



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

December 04, 2015 - 10:00 A.M.

Town of Loomis
5775 Horseshoe Bar Road
Loomis, CA 95650.
916-652-6843

AGENDA

I. CALL TO ORDER: 10:00 A.M.

II. ROLL CALL

III. PRESENTATIONS

- None

IV. APPROVAL OF MINUTES

1. Minutes of the Executive Committee meeting held September 15, 2015 (Pages 4-10)

V. COMMUNICATIONS

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Board of Directors (12/17/2015) CJPRMA
Executive Committee (1/21/2016) TBD

VI. CONSENT CALENDAR

- None

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

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.

VIII. ACTION CALENDAR

1. Business Calendar for 2015 (Pages 12-15)
2. Succession Planning (Page 16)
3. Board Member Requirements Alternative (Pages 17-21)
4. Status Update on General Manager's Goals and Objectives 2013-2015 with Accomplishments (Pages 22-39)
5. Risk Management Issues (Page 40-44)

IX. CLOSED SESSION

1. **Government Code Section 54956.9 (a)**
Conference with Legal Counsel - Pending Litigation

Name of Case: Haught v. City of Anderson (NCCSIF).
Court: United States District Court-Eastern District of California
Case No.: 2:11-CV-01653-JAM-CMK
2. **Government Code Section 54957**
Public Employee Performance Evaluation

Title: General Manager

X. ACTION ON CLOSED SESSION ITEMS

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

EXECUTIVE COMMITTEE MEETING

September 15, 2015 - 1:00 P.M.

**Lake Tahoe Resort Hotel
Echo Restaurant (Echo Private Dining Room)
4130 Lake Tahoe Blvd.,
South Lake Tahoe, CA 96150**

**Dial in # 866-866-2244
Participant Code: 1098199**

1. *City of Redding, 4130 Lake Tahoe Blvd., South Lake Tahoe, CA 96150*
2. *City of Livermore, 4130 Lake Tahoe Blvd., South Lake Tahoe, CA 96150*
3. *City of Lodi, 221 West Pine Street, Lodi, CA 95240*
4. *NCCSIF, 380 Civic Drive Galt, CA 95632*
5. *City of Richmond, 450 Civic Center Plaza, Richmond, CA 94804*
6. *SCORE, 4130 Lake Tahoe Blvd., South Lake Tahoe, CA 96150*
7. *City of Vacaville, 4130 Lake Tahoe Blvd., South Lake Tahoe, CA 96150*
8. *Gibbons & Conley, 4130 Lake Tahoe Blvd., South Lake Tahoe, CA 96150*

(530) 544-7643

MINUTES

I. CALL TO ORDER:

- President Carmona called the meeting to order at 1:01 p.m.

II. ROLL CALL

PRESENT

- | | |
|-------------------------------------|--------------------------------------|
| 1) Chris Carmona, <i>Redding</i> | 5) Kim Greer, <i>Richmond</i> |
| 2) Janet Hamilton, <i>Livermore</i> | 6) Celeste Garrett, <i>Vacaville</i> |
| 3) Paula Islas, <i>NCCSIF</i> | 7) Janice Magdich, <i>Lodi</i> |
| 4) Roger Carroll, <i>SCORE</i> | |

ABSENT

None

OTHERS PRESENT

- 8) A. Byrne Conley, *Gibbons & Conley*
- 9) David Clovis, *CJPRMA*
- 10) Craig Schweikhard, *CJPRMA*
- 11) Saima Kumar, *CJPRMA*

III. PRESENTATIONS

- None

IV. APPROVAL OF MINUTES

- A motion was made by Director Greer and seconded by Director Carroll to approve the minutes of the Executive Committee meeting held July 16, 2015. Directors Carmona, Carroll, Greer, Hamilton, Islas and Garrett voted for the approval of the minutes. Director Magdich abstained from voting. Motion passed.

V. COMMUNICATIONS

1. Executive Committee Members

- None

2. General Manager/Secretary

- None.

3. Next Scheduled Meetings: Board of Directors (10/22/2015) CJPRMA Office
Executive Committee (11/19/2015) Town of Loomis

VI. CONSENT CALENDAR

- None

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

VIII. ACTION CALENDAR

1. Business Calendar for 2015

The CJPRMA 2015 Business Calendar was provided as a standing agenda item for the Executive Committee. This calendar provides Committee members and staff with a listing of key business items and the required dates for completion.

No action was required on this item.

2. Broker of Record Contract Extension

The general manager presented the Broker of Record Contract Extension to the Executive Committee. He said that contract term commenced on November 1, 2010 and expired on October 31, 2013. Included within the agreement were two one-year options for extension that were approved by the general manager. The general manager showed the list of accomplishments that Aon had achieved on behalf of CJPRMA since becoming the Broker of Record in 2010. He said that a summary of total premiums paid in 2015 was approximately \$356,000 less than the total cost of premiums paid in 2010 to Marsh Risk Services as the Broker of Record.

He mentioned that an added service included with the Broker of Record services included the services of Craig Bowlus performing the annual liability claims audit. The prior contract with Marsh allocated \$40,000 a year for this service at a cost of \$325 per excess file. Aon allocated a cost of \$25,000 per year for this service at a cost of \$225 per excess file. He said that it is the staff's recommendation that CJPRMA pursue a new direction for this service. Although Mr. Bowlus has performed this service for a number of years and provided outstanding service, it appears prudent to pursue another provider for the audit function at this time. Although Mr. Bowlus has agreed to continue to perform this service, his new assignments at Aon are making his scheduling and availability to perform this service a significant concern to staff.

The general manager also mentioned that since Aon has become Broker of Record, we have added a cyber program, enhanced APD program and an environmental program. He said that Aon Risk Services continues to evaluate numerous programs for our organization and has been a highly valued member of our team. He said that Aon has asked for an increase for their cost of service. The propose increase is 6% for year one of the agreement and then a 1% increase for years two through four. This will be a 10% increase over a five-year period.

The general manager said staff recommends an increase of 10% over the next five years is reasonable. The first year's increase of 6% exceeds the current increases in trending in our programs. The general manager recommended that Staff engage in further discussions with

Aon to stair-step the increases over the next five years, beginning with a 3% increase in year one and ultimately achieving the 10% requested increase over the five-year term. We would also propose that the year two and three options be capped at no greater than 2% increase per year.

A motion by Director Greer, seconded by Director Garrett for an alternative cost increase to Aon's proposal. Committee recommends that staff engage in further discussions with Aon to stair-step the increases over the next five years, beginning with a 3% increase in year one and ultimately achieving the 10% requested increase over the five-year term. The committee also proposes that year two and three increases are capped at no greater than 2% per year. Directors Carmona, Carroll, Greer, Hamilton, Magdich, Islas and Garrett voted for the approval of the minutes. Motion passed.

3. Consolidated Claims Procedures and Audit Standards

The general manager said that staff receives numerous requests from Board Members regarding the requirements for submission of claims to CJPRMA. He said that staff transitions in our members affect the Board Member or Alternate there is a learning curve of our requirements. He said that the purpose of this new document is to incorporate all of the varied adopted Board Policies and procedures and to incorporate all issues surrounding claims in one readily accessible document.

He mentioned that the document does not modify or change any of the reporting requirements but instead documents the individual policies in a single document. CJPRMA is aware that in the event of change of any of the pertinent sections of the various policies, staff will be required to update and transmit the document. He said that this document will also be useful to members as they assign cases to outside counsel, TPA's or staff attorneys. The policies and procedures adopted by the Board of Directors apply to all claims/litigation assigned to CJPRMA.

He said that in addition, staff created a preliminary set of objective and identifiable standards for claims management that will be the basis of all future claims audits. The general manager said that it is staff's recommendation that the President create an ad-hoc committee of the Board of Directors to assist staff with the final review process.

The Executive Committee reviewed the proposed claims procedures and audit standards and made the recommendation that the Board of Directors review and approve the procedures and audit standards.

4. Approval of Biannual Review of Staff Salaries and Benefits and Approval of the Financial Analyst Job Description

The general manager advised the committee that pursuant to the recommendations of the committee, CPS HR Consulting Company was assigned the task of reviewing the salary survey completed by staff earlier this year. The report indicated that all CJPRMA positions were significantly below the surveyed median and required attention to bring the positions within the target of the median. Staff provided the following chart that demonstrated the required adjustments to raise the salary range to the median target.

Position	Current Top Step Salary	New Top Step Salary	New Total Comp	Survey Median
Administrative Assistant	\$4,504	\$5,576	\$6,909	\$6,995
Executive Assistant	\$4,954	\$6,485	\$7,745	\$7,867
Financial Analyst	\$8,489	\$9,445	\$10,474	\$10,474
Claims Administrator	\$10,361	\$11,507	\$12,365	\$12,457

The general manager also presented the findings of the job specification and title of the Financial Analyst Position. CPS reviewed all of the job duties and responsibilities of the position and recommended that the position be reclassified to Finance Officer. In addition, in light of the additional duties placed upon the position associated with the 3201 Doolan Road Condo, the general manager recommended that this position receive an additional 6% modification to the salary range.

A motion was made by Director Carroll and seconded by Director Hamilton to approve staff’s recommendation for the adjustment of stop step salary ranges for the four staff positions. Directors Carmona, Carroll, Greer, Hamilton, Magdich, Islas and Garrett voted for the approval of the modifications to staff salary ranges. Motion passed.

A motion was made by Director Hamilton and seconded by Director Magdich to approve staff’s recommendation for the modification of the Financial Analyst Job Specification and change in title to Finance Officer. Directors Carmona, Carroll, Greer, Hamilton, Magdich, Islas and Garrett voted for the approval of the modifications to the Financial Analyst job specification and change in title. Motion passed.

5. Request for Modification of Bylaws regarding Board Member Requirements

The general manager said that he received a request from President Carmona and the City of Redding for consideration of modifying the CJPRMA Bylaws regarding Board Member qualifications. Director Carmona recused himself from this discussion. A copy of the letter was provided to the committee for review.

He stated that President Carmona submitted his resignation to the City of Redding that will be effective November 2, 2015. President Carmona will be assuming a new position with the George Hills Company as Claims Manager. The City of Redding has agreed in terms to outsource the liability claims process to George Hills Company on a one-year trial basis. President Carmona and City of Redding are requesting a review of the current Bylaws and proposing a modification to the Bylaws that would permit an employee of George Hills, a contract risk manager for the city, to serve as the designated Board Member for the city.

The general manager said that he has reviewed President Carmona's proposal with Board Counsel Byrne Conley. Mr. Conley served in his role as Board Counsel when this language was added to the Bylaws.

The following text was a discussion on this issue provided by Counsel:

The language Mr. Carmona is concerned about was added a long time ago, 1989-1990, I believe. Former Board President Frank James was upset about member JPAs appointing vendors such as Mike Simmons of Alliant and Ed Bickmore/Linize Kramer of Bickmore as CJPRMA Board members. He thought it was a conflict of interest for a broker or vendor to sit on the CJPRMA Board, and that only public employees or officials should be deciding how to spend public money. So the Bylaws were amended to specify the Board members must be agency employees or officials.

(Mr. Kramer) did not like this so he had the CSJVRMA Board designate him as an "officer" of the agency in a letter to CJPRMA. Board President James was unhappy about this but discussed it with the Board, and they backed down and let CSJVRMA continue with Linzie Kramer as its CJPRMA Board member. They felt that if the CSJVRMA Board was oblivious to the conflict, and insisted on continuing to appoint a vendor on their behalf by holding him out as an "officer" of the JPA, even after the Bylaws were changed, they would not take the dispute further.

I think President Jame's concerns were well taken, evidenced by the fact that the Bickmore people ultimately lobbied CSJVRMA's Board to leave and join another excess pool operated by Bickmore.

Mike Simmons, Alliant Insurance Services complied with what was intended and SCORE (and later NCCSIF) appointed member employees as Directors to CJPRMA.

This issue arose again with Director Ron Blanquie when he was hired by Petaluma but was still running ICA and appointed on a contract basis. Former General Manager Bob German thought it violated the Bylaws for Petaluma to use an independent contractor as its appointed director. As I understand it the City decided to hire Ron directly instead of by contract with his firm to clear up the problem. I also suggested to Bob German that if the City sent us a letter saying “we hereby appoint Ron Blanquie as our Risk Manager, an official of the City” even though he was hired on a contract basis, we might have trouble excluding that choice under the Bylaws language.

Bob dealt directly with Ron Blanquie on this and I had some involvement, but you might want to discuss with Ron what they said to each other at the time.

We did not define “employee” or “officer” separately. The Tort Claims Act defines “employee” at section 810.2 as including “an officer, judicial officer as defined in Section 327 of the Elections Code, employee, or servant, whether or not compensated, but does not include an independent contractor.”

The problem has always been drafting language that covers different situations while keeping with the intent to avoid outside influences or conflicts. Some cities hire an outside attorney with independent practices as “City Attorney” and there is no doubt that such a person would be an “officer” of the City under the Government Code since the position is defined by statute. I would not want to disallow appointment of a City Attorney such as Rob Epstein – who legitimately is a City official even if he also has a private practice. I think “does not include an independent contractor” does not apply when the person holds an office recognized in the Government Code. That’s why we put “employee or officer” in the Bylaws; you can hold an office but be compensated as an independent contractor, but cannot be an “employee” if you are an independent contractor.

I think if a member decided to hire a retired risk person on a contract basis and appoint them “Risk Manager” (i.e., Bill Henderson) we would not object to that appointment, either, just on the basis that the member used a contract rather than an employee/employer hiring.

But having an employee of a TPA as a Board member (or President) while employed by George Hills, a TPA company, might raise a number of complicating issues. For one thing, he would be a public official (as a CJPRMA Board member) but his sources of income for FPPC purposes not be just the City of Redding, it would be George Hills, and all of George Hills’ sources of income too. Sometimes the Board considers claims audits covering Hills and other rival TPAs, sometimes it considers settling claims that Hills adjusts for other members. These would create potential conflicts that Rob and Bill do not have.

The general manager said that he has taken in account all of the issues raised by Board Counsel and President Carmona. He stated that the evaluation of the alternatives is not based upon the person, but upon the precedent set by making the recommended changes. President Carmona has been an outstanding Board Member and adds significant value to CJPRMA as an

organization. However, this decision cannot be made upon the basis of the individual but must be made based upon the perceptions and status of the person in the position.

Director Carroll stated that he was under the impression that to serve on the Board you had to be an employee or an officer of the member agency. He said that he was not aware that Director Blanquie was not an employee of Petaluma.

The Executive Committee asked to have this matter is reviewed by the full board. The general manager recommends that the Executive Committee not take any formal action on this request and recommend that the bylaws not be modified. No formal action was taken on the request to modify the bylaws.

6. Succession Planning

This is a standing agenda item. The Executive Committee and the general manager have begun preliminary discussions regarding a succession plan for CJPRMA. The general manager said he had nothing new to share on this item. Director Carmona said that it wants to see this item in front of the committee to take input on ideas. He also suggested rehiring the Risk Manager's position.

No action was taking on this item.

7. Status Update on General Manager's Goals and Objectives 2013-2015 with Accomplishments

The general manager provided the committee with the General Manager Goals and Objectives for FY 2013-2015. He gave a status updates on all items listed. The Committee reviewed all items and their corresponding progress updates.

No Action was required on this item.

8. Risk Management Issues

ARM – Director Carmona asked CJPRMA to look into the armstudygroup.com. He said that this is an online program with recorded sessions on the ARM study guide. He stated that it is free to certain members that sponsor the program.

PPE's (Personal Protective Equipment) – Director Hamilton asked if any member agencies let their Code Enforcement Officers carry pepper spray or wear protective gear. Director Carmona said that City of Redding lets them carry pepper spray and one Code Enforcement Officer wears bullet proof vest. Director Greer said that at City of Richmond no one has requested any personal protective equipment.

E&O protection for finance staff – Director Hamilton asked if there is any E&O protection for finance staff. Director Garrett suggested looking into bonds. But no one is aware of E&O coverage for finance staff.

IX. CLOSED SESSION

1. Government Code Section 54956.9 (a)

Conference with Legal Counsel - Pending Litigation

Name of Case: Holt-Singh v. City of Stockton

Court: N/A

Case No.: N/A

2. Government Code Section 54956.9 (a)

Conference with Legal Counsel - Litigation

Name of Case: Gilliam, et. al. v. City of West Sacramento (YCPARMIA)

Court: United States District Court – County of Yolo

Case No.: NO 2:13 - CV - 02276- WBS-AC

3. Government Code Section 54956.9 (a)

Conference with Legal Counsel - Litigation

Name of Case: Plummer v. City of Richmond

Court: United States District Court – Northern District of California

Case No.: NO 3:14 - CV - 03962

X. ACTION ON CLOSED SESSION ITEMS

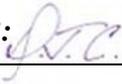
The general manager gave status update on all three closed session items and received authority on one of the items.

XI. ADJOURNMENT

A motion was made by Director Hamilton and seconded by Director Carroll to adjourn the meeting at 3.32 p.m. Directors Carmona, Hamilton, Islas, Magdich and Garrett voted for the approval to adjourn. Motion passed.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 1	TITLE: BUSINESS CALENDAR FOR 2015
MEETING: 12/04/2015	
GENERAL MANAGER: 	

Recommended Actions:

None: This item is being provided for information only.

Strategic Direction:

This item addresses Strategic Goal 2, Member Education and Training Initiative.

Item Explanation:

The CJPRMA 2015 Business Calendar will be provided as a standing agenda item for Executive Committee 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 2015 Business Calendar



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

2015 BUSINESS CALENDAR

January

- Distribution of Executive Committee Agenda - 1/21/2015
- Executive Committee Meeting - 01/28/2015
- Member Quarterly Payroll Reports - 01/30/2015
- Distribution of Summary of Property Values
- Distribution of Summary of APD Values
- Distribution of Summary of Boiler & Machinery Values

February

- FPPC Form 700 Filing Requests Sent Out
- PARMA Conference (02/08/2015 - 02/11/2015)
- Deadline for Members to submit Agenda items for March Meeting - 02/26/2015
- Redistribution of Equity Checks
- Return APD, Property and Boiler & Machinery Renewals Lists to Staff

March

- Distribution of Board of Directors Meeting Agenda - 03/12/2015
- Board of Directors Meeting - 03/19/2015
- Annual Meeting Room Requests

April

- FPPC Form 700 Filing Deadline April 1, 2015
- Distribution of Executive Committee Meeting Agenda - 04/16/2015
- Executive Committee Meeting - 04/23/2015
- Distribution of Certificate of Coverage Renewals Lists
- Requests for Nominations for President/Vice President (Bi-annually)
- Deadline for Members to submit Agenda items for Annual Meeting - 04/28/2015
- ARM 54 Class - 04/29/2015 - 05/01/2015
- Distribute nomination for President and Vice President (even numbered years)
- Member Quarterly Payroll Reports - 04/30/2015

May

- Distribution of Board of Directors Annual Meeting Agenda- 05/12/2015
- Board of Directors Annual Meeting - 05/19/2015 - 05/21/2015
 - Commercial Insurance Renewals
 - Proposed Budget for 2015-2016
 - Claims Audit Presentation
 - AB 1234 Ethics Training (even numbered years)
- Return Certificate of Coverage Renewals Lists to Staff
- Deadline for Members to submit Agenda items for June Meeting - 05/28/2015

June

- Distribution of Board of Directors Meeting Agenda - 06/11/2015
- CJPRMA Board Member Orientation - 06/17/2015
- Board of Directors Meeting - 06/18/2015
 - Bi-annual election of President and Vice President (even numbered years)
 - Election of Executive Committee Members
 - Bi-annual Review of Conflict of Interest Code (odd numbered years)
 - Bi-annual Appointment of Treasurer (even numbered years)
- Certificates of Coverage Renewals mailed to certificate holders (6/30/2015)
- Risk Management Plan Revisions
- Requests for reimbursement of liability training expenses due by August 31,2015

July

- Distribution of Executive Committee Meeting Agenda - 07/09/2015
- Executive Committee Meeting - 07/16/2015
- General Liability Premiums Billed
- Auto Physical Damage Program Premiums Billed
- Property Program Premiums Billed
- Boiler & Machinery Premiums Billed
- Member Quarterly Payroll Reports -07/31/2015

August

- Financial Audit in process
- Actuarial Study in process
- Marshburn Training - 08/18/2015 - 08/19/2015
- Requests for reimbursement of liability training expenses due by August 31,2015

September

- Distribution of Executive Committee Agenda - 09/10/2015
- Executive Committee Meeting - 09/15/2015 at CAJPA
- CAJPA Conference 09/15/2015 - 09/18/2015

October

- Deadline for Members to submit Agenda items for October Meeting - 10/01/2015
- Distribution of Board of Directors Meeting Agenda - 10/15/2015
- Board of Directors Meeting - 10/22/15
 - Actuarial Study Presented
 - Approval of Annual Meeting and Holiday Calendars
- Member Quarterly Payroll Reports - 10/30/2015

November

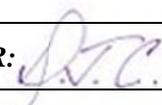
- Distribution of Executive Committee Meeting Agenda - 11/12/2015
- Executive Committee Meeting - 12/04/2015
- Deadline for Members to submit Agenda items for December Meeting - 11/19/2015

December

- Distribution of Board of Directors Meeting Agenda - 12/10/2015
- Board of Directors Meeting - 12/17/2015
 - Annual Report Presented
 - Financial Audit Presented
 - Annual Review of Investment Policy
- Deadline for change to SIR or withdrawal from any CJPRMA program - 12/31/2015

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 2	TITLE: SUCCESSION PLANNING
MEETING: 12/04/2015	
GENERAL MANAGER: 	

Recommended Actions:

None. There is no recommended action at this time.

Strategic Direction:

This item addresses all of the strategic goals of the organization.

Item Explanation:

The Executive Committee and the general manager began preliminary discussions regarding a succession plan for the future of CJPRMA. The general manager is contemplating retirement from the organization within the next five years and the Executive Committee requested that this committee create this item as a standing agenda item for review. As the succession plan develops, additional information will be included within future agenda bills. This agenda bill will provide the committee with an opportunity to prepare the organization for a seamless replacement of the general manager.

The first steps in this process will require creation of a timeline for the steps necessary to prepare for the pending retirement. The process will focus on alternatives for preparing the ultimate departure of the current general manager. Factors for consideration will include timing, methods for development of a candidate, options for replacement.

The general manager will be present to discuss options.

Fiscal Impact:

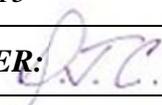
1. None

Exhibits:

1. None

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 3	TITLE: BOARD MEMBER REQUIREMENTS ALTERNATIVE
MEETING: 12/04/2015	
GENERAL MANAGER: 	

Recommended Actions:

The general manager recommends that the Board of Directors vote to accept the recommended changes to the Board Members Requirements and refer the item to the Board of Directors for consideration.

Strategic Direction

This item addresses all of the strategic goal #1 Core products and services and goal #2 Member education and training initiative.

Item Explanation:

The general manager presented a request from President Carmona and the City of Redding for consideration of modifying the CJPRMA Bylaws regarding Board Member qualifications at the October Meeting. The Board of Directors rejected the request to modify the Bylaws that would allow for a non-employee or official to serve in the capacity of a Board Member. The Board thoroughly evaluated all of the issues presented and by vote rejected the request.

Board members requested that the general manager review the status of the current Board Member and Alternate for the City of Petaluma. The general manager reviewed the history of events leading up to Director Blanquie being appointed to the Board of Directors. The city entered into a contract with Mr. Blanquie and Insurance Consulting Associates Inc. on January 26, 2009. As a result of that contract, the City issued a letter appointing Director Blanquie on October 26, 2009. A copy of the letter has been attached to this agenda bill. The appointment letter included the following text:

Please be advised that the City of Petaluma has appointed Ron Blanquie to the position of Risk Manager, an Officer of the City. Mr. Blanquie is hereby appointed by the city as its Director on the CJPRMA Board.

Prior General Manager Robert German was contacted and provided the following comments. Mr. German stated that based upon the language included within the letter from the city, Mr. Blanquie met the requirements of the Bylaws. This item was provided to the Board of Directors at the December 2009 meeting and was approved.

On May 22, 2012, the city sent a letter to the current general manager appointing Dominique Kurihara as the Alternate Representative position on the CJPRMA Board. Based upon the fact that Mr. Blanquie was already serving as a Board Member, the general manager forwarded the appointment to the Board of Directors and that was approved at the June 2012 Board Meeting. Upon further review, the general manager determined that Alternate Kurihara did not meet the minimum standard and was not serving as an official of the city.

The general manager discussed the item with Director Blanquie and advised him of his findings. Director Blanquie understood the position of the general manager and understood the decision of the board at the October Meeting. Director Blanquie advised that the city would issue a letter removing Mrs. Kurihara from her position as the Alternate.

Following the meeting October board meeting, the general manager has been contacted by board members that believe there may be value in modifying the bylaws to provide greater flexibility to our members. There was significant discussion by some board members that believe that the contracting out of employee functions is a preferred option of smaller agencies and flexibility would be beneficial.

The general manager has evaluated numerous model options for allowing non-employees to serve as board members. After an exhaustive evaluation, it appears that the language required to avoid any and all conflicts would be both difficult and impossible to enforce.

Staff considered an option of allowing members to appoint contract employees to serve as the Alternate for their agency. This would allow CJPRMA to continue to communicate with the designated director and would also allow our agencies to have flexibility when a director is not available to attend a meeting. The following would be guidelines required for members to appoint a non employee official as an alternate:

1. The contractor must serve the city in a capacity that supports the risk management function and has active involvement in the claims and litigation process.
2. In the event that the designated Alternate is an employee of a service firm working for a member, ie. TPA, Broker, Claims Adjusters, Risk Management Consultants, JPA Managers etc., there may only be one person representing the consultant that may exercise the vote of the member at any meeting.
3. A company that provides the service to a member agency may only appoint one person by name to serve as an Alternate to that city. Under no event will any single person be allowed to vote more than once on any item at any meeting.
4. The Alternate may only vote at a meeting in the absence of the Board Member.
5. An alternate that serves as a contractor for the city must not vote on any matter that may have a direct impact or conflict with their actual employer.

The criteria above are presented as a working draft for discussion at this meeting. If the committee believes there is value in reopening this discussion, this item will be placed on the December Board meeting for further evaluation.

Staff understands the current fiscal times and limitations on resources for our members. It is always the goal of CJPRMA to be an organization that exercises flexibility, creativity, and considers developing alternatives that provide the best service to each of our members. This option provides an alternative to our members and still maintains the credibility of our organization and avoids the potential for conflicts.

The general manager will be available to discuss the proposed alternative. Staff recommends that the Executive Committee approve the concept and recommend that the Board of Directors consider this alternative at the December Meeting.

Fiscal Impact:

1. None at this time.

Exhibits:

1. City of Petaluma letter dated October 26, 2009
2. City of Petaluma letter dated May 22, 2012



CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

RECEIVED

NOV 03 2009

C.I.P.R.M.A.

Pamela Torliatt
Mayor

Teresa Barrett
David Glass
Mike Harris
Mike Healy
David Rabbitt
Tiffany Renée
Councilmembers

October 26, 2009

CJPRMA
Attention: Bob German
2333 San Ramon Valley Blvd., Suite 250
San Ramon, CA 94583-4456

Dear Mr. German:

Please be advised that the City of Petaluma has appointed Ron Blanquie to the position of Risk Manager, an Officer of the City. Mr. Blanquie is hereby appointed by the City as its Director on the CJPRMA Board.

Thanks you for your assistance in this matter.

Sincerely,

John C. Brown
City Manger
707-778-4345

Cc: Byrne Conley
Bill Henderson

City Manager's Office
11 English Street
Petaluma, CA 94952

Phone (707) 778-4345
Fax (707) 778-4419
E-Mail
citymgr@ci.petaluma.ca.us

Housing Division
Phone (707) 778-4555
Fax (707) 778-4586
E-Mail
bgaebler@ci.petaluma.ca.us

Human Resources Division
Phone (707) 778-4534
Fax (707) 778-4539
E-Mail
humanresources@
ci.petaluma.ca.us

Information Technology Division
Phone (707) 778-4417
Fax (707) 776-3623
E-Mail
it@ci.petaluma.ca.us

Risk Management Division
Phone (707) 776-3695
Fax (707) 776-3697
E-Mail
riskmngt@ci.petaluma.ca.us





CITY OF PETALUMA

POST OFFICE BOX 61
PETALUMA, CA 94953-0061

David Glass
Mayor

Chris Albertson
Teresa Barrett
Mike Harris
Mike Healy
Gabe Kearney
Tiffany Renée
Councilmembers

May 22, 2012

City Manager's Office
11 English Street
Petaluma, CA 94952

Phone (707) 778-4345
Fax (707) 778-4419
E-Mail
citymgr@ci.petaluma.ca.us

Housing Division
Phone (707) 778-4555
Fax (707) 778-4586
E-Mail
bgaebler@ci.petaluma.ca.us

Human Resources Division
Phone (707) 778-4534
Fax (707) 778-4539
E-Mail
humanresources@
ci.petaluma.ca.us

Information Technology Division
Phone (707) 778-4417
Fax (707) 776-3623
E-Mail
it@ci.petaluma.ca.us

Risk Management Division
Phone (707) 776-3695
Fax (707) 776-3697
E-Mail
riskmgt@ci.petaluma.ca.us

CJPRMA
Attention: David Clovis
3252 Constitution Drive
Livermore, CA 94551

RECEIVED

MAY 29 2012

C.J.P.R.M.A.

Dear Mr. Clovis:

Please be advised that the City of Petaluma has appointed Dominique Kurihara to the position of Contract Assistant Risk Manager. Mrs. Kurihara is hereby appointed by the City to serve as its Alternate Representative on the CJPRMA Board.

Thank you for your assistance in this matter.

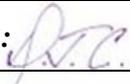
Sincerely,

John C. Brown
City Manager



**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 4	TITLE: STATUS UPDATE ON GENERAL MANAGER'S GOALS & OBJECTIVES 2013-2015 WITH ACCOMPLISHMENTS
MEETING: 12/04/2015	
GENERAL MANAGER: 	

Recommended Actions:

None. This item is being provided to the Executive Committee as an update on the 2013-2015 Goals and Objectives with the accomplishments of the General Manager.

Strategic Direction:

This item addresses all of the strategic goals adopted by the organization.

Item Explanation:

The General Manager's Goals and Objectives FY 2013-2015 were created to identify the areas of priority for staff in meeting the objectives of the adopted strategic plan.

The Executive Committee and general manager review and discuss the goals and objectives at their meetings. At the October 2013 Board of Directors Meeting, the Board referred authority to the Executive Committee to adopt the General Manager Goals and Objectives for the FY 2013-2015.

This document has been the key document utilized by the Executive Committee for the purpose of evaluating the performance of the general manager. It has also been used as a communication tool to keep both the Board of Directors and the Executive Committee informed of the accomplishments of the CJPRMA team. The Board of Directors has referred the responsibility of monitoring the general manager's accomplishments and activities to the Executive Committee.

The new goals and objectives adopted at the April 2014 meeting were designed for a two-year period. Discussions by the Executive Committee indicated that it was difficult and time consuming to recreate the goals and objectives on an annual basis. The two-year duration on the goals will allow the organization to continue with a long-range approach to the operation of CJPRMA.

Current accomplishments year-to-date have been added to the format for review. This agenda bill will be provided to the Board of Directors at the May and October meetings. This item will be included on the "Consent Calendar" of the agenda. The purpose of this item is to keep the Board informed of the activities of the general manager and staff. This document will also provide the Board of Directors with feedback regarding the status of the current Strategic Plan and will document activities meeting those objectives.

This item is being provided as a discussion item only and the Executive Committee is not required to take any action.

Fiscal Impact:

None.

Exhibits:

1. General Manager's Goals and Objectives 2013-2015 with accomplishments
2. Strategic Goals FY 2013-2016



GENERAL MANAGER GOALS & OBJECTIVES FOR 2013- 2015

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Financial Strength and Solvency</p> <p>15%</p>	<p>The general manager will monitor the development of programs and services for the organization that maintain the invested assets of CJPRMA, maintain or reduce the current costs to members and provide enhanced excess/reinsurance coverage to member exposures. Will make recommendation to the Board of Directors as needed.</p>	<p>Executive Committee</p>	<ul style="list-style-type: none"> • Utilizing service of Jeff Morgenstern – Real Estate broker to provide RFP response to DaVita. • Placed all 2015/2016 Renewals with benefits to members reducing costs • Working with broker and underwriters on PY15/16 renewals. • Managing aspects of building maintenance and takeover of common area maintenance from the previous owner. • Preparing to provide an RFP for a 5 year extension of DaVita Dialysis lease. • Presented proposed rates 14-15 program year to B.O.D at the December meeting. • Invoiced membership for 14-15 program year meeting target pricing. • G.M. presented an alternative approach to collecting contributions for PY 2014-2015 by reducing ELF contributions to balance loss of investment income. • Managed the income received from tenant DaVita to offset cost of admin fees. • Provided feedback to B.O.D. at each meeting to advice on status of investment income.

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Develop core products and services with innovation.</p> <p>15%</p>	<p>The general manager will continue to evaluate and monitor the core products and services provided to members. These products and services will be driven to insure financial strength and solvency to CJPRMA. CJPRMA will also attempt to broaden coverage and services that meet the needs for cost effective services for our members.</p> <p>The primary areas of focus for the achievement of this goal will include the following:</p> <ol style="list-style-type: none"> 1. Risk Management Information Services 2. Coverage 3. Claims Management 	<p>General Manager</p>	<ul style="list-style-type: none"> • Implemented Cyber Liability Program • Working with Aon on renewal of broker contract • Working with Ventiv to deliver mapping services, MMSEA and contract renewal • Evaluation of program changes to stabilize costs and improve services for members. • Created a Risk Console Users Group for CJPRMA users. • In the process of implementing Cyber Liability Program. • Moved organization to new liability reinsurance partner with significant reduction in costs. • Developed new coverage options with a pollution program, cyber risk program and expanded limits for EPL coverage with new reinsurer. • Worked with actuary and broker to develop new SIR for prospective member ABAG Plan. • Provided risk transfer training and developed state of the industry recommended clauses for contracts to offset impact of new ISO forms. • Created an updated flip book method of viewing annual report in digital format. • Delivered ongoing support of Risk Console to members using system. Also performed live demos for Roseville, Livermore, Fairfield, Lodi, Vallejo and Rocklin. Continued to update system to including mapping of exposures and losses. • CAJPA Accreditation Excellences.

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Develop and deliver targeted training programs to members based upon CJPRMA and member loss history.</p> <p>10%</p>	<p>Collect the necessary data for the purpose of identifying the primary loss exposures for CJPRMA and our members. Utilize the data for the purpose of developing state of the art, effective training sessions for members.</p> <p>The primary areas of focus for completing this objective include the following:</p> <ol style="list-style-type: none"> 1. Targeted training-Aligned to loss history and actual trends. 2. Member Education – Develop a training program for member management and operations. 3. Director Education and Training – Enhance skills of Directors through education and training. 	<p>General Manager</p>	<ul style="list-style-type: none"> • Provide Board Member Orientation to Redding and Northern California Cities. • Provided Board Member Orientation in June • Provided City of Stockton training on Contracts and CJPRMA Programs with Bob Marshburn • Scheduled two Bob Marshburn training classes for August • Provided sponsorship for CJPRMA members to attend the ABAG/CSRMA Annual Waste Water Summit. • City of Alameda accident investigation training. • ARM 54 classes scheduled for April 29, 30 and May 1, 2015 • Programs scheduled two sessions with Bob Marshburn on Contract Management • Session delivery on risk management to City of Stockton. • Board Member Orientation scheduled for June 3, 2015. • Will provide training in winter 2015 on property and liability MOC and all insurance programs. • Working with City of Oakland as partner in police liability training program. • Delivered group risk transfer training to over 100 attendees. Delivered specific training to Livermore and Galt. • Provided ARM-P training for several Board Members and delivered testing at the same time. • Scheduling a new ARM series beginning in the fall. • Provided a Board Member Orientation.

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Create an approach to marketing the value of CJPRMA to its members and identify market opportunities for control growth of the organization.</p> <p>10%</p>	<p>Develop a member outreach program that provides members with key information identifying the value of CJPRMA to its members. In addition, evaluate the opportunities for development of a targeted marketing effort to organizations that meet and or exceed current member standards.</p> <p>The primary initiatives for the delivery of an effective outreach program will include:</p> <ol style="list-style-type: none"> 1. Marketing communication brochure 2. Exclusions and alternative coverage 3. Market definition and outreach 		<ul style="list-style-type: none"> • Provided quotation to ABAG –Plan as new member ABAG voted to stay with Reinsurance. • Working with ABAG for PY15/16 program year. • Working with LPFD to cover entire liability program with CJPRMA. • Attended Score Annual Meeting, presented updated information on CJPRMA. • Provided a quote to EBRPD for membership in CJPRMA. • Working with cities of Livermore and Pleasanton to provide membership of Livermore Pleasanton Fire in CJPRMA. • Actively pursued ABAG Plan for membership for PY 14-15. ABAG deferred a determination for changing their program to later in the year. Developed a \$2.5 million SIR to meet their needs. • Creating an educational video for our members on CJPRMA. The history and coverage options available will also be a tool for outreach for new prospects.

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Implement and monitor an information technology upgrade to all CJPRMA systems.</p> <p>10%</p>	<p>CJPRMA is implementing a new RMIS System. The system will be utilized as the primary workflow product for the organization and will provide membership with the opportunity to utilize multiple modules within the system for a significantly discounted pricing. In addition CJPRMA will evaluate all of its technology solutions and will expressly evaluate for following key areas:</p> <ol style="list-style-type: none"> 1. Claims Management Technology 2. Member information upgrade 3. Exposure Data 4. Webinars 	<p>General Manager</p>	<ul style="list-style-type: none"> • Attended Annual Ventiv user group conference. • New reporting module being explored. • GEO Mapping development in progress • MMSEA Module in development. • Risk Console users include Redding, Stockton and Fremont. New users include Livermore and Roseville. • Presented alternative risk tracking solution to simplify process. Redding and Galt evaluating the solution. • Implemented Risk Console to full functionality – continue to provide training on the use of the program. Also provided demos on Risk Console modules to expose members to options. • Awarded the Innovation Award for Creative Implementation of System.
<p>Provide consultation to board members and individual member agencies by resolving questions and issues concerning agency risk management practices and procedures.</p> <p>10%</p>	<p>The general manager is available to assist board members and their agencies by reviewing contracts, performing audits, reviewing policies and by making practices for best practice risk management. General manager will work with ad-hoc committee to develop CJPRMA standards for risk transfer and will populate the new Risk Console System with standardized contract requirements.</p>		<ul style="list-style-type: none"> • Work with all members on Coverage and contractual issues as requested. • Worked with members on contracts and coverage issues as they arise. Fielding as many as 5 to 15 requests per week to review contracts and advise on coverage. Working with Galt on SWAT agreement with Elk Grove. • Actively working with Livermore on contract issues with LPFD.

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Provide updated information to members on CJPRMA programs, services and provide ongoing updates on legislative changes including results of litigation affecting our industry. 5%</p>	<p>CJPRMA staff will provide ongoing updates to members on programs and services and shall provide training on an annual basis that will include:</p> <ol style="list-style-type: none"> 1. New board member orientation 2. Update on all memorandum of coverage documents 3. Claims update 4. Case law updates 	<p>General Manager and Staff</p>	<ul style="list-style-type: none"> • Conducted Board Member orientation Northern California Members in Redding on August 24th. • Provided ongoing updates on current issues to Board and Executive Committee including Pasadena case and S.B. 854. • Provided Board with updates by claims administrator on pertinent legislation in Sacramento. • Working with CAJPA and Legislative Committee on new issues. • Working with Redding on a letter of support on inverse condemnation published decision. • Actively supporting Vallejo on case law regarding bankruptcy. • Working on appeal with City of Fairfield on private property trespass issue. • Worked on a committee with AGRIP, CAJPA and NLC RISC to develop PR toolkit.

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Enhance the CJPRMA claims processing, litigation management program and the delivery of litigation/claim information to the board of directors. 10%</p>	<p>The general manager will work with staff to continue to improve the delivery of claims management to members. Staff will review options for a preferred provider network of legal counsel, develop improved reporting to the board of directors on all claims and continue to provide semi-annual updates on the overall claims management process and organization experience</p>	<p>General Manager and Staff</p>	<ul style="list-style-type: none"> • Continue to actively pursue resolution on major cases • Resolved W. Sacramento case within S.I.R • Attended multiple mediations on significant cases. Scheduled multiple mock trials and focus groups. • Attended mock trial on two major cases. • Attended major deposition working with counsel on resolving major litigation related to Stockton. • Worked to resolve cases at mediation including Hall v. Fairfield and Glicksman v. Chico. • Working actively with Claims Administrator in communication with members on claims process and litigation. • Developing reports out of Risk Console based on new data entered into system. Prepare detailed reports based on losses. • Performing claims audits and primary claims audits to identify areas requiring improvement. • Actively managing all litigated files in CJPRMA layer. Participate actively in mediations and including members in settlement decision making process.

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Manage all aspects of the operation of CJPRMA including staff, operations and outside vendors.</p> <p>10%</p>	<p>The general manager has the overall responsibility to oversee the performance of staff and to work with staff to develop capabilities within CJPRMA. General manager must also oversee all outside vendors to insure the highest quality and most efficient use of resources for the delivery of service to the organization and its members.</p>	<p>General Manager</p>	<ul style="list-style-type: none"> • Completion of Salary Survey • Create discussion with Executive Committee on Succession Plan • Modification of Financial Analyst Job Spec. • Implementation of OPEB Trust • Working to replace Administrative Assistant vacancy. • Conduction salary survey for staff positions. • Participating in two sessions at the 2015 PARMA Conference. • Managed all aspects of office and conducted ongoing meetings with staff. Evaluating their performance based on the Board Adopted Strategic Plan. • Managed transition of staff member that resigned. Conduct recruitment process including testing and interview panel. • Managed and process all aspects of office function. • Attended the AGRIP CEO Conference.

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Manage the CJPRMA facility and coordinate all aspects of building maintenance and maintain relationship with tenant. 5%</p>	<p>General Manager will be responsible for maintaining all operations of the new facility and provide oversight and coordination of tenant relationship and coordination of other condo owners at facility.</p>	<p>General Manager</p>	<ul style="list-style-type: none"> • Working on assumption of building management responsibilities. • Developing renewal proposal for 5 year extension on DaVita lease. • Evaluated opportunity to purchase Pencon office space for enhanced investment. • Managing the operation of the office. Work with tenant and owner of other suites to preserve CJPRMA asset. • Evaluating option for implementing video conferencing. • Continue ongoing management of all IT systems, security systems and all other building related infrastructure.

**California Joint Powers Risk Management Authority
Strategic Goals FY 2013 - 2016
Critical Success Factor – Financial Strength and Solvency**



STRATEGIC GOAL 1: CORE PRODUCTS AND SERVICES INNOVATION

Initiative 1.1 Financial Strength and Solvency - new addition

WHEN	WHO	ACTION STEP	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
FY 2013-2016	GM & Staff	Monitor investment income and provide program contributions based upon rolling six year average.				Monitor contribution to ELF to achieve member contribution stabilization.
FY 2013-2016	GM & Board	Review investment portfolio results and continue to monitor program for achieving long term investment yield.				Provide Board of Directors with actual investment returns and identify impact on contributions.

Initiative 1.2 Risk Management Information Services

6/30/2014	GM & Staff	Implement the electronic resource for the tracking of Certificates of Insurance by members				
12/31/2014	GM & Staff	Create a Best Practices Risk Management Tool Kit				<i>To be based upon recommended standards</i>
FY 2014-2016	GM & Staff	Model Policies and Procedures				
FY 2014-2015	GM & Board	Develop risk management advisory standards and audit members for compliance				<i>To be based upon recommended standards</i>

Initiative 1.3 Coverages

Ongoing	GM & Staff	Review all CJPRMA coverage programs and evaluate market alternatives				
---------	------------	--	--	--	--	--

STRATEGIC GOAL 1: CORE PRODUCTS AND SERVICES INNOVATION

WHEN	WHO	ACTION STEP	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
Ongoing	GM & Board	Define optimum coverage attachments				To be completed annually at renewal
Ongoing	GM & Staff	Review availability of optional programs				
Ongoing	GM & Staff	Identify market coverage programs based upon member needs				Re-evaluate the Excess Worker's Compensation option during the 2015

Initiative 1.4 Claims Management

FY 2014-2015	GM & Staff	Develop best claims management practices and procedures				<i>In process - as yet to be defined</i>
FY 2014-2015	GM & Staff	Litigation Management (rate survey, panel list)				<i>To be completed yearly</i>
Ongoing	GM & Staff	Expanded Claims Audit to include primary exposures				
6/30/2014	GM & Staff	Input historical claims data information into risk console				
Ongoing	GM & Staff	Bi annual statistical review of claims				

STRATEGIC GOAL 2: MEMBER EDUCATION AND TRAINING INITIATIVE

Initiative 2.1 Targeted Training and Member Education - Aligned to loss history and actual trends/Develop a training program for member management and operations

WHEN	WHO	ACTION STEP	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
FY 2014-2015	GM & Staff	Identify loss history by type of loss and survey members for suggestions				<i>To be based upon collected data</i>
FY 2014-2015	GM & Staff	Develop a training portfolio for members				
FY 2014-2015	GM & Staff	Evaluate a risk management academy program				
FY 2014-2015	GM & Staff	Claims management training				
FY 2014-2015	GM & Staff	Create targeted training program focusing on loss history				<i>To be based upon collected data</i>
FY 2014-2015	GM & Staff	Prepare a set of core competency training programs				

STRATEGIC GOAL 2: MEMBER EDUCATION AND TRAINING INITIATIVE

Initiative 2.3 Director Education and Training - Enhance skills of Directors through education and training

WHEN	WHO	ACTION STEP	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
12/31/2014	GM & Staff	Provide annual property & liability MOC training/updates				
12/31/2014	GM & Staff	New member orientation				
Ongoing	GM & Staff	ARM series presentations				
2014	GM & Staff	Governance training				
2014	GM & Staff	Use technology to record trainings and make available online				

STRATEGIC GOAL 3: MARKETING AND COMMUNICATION OUTREACH

Initiative 3.1 Exclusions and Alternative Coverages

12/31/2014	GM & Staff	Create an overview of exclusions and alternative coverages for those exclusions				
FY 2014-2015	Board & GM	Evaluate coverage options and extensions within MOC				

Initiative 3.2 Market Definition and Outreach

FY 2014-2015	GM & Staff	Define target market and potential members				
FY 2014-2015	GM & Staff	Evaluate outreach options and develop appropriate materials for targeted audience				
FY 2014-2015	GM & Staff	Explore expansion or super pool concept evaluating alternative attachments and excess				
2014	Board & GM	Deliver CJPRMA overview to member Council & Executive Staff				
2014	Board & GM	Form a Marketing Task Force to explore ideas and provide direction for marketing outreach				<i>Explore engaging a professional consultant or firm to assist</i>

STRATEGIC GOAL 4: INFORMATION TECHNOLOGY UPGRADE

Initiative 4.1 Claims Management Technology

WHEN	WHO	ACTION STEP	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
6/30/2014	GM & Staff	Implementation of Risk Console				
Ongoing	GM & Staff	Provide member support for utilization of RMIS				
12/31/2014	GM & Staff	Create uniform coding for membership				
Ongoing	GM & Staff	Support member transition and utilization of Risk Console				
FY 2014-2015	Gm & Staff	Promote data collection and include primary exposures				

Initiative 4.2 Member Information Upgrade

FY 2014-2015	GM & Staff	Website enhancement				
FY 2014-2015	GM & Staff	Evaluate member portal options				

Initiative 4.3 Exposure Data

12/31/2014	GM & Staff	Create reports identifying claims exposure data for members				
Ongoing	Board & GM	Collect member exposures for marketing of programs				

STRATEGIC GOAL 4: INFORMATION TECHNOLOGY UPGRADE

Initiative 4.4 Webinars

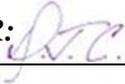
WHEN	WHO	ACTION STEP	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
12/31/2014	GM & Staff	Create short subject activity specific webinars				
FY 2014-2015	GM & Staff	Identify resources for creation of webinars/online meetings				
12/31/2014	GM & Staff	Utilize technology to enhance member participation				

Initiative 4.5 Enhanced Financial Reporting

FY 2015-2016	GM & Staff	Provide desktop tools for members to evaluate claims and exposures				
--------------	------------	--	--	--	--	--

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 5	TITLE: RISK MANAGEMENT ISSUES
MEETING: 12/04/2015	
GENERAL MANAGER: 	

Recommended Actions:

None. This item is being provided for information only.

Strategic Direction:

This item addresses Strategic Goal 2, Member Education and Training Initiative.

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.

Issues that have been requested to be listed for discussion are set forth below:

1. Assembly Bill 1146, Expansion of Skateboard park immunities. (*David Clovis*)

Fiscal Impact

None.

Exhibits:

1. Assembly Bill No. 1146

Assembly Bill No. 1146

CHAPTER 221

An act to amend, repeal, and add Section 115800 of the Health and Safety Code, relating to recreational safety.

[Approved by Governor August 17, 2015. Filed with
Secretary of State August 17, 2015.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1146, Jones. Skateboard parks.

Existing law prohibits an operator of a skateboard park from permitting a person to ride a skateboard at the park, unless the person is wearing a helmet, elbow pads, and knee pads. Existing law provides that a skateboard facility owned or operated by a local public agency that is not supervised on a regular basis may satisfy the above requirement if it complies with certain things, including the adoption of an ordinance that requires a person riding a skateboard in the facility to wear a helmet, elbow pads, and knee pads, as provided. Existing law provides that a public entity is not liable to a person who participates in a hazardous recreational activity, and that skateboarding at a facility owned or operated by a public entity as a public skateboard park is a hazardous recreational activity, if certain conditions are met.

This bill would apply the above provisions, and others relating to skateboard safety and liability, to other wheeled recreational devices, as defined, until January 1, 2020.

The people of the State of California do enact as follows:

SECTION 1. Section 115800 of the Health and Safety Code is amended to read:

115800. (a) An operator of a skateboard park shall not permit a person to ride a skateboard or other wheeled recreational device in the skateboard park, unless that person is wearing a helmet, elbow pads, and knee pads.

(b) With respect to a facility, owned or operated by a local public agency, that is designed and maintained for the purpose of riding a recreational skateboard or other wheeled recreational device, and that is not supervised on a regular basis, the requirements of subdivision (a) may be satisfied by compliance with the following:

(1) Adoption by the local public agency of an ordinance requiring a person riding a skateboard or other wheeled recreational device at the facility to wear a helmet, elbow pads, and knee pads.

(2) The posting of signs at the facility affording reasonable notice that a person riding a skateboard or other wheeled recreational device in the facility must wear a helmet, elbow pads, and knee pads, and that a person failing to do so will be subject to citation pursuant to the ordinance required by paragraph (1).

(c) “Local public agency” for purposes of this section includes, but is not limited to, a city, county, or city and county.

(d) For purposes of this section, “other wheeled recreational device” means nonmotorized bicycles, scooters, in-line skates, roller skates, or wheelchairs.

(e) (1) Riding a skateboard or other wheeled recreational device, or any concurrent combination of these activities at a facility or park owned or operated by a public entity as a public skateboard park, as provided in paragraph (3), shall be deemed a hazardous recreational activity within the meaning of Section 831.7 of the Government Code if all of the following conditions are met:

(A) The person riding the skateboard or other wheeled recreational device is 12 years of age or older.

(B) The riding of the skateboard or other wheeled recreational device that caused the injury was stunt, trick, or luge riding.

(C) The skateboard park is on public property that complies with subdivision (a) or (b).

(2) In addition to subdivision (c) of Section 831.7 of the Government Code, this section does not limit the liability of a public entity with respect to any other duty imposed pursuant to existing law, including the duty to protect against dangerous conditions of public property pursuant to Chapter 2 (commencing with Section 830) of Part 2 of Division 3.6 of Title 1 of the Government Code. However, this section does not abrogate or limit any other legal rights, defenses, or immunities that may otherwise be available at law.

(3) (A) Except as provided in subparagraph (B), for public skateboard parks that were constructed on or before January 1, 1998, this subdivision shall apply to hazardous recreational activity injuries incurred on or after January 1, 1998, and before January 1, 2001. For public skateboard parks that are constructed after January 1, 1998, this subdivision shall apply to hazardous recreational activity injuries incurred on or after January 1, 1998. For purposes of this subdivision, a skateboard facility that is a movable facility shall be deemed constructed on the first date it is initially made available for use at a location by the local public agency.

(B) For public skateboard parks that were constructed after January 1, 1996, and before January 1, 1998, this subdivision shall apply to hazardous recreational activity injuries incurred on or after January 1, 2012.

(4) The appropriate local public agency shall maintain a record of all known or reported injuries incurred by a person riding a skateboard or other wheeled recreational device in a public skateboard park or facility. The local public agency shall also maintain a record of all claims, paid and not paid, including any lawsuits and their results, arising from those incidents that

were filed against the public agency. Copies of the records of claims and lawsuits shall be filed annually, no later than January 30 each year, with the Assembly Committee on Judiciary and the Senate Committee on Judiciary.

(5) (A) Except as provided in subparagraph (B), this subdivision shall not apply on or after January 1, 2001, to public skateboard parks that were constructed on or before January 1, 1998, but shall continue to apply to public skateboard parks that are constructed after January 1, 1998.

(B) On and after January 1, 2012, this subdivision shall apply to public skateboard parks that were constructed on or after January 1, 1996.

(6) For purposes of injuries that occur while operating one of the other wheeled recreational devices described in subdivision (d) in a skateboard facility, this subdivision shall apply to any claim for injuries occurring on or after January 1, 2016.

(f) This section shall remain in effect only until January 1, 2020, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2020, deletes or extends that date.

SEC. 2. Section 115800 is added to the Health and Safety Code, to read:

115800. (a) An operator of a skateboard park shall not permit a person to ride a skateboard in the park, unless that person is wearing a helmet, elbow pads, and knee pads.

(b) With respect to a facility, owned or operated by a local public agency, that is designed and maintained for the purpose of riding a recreational skateboard, and that is not supervised on a regular basis, the requirements of subdivision (a) may be satisfied by compliance with the following:

(1) Adoption by the local public agency of an ordinance requiring a person riding a skateboard at the facility to wear a helmet, elbow pads, and knee pads.

(2) The posting of signs at the facility affording reasonable notice that a person riding a skateboard in the facility must wear a helmet, elbow pads, and knee pads, and that a person failing to do so will be subject to citation under the ordinance required by paragraph (1).

(c) "Local public agency" for purposes of this section includes, but is not limited to, a city, county, or city and county.

(d) (1) Riding a skateboard at a facility or park owned or operated by a public entity as a public skateboard park, as provided in paragraph (3), shall be deemed a hazardous recreational activity within the meaning of Section 831.7 of the Government Code if all of the following conditions are met:

(A) The person riding the skateboard is 12 years of age or older.

(B) The riding of the skateboard that caused the injury was stunt, trick, or luge riding.

(C) The skateboard park is on public property that complies with subdivision (a) or (b).

(2) In addition to subdivision (c) of Section 831.7 of the Government Code, this section does not limit the liability of a public entity with respect to any other duty imposed pursuant to existing law, including the duty to protect against dangerous conditions of public property pursuant to Chapter 2 (commencing with Section 830) of Part 2 of Division 3.6 of Title 1 of the

Government Code. However, this section does not abrogate or limit any other legal rights, defenses, or immunities that may otherwise be available at law.

(3) (A) Except as provided in subparagraph (B), for public skateboard parks that were constructed on or before January 1, 1998, this subdivision shall apply to hazardous recreational activity injuries incurred on or after January 1, 1998, and before January 1, 2001. For public skateboard parks that are constructed after January 1, 1998, this subdivision shall apply to hazardous recreational activity injuries incurred on or after January 1, 1998. For purposes of this subdivision, a skateboard facility that is a movable facility shall be deemed constructed on the first date it is initially made available for use at a location by the local public agency.

(B) For public skateboard parks that were constructed after January 1, 1996, and before January 1, 1998, this subdivision shall apply to hazardous recreational activity injuries incurred on or after January 1, 2012.

(4) The appropriate local public agency shall maintain a record of all known or reported injuries incurred by a person riding a skateboard in a public skateboard park or facility. The local public agency shall also maintain a record of all claims, paid and not paid, including any lawsuits and their results, arising from those incidents that were filed against the public agency. Copies of the records of claims and lawsuits shall be filed annually, no later than January 30 each year, with the Assembly Committee on Judiciary and the Senate Committee on Judiciary.

(5) (A) Except as provided in subparagraph (B), this subdivision shall not apply on or after January 1, 2001, to public skateboard parks that were constructed on or before January 1, 1998, but shall continue to apply to public skateboard parks that are constructed after January 1, 1998.

(B) On and after January 1, 2012, this subdivision shall apply to public skateboard parks that were constructed on or after January 1, 1996.

(e) This section shall become operative on January 1, 2020.

O