



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE MEETING**

**June 16, 2005 – 9:30 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 9:34 a.m.

**II. ROLL CALL**

***PRESENT***

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| 1) Bob Koch, <i>Chico</i>           | 4) Jeff Davis, <i>REMIF</i>          |
| 2) Bill Henderson, <i>Livermore</i> | 5) Paul Wildermuth, <i>Vacaville</i> |
| 3) Scott Ellerbrock, <i>PERMA</i>   |                                      |

***ABSENT***

*Sunnyvale, Roseville*

***OTHERS PRESENT***

- |  |  |
|--|--|
| 1) Steven Schwarz, <i>Alameda</i>            | 11) Jim Pinckney, <i>Marsh</i>         |
| 2) Jessica Henry, <i>Chico</i>               | 12) Quinn Johnston, <i>NCCSIF</i>      |
| 3) Lola Deem, <i>CJPRMA</i>                  | 13) Ron Blanquie, <i>Petaluma</i>      |
| 4) Robert German, <i>CJPRMA</i>              | 14) Julie Theirl, <i>Pomona</i>        |
| 5) Caren White, <i>CJPRMA</i>                | 15) Pam Durocher, <i>Roseville</i>     |
| 6) Robyn Kain, <i>Fairfield</i>              | 16) Lynne Margolies, <i>Santa Rosa</i> |
| 7) Michael Barrett, <i>Fremont</i>           | 17) Roger Carroll, <i>SCORE</i>        |
| 8) Byrne Conley, <i>Gibbons &amp; Conley</i> | 18) Mark Moses, <i>Stockton</i>        |
| 9) Kirk Evans, <i>Lodi</i>                   | 19) Will Venski, <i>Vallejo</i>        |
| 10) Brian Cooney, <i>Marsh</i>               | 20) Jeff Tonks, <i>YCPARMIA</i>        |

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

A motion by Vice President Ellerbrock, seconded by Director Koch, to approve the notes of the May 19, 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. Proposed Revision to Board Member Training Reimbursement Program**

The General Manager said that the Executive Committee had suggested that CJPRMA pay for board member attendance at the PARMA conference in addition to the CAJPA conference. He said that, currently, they paid for the cost of registration, three nights' accommodation at the conference rate, a \$50 per diem for three days, and the cost of transportation for CAJPA. He said that the estimated cost for adding the PARMA conference was \$1750 per person, which included increasing the per diem to \$75 per day. He said that they should also consider increasing the per diem to \$75 per day for CAJPA as well.

Director Koch said that many meals at PARMA were included in the registration and that they should not increase the per diem.

President Henderson said that \$75 per day was not an unreasonable amount in the cities where the conferences were usually held but that they should require receipts.

A motion by Director Davis, seconded by Vice President Ellerbrock, to approve the proposed revision to the Board Member Training Reimbursement Program to include the PARMA conference, including conference registration, the cost of three nights' accommodations at the conference rate,

\$50 per diem for three days, if requested with no receipts required, and the cost of airfare and shuttle service or mileage at the IRS rate, passed unanimously.

## **2. Proposed Survey on Organizational Performance**

The General Manager said that the Executive Committee had discussed producing a performance survey for the members to complete. He said that the proposed survey was attached.

The Executive Committee discussed and revised the proposed survey. The General Manager said that staff would incorporate the revisions into the form and send it out to the members for completion.

A motion by Director Davis, seconded by Vice President Ellerbrock, to approve the survey on organizational performance, as modified, passed unanimously.

## **3. Proposed Salary/Budget Range for General Manager**

Vice President Ellerbrock said that they needed to establish a salary range to recommend to the Board for use in the evaluation of the General Manager. He discussed the various entities that had contributed to the salary survey that had been completed by PERMA.

Director Davis asked if the average salary on the survey was \$127,757. The General Manager said that it was.

Director Koch asked what their philosophy was for determining the General Manager's salary. President Henderson suggested that it be an average salary with the ability to get merit increases based on performance standards throughout the year.

Director Davis asked if this salary determination was for this year only. Vice President Ellerbrock said that a much more detailed salary survey would be conducted for next year.

A motion by Director Koch, seconded by Director Davis, to establish a salary range of \$125,000-\$135,000 for the General Manager's 2005 performance evaluation, passed unanimously.

## **VIII. CLOSED SESSION**

- None

**IX. ACTION ON CLOSED SESSION ITEMS**

- None

**X. ADJOURNMENT**

A motion by Vice President Ellerbrock, seconded by Director Wildermuth, to adjourn at 10:05 a.m., passed unanimously.