: 40px;">None</p>	

***Executive Committee Action:***