



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

BOARD OF DIRECTORS ANNUAL MEETING

Wednesday May 30, 2018 – 11:30 a.m.

Thursday May 31, 2018 – 8:15 a.m.

Friday June 1, 2018 – 7:45 a.m.

**The Resort at Squaw Creek
400 Squaw Creek Road
Olympic Valley, CA 96146
(530) 412-7043/ (800) 404-8006**

MINUTES

I. CALL TO ORDER

- President Hamilton called the meeting to order at 12:26 p.m. on May 30, 2018.
- President Hamilton called the meeting to order at 9:25 a.m. on June 1, 2018.

II. ROLL CALL

PRESENT

- | | |
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| 1) Lucretia Akil, <i>Alameda</i> | 11) Amy Northam, <i>REMIF</i> |
| 2) Jamie Cannon, <i>Chico</i> | 12) David Rawe, <i>Roseville</i> |
| 3) Steve Schwarz, <i>Fremont</i> | 13) Mary Ann Perini, <i>San Leandro</i> |
| 4) Janet Hamilton, <i>Livermore</i> | 14) Roger Carroll, <i>SCORE</i> |
| 5) Beverly Jensen, <i>Lodi</i> | 15) Gail Kiyomura, <i>Stockton</i> |
| 6) Lynette Frediani, <i>Redding</i> | 16) Scott Mann, <i>Sunnyvale</i> |
| 7) Kim Greer, <i>Richmond</i> | 17) GeorgeAnne Meggers-Smith, <i>Vacaville</i> |
| 8) Emily Combs, <i>Fairfield</i> | 18) Marinda Griese, <i>YCPARMIA</i> |
| 9) Astrida Trupovnieks, <i>NCCSIF</i> | 19) Dominique Kurihara, <i>Santa Rosa</i> |
| 10) Sylvia Gonzalez-Shelton, <i>San Rafael</i> | |

NOT PRESENT

- | | |
|--------------|-------------|
| 20) Petaluma | 21) Vallejo |
|--------------|-------------|

OTHERS PRESENT

- | | |
|--------------------------------------|--|
| 22) Amber Foster, <i>Chico</i> | 37) A. Byrne Conley, <i>Gibbons & Conley</i> |
| 23) Amanda Tonks, <i>Santa Rosa</i> | 38) Peter Urhausen, <i>Gibbons & Conley</i> |
| 24) Lauren Monson, <i>San Rafael</i> | 39) Dr. William Deeb, <i>AON Risk Services</i> |
| 25) Jas Sidhu, <i>Livermore</i> | 40) Mujtaba Datto, <i>AON Risk Services</i> |
| 26) Liz Ehrenstrom, <i>NCCSIF</i> | 41) Martin Cassell, <i>Chandler Assets Management</i> |
| 27) Jacob Baldwin, <i>Redding</i> | 42) William Dennehy, <i>Chandler Assets Management</i> |
| 28) Theresa Roland, <i>Stockton</i> | 43) Robert Lowe, <i>Alliant Insurance Services</i> |
| 29) Rebecca Moon, <i>Sunnyvale</i> | 44) Blaise Harris, <i>Alliant Insurance Services</i> |
| 30) Andria Borba, <i>Vacaville</i> | 45) Robert Schimke, <i>Alliant Insurance Services</i> |
| 31) Marinda Griese, <i>YCPARMIA</i> | 46) Marcus Beverly, <i>Alliant Insurance Services</i> |
| 32) Bryan Chua, <i>Fairfield</i> | 47) Chris Carmona, <i>Redding/George Hills Company</i> |
| 33) David Clovis, <i>CJPRMA</i> | 48) Ruben Torres, <i>LPFD</i> |
| 34) Tony Giles, <i>CJPRMA</i> | 49) Julie Harryman, <i>Pleasanton</i> |
| 35) Rick Buys, <i>CJPRMA</i> | 50) Saima Kumar, <i>CJPRMA</i> |
| 36) Lola Deem, <i>CJPRMA</i> | 51) Marcia Hart, <i>CJPRMA</i> |

III. CLOSED SESSION

1. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: Hughey, Kevin and Jessica v. YCPARMIA, City of West Sacramento

Court: U.S. District Court, Eastern Division of California, Sacramento Division

Case No.: 2:14-cv-00037-TLN-AC

2. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: Sims, Sakura Nicole vs. City of Richmond

Court: State of California Superior Court, County of Contra Costa

Case No.: C17-00044

IV. ACTION ON CLOSED SESSION ITEMS

- The Board of Directors 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

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. BOARD OF DIRECTORS ON MATTERS OF BOARD BUSINESS. STATE LAW PROHIBITS ACTION BY THE BOARD ON NON-AGENDA ITEMS.

VII. COMMUNICATIONS

- A. Board Members
- B. General Manager/Secretary
- C. Next Scheduled Meetings: Executive Committee (6/21/2018) Redding, CA
Board of Directors (8/16/2018) CJPRMA Office

VIII. APPROVAL OF MINUTES

- A motion was made by Director Trupovnieks and seconded by Director Northam to approve the minutes of the Board of Directors meeting held on March 15, 2018 and the Special Telephonic Board of Directors meeting April 19, 2018. Directors Cannon, Combs, Hamilton, Greer, Jensen, Rawe, Perini, Gonzalez-Shelton, Kurihara, Carroll, Kiyomura, Mann, Meggers-Smith and Griese approved the motion. Alameda, Fremont, Petaluma, Redding, and Vallejo were not present. Motion passed.

IX. CONSENT CALENDAR

1. Additional Covered Party Certificates Approved by the General Manager

2. Financial Report of CJPRMA as of February 28, 2018

- A motion was made by Director Cannon and seconded by Director Perini to approve the Consent Calendar. Directors Trupovnieks, Combs, Hamilton, Greer, Jensen, Rawe, Northam, Gonzalez-Shelton, Kurihara, Carroll, Kiyomura, Mann, Meggers-Smith and Griese voted to approve the motion. Alameda, Fremont, Petaluma, Redding, and Vallejo were not present. Motion passed.

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

3. Report from the Investment Manager (I)

Mr. Martin Cassell, Chandler Asset Management presented the CJPRMA portfolio and investment strategy. He also provided an update on economic factors that have had a direct impact on the pool investments.

The investment program is divided into three parts: The Loss Payment Account, the Long Term Growth Account and the Long Term Growth/Tactical Account.

The Loss Payment Account is utilized to provide funds for operating expenses and the payment of losses. The Loss Payment Account invests in high grade securities with a maximum maturity of five years. As of April 30, 2018 the Loss Payment

Account was valued at \$3,595,040. This was a decrease of \$5,183,339 from its valuation of \$8,778,379 on January 31, 2018. Four securities matured to facilitate the new holdings in the portfolio. Additionally, \$5.2 million was withdrawn from the LAIF allocation to meet some of the liquidity needs of the JPA, causing the overall portfolio market value to drop. The Loss Payment Account has sufficient funds to meet the expenditure requirements of the next six months.

Both Long Term Growth Accounts are utilized to provide long term asset growth in order to offset inflation. The maturity range of these investments is a maximum of ten years.

As of April 30, 2018 the Long Term Growth Account / Tactical was valued at \$20,679,032. This was a decrease of \$8,119,795 from its valuation of \$28,798,827 on January 31, 2018. Several securities were purchased across the Treasury, Asset Backed, Commercial Paper, and Corporate sectors of the market. The purchased securities ranged in maturity from June 2018 to March 2023. To fund a portion of the cash flow requirements of the JPA the portfolio market value contracted coinciding with the \$8.1 million dollar withdrawal from the portfolio in April 2018. Many securities were sold across the sector and maturity distribution of the portfolio to keep the overall structure of the portfolio in-line with Chandler targets post the reduction in the market value of the portfolio.

As of April 30, 2018, the Long Term Growth Account was valued at \$37,690,775. This was a decrease of \$306,716 from its valuation of \$37,997,491 on January 31, 2018. Two securities were purchased during the reporting period to keep the structure and duration in-line with Chandler objectives. One Corporate note was purchased with a maturity date in January 2023 and one Treasury note with a maturity in November 2027. A short maturity Corporate note, maturing in August 2018, and a five year maturity Treasury note, maturing in May 2023, were sold to facilitate the new holdings in the portfolio.

The investments in all accounts comply with CJPRMA's investment policy.

- No action was required. This is an information only item.

4. Approval of the Proposed Administrative and Direct Program Budget for Fiscal Year 2018-2019 and Increase in Administrative Funding (A)

Finance Officer, Lola Deem, presented the proposed administrative and direct program year budget for the 2018-19 program year. She also provided the Board with a summary report of the current year budget. The current year budget is in a favorable position of \$4,604.

The proposed administrative budget for FY 2018-19 increases by \$70,200 (3.7%) to \$1,957,050. Ms. Deem said that these increases are due to the crossover of the

general manager and assistant general manager position for a period of five months. The proposed funding is listed below:

Funding: FY 2018-2019

Approved administrative funding	\$1,550,000
CSRMA member payments	16,250
Risk Console member payments	16,000
Davita rental income	146,000
Davita/Golden Gate Cam and PG&E payments	<u>130,000</u>
Total Funding	1,858,250
Projected Administrative Expenses	<u>1,957,050</u>
Favorable position/(unfavorable)	<u>\$ (98,800)</u>

- A motion was made by Director Cannon and seconded by Director Trupovnieks to approve the proposed budget and take the administrative increase out of equity. Directors Northam, Combs, Hamilton, Greer, Jensen, Rawe, Perini, Gonzalez-Shelton, Kurihara, Carroll, Kiyomura, Mann, Meggers-Smith and Griese voted to approve the motion. Alameda, Fremont, Petaluma, Redding, and Vallejo were not present. Motion passed.

5. Approval of Casualty & Other Insurance Program Renewals for Program Year 2018 - 2019 (A)

Dr. William Deeb, AON Risk Services presented a report on the results of the marketing process for the 2018-2019 program year. The final quotations for all of the programs were discussed:

Casualty Program:

The liability program rate provided by MunichRe will renew at the same rate as the 2017-2018 program year. This program will provide \$20,000,000 in limits in excess of the \$5,000,000 CJPRMA retained limit. The rate for the 2018-2019 program year will be \$0.1109 a 0% rate increase. The second reinsurance layer of \$15,000,000 xs of \$25,000,000 will be provided by Scor Reinsurance. Scor Re accepted a 0% increase on their renewal pricing at \$.0233. Increases to individual members will be based solely on an increase in their reportable payroll values.

- A motion was made by Director Perini and seconded by Director Northam to approve the liability quote and authorize the general manager to take all the steps to bind coverage. Directors Trupovnieks, Combs, Hamilton, Greer, Jensen, Rawe, Cannon, Gonzalez-Shelton, Kurihara, Carroll, Kiyomura, Mann, Meggers-Smith, Schwarz and Griese voted to approve the motion. Alameda, Petaluma, Redding, and Vallejo were not present. Motion passed.

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Auto Physical Damage:

Hanover provided a quote for all members participating in the Auto Physical Damage Program (APD) at .20/\$100 in value for the entire program. This is a 15.6% increase over the 2017-2018 program year. Hanover has agreed to maintain the current program deductibles and will not enforce a split deductible for Emergency Response/First Responder Vehicles at the present time. Hanover requested that all participants in the program provide garaging locations for their vehicles. Cost increases and decreases to individual members will be based solely upon the reported values of their vehicles.

- A motion was made by Director Northam and seconded by Director Perini to authorize the general manager to bind the APD program final quotes. A roll call vote was held. Directors Akil, Cannon, Schwarz, Hamilton, Jensen, Northam, Perini, Mann and Meggers-Smith voted to approve the motion. Alameda and Petaluma were absent. Motion passed.

Difference In Condition (DIC) Office Quote:

Rockhill Insurance Company currently provides the office DIC program. The renewal quote for 2018-2019 is \$10,106. This is an increase cost from the expiring policy of \$1,358.00 approximately 16%.

CJPRMA Office Policy:

Chubb currently provides the office liability policy. The premium paid for the 2017-2018 program was \$5,404. The renewal quote for 2018-2019 program year will be \$6,409. That is an increase of \$1,005 which is an 18.5% increase.

Crime Policy:

The crime policy is currently provided by Hartford. The premium paid for the 2017-2018 program was \$6,991. The carrier provided a quote of \$7,491 for the 2018-2019 program year. This is an increase in the amount of \$500 for a 7% increase. This increase is based upon current market conditions.

- A motion was made by Director Carroll and seconded by Director Rawe to approve the DIC Office program, CJPRMA Office Policy, and Crime Policy quote and authorize the general manager to take all the steps to bind coverage. Directors Trupovnieks, Combs, Hamilton, Greer, Jensen, Northam, Cannon, Gonzalez-Shelton, Kurihara, Perini, Kiyomura, Mann, Meggers-Smith, Schwarz and Griese voted to approve the motion. Alameda, Petaluma, Redding, and Vallejo were not present. Motion passed.

6. Property Program Participants Approve the Renewal Quotation for Alliant Property Program Year 2018 - 2019 (A)

Mr. Robert Lowe, Vice President of Alliant Insurance Services was present at the meeting to provide the Property Program Participants with rates and options. He

provided information at the March Board meeting that the underwriters were concerned with the increase in claims and the impact of attritional claims on the program. The attritional losses are those that exceed the members \$25,000 deductible and are typically valued up to \$250,000. The property program experienced approximately \$2.5 million in losses in the 2017-2018 program year excluding the impacts of the catastrophic loss in the North Bay Wildfires. Total premiums collected for this layer for the 17-18 program year were approximately \$1.6 million which created an adverse financial position for the underwriters and has driven the pricing discussion. Initially, we cautioned the property program participants that the rates could increase from 25% to 35% pending the final loss ratio. The underwriters have provided initial quotes for the primary layer as follows:

- The quote provided for the 2018-2019 primary layer is \$2,087,500, with a \$100,000 deductible which is an increase of 13.94% over the 2017-2018 program year.

Mr. Lowe provided the following renewal options listed below with \$100,000 deductible for Program Year 2018/2019:

	2017-2018	2018-2019
APIP Excess (375 xs 25)	\$574,681	\$614,466
Primary \$100m Terrorism	\$107,914	\$107,500
APIP Excess Terrorism	\$ 53,791	\$ 53,439
APIP Cyber	\$ 50,706	\$ 47,096
Excess B & M	\$ 76,343	\$ 80,669
APIP Pollution \$2m xs \$3m	\$ 55,182	\$ 60,500
Total Other Premium	\$918,617	\$963,670

Pollution Program:

The following is a summary of the proposals for the renewal of the Pollution Program for program year 2018-2019:

	2017-2018	2018-2019
APPEL Pollution \$3m limits	\$151,184	\$141,106

The general manager recommended the program participants adopt a buy-down option to soften the impact of the proposed \$100,000 deductible. He said that the primary layer insurers did not offer an option for a \$25,000 deductible and this lead to creating a pool funded buy down program. The buy down will work as follows for each participant:

- Each member sustaining their first loss of the program year will be entitled to a \$50,000 buy down of their deductible for any loss exceeding \$50,000 and a total loss in excess of \$100,000.
- The second loss by a member in the program year will be entitled to a \$25,000 buy down of their deductible for any loss exceeding \$75,000 and a total loss in

excess of \$100,000.

- The third and any subsequent loss by each member will not be entitled to a buy down option and will be subject to the \$100,000 deductible.
- A motion was made by Director Hamilton and seconded by Director Cannon to approve the quote provided by Alliant and adopt a pooled deductible buy down for program year 2018-2019. A roll call vote was taken of the 17 property program members. Directors Cannon, Chua, Schwarz, Hamilton, Jensen, Greer, Rawe, Perini, Gonzalez-Shelton, Kurihara, Kiyomura, Mann and Meggers-Smith voted to approve the motion. REMIF was not present during the voting, and Alameda, Petaluma, Redding were absent. Motion passed.

7. Approval of Proposed changes to the Property Memorandum of Coverage for 2018-2019 (A)

Robert Lowe, Alliant Insurance Services and the general manager presented a list of proposed Property Memorandum of Coverage (MOC) changes to the Board. The majority of the changes within the MOC will have little or no effect on the participants in the property program. Alliant Insurance Brokers and program underwriters assisted staff with the proposed modifications to Property Reporting Threshold language and Additional MOC changes.

The general manager presented the property program MOC changes to the property program participants and recommended approval. The general manager will provide the program participants with an updated MOC at the meeting in August.

- A motion was made by Director Akil and seconded by Director Mann to approve the modification to the Property MOC as recommended by the general manager effective July 1, 2018. A roll call vote was taken of the 17 Property Program members. Directors Akil, Cannon, Chua, Schwarz, Hamilton, Jensen, Northam, Greer, Rawe, Perini, Gonzalez-Shelton, Kurihara, Kiyomura, Mann and Meggers-Smith voted to approve the motion. Petaluma and Redding were absent. Motion passes.

8. Approval of Livermore Pleasanton Fire Department Joint Powers Authority New Member Application Effective July 1, 2018 (A)

The general manager introduced Chief Ruben Torres, Livermore-Pleasanton Fire Department Joint Powers Authority (LPFD) to the Board of Directors and recommended approval of the LPFD membership application. The Executive Committee reviewed all of the material submitted at their April Meeting. The committee unanimously approved the application and voted to recommend the Board of Directors approve the membership application at this meeting. A brief overview and history of LPFD was presented. LPFD has applied to participate in the general liability program only at this time effective July 1, 2018.

The anticipated contributions for LPFD JPA for program year 2018-2019 will be approximately \$148,744. The contribution will have a slight impact on other members of the program by reducing overall contributions from other members in the amount of \$97,468.

- A motion was made by Director Carroll and seconded by Director Jensen to approve the LPFD application for membership into CJPRMA effective July 1, 2018. Directors Trupovnieks, Combs, Hamilton, Greer, Rawe, Northam, Cannon, Gonzalez-Shelton, Kurihara, Perini, Kiyomura, Mann, Meggers-Smith, Schwarz and Griese approved the motion. Alameda, Petaluma, Redding, and Vallejo were not present. Motion passed.

9. Approval of the City of Richmond Request to Join the Auto Physical Damage Program (A)

The City of Richmond requested to participate in the Auto Physical Damage (APD) program via an email sent to the general manager on May 16, 2018. The City of Richmond has requested to add 348 vehicles effective July 1, 2018. The total vehicle value for all of the vehicles is approximately \$24,781,173. The total premium generated for the addition of the Richmond fleet will be approximately \$49,562 (based on the 2018-2019 rates). A copy of Richmond's Loss Data was provided at the meeting for review by the Board.

Pursuant to Article XIX of the JPA Agreement, member entities electing to participate in a pooled coverage program may do so only upon the affirmative vote of two-thirds of the current participants. There are 11 members in the APD program, which would require 7 affirmative votes.

- A motion was made by Director Northam and seconded by Director Perini to approve the City of Richmond to join the APD Program effective July 1, 2018. A roll call vote of the 11 APD members was taken. Members Chico, Fremont, Livermore, Lodi, REMIF, San Leandro, Sunnyvale and Vacaville voted to approve the motion. Alameda, Petaluma and Redding were absent. Motion passed.

10. Approval of Underwriting Policy by the Board of Directors (A)

The general manager informed the Board that CJPRMA had recently completed their review for CAJPA Accreditation. In order to receive full accreditation, CAJPA requires an underwriting policy to be adopted by the Board. A proposed underwriting policy was review and approved by the Executive Committee in April. The proposed policy was presented and reviewed by the Board of Directors.

- A motion was made by Director Northam and seconded by Director Griese to approve the underwriting policy as recommended. Directors Trupovnieks, Combs, Hamilton, Greer, Rawe, Carroll, Cannon, Gonzalez-Shelton, Kurihara,

- Perini, Kiyomura, Mann, Meggers-Smith, Schwarz and Perini voted to approve the motion. Alameda, Petaluma, Redding, and Vallejo were not present. Motion passed.

11. Approval of Contract for Exclusive Agreement for Real Estate Negotiation Services with Newmark, Cornish & Carey (A)

The general manager provided the Board with an overview of the history of the CJPRMA office building and the first floor tenant, DaVita Dialysis. He also explained that Jeff Morgenstern, Senior Managing Director at Newmark, Cornish & Carey has served as the sole representative for CJPRMA on all recent real estate transactions. Mr. Morgenstern has represented CJPRMA in the purchase of the building in the Montevina Business Park and represented this organization in the sale of that property and the purchase of our current office building.

The Board was also presented a copy of the California Exclusive Authorization of Lease for review. The expiring lease terms have less than optimal renewal terms that were approved by the previous owner and have been passed on by contract to CJPRMA. Staff has been contacted by DaVita Dialysis and they have requested terms for the renewal of the lease. Staff entered into preliminary discussions with DaVita regarding renewal terms and will require the assistance of Mr. Morgenstern to negotiate and finalize lease terms for execution upon the expiration of the current lease.

The contract format is the standard commercial marketplace landlord real estate agreement. The payment terms of the lease require a 5% commission on leases that exceed a month to month agreement. In the event the tenant is also represented by a real estate agent, 50% of the commission will be paid to the tenant agent and the remaining commission will be paid to Newmark, Cornish & Carey. 50% of the commission will be due and payable upon the execution of the lease agreement by both parties and the remaining 50% will be payable upon the tenant's rent commencement.

- A motion was made by Director Carroll and seconded by Director Akil to approve the execution of the California Exclusive Authorization of lease Agreement with Newmark, Cornish & Carey. Directors Trupovnieks, Combs, Hamilton, Greer, Rawe, Northam, Cannon, Gonzalez-Shelton, Kurihara, Perini, Kiyomura, Mann, Meggers-Smith, Schwarz, Griese and Perini voted to approve the motion. Petaluma, Redding, and Vallejo were not present. Motion passed.

12. Claims Experience Report (I)

Rick Buys, Interim Claims Administrator provided an overview of all claims to the board of Directors. The presentation began with program year 2005-2006 through 2017-2018 including a description of claims frequency, severity and development history. The date range was consistent with the current methodology being utilized

by our actuary for determining program year contributions. This report is helpful in developing risk management training programs and establishing baseline criteria included in risk management audit standards.

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

13. Update on the Recruitment Process for the Assistant General Manager and Claims Administrator (I)

The general manager discussed the status of the recruitments for the Assistant General Manager and Claims Administrator. In attendance was the new Assistant General Manager, Tony Giles. The general manager announced that Director Griese accepted the Claims Administrator position effective July 9, 2018.

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

14. Update on Risk Transfer Issues in Encroachment Permits and Professional Liability Contracts (I)

The assistant general manager provided the Board of Directors with an update on current issues affecting contractual risk transfer. One issue that recently created potential gaps in coverage were issues related to encroachment permits. Staff will update the general guidelines for risk transfer standards with new language for the encroachment permit process and will provide copies to the membership.

No action was required. This was an information only item.

15. Business Calendar for 2018 and 2019 (I)

The 2018 and 2019 business calendar was provided to the Board as a standing agenda item. The calendar provides key business items and the required dates for completion for the Board.

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

16. Approval of Holiday Schedule for 2019 (A)

The 2019 Holiday calendar was presented to the Board. The calendar provides the dates of the holidays for calendar year 2019.

- A motion was made by Director Carroll and seconded by Director Rawe to approve the 2019 Holiday schedule. Directors Akil, Kurihara, Frediani, Northam, Roland, Chua, Cannon, Meggers-Smith, Hamilton, Greer, Gonzalez-Shelton, Trupovnieks, Griese and Mann voted to approve the motion. Fremont, Alameda, San Leandro, Petaluma and Lodi were not present. Motion passed.

17. Approval of Meeting Schedule for 2019 (A)

The 2018 Meeting calendar was presented to the Board. The calendar provides the schedule for the Executive Committee and Board of Director meetings.

- A motion was made by Director Cannon and seconded by Director Rawe to approve the 2019 meeting schedule. Directors Akil, Kurihara, Frediani, Northam, Roland, Chua, Carroll, Meggers-Smith, Hamilton, Greer, Gonzalez-Shelton, Trupovnieks, Griese and Mann voted to approve the motion. Fremont, Alameda, San Leandro, Petaluma and Lodi were not present. Motion passed.

18. New Board Members / Alternates (I)

Notifications regarding a change in director/alternate designations that have been received as of the last meeting are indicated herein:

1)	San Rafael	Director Sylvia Gonzalez – Human Resources Coordinator
2)	San Rafael	Alternate Lauren Monson – Deputy City Attorney II
3)	Fairfield	Alternate Bryan Chua – Budget Manager
4)	Sunnyvale	Director Scott Mann – Risk Manager

- No action was required. This is an information only item.

19. Risk Management Issues (I)

The directors discussed the following risk management issues:

- 1) Claim’s Chargeback Programs – Gail Kiyomura, Stockton
- 2) Guidelines/Workshops for City employees/personnel when speaking to potential claimants – Astrida Trupovnieks, NCCSIF
- 3) Insurance Endorsement and Language – Jamie Cannon, Chico

- No action was required. This is an information only item.

XI. ADJOURNMENT

- A motion was made by Director Carroll and seconded by Director Rawe to adjourn the meeting at 10:40am on Friday June 1, 2018. Directors Akil, Kurihara, Frediani, Northam, Roland, Chua, Cannon, Meggers-Smith,

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Hamilton, Greer, Gonzalez-Shelton, Trupovnieks, Griese and Mann voted to approve the motion. Fremont, Alameda, San Leandro, Petaluma and Lodi were not present. Motion passed.