



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**BOARD OF DIRECTORS MEETING**

**June 16, 2005 – 10:30 A.M.**

**Hiddenbrooke Golf Club  
1095 Hiddenbrooke Parkway  
Vallejo, CA 94591**

**(707) 588-0330**

**Minutes**

**I. CALL TO ORDER:**

President Henderson called the meeting to order at 10:37 a.m.

**II. ROLL CALL**

***PRESENT***

- |                                     |  |
|-------------------------------------|--|
| 1) Steve Schwartz, <i>Alameda</i>   | 10) Julie Theirl, <i>Pomona</i>        |
| 2) Bob Koch, <i>Chico</i>           | 11) Jeff Davis, <i>REMIF</i>           |
| 3) Robyn Kain, <i>Fairfield</i>     | 12) Pam Durocher, <i>Roseville</i>     |
| 4) Michael Barrett, <i>Fremont</i>  | 13) Lynne Margolies, <i>Santa Rosa</i> |
| 5) Bill Henderson, <i>Livermore</i> | 14) Roger Carroll, <i>SCORE</i>        |
| 6) Kirk Evans, <i>Lodi</i>          | 15) Mark Moses, <i>Stockton</i>        |
| 7) Quinn Johnston, <i>NCCSIF</i>    | 16) Paul Wildermuth, <i>Vacaville</i>  |
| 8) Scott Ellerbrock, <i>PERMA</i>   | 17) Will Venski, <i>Vallejo</i>        |
| 9) Ron Blanquie, <i>Petaluma</i>    | 18) Jeff Tonks, <i>YCPARMIA</i>        |

***ABSENT***

*Redding, San Leandro, San Rafael, Sunnyvale*

***OTHERS PRESENT***

- |                                 |  |
|---------------------------------|--|
| 1) Jessica Henry, <i>Chico</i>  | 5) Byrne Conley, <i>Gibbons &amp; Conley</i> |
| 2) Lola Deem, <i>CJPRMA</i>     | 6) Brian Cooney, <i>Marsh</i>                |
| 3) Robert German, <i>CJPRMA</i> | 7) Jim Pinckney, <i>Marsh</i>                |
| 4) Caren White, <i>CJPRMA</i>   |  |

### **III. APPROVAL OF MINUTES**

A motion by Director Theirl, seconded by Director Venski, to approve the minutes of the Board of Director's meeting held on April 12-14, 2005, passed unanimously.

### **IV. PRESENTATIONS**

None

### **V. CONSENT CALENDAR**

- 1. Financial Reports of CJPRMA for the periods ending March 31 and April 30, 2005**
- 2. Additional Covered Party Certificates Approved by the General Manager**
- 3. Notification of New Claims Received**
- 4. Notification of Claims Closed**
- 5. Appointment of New Board Members/Alternates**

A motion by Vice President Ellerbrock, seconded by Director Koch, to approve the consent calendar, passed unanimously.

### **VI. THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD OF DIRECTORS ON MATTERS OF BOARD BUSINESS**

### **VII. ACTION CALENDAR**

A Motion by Director Koch, seconded by Director Kain, to add items 10 and 11 to the Action Calendar, passed unanimously.

#### **6. Request for Modification of Endorsement from City of Lodi**

The General Manager said that the Board had granted the City of Lodi an exemption to Exclusion #41 (Watercraft), in order to accommodate their Camera Safari Tours, subject to certain conditions, including that they have Coast Guard "Six Pack" certification. The City had requested that the requirement be changed to a "Masters Limited" certification, which was the recommendation of the Coast Guard. He said that they were recommending that the endorsement be modified to include the "Masters Limited" certification which would allow the City to take out 12 passenger boats.

A motion by Director Margolies, seconded by Vice President Ellerbrock, to modify the exemption for the City of Lodi, passed unanimously.

**7. Report from Executive Committee on Governance and Strategic Planning**

The Executive Committee was tasked with the responsibility of reviewing a number of issues that were discussed at the Annual Meeting in April.

Director Koch reported for the ad hoc Committee on Executive Committee membership, rotation and term limits. He said that the committee's recommendation was that the President and Vice President be elected by the Board for a maximum of two, two-year terms in a row and that a rotation system be set up for the other five positions on the Executive Committee for two-year terms. He said that they could work the rotations to ensure that the JPA members would always be represented on the Executive Committee. He said that there would also be an opt-out provision for members who were unable or unwilling to serve their term when they came up on the rotation.

Director Davis said that he felt that there should always be at least one JPA member on the Executive Committee.

A motion by Director Koch, seconded by Director Margolies, to direct staff to prepare the appropriate By-law amendments to implement the term limit and rotation system, passed unanimously.

Director Wildermuth reported on the proposed mentoring program for new Board members. He said that the program would require that the new Board member attend an orientation with CJPRMA staff, that there be monthly contact between the new Board member and the mentor for the first six months, that the mentor introduce the new Board member at the Board member's first meeting, that the mentor and new Board member sit next to each other at Board meetings, and that the mentor be available as a resource for the new Board member. He said that the Executive Committee would be responsible for making mentoring assignments.

A motion by Director Wildermuth, seconded by Director Henderson, to approve the Board Member mentoring program, passed unanimously.

President Henderson reported on the proposed policy on program presentations by members. He said that the Executive Committee had discussed ways to get Board members more involved and that they were recommending that each Board member present a short PowerPoint presentation about his member entity.

Director Johnston asked if JPA members would be required to provide background information on all of their members. President Henderson

said that they would only have to provide information on the JPA as a whole.

The General Manager said that they would do five presentations at each meeting, and passed around the sign-up sheet.

A motion by President Henderson, seconded by Director Theirl, to approve the proposed policy on program presentations by members, passed unanimously.

President Henderson reported on monitoring organizational performance. He said that one issue that had always existed had been CJPRMA's performance as an organization. He said that they evaluated the General Manager each year but that they hadn't evaluated the pool. He said that the Executive Committee was recommending a policy to regularly monitor and evaluate the performance of CJPRMA by annually reviewing and approving the actuarial study, the claims audit, the financial audit, the new JPA performance report, the member survey and plan quarterly reviews and approval of the financial statements.

Vice President Ellerbrock reported on compliance with Board member standards. He said that the proposed standards for being a Board member were (1) to see and monitor all claims/lawsuits of the member agency from submission to resolution; (2) to be active in the risk transfer/contract management process at the member agency; (3) to have responsibility for agency risk management functions; and (4) to train and keep Alternate Board members apprised of CJPRMA business. He said that the Executive Committee had concerns about how to enforce the policy, how it would impact the Board members, if it was approved, and whether the policy should be advisory or mandatory.

The General Manager said that the member presentations would assist in determining how each organization functioned, which would then help determine board member standards.

Director Theirl asked what would happen if a member could not comply with the standards. President Henderson said that these standards would help member entities understand the need for participation in CJPRMA activities.

Director Davis said that the standards should be advisory for at least a year, to allow time for achieving compliance.

Director Kain asked if the member standards requirements be shared between the Director and the Alternate. President Henderson said that that was a reasonable alternative.

Director Koch said that they should adopt the standards on an advisory

basis for the first year and then make them mandatory after that.

Director Davis asked who at each entity needed to be notified of the standards. Director Theirl said that the standards should be distributed to the Board members who would then share them within their entities.

Director Theirl asked what the penalty would be for entities that did not comply with the member standards. President Henderson said that the Board would need to decide what to do in that situation.

A motion by Vice President Ellerbrock, seconded by Director Theirl, to approve the proposed board member standards on an advisory basis for one year, and then mandatory after that, passed. Lodi, Petaluma and SCORE were opposed.

Vice President Ellerbrock reported on the recommendations for the General Manager's salary range and benefits. He said that the Executive Committee would perform the evaluation of the General Manager and then report the outcome to the Board of Directors. He said that they needed approval of the proposed salary range. He also said that an annual membership satisfaction survey would be distributed to the Board which would assist them in completing the General Manager's evaluation.

A motion by Director Davis, seconded by Director Carroll, to approve the proposed salary range of \$125,000 to \$135,000 for the General Manager, passed unanimously.

## **8. Risk Management Issues**

The General Manager said that this was an open item for discussion of Risk Management issues. He said that there was also a preliminary training schedule for the Board.

## **9. Election of Executive Committee Members**

The General Manager said that, pursuant to Article IV of the By-laws, two seats on the Executive Committee were up for election.

Director Margolies and Director Theirl were elected to the Executive Committee.

## **10. Request from City of Sunnyvale to Join APD Program**

The General Manager said that the City of Sunnyvale had asked to join the APD program and had provided all the necessary information. He said that it required a vote of two-thirds of the membership of the APD program to approve their request.

A motion by Director Evans, seconded by Director Wildermuth, to admit Sunnyvale into the APD program, passed unanimously.

#### **11. Report on Insurance Renewals**

The General Manager said that he and Jim Pinckney, from Marsh, had met with Scor Re, and that they would be increasing the liability coverage limits to \$40 million, effective July 1, 2005.

Mr. Brian Cooney, from Marsh, said that the premium for an additional \$100 million in coverage on the Property Program would be \$57,500. He said that there was also an option to include Business Interruption coverage in the excess layer, with a \$5 million sublimit, for an annual premium of \$20,000.

A motion by Director Venski, seconded by Director Theirl, to purchase additional Business Interruption coverage, failed to pass by a vote of 7 – 7. Alameda, Chico, Fairfield, Fremont, Roseville, Santa Rosa and Vacaville opposed.

### **VIII. COMMITTEE REPORTS**

#### **1) Claims: Darrell Handy, Chair**

The Claims Committee had nothing to report.

#### **2) Coverage: Darrell Handy, Chair**

The Coverage Committee had nothing to report.

#### **3) Personnel: Scott Ellerbrock, Chair**

The Personnel Committee had nothing to report.

#### **4) Communications:**

The Communications Committee had nothing to report.

#### **5) Membership Standards: Jeff Davis, Chair**

The Membership Standards Committee had nothing to report.

### **IX. CLOSED SESSION**

- None

**X. ACTION ON CLOSED SESSION ITEMS**

- None

**XI. ADJOURNMENT**