



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE MEETING**

**November 4, 1999 — 10:00 A.M.**

Marriott Hotel  
Mt. Diablo Room  
2600 Bishop Drive  
San Ramon, CA 94583  
(925) 867-9200

**MINUTES**

**I. CALL TO ORDER:**

President Davis called the meeting to order at 10:08 a.m.

**II. ROLL CALL**

***PRESENT***

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| 1) Jake O'Malley, <i>CCCMRMIA</i> | 4) Robyn Kain, <i>Fairfield</i>     |
| 2) Bob Koch, <i>Chico</i>         | 5) Bill Henderson, <i>Livermore</i> |
| 3) Linzie Kramer, <i>CSJVRMA</i>  | 6) Jeff Davis, <i>REMIF</i>         |

***ABSENT***

Paul Wildermuth, *Vacaville*

***OTHERS PRESENT***

- |                               |                                  |
|-------------------------------|----------------------------------|
| 1) Caren White, <i>CJPRMA</i> | 3) Robert German, <i>CJPRMA</i>  |
| 2) Elena Chin, <i>CJPRMA</i>  | 4) Patricia Born, <i>Fremont</i> |

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

- Minutes of the Executive Committee Meeting held on September 20, 1999.

A motion by Vice President O'Malley, seconded by Director Kain, to approve the minutes of the September 20, 1999 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) Locations for Annual Membership Meeting and Annual Retreat**

The General Manager asked the Administrative Analyst to explain the report she had prepared on various facilities.

The Administrative Analyst explained that she had contacted a number of hotels in four regions: Sacramento, the Bay Area, Monterey, and Napa Valley. She said that she had received quotes for sleeping rooms, meeting rooms, menus, including meals and breaks, and service charges and taxes. Using those numbers, she came up with a total estimate for each hotel which included 70 room nights, six meals (breakfast, lunch, and dinner for two days) for 35 people, three snacks for 35 people, service charges and taxes and the meeting room rate. She said that some hotels offered meeting packages. The Napa Valley Lodge and the Bodega Bay Lodge, for example, included a sleeping room, the meeting room, breakfast, lunch, two snacks, and all taxes and charges for one flat rate, which was why those two hotels and the Fremont Hilton showed two separate estimates.

President Davis asked if this was the same for the Oakland Waterfront Plaza. She said that it was.

Director Kramer said that he had looked at the report and had thought about the issues. He said that there was not a lot of difference in price between the Bodega Bay Lodge and other places. He said that the group could save money by going to other hotels or packages and that most places would be more expensive. He said that the Bodega Bay meeting seemed to be the workshop where the most work was done. He said that the Tahoe meeting had become only a board meeting and a training session and that the training on the second day had evolved because it was on the same day as the CAJPA golf tournament. He said that the training on the second day was put on so that the people who don't play golf would have a reason to stay.

Director Kramer said that eliminating the Tahoe meeting and replacing it with a regular board meeting followed by a training session would be a way to save money. He also said that the group should keep the Bodega Bay meeting. He suggested that the Executive Committee discuss that, but that after looking at the report, he felt that if the group wanted to save money that eliminating Tahoe might be the best way.

The General Manager said that he liked the Bodega Bay facility and, after doing the cost comparisons, he found that it was average for costs in that area. He said that Lake Tahoe was substantially less expensive than other places the group could go. He said that the problem with Tahoe, as he understood it, was the perception of being in a resort area. He said that if the Executive Committee was talking about changing the meetings, that he liked the facilities at Bodega Bay and the way the group worked there. He said that it was less expensive at Tahoe but that it was a perception issue. He said that the group could go to other locales but the cost would likely increase because Tahoe Embassy Suites was extremely reasonable compared to other facilities.

Director Kain said that the problem with the Tahoe meeting was that it was held in conjunction with the CAJPA golf tournament and that people skipped out on the second day of training to play golf. She said that if the group were to keep the Tahoe meeting then it should be scheduled at a different time to cut down on competition with CAJPA. She also agreed with Director Koch, that the value of that meeting didn't warrant going to Tahoe or somewhere special because it was becoming a regular board meeting. She said that the training was good, but that it was usually cut short because the meetings ran so long.

The General Manager said that if another time was scheduled for the Tahoe meeting, it would have to be the week after CAJPA or the last week in August because September was a busy month for everybody. Director Kain agreed that there were numerous conflicts in September.

Director Koch asked if there was something in the By-Laws stating that the group had to meet in September. The General Manager said that the meeting could be moved. Director Kain then suggested October.

President Davis asked if the April meeting was the mandatory one. The General Manager said that the Annual Membership Meeting was mandatory. President Davis said that the April meeting could be called the Annual Membership Meeting.

Director Kramer said that he liked the idea of going to Tahoe and having dinner at Edgewood and that changing the date would be something to think about. He said that in the past few years, it hasn't been that valuable because there has only been one meeting, which could be held anywhere. He said that he had no problem with Tahoe if it was separated from CAJPA but that wouldn't save any money. He said that he might not be as concerned about saving money as other board members might, but that that was why he suggested eliminating the Tahoe meeting. He said that he would be happy to continue having both meetings. He said that looking at the comparisons showed that Bodega Bay is less expensive than some but more expensive than others and that if the group went to someplace less expensive now, the price could increase in the future anyway.

The General Manager said that everyone attended the Bodega Bay meeting and that the facilities were the best he had found. He said that the staff recommendation was to continue with both locations. He said he understood if there was a problem, but he would not recommend changing the Bodega Bay meeting.

Vice President O'Malley said that the report was excellent and that he appreciated the work the staff put into it because it addressed two problems. The first being that Bodega Bay was not priced unreasonably. He said that because of that, he endorsed returning to the Bodega Bay Lodge. He said that the second thing to address was the necessity of the second retreat. He said that he agreed with Director Kramer, that Tahoe did conflict with CAJPA. He said that his concern was, as he had expressed before, that he didn't feel that the group needed to hold two meetings a year. He suggested a compromise of having an Annual Membership Meeting, separate from a biannual retreat, tied to strategic planning. He said that he thought there was little value to Tahoe and that it needed to be more substantive. He suggested that having the meeting every other year might make it more valuable.

Director Kramer said that the only problem with that idea was that strategic planning usually happened at the Bodega Bay meeting. He said that that was a real two-day working meeting where the group examined its programs and did strategic planning.

Vice President O'Malley asked what the purpose of the Tahoe meeting was. The General Manager replied that the Tahoe meeting was the Annual Membership Meeting, which was for all the board members and alternates to get together for training and general board business. He said that strategic planning had been done in April. He said the problem he sees with the Tahoe meeting is the lack of

participation due to conflicts with CAJPA and that that was something that could be criticized.

Director Koch said that he agreed with Director Kramer as well. He said that he thought that the Bodega Bay meeting should remain as it was and focus on strategic planning. He felt that the Annual Membership Meeting should be held in the Sacramento area because that might attract more board members and alternates to a more business-like atmosphere in a more convenient location.

Director Kramer said that Sacramento would not attract members and alternates, and that Tahoe was much more attractive. Director Koch said that maybe the members were attending the Tahoe meeting for the wrong reasons. Director Kramer said that it was good to have the members there, regardless of why they came. He said that maybe a different location than Sacramento would attract members and alternates, but that we would probably spend more money than in Tahoe.

Director Koch suggested making the Annual Membership Meeting a one-day meeting in Sacramento and moving training to another time. Director Kain said that some people would still have to stay overnight. President Davis said that that was not a problem with meetings in Fairfield.

Director Henderson said that he didn't see why any changes should be made, as long as other options were evaluated. He said that his organization had never questioned the expense. He said that he liked having the Tahoe meeting in conjunction with CAJPA. He suggested having only one day of meetings and training to accommodate everybody's schedules. He said that he saw the value in the Tahoe meeting as long as the training was good. He said that he liked Bodega Bay, but that it was a distance. He suggested Seascapes Resort in Capitola where Parma had recently met. He also said that the estimates in the report may be negotiable and that the numbers may be a little high. He thinks that the two meetings are fine where they are.

President Davis said that the meetings used to move around a lot. He felt that the sites were fine now. He said that the second day in Tahoe needed work, that it had good training but a lack of participation. He suggested making Bodega Bay a three-day meeting with more strategic planning and stronger training and changing Tahoe to a regular meeting in September somewhere local. He said that he was concerned that people wouldn't stay for training after a regular meeting, and that that was frustrating. He recommended that, if Tahoe was eliminated, that Bodega Bay be lengthened to three days. He agreed with Director Kramer that that was where the most work was done. He said that there might be reluctance from the cities because April was a busy time for them. He said that he was not wedded to Tahoe but that the Bodega Bay meeting should be two or three strong days of work.

Director Kain concurred with President Davis that adding a day to Bodega Bay would allow time for training and meetings.

The General Manager said that the last half-day at Bodega Bay could be extended for no extra cost and that it had been done in the past.

Director Kramer said that the only thing wrong with the meetings was the second day at Tahoe. He said that two days of intense work at Bodega Bay was enough. He said that if the meeting were extended, there would be a lack of participation on the last day. He felt that Bodega Bay should be left as it was. He said that that left two options. The first option was to continue the Tahoe meeting but to separate it from CAJPA. The second option was to eliminate the Tahoe meeting and replace it with a regular meeting and training session someplace else to reduce costs.

President Davis suggested having the training on Sunday as a way to keep Tahoe participation up. The General Manager said that there had been complaints about having to travel to Tahoe on the weekend. He suggested splitting the meeting from CAJPA and having the meeting on Tuesday with members arriving on Monday night like at Bodega Bay. Director Kramer suggested moving the meeting to Thursday with members arriving on Wednesday night.

The General Manager said that the problem with splitting from CAJPA and staying in September or early October was the possibility of inclement weather. He said that it could be done in late August. President Davis said that it could be more expensive in August. Director Koch said that the weather wasn't too bad in October. The General Manager said that Tahoe was one of the least expensive places to have a meeting. Director Born said that we would have to plan around Labor Day if the meeting were scheduled for August. Director Kramer said that the first week of October would be ok. President Davis said that the League of Cities met in early October which could also be a conflict.

Director Born asked President Davis if the question of Tahoe's value should be resolved first. She said that if everyone agreed that there was value in the Tahoe meeting, then they could discuss changing the dates.

President Davis said that if people attended the training session on the second day, there would be a lot of value to the Tahoe meeting. He said that both meetings had value, both in the meetings and training and in the group interaction.

He said that some members had called him to say that there was value in both meetings. He said that he was concerned with the second day at Tahoe being a waste of time. He said that if the meeting was moved, it would become more valuable. He suggested that they try changing the date of the Tahoe meeting and see how that worked.

Director Born said that she agreed that Bodega Bay had a lot of value. She said that it was the best meeting and that Tahoe was less valuable because of the lack of participation on the second day. She said that Tahoe would be ok if it were moved away from CAJPA. She said that while no one had questioned the expense of the two meetings yet, if someone ever did, it could be justified if the meetings were a valuable experience.

President Davis said that his group met only once a year in January and that his members found it a very valuable experience. He said that his cost for that meeting was close to the cost of the two CJPRMA meetings, but that he had less flexibility in locations. He said that changing the dates could restore the value of the Tahoe meeting.

Vice President O'Malley said that his group did not have comparable meetings. He said that he agreed that there was value in the interaction at the meetings, but that that could be accomplished at Bodega Bay and was unnecessary twice a year. He also asked if any other JPAs held two retreats a year. He said that his organization didn't have any retreats, but that they did have strategic planning meetings every few years that required mandatory attendance. He said that there was some value in the Tahoe meeting, but that the Bodega Bay meeting had more. He said that training could be done after lunch at the regular board meetings.

President Davis said that many JPAs only have one retreat meeting a year, but that they have three or four day sessions.

Director Kramer said that he thought that there was a consensus to keep the Bodega Bay meeting. He said that the biggest problem was the second day at Tahoe and its conflicts with CAJPA. He saw value in continuing the Tahoe meeting and he said that having the meeting in a resort setting provided other incentives for board members to attend. He suggested first resolving the Bodega Bay issue and then looking at Tahoe. He said he agreed with Director Henderson, that moving the meeting to a Wednesday, Thursday, Friday schedule would be better.

Director Born said that training after meetings had been her idea and that the one time it was done, it was excellent but few members stayed. She said that what concerned her was that at the last Bodega Bay meeting, members left after lunch before the meeting was adjourned. She said that that issue needed to be addressed.

The General Manager said that you couldn't make members be responsible. He said that the attraction in Tahoe was that the members were isolated and couldn't go back to their offices. He said that if the meeting were moved away from CAJPA, that members would stay for the whole thing.

President Davis said that whenever members were asked what training topics they would like, there was very little response. He suggested forming a committee to choose training topics.

Director Kain suggested the Executive Committee take on that job. President Davis responded that it was too big. Vice President O'Malley suggested putting an item on the agenda and having the board discuss training topics.

Director Kramer said that the Bodega Bay meeting was very full and that having a facilitator would help. He said that trying to hold a training session as well was too much. He suggested focusing that meeting on strategic planning and having training only at the Tahoe meeting. He suggested having training all day on the first day followed by the board meeting on the second day.

Director Kain said she liked having training at both meetings. She said that the group should focus on the meeting on the first day and have training only on the second day. Director Kramer suggested holding training on the first day, so that the trainers weren't cut short by the meeting. Director Kain responded that people wouldn't come to the first day if it were only training. She said that people would be more inclined to stay for the training if it was after the meeting.

Director Kramer said that the trainers at Bodega Bay were too often cut short. He said that Board Counsel's presentation was usually cut short or rescheduled because of lengthy board meetings. He said that it was unfair to the presenters. Director Koch said that maybe the meeting agenda needed to be more focused at the retreat.

Director Kain said that the first day at Tahoe should be the board meeting and any time left over should be for Board Counsel's presentation. Director Kramer said that the first day at Bodega Bay was all strategic planning. He said that the second day at Bodega Bay was the problem when they tried to fit in both a board meeting and training.

President Davis said that he didn't hear any objections to the Bodega Bay meeting, except for the training. He said that they should recommend to the Board retaining the Bodega Bay meeting as it was. He said that the committee seemed divided over the value of the Tahoe meeting and that timing was the issue. He suggested recommending to the Board that they move the Tahoe meeting away from CAJPA and make it a Wednesday, Thursday, Friday schedule. He also suggested that the November 18 Board meeting include an item to discuss training topics for the April meeting.

Director Kramer said that he would like the Bodega Bay meeting to have strategic planning with a facilitator every year. He said that a facilitator would allow staff and board members to be fully involved in the planning. He suggested doing the planning all day on the first day with a board meeting on the second day. He also suggested that the training on the second day could be the Board Counsel's update

as well as a legislative update. He said that the Tahoe meeting could then be a board meeting with strong training.

The General Manager said that the Bodega Bay meeting schedule could be reformatted to leave out the training and focus more on the board meeting and strategic planning. Director Kramer suggested that both days be scheduled as a board meeting so that people would attend the planning. He also said that a meeting should be held after the planning to vote on the items discussed during the session. Director Kain suggested having the meeting first. Director Kramer said that to notice a two-day board meeting was the most effective way to have a strategic planning meeting.

Vice President O'Malley said that the incentive for people to attend the meeting was the dinner the night before. Director Kramer said that the most dedicated members were the ones who didn't come to the dinner, but came the next morning for the meeting.

President Davis said that he saw no problem with the April meeting having the strategic planning and the meeting on the first day. He said that doing planning in the morning followed by the meeting might work. He said that the second day should be reserved for training.

Director Kramer said that strategic planning should take one whole day. Director Koch asked if it was necessary every year. Director Kramer said that it was, that it kept things on track. He said that his group had moved towards doing this.

President Davis said that what he was hearing was that people were frustrated with losing the training. He said that trying strategic planning for a half day was a good idea and that if board members felt it wasn't long enough, it could be changed in the future.

The General Manager said that they could have strategic planning and a board meeting on the first day with legal and legislative updates on the second day, and still have the flexibility to carry over the planning or meeting, if necessary.

Director Henderson said that however the meetings were structured, that the locations of the meetings needed to be decided on. He reminded the Executive Committee that that was the purpose of the meeting. He said that he thought they had agreed on a two-day Bodega Bay event and that now they needed to decide about Tahoe.

President Davis said that he thought they agreed that holding the Tahoe meeting the same week as CAJPA was not working. He asked if they should continue to go to Tahoe and, if so, when. He said that they needed to make a specific recommendation to the Board. He said that August was probably a bad time

because of family obligations. Vice President O'Malley agreed that August was a bad time for the Tahoe meeting.

President Davis said that he thought that they should recommend October 4,5 and 6 for the Tahoe meeting. Director Henderson said that there might be conflicts based on financial audits being done at that time. Director Kramer said that there were other conferences that could also conflict. The General Manager said that the last week in September would be bad because people would be at meetings for three weeks in a row. Director Henderson said that the weather was rarely bad in October and November in Tahoe.

President Davis again suggested that they have the meeting on October 4, 5 and 6, and see how it worked out. He said that it was less likely to have conflicts with city council meetings.

The General Manager said that it sounded like the Executive Committee was recommending the continuation of Bodega Bay and the continuation of the Tahoe meeting with different dates.

President Davis said that he wanted staff to put an item on the agenda for the November meeting to discuss training topics. Director Henderson said that he liked the idea of sending a notice to the members so they would think about training topics. The General Manager said that, in the past, there had been poor response to that sort of thing.

President Davis said that maybe the format of the April meeting should also be discussed at the November meeting. Director Kain said that she would rather the Executive Committee make a recommendation to the Board. Director Kramer agreed.

President Davis said that his recommendation for the April meeting was to have strategic planning for the first half of the day, followed by the Board meeting. He would reserve the second morning for training. He said that they could try that for the first year and work from there.

Director Henderson asked when Board Counsel's presentation could fit into the schedule. President Davis suggested that that take place on the second day with training to follow. Director Henderson said that they should have the legal and legislative updates in the morning and training in the afternoon. President Davis said that if that were done, they would need a knowledgeable person like Bob Walters to come in to give the legislative update. He said that in April, Bob Walters should know the status of any pertinent legislation.

Director Kramer that he took a strong objection to only allowing four hours for the strategic planning. He suggested doing the strategic planning until 4:00 and then having the board meeting.

President Davis said he had no problem with that adjustment as long as they didn't disrupt the trainers.

Director Henderson asked why they didn't do what Director Kramer suggested and convene a two-day board meeting so that action could be taken at any time.

President Davis said that he was opposed to having the board meeting on the second day because momentum would be lost. Director Kramer said that that was why his groups just agendized a two-day meeting. Action could be taken at any time.

Director Henderson suggested that, in the future, strategic planning could be done every other year, with committee meetings in the off years.

Director Kain said that she felt that it was time for the group to do strategic planning, based on recent claims experience and commitment to the organization. She said that she thought it would take a whole day. Director Henderson agreed.

President Davis said that they should recommend to the Board that the first day of the April meeting be a strategic planning/board meeting day. Director Kain said that then the planning could be done and be followed by the meeting which could carry over to the next day, if necessary. Director Kramer said that starting the planning at dinner the night before, to give the facilitator a head start, could speed it up.

President Davis said that they wouldn't try that this year. He also said that looking at Tahoe, that they needed to have the board meeting on the first morning with training in the afternoon and the next morning. He said that he took some responsibility for the length of the meetings, but that he didn't want to cut Board Members short as the previous President did.

President Davis said that they should also talk about the person that they wanted as facilitator. Director Kramer suggested Marilyn Snider. He said that he would send information about her to the General Manager. He said that Ms. McCreary was a strong facilitator in the technical sense, but that Ms. Snider was strong at forging consensus.

The General Manager said that his only concern about using a facilitator was that she may be tempted to stretch out her program to fill the entire eight hours, if that was the time she was paid for. President Davis said that they would have to give

any facilitator strict instructions in order to avoid that. President Davis said that by consensus the Executive Committee would recommend that the Board keep Bodega Bay as it was, with the first day being a strategic planning session followed by the board meeting, and the second day being training. He said that they would also recommend moving the Tahoe meeting to October 4,5 and 6 with a Board meeting on the first morning followed by training in the afternoon and again the next morning.

The General Manager said that he thought that the group didn't want training on the second day at Bodega Bay. President Davis said that the training would be the legal and legislative updates if there was time. Director Kramer again said that the strategic planning wouldn't be completed until the afternoon. The General Manager said that the board meeting would probably run over to the next day. He suggested having one long board meeting that included strategic planning, and to plan on carrying over to the next day. He said that he could have Board Counsel ready to give his update if there was time. Director Henderson said that he liked the legislative updates and he suggested including them in the board meeting. Director Kramer agreed and suggested that the legal update could be done at the January meeting.

President Davis asked if the recommendation was ok. Director Kain asked for clarification on the Tahoe meeting. President Davis said that the group would arrive on Wednesday night, have the board meeting on Thursday morning, followed by training Thursday afternoon and again on Friday morning. The General Manager said that if the meeting ran over, the training would be cut off. He suggested doing the legal update after the meeting, and the training on Friday morning. President Davis agreed.

Vice President O'Malley said that they had discussed staying in Tahoe and that there had been issues with the service of the Embassy Suites in the past. He asked if the group wanted to change hotels. The General Manager said that he didn't want to move because there weren't any comparable facilities. There was discussion about other possible hotels in the Tahoe area. President Davis said that there was a new convention center and hotel being built in Tahoe in the next few years.

President Davis again asked if the recommendation was clear. The General Manager said that he would send out a fax requesting suggestions for training topics.

## **VIII. CLOSED SESSION**

- None

**IX. ACTION ON CLOSED SESSION ITEMS**

**X. ADJOURNMENT**

A motion by Director Koch, seconded by Director Kain, to adjourn at 11:32 A.M., passed unanimously.