Basic Information for New Directors and Alternates

Welcome to the California Joint Powers Risk Management Authority (CJPRMA) and its Board of Directors. The following information is intended to help you transition into your role as a Director or Alternate on CJPRMA's Board of Directors. This is just one part of your governance onboarding process which also includes training sessions through CJPRMA University, individual meetings with CJPRMA staff and participation in periodic onboarding question and answer sessions via Zoom.

What is CJPRMA?

CJPRMA is a joint powers authority, organized according to the California Government Code. The purposes of the JPA are:

- Share the risk of covered losses.
- Jointly purchase excess insurance and administrative and other services as determined by the Board of Directors.
- Assist the member entities to develop and maintain risk management programs to reduce the severity and frequency of their losses.

How is CJPRMA governed?

The Board of Directors governs the affairs of CJPRMA. The Board is composed of one representative from each member entity. Each member entity shall appoint an alternate to serve in the absence of the representative. Director and Alternates must be employees or officers of a member entity.

Who manages the daily operations of CJPRMA?

The Board of Directors hires a General Manager who serves as the Chief Administrative Officer of CJPRMA. The General Manager reports to the Board of Directors and hires staff to run the pool's operations. CJPRMA currently has six employees including the General Manager.

CJPRMA Governing Documents

The governing documents of CJPRMA are the Joint Powers Agreement, Bylaws, Board Policies, and the Memorandum of Coverage (MOC). All the governing documents can be found on CJPRMA's website https://www.cjprma.org

What is a "Program Year?"

CJPRMA operates on a program year basis, which can be thought of as the pool's fiscal year. The program year runs from July 1 – June 30.

Board Meetings

Directors are expected to attend scheduled Board of Director meetings. If a Director is unable to attend, the Alternate should attend in their place. There are four regularly scheduled Board meetings every year. Two of them are conducted in person, and two are conducted remotely. CJPRMA publishes a business calendar every year that is approved by the Board of Directors, and it contains the dates of all scheduled Board meetings along with other meetings and items of business.

If a member entity does not attend at least 50% of regularly scheduled meetings in a program year, the member will be subject to a five percent (5%) surcharge on the next year's premium contribution.

The pool must sometimes schedule special meetings to handle a specific time-sensitive topic. These are almost always conducted remotely, and they do not count toward the member entity's attendance. These are scheduled on an ad hoc basis.

All meetings of the CJPRMA Board of Directors and Executive Committee are subject to the Ralph M. Brown Act, California's open meeting law.

https://www.calcities.org/resource/open-public-v-a-guide-to-the-ralph-m.-bro

The Brown Act allows public agencies to meet in private without the attendance of the public in certain situations that are detailed in the law. Such a meeting is called a closed session. Closed sessions may involve only members of the Board of Directors, Board counsel, and CJPRMA staff necessary for consideration of the matter that is the subject of closed session. The appointed Director representing a CJPRMA member may attend the closed session. The appointed Alternate may attend the closed session only if the Director is not available.

What coverage programs does CJPRMA offer?

CJPRMA's primary coverage program is the liability program which provides coverage for general liability, auto liability, employment practices liability, and public officials errors and omissions. All CJPRMA members are required to participate in the liability program.

CJPRMA also offers optional programs, including property, auto physical damage, cyber liability, pollution liability, drone liability, and deadly weapon coverage.

So, is CJPRMA just insurance?

The liability program is pooled self-insurance through the JPA. That is, CJPRMA collects contributions from its members and uses that money to pay claims under the terms of the Joint Powers Agreement and the Memorandum of Coverage (MOC). Government Code 990.8 (c) states that pooled self-insurance "shall not be considered insurance nor be subject to regulation under the Insurance Code."

That said, CJPRMA does purchase reinsurance for the liability program, and all of the optional programs are group purchases of insurance on the commercial market.

Risk Management training opportunities through CJPRMA

CJPRMA offers a variety of training classes throughout the year on risk management topics and CJPRMA programs. Those are announced via email to Directors and Alternates. Also, CJPRMA will reimburse Directors and Alternates for their attendance at risk management conferences. CJPRMA will reimburse a member entity two times each program for such attendance. The details of this are in Board Policy B21. Member entity employees can be reimbursed for professional designations in risk management. Board Policy B28 addresses this process. Finally, CJPRMA will reimburse member agencies up to $3,000 per year for general liability training for their employees at their location. Board Policy B11 provides the details on this reimbursement.

How to get more information

If you need more information on CJPRMA and your role within the organization, here are some options.

- Attend a CJPRMA University training session. Through the course of the year, these sessions will go into detail about CJPRMA, its coverage programs and the state of the insurance market.
- Attend a quarterly onboarding Q&A session. These are scheduled for the third Tuesday of October, January and April. In July, CJPRMA presents the CJPRMA University: Introduction and Overview of CJPRMA course. These will be announced in advance.
- Call CJPRMA staff any time. Staff contact information can be found here: https://www.cjprma.org/contact/staff. If you are not sure of the correct person, please contact the General Manager.

    - **Tony Giles, General Manager**. Issues related to pool governance and management, coverage, insurance renewals, and general risk management support.
    - **Vahe Hovakimian, Finance Officer**. All finance issues including rates, actuarial studies, budget, premium invoicing, financial reporting, and financial audit.
    - **Marinda Griese, Claims Administrator.** All liability claims issues, including information on individual claims, CJPRMA claims process, and coverage.
    - **Shawn Millar, Excess Claims Adjuster.** All liability claims issues, including information on individual claims, CJPRMA claims process, and coverage.
    - **Marcia Hart, Management Analyst.** Certificates of coverage, liability insurance renewal, training program, and property insurance renewal, property schedules, drone insurance, drone schedules, and premium invoicing.
    - **Vince Wong, Administrative Assistant.** Auto Physical Damage (APD) renewals, APD vehicle schedules, Conflict of Interest Code, and Form 700 (Statement of Economic Interests).