CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE WEBEX MEETING
Thursday January 20, 2022, 9:00 A.M.

CJPRMA
3201 Doolan Road, Suite 285
Livermore, CA 94551
(925) 837-0667

This meeting is being held in accordance with the Brown Act as currently modified by AB 361, effective October 1, 2021, that allows attendance by members of the Board of Directors, CJPRMA staff, and the public to participate and conduct the meeting by teleconference, videoconference, or both.

MEETING LINK:

https://cjprma.webex.com/cjprma/j.php?MTID=m6b8c7a5c527f4de7bacc1aa604b38d2b

MEETING NUMBER: **2487 136 6443** **PASSWORD**: **SPEX012022**

JOIN BY PHONE: **1-844-621-3956** **ACCESS CODE**: **2487 136 6443**

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PRESENTATIONS – None

IV. THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE EXECUTIVE COMMITTEE ON MATTERS OF EXECUTIVE COMMITTEE BUSINESS

V. COMMUNICATIONS

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Board of Directors (03/17/2022) TBD
   Executive Committee (04/21/2022) TBD

VI. APPROVAL OF MINUTES

- Minutes of the Executive Committee meeting held October 6, 2021. (Pages 3 - 9)

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact CJPRMA at (925) 837-0667 24 hours in advance of the meeting.

VII. CONSENT CALENDAR

1. Status Update on General Manager's Goals & Objectives **(I)** (Pages 10 - 14)

2. Business Calendar for 2022 **(I)** (Pages 15 - 17)

VIII. ACTION *(A)* AND INFORMATION *(I)* CALENDAR

3. Resolution Relating to Teleconference Meetings and Agendas (Government Code section 54953) **(A)** (Pages 18 - 19)

4. Annual Meeting **(A)** (Pages 20-21)

5. Finance Officer Recruitment Update **(I)** (Page 22)

6. Net Position and Cash Assessments **(I)** (Pages 23 - 24)

7. Strategic Planning **(I)** (Page 25)

8. Risk Management Issues **(I)** (Page 26)

IX. CLOSED SESSION

1. **Government Code Section 54957**
   - Public Employee Performance Appraisal
   - Title**:** General Manager

2. **Government Code Section 54957.6**
   - Conference with Labor Negotiator
   - Agency Designated Representative: Dave Rawe, President
   - Unrepresented Employee: Tony Giles, General Manager

X. ACTION ON CLOSED SESSION

XI. ADJOURNMENT

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact CJPRMA at (925) 837-0667 24 hours in advance of the meeting.

CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

WEBEX EXECUTIVE COMMITTEE MEETING
Wednesday October 6, 2021, 9:00 A.M.

CJPRMA
3201 Doolan Road, Suite 285
Livermore, CA 94551
(925) 837-0667

This meeting is being held in accordance with the Brown Act as currently modified by AB 361, effective October 1, 2021, that allows attendance by members of the Board of Directors, CJPRMA staff, and the public to participate and conduct the meeting by teleconference, videoconference, or both.

MEETING LINK:

https://cjprma.webex.com/cjprma/j.php?MTID=mb06c0defe83c610b92830e01ec43e8af

MEETING NUMBER: **146 333 6376** **PASSWORD: EC100621**

JOIN BY PHONE: **1-844-621-3956** **ACCESS CODE**: **146 333 6376**

MINUTES

I. **CALL TO ORDER** - President Rawe called the meeting to order at 9:00 A.M.

II. ROLL CALL

PRESENT

1) Dave Rawe, Roseville
2) Chris Carmona, Fairfield
3) Dan Sodergren, LPFD
4) Janet Hamilton, Livermore
5) Jamie Cannon, Chico
6) GeorgeAnne Meggers-Smith, Vacaville

OTHERS

7) Byrne Conley, Board Counsel
8) Marcus Beverly, Alliant Insurance Services
9) Tony Giles, CJPRMA
10) Lola Deem, CJPRMA
11) Marinda Griese, CJPRMA
12) Saima Kumar, CJPRMA
13) Marcia Hart, CJPRMA
14) Susanna Bañuelos, CJPRMA

ABSENT – Sunnyvale

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact CJPRMA at (925) 837-0667 24 hours in advance of the meeting.

"This CJPRMA Executive Committee meeting was via teleconference, in accordance with the Brown Act as currently modified by AB 361, effective October 1, 2021. No Directors indicated that they could not clearly hear the proceedings, and no Directors indicated a belief that the other Directors on the teleconference were who they claimed to be."

III. CLOSED SESSION

1. **Government Code Section 54956.95 (a)**
   Conference with Legal Counsel – Litigation

   Name of Case: Googooian, Stephen v. City of Rocklin et al. (NCCSIF)
   Court: Superior Court of the State of California, County of Placer
   Case No.: SCV0042659

IV. ACTION ON CLOSED SESSION

- The Executive Committee conferred with staff regarding litigated claims and provided direction.

V. PRESENTATIONS

- None

VI. THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE EXECUTIVE COMMITTEE ON MATTERS OF EXECUTIVE COMMITTEE BUSINESS

VII. COMMUNICATIONS

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Board of Directors (12/09/21) TBD
   Executive Committee (01/20/22) TBD

VIII. APPROVAL OF MINUTES

- A motion was made by Director Cannon and seconded by Director Carmona to approve the minutes of the Executive Committee meeting held on June 30. 2021. A roll call vote was taken; Directors Rawe, Carmona, Sodergren, Hamilton, Meggers-Smith and Cannon approved the motion. Sunnyvale was absent. Motion passed.

IX. CONSENT CALENDAR

1. **Status Update on General Manager's Goals & Objectives *(I)***

2. **Business Calendar for 2021 and 2022 *(I)***

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact CJPRMA at (925) 837-0667 24 hours in advance of the meeting.

- A motion was made by Director Meggers-Smith and seconded by Director Carmona to approve the minutes of the consent calendar. A roll call vote was taken: Directors Rawe, Carmona, Sodergren, Hamilton, Meggers-Smith and Cannon approved the motion. Sunnyvale was absent. Motion passed.

X. ACTION *(A)* AND INFORMATION *(I)* CALENDAR

3. Approve Premium Allocation Methodology *(A)*

In 2017, the Board of Directors approved Board Policy B25 "Annual Review of Members Loss History" to address members with a loss history significantly worse than the rest of the pool. That policy provides several actions the Board may take with a member to address their loss history. Some of these items included changes to member self-insured retentions.

When the policy was first approved, CJPRMA offered two retention options for members: $500,000 and $1,000,000. CJPRMA now offers four retention options for members: $500,000; $750,000; $1,000,000 and $1,250,000. At the August 2020 Board of Directors meeting, the general manager proposed revisions to the policy to address the new retention levels. The Board did not approve the revisions and directed the general manager to return with a different proposal. Also, members had expressed a desire to develop a premium allocation methodology to include loss history along with payroll in determining premium.

The Board President, Dave Rawe, appointed an ad hoc committee to work on this issue and develop a new methodology. The proposed methodology in the revised Board Policy B25 was provided and reviewed by the Executive Committee.

The elements of the premium allocation and policy are summarized below:

- Member loss history will be reviewed annually at the August Board of Directors meeting. This is consistent with the current policy.
- Member loss history will use an 8-year period that is the most recent 8 years ending on June 30 of the current year. The current policy uses a 10-year rolling average, which was also previously used for the actuarial study. The Board previously approved moving away from the 10-year rolling average for the actuarial study. This 8-year period will reflect more current claims and should be a more accurate representation of member loss history.
- A loss ratio will be calculated comparing the member's paid premium for the CJPRMA retained layer to incurred losses in the CJPRMA retained layer during the 8-year period.
- The single highest loss in the 8-year period from each member will be excluded from the loss ratio calculation. This recognizes that any member can have a single serious loss without it being an indication of a trend of high losses. This will also protect members with lower payroll from the adverse impact of a single loss.
- Losses will either be capped at $2,500,000 or have no cap.

- For members that have a loss ratio that exceeds 100%, they will be subject to a surcharge according to the table:

Loss Ratio	Surcharge
101-120%	10%
121-140%	15%
141-160%	20%
161-180%	25%
181+%	30%

- A member can choose to increase their SIR to the next highest retention and will only be responsible for 50% of the surcharge.
- If a member is at the highest loss ratio tier (181+%) for consecutive years, the following shall apply:
  - Second year at highest tier: Surcharge increase from 30% to 35%.
  - Third year at highest tier:
    - Surcharge increase from 35% to 40%.
    - Mandatory increase to next highest retention.
    - Notice of intent sent to member that removal will be suggested the next year if the member continues at the highest tier.
  - Fourth year at the highest tier: general manager will recommend that the Board of Directors vote to remove the member from the pool.
  - Surcharge increases will not compound. Surcharge will always be applied to the actuarially determined premium.

The ad hoc committee is still discussing options to provide incentives to members with loss ratios of less than 100%.

- A motion was made by Director Cannon and seconded by Director Meggers-Smith to approve the premium allocation methodology and revisions to Board Policy B25 "Annual Review of members Loss History and Premium Allocation" with a cap of $2.5M and take to the Board of Directors for approval at the December 9, 2021 meeting. A roll call vote was taken: Directors Rawe, Carmona, Sodergren, Hamilton, Meggers-Smith and Cannon approved the motion. Sunnyvale was absent. Motion passed.

4. Service Needs Assessment *(I)*

During its strategic planning session in October 2019, the Board of Directors created a strategic goal of "Determine if CJPRMA is an Excess Pool, a Full-Service Pool or a Hybrid." The action plan for that goal included a needs assessment regarding services. In August and September 2021, CJPRMA conducted a service needs assessment with the pool members. Fourteen of CJPRMA's 20 members responded to the survey. Here are the results.

- 12 members (85%) agree or strongly agree that CJPRMA provides about the right amount of risk management services.
- Only one member (7%) thinks that CJPRMA should provide more risk management services.
- No members responded that CJPRMA should provide fewer risk management services.
- Two members (14%) would be willing to pay additional premium for additional risk management services.
- Four members (29%) would be willing to pay for additional risk management services on a fee-for-service basis.
- Eight members (57%) find the pass-through contracts useful, and four of those members (29%) think that CJPRMA should provide more pass-through contracts. No members responded that CJPRMA should provide fewer pass-through contracts.
- Four members (29%) think that CJPRMA should only provide services related to liability and property losses.
- Seven members (50%) think that CJPRMA should provide a full range of risk management services.
- Five members (36%) responded that CJPRMA should hire additional staff to provide risk management services.
- Five members (36%) responded that CJPRMA should contract with a third-party provider of risk management services.
- Three members (21%) responded that CJPRMA should focus on coverage and claims administration.
- Three members (21%) responded that CJPRMA should provide claims administration services at the primary level.

The results of the needs assessment survey seem to indicate that most members are satisfied with the current level of risk management service provided by CJPRMA. Some members would like to see more services, and some would like to see less. There is little appetite to pay additional premium to increase the level of service.

The general manager will continue to provide the current level of services while looking for opportunities to offer additional risk management services to the members at a reasonable cost. The general manager will also evaluate different modes of delivering these services. This is consistent with CJPRMA's mission statement:

> *The California Joint Powers Risk Management Authority is a member-directed excess liability risk retention pool that is dedicated to protecting its members from catastrophic losses and meeting the needs of its members by:*
>
> - *Providing comprehensive, stable, and affordable excess liability coverage*
> - *Offering competitive and flexible coverage programs*
> - *Delivering quality risk management services*
> - *Preserving financial strength and solvency*

This is also consistent with the purpose of CJPRMA as described in the Joint Powers Agreement:

This amended Agreement is entered into by member entities pursuant to the provisions of California Government Code sections 990, 990.4, 990.8, and 6500 et seq. in order to:

A. share the risk of covered losses;
B. jointly purchase excess insurance and administrative and other services as determined by the Board of Directors; and
C. assist the member entities to develop and maintain risk management programs to reduce the severity and frequency of their losses.

The general manager will bring an item to the Board of Directors at its December 2021 meeting to affirm that CJPRMA is an excess liability pool that provides risk management programs and services for its members. This will bring closure to the question of Strategic Goal #7. The provision of some risk management services does not make CJPRMA a primary pool; CJPRMA remains an excess liability pool.

- This was an information only item. No action was taken.

5. Approve One-Time Exemption to Board Policy B21: Expense and Reimbursement for CJPRMA for Board Members, Alternates and Staff. *(A)*

Board Policy B21 states that "CJPRMA will reimburse its members for the cost of having one representative from each member entity attend the CAJPA and PARMA conferences." Since the CAJPA conference scheduled for September 2021 was canceled, the general manager recommends that each member agency be allowed to send two representatives to the PARMA annual conference in February 2022. If two representatives from a member agency are reimbursed for attendance at the PARMA conference, the member will not be eligible for reimbursement to attend one of the alternate risk management conferences listed in Policy B21 during Policy Year 2021/22.

- Action on this agenda bill was tabled until the Board of Directors meeting December 9, 2021. The Executive Committee gave the general manger direction to re-draft Board Policy B21 "Expense Reimbursement for CJPRMA Board members, Alternates and Staff" to make a permanent change to allow two representatives from each member agency to attend conferences.

6. Risk Management Issues *(I)*

The executive committee discussed risk management issues that are of concern to the members and for the provision of status updates on the risk management program:

1) Zoom - Chris Carmona, Fairfield

- This was an information item only. No action was taken.

XI. ADJOURNMENT – President Rawe adjourned the meeting at 12:16 P.M.

Back to Agenda

CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

AGENDA BILL

ITEM: 1	**TITLE: STATUS UPDATE ON GENERAL MANAGER'S GOALS & OBJECTIVES**
MEETING: 01/20/2022	
GENERAL MANAGER: ABG	

Recommended Actions
None. This item is being provided to the Board of Directors as an update on the general manager's 2021 Goals and Objectives.

Strategic Direction
All CJPRMA strategic goals adopted by the organization.

Item Explanation
The general manager's Goals and Objectives for 2021 were created to identify the areas of priority in meeting the objectives of the adopted strategic plan. The Board of Directors developed the current strategic plan in October 2019.

This item is being provided as an information item only and no formal action is required.

Fiscal Impact
None

Exhibits
1. General Manager's Goals & Objectives 2021

GENERAL MANAGER GOALS & OBJECTIVES FOR 2021

GOALS	OUTCOMES	TASKS COMPLETED
Determine if CJPRMA is an excess pool, a full-service pool or a hybrid. Priority 1.27 **20%**	• Conduct a cost benefit analysis to include breaking out the cost of services. • Conduct a needs assessment regarding services. • Consider cost allocation strategies – Research alternative models.	• Service needs assessment sent to members on 8/17/21. • Results reported to Executive Committee on 10/6/21. • Results reported to Board of Directors on 12/9/21. Board made a formal determination that CJPRMA is an excess pool that provides a variety of risk management services to its members.
Analyze creating a captive. Priority 1.56 **20%**	• Internal analysis of our position, including overall funding, net assets, payout duration, etc. • Environmental scan – investigate what other JPAs have learned while creating a captive. • Recommend go or no go of conducting a feasibility study based on above. • Recommendation to the Board of go or no go based on the feasibility study recommendations. • Form a captive if it is considered favorable.	• Captive project on hold until net position is improved.
Evaluate premium allocation. Priority 1.6 **20%**	• Consider utilization of ex mod factors. • Consider utilizing corridor deductibles, quota shares, SIRs, credibility factors. • Board members will first need to be educated on these risk finance tools. • Consider utilizing higher SIRs for specific risk (wildfire, EQ, flood). • Review the member loss history policy.	• Ad hoc committee drafted proposal to bring to Board for review/approval. • Draft policy and methodology approved by Executive Committee on 10/6/21. • Board of Directors approved a premium allocation methodology at its 12/9/21 meeting. Will be implemented effective 7/1/22.

GOALS	OUTCOMES	TASKS COMPLETED
100% member retention. Priority 2.21 **10%**	• Develop an internal marketing plan. • Develop a communications plan. • Must have competitive rates.	• Provided members with a monthly "Proposed Premium Report" with updates on estimated costs throughout 21/22 renewal process. • Renewed all coverage programs for 2021/22. Many programs came in for less than the anticipated increases. • CJPRMA awarded Accreditation with Excellence by CAJPA. • YCPARMIA remained in CJPRMA for program year 2021/22. • Met with YCPARMIA on 9/16/21. • Collected renewal data for all programs by December 2021. • Started collecting ground-up loss data from members for the 22/23 renwal. • Continued "Proposed Premium Report" for 22/23 renewal.
Evaluate options to increase pool equity. Priority 2.26 **10%**	• Review target equity policy. • Review industry financial ratios and consider implementing. • Review investment policy. • Form captive to increase investment income. • Review 10-year rolling average policy. • Consider narrowing coverage and increasing SIRs in specific risk areas.	• Board of Directors approved a three-year plan to address funding issues. Changes in confidence level, retentions and actuarial method. • 10-year rolling average method stopped for future actuarial studies. • Revised "Minimum Standards for Net Equity" policy at 12/10/20 Board meeting. Four key industry financial ratios added to that policy. • Investment policy reviewed at 8/19/21 Board meeting.

GOALS	OUTCOMES	TASKS COMPLETED

Enhance existing training programs.
 	
Priority 2.28
 	
10%
	• Conduct a member needs assessment.
	  ○ Determine individual member needs.
	  ○ Analyze the JPA and individual member's loss drivers.
	  ○ Include staff intuition based on working with members.
	• Focus on emerging risk.
	• Evaluate delivery mechanisms.
	  ○ Staff driven or utilize an outside service provider to create:
	  ▪ In-person training.
	  ▪ Online training (webinars, soundbite video training, online toolbox with sample policies).
	  ▪ Newsletters to highlight claims lessons learned.
	• Create a video on risk management and being a CJPRMA member.
	• Create a best practices library on the website
	  ○ Information could be culled from past board meetings.
		• **Training Library**
		• Completed training needs assessment to help with planning future classes and training modes.
		• LCW "File That!" training on 1/13/21.
		• CJPMRA University: Cyber Liability and Ancillary Coverages on 11/18/21
		• CJPRMA University: Property Program on 10/21/21.
		• CJPRMA University: Liability Program and MOC on 9/16/21.
		• CJPRMA University: Introduction and Overview of CJPRMA on 7/15/21.
		• Police practices training "Social Worker, Therapist, Cop" from AGHW on 6/3/21.
		• LCW Employment Law update on 5/4/21.
		• CJPRMA University: Claims session on 3/25/21.
		• Bob Tyson "Nuclear Verdicts" training on 2/11/21 and provided copies of Bob's book to participants.
		• Alliant "State of the Market" training as a standalone session on 2/17/21.
		• Greg Fox police liability training on 1/7/21 and 3/25/21.
		• Expanded the CJPRMA University concept to include multiple detailed topics over seven months.
		• Discuss lessons learned from claims with the claims committee and report to Board of Directors as a standing agenda item.

GOALS	OUTCOMES	TASKS COMPLETED

Determine if growth should be a priority.
 	
Priority 3
 	
10%
	• Analyze the pros and cons of growth.
	  ○ Actuarially
	  ○ Cost benefits study
	• Review Underwriting Policy to ensure the right members are accepted at the right rate.
	• Determine target markets (prospects) .
	  ○ Based on scale (possibly size of payroll).
	  ○ Create a list of unattached cities.
	• Analyze existing staff capacity.
		• Board of Directors accepted CIRA's application for membership on 4/27/21. CIRA has decided to join PRISM for the 2021/22 program year, but they said that they are continuing to evaluate their permanent excess coverage decision.
		• Discussed CJPRMA as a possible excess partner with the City of Santa Clarita.
		• Completed list of cities that are not currently attached to other pools.

Back to Agenda

CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

AGENDA BILL

ITEM: 2	**TITLE: BUSINESS CALENDAR FOR 2022**
MEETING: 01/20/2022	
GENERAL MANAGER: A.B.G.	

Recommended Actions
None. This item is being provided for information only.

Strategic Direction
Strategic Goal 3, 100% Member Retention

Item Explanation
The CJPRMA Business Calendar will be provided as a standing agenda item for Executive Committee meetings and Board of Director Meetings. This calendar provides Board Members and staff with a listing of key business items and the required dates for completion.

Fiscal Impact
None

Exhibits
1. CJPRMA 2022 Business Calendar

CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

2022 BUSINESS CALENDAR

January

- Distribution of Executive Committee Agenda – 01/13/2022
- EPL Training by LCW – 01/13/2022
- Claims Committee Meeting – postponed
- Executive Committee Meeting – 01/20/2022
- CJPRMA University: Claims – 01/25/2022, WebEx
- Member Quarterly Payroll Reports Due – 01/30/2022
- Members Return APD, Property, and GL Renewals Lists to Staff

February

- FPPC Form 700 Filing Requests Sent Out
- Wildfire Protection eTraining by National Fire Protection Association – 02/07-10/2022
- State of the Insurance Market – 02/17/2022
- PARMA Conference - 02/27/2022 to 03/02/2022 Disneyland Hotel, Anaheim, CA

March

- Deadline for Members to submit Agenda items for March Meeting – 03/06/2022
- Distribution of Board of Directors Meeting Agenda – 03/10/2022
- Board of Directors Meeting – 03/17/2022
- Fundamentals of Risk Management Online Training by David Blakesly – 03/8-10/2022
- Distribution of Quarterly Member Loss Data
- Bi-annual Review of Conflict of Interest Code

April

- FPPC Form 700 Filing Deadline – 04/03/2022
- Claims Committee meeting – 04/14/2022
- Training – TBD
- Distribution of Executive Committee Meeting Agenda – 04/14/2022
- Executive Committee Meeting – 04/21/2022 TBA
- Distribution of Certificate of Coverage Renewals Lists sent to Members
- Requests for Nominations for President/Vice President (Bi-annually)
- Distribute nomination for President and Vice President (even numbered years)
- Member Quarterly Payroll Reports – 04/29/2022

May

- Deadline for Members to submit Agenda items for Annual Meeting – 05/08/2022
- Distribution of Board of Directors Annual Meeting Agenda – 05/12/2022
- Board of Directors Annual Meeting – 05/18, 19 & 20/2022 Dream Inn, Santa Cruz, CA
  - Commercial Insurance Renewals
  - Proposed Budget for 2023-2024
  - Claims Audit Presentation
  - Approval of Meeting, Business and Holiday Calendars
  - Training
- Return Certificate of Coverage Renewals Lists to Staff

June

- Distribution of Executive Committee Meeting Agenda – 06/09/2022
- Executive Committee Meeting – 06/16/2022 TBA
- Requests for Nominations for President/Vice President (Bi-annually)
- Certificates of Coverage Renewals mailed to certificate holders - 6/30/2022
- Interim Financial Audit in process
- Risk Management Plan Revisions
- Distribution of Quarterly Member Loss Data
- Training - TBD

July

- General Liability Premiums Billed
- Auto Physical Damage Program Premiums Billed
- Property Program Premiums Billed
- Claims Committee meeting – 07/07/2022
- CJPRMA University (Introduction and Overview) – 07/14/2022
- Member Quarterly Payroll Reports - 07/31/2022

August

- Deadline for Members to submit Agenda items for August Meeting – 08/07/2022
- Distribution of Board of Directors Meeting Agenda – 08/14/2022
- Board of Directors Meeting – 08/18/2022
- Bi-annual election of President and Vice President (even numbered years)
- Election of Executive Committee Members
- Bi-annual Appointment of Treasurer (even numbered years)
- Annual Review of Investment Policy
- Actuarial Study in process
- Requests for Program Year 2020-2021 reimbursement of liability training expenses due – 08/31/2022

September

- Distribution of Executive Committee Agenda – 09/08/2022
- Executive Committee Meeting, CJPRMA - 09/15/2022
- CAJPA Conference –Lake Tahoe Resort, South Lake Tahoe, CA - 09/13/2022 to 09/16/2022
- Final Financial Audit
- Distribution of Quarterly Member Loss Data

October

- Claims Committee meeting – 10/13/2022
- CJPRMA University Liability Program Training – 10/20/2022
- Member Quarterly Payroll Reports – 10/28/2021

November

- CJPRMA University Property Program Training – 11/17/2022
- Deadline for Members to submit Agenda items for December Meeting – 11/27/2022

December

- Distribution of Board of Directors Meeting Agenda – 12/01/2022
- Board of Directors Meeting – 12/08/2022
  - Actuarial Study, Financial Audit and Annual Report presented
- Deadline for change to SIR or withdrawal from any CJPRMA program - 12/30/2022
- Distribution of Quarterly Member Loss Data

Back to Agenda

CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

AGENDA BILL

ITEM: 3	**TITLE: RESOLUTION RELATING TO TELECONFERENCE MEETINGS AND AGENDAS (GOVERNMENT CODE SECTION 54953)**
MEETING: 1/20/2022	
GENERAL MANAGER: ABG	

Recommended Actions
Approve a finding that "The state of emergency continues to directly impact the ability of the members to meet safely in person" so that CJPRMA may conduct remote meetings under the requirements of AB 361.

Strategic Direction
Strategic Goal #3, "100% Member Retention"

Item Explanation
AB 361 amends the Brown Act to allow legislative bodies of local agencies to meet remotely during state-declared emergencies under certain conditions. AB 361 was introduced to extend Executive Order (N-29-20) that applied to public agencies and teleconferencing during the COVID-19 pandemic.

A number of provisions of the Brown Act are suspended under AB 361. Some new rules include:

- Agendas need not be posted at all teleconference locations.
- Each teleconference location need not be identified in the notice and agenda of the meeting.
- Each teleconference location need not be accessible to the public.
- A quorum of the members of the legislative body do not need to participate in the meeting from locations within the boundaries of the territory over which the public agency exercises jurisdiction.

Following are requirements for invoking AB 361 the first time that a public agency does so:

- There is a proclaimed state of emergency by the Governor.
- And one of these circumstances must exist:
  - State or local officials have imposed or made recommendations for social distancing measures.

- The meeting is held of the local legislative body to determine, by majority vote, that an in-person meeting would pose "imminent risks to the health or safety of attendees."

The Board of Directors approved a resolution at its December 9, 2021, meeting to allow in-person meetings under the requirements of AB 361.

Once invoked, legislative bodies may continue to use AB 361 if the following criteria are met:

- There is still an active state of emergency or local measures or recommendations for social distancing.
- Every 30 days, the legislative body must make finding by majority vote that "The state of emergency continues to directly impact the ability of the members to meet safely in person."

The Board of Directors delegated authority to the Executive Committee to make these continuing findings. The general manager recommends that the Executive Committee make a finding that the state of emergency continues to directly impact the ability of members to meet safely in person and continue to allow remote meetings subject to the requirements of AB 361.

Fiscal Impact
None.

Exhibits
None.

Back to Agenda

CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

AGENDA BILL

ITEM: 4	**TITLE: ANNUAL MEETING**
MEETING: 01/20/2022	
GENERAL MANAGER: ABG	

Recommended Actions
Hold the CJPRMA annual meeting remotely in May 2022.

Strategic Direction
Strategic Goal #2, Enhance Existing Training Programs; Strategic Goal #3, 100% Member Retention

Item Explanation
Due to the continuing COVID-19 pandemic and the impact of the Omicron variant, the general manager recommends that CJPRMA plan to hold its annual meeting remotely in May 2022.

CJPRMA planned to hold its 2020 annual meeting at the Dream Inn in Santa Cruz, California. Due to the COVID-19 pandemic and associated meeting restrictions, CJPRMA conducted the annual meeting remotely in 2020 and 2021. Each year, CJPRMA kept its deposit with the Dream Inn with the intent of holding the meeting there the following year. These postponements had no cost.

If CJPRMA postpones the meeting again until May 2023 and makes that request by February 17, 2022, the postponement will continue to be at no cost. If the pool postpones after February 17, there will be a $3,500 postponement fee. If CJPRMA cancels the event entirely, we would lose a significant amount of the deposit.

CJPRMA members are at various levels of COVID-19 response, and there is no guarantee that all members would allow their Directors to travel or that the Directors would be willing to attend an in-person meeting for three days. Both Directors and Alternates may attend the annual meeting. The meeting room at the Dream Inn is sufficient to accommodate all attendees, but it is not a large room and would not allow for much separation in a social distancing environment. The California Department of Public Health requires universal masking for indoors through February 15, 2022.

There is still uncertainty regarding COVID-19, and it is impossible to know what the situation will be in May. The general manager recommends postponing the annual meeting in Santa Cruz until

May 2023 and keeping the deposit with the Dream Inn and planning to hold the meeting remotely in May 2022. As May approaches, if it appears that the situation has improved, and the Board wants to hold an in-person meeting, staff could quickly organize an in-person annual meeting at the CJPRMA office in Livermore.

Fiscal Impact

If CJPRMA postpones the meeting by February 17, 2022, there will be no cost to postpone. If CJPRMA postpones after February 17, there will be a $3,500 postponement fee. If CJPRMA cancels the event, CJPRMA will lose a portion of its $22,000 deposit with Dream Inn.

Exhibits

None.

Back to Agenda

CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

AGENDA BILL

ITEM: 5	**TITLE: FINANCE OFFICER RECRUITMENT UPDATE**
MEETING: 01/20/2022	
GENERAL MANAGER: ABG	

Recommended Actions
None. This item is for discussion only.

Strategic Direction
This agenda item affects all CJPRMA Strategic Goals.

Item Explanation
CJPRMA's finance officer plants to retire at the end of March 2022. The general manager has contracted with CPS HR to conduct a recruitment for the new finance officer. As of January 4, 2021, CPS HR had received 14 applications and is conducting screening interviews with five applicants. The recruitment is not closed, and applicants can still apply.

The goal is to have the new finance officer hired before the current finance officer retires to allow time for them to work concurrently and engage in knowledge transfer. Depending on the number of candidates, the general manager will either convene an oral interview panel for further screening or move directly into hiring interviews.

Fiscal Impact
The contract cost for CPS HR recruitment service is $7,500. In the 2021/22 administrative budget, the Board of Directors approved three months of salary to allow for overlap between the incoming and outgoing finance officers.

Exhibits
None.

Back to Agenda

CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

AGENDA BILL

ITEM: 6	**TITLE: NET POSITION AND CASH ASSESSMENTS**
MEETING: 01/20/2022	
GENERAL MANAGER: A.B.G.	

Recommended Actions
None. This item is for discussion only.

Strategic Direction
Strategic Goal #3, 100% Member Retention and Strategic Goal #6, Evaluate Options to Increase Pool Equity.

Item Explanation
CJPRMA's net position has been declining for several years, and as of June 30, 2021, the net position was in a deficit of $23.3 million.

At its December 2020 meeting, the Board of Directors approved a three-year plan to modify the pool's funding methodology to address the structural problem with the net position. The elements of that plan are:

- PY 2021/22 return to the conventional method of funding.
- PY 2021/22 decrease the discount rate from 2% to 1%, review annually.
- PY 2021/22 increase the confidence level to 75%.
- PY 2022/23 eliminate the $500,000 SIR.
- PY 2022/23 increase the confidence level to 80%.
- PY 2023/24 increase the confidence level to 85%.

Since the CAFR reports reflect the prior program year, the current CAFR is through June 30, 2021, and the net position is as of June 30, 2021. The first elements of the Board's plan did not take effect until July 1, 2021. Those actions have not had time to work yet.

Another method available to CJPRMA to address program deficits is to levy a cash assessment. CJPRMA's Bylaws provide the Board authority to levy cash assessments with approval of two-thirds of the entire Board.

Staff raises the issue of assessments for discussion purposes only. The general manager is not recommending an assessment now, and he thinks that it is important to allow the three-year plan to complete before evaluating the need to assess. At the end of the three-year plan (June 30, 2024), if the net position is not showing sufficient improvement, the Board of Directors may need to consider assessments.

The current three-year funding plan only impacts current members. Assessments can be directed at former members along with current members. Also, assessments have an immediate impact on the net position.

Fiscal Impact

None. This item is for discussion only, and staff is not making any recommendations.

Exhibits

None.

Back to Agenda

CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

AGENDA BILL

ITEM: 7	**TITLE: STRATEGIC PLANNING**
MEETING: 01/20/2022	
GENERAL MANAGER: ABG	

Recommended Actions
None. This item is for discussion only.

Strategic Direction
This agenda item affects all CJPRMA Strategic Goals.

Item Explanation
CJPRMA conducted strategic planning in October 2019. The Board has usually updated its strategic plan every three years. In 2019, CJPRMA used Rick Brush of Brush Strokes Consulting to conduct the strategic planning, and the feedback on the session was positive. The general manager recommends holding a strategic planning session in September or October 2022 with Rick Brush as the moderator.

Fiscal Impact
None. This item is for discussion only, and staff is not making any recommendations.

Exhibits
None.

Back to Agenda

CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

AGENDA BILL

ITEM: 8	**TITLE: RISK MANAGEMENT ISSUES**
MEETING: 01/20/2022	
GENERAL MANAGER: A.B.G.	

Recommended Actions
None. This item is being provided for information only.

Strategic Direction
Strategic Goal 2, "Enhance Existing Training Programs" and Strategic Goal 3, "100% Member Retention"

Item Explanation
This item is reserved for the discussion of risk management issues that are of concern to the members and for the provision of status updates on the risk management program.

- No risk management issues were reported to discuss.

Fiscal Impact
None.

Exhibits
None.