



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE MEETING**

**February 12, 2016 - 10:00 A.M.**

**City of Vacaville  
Vacaville City Hall, Human Resources Department  
650 Merchant Street  
Vacaville, CA 95688  
707-449-5101**

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

1. *City of Livermore, 650 Merchant Street, Vacaville, CA 95688*
2. *City of Lodi , 650 Merchant Street, Vacaville, CA 95688*
  3. *NCCSIF, 380 Civic Drive Galt, CA 95632*
4. *City of Richmond, 650 Merchant Street, Vacaville, CA 95688*
  5. *SCORE, 650 Merchant Street, Vacaville, CA 95688*
6. *City of Vacaville, 650 Merchant Street, Vacaville, CA 95688*
7. *Gibbons & Conley, 650 Merchant Street, Vacaville, CA 95688*

**MINUTES**

**I. CALL TO ORDER:**

- President Hamilton called the meeting to order at 10:00a.m.

**II. ROLL CALL**

***PRESENT***

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

***ABSENT***

*None*

***OTHERS PRESENT***

- |   |                                      |
|---|--------------------------------------|
| 8) David Clovis, <i>CJPRMA</i>                | 11) Craig Schweikhard, <i>CJPRMA</i> |
| 9) Chris Carmona, <i>Redding</i>              | 12) Saima Kumar, <i>CJPRMA</i>       |
| 10) Byrne Conley, <i>Gibbons &amp; Conley</i> | 13) Dr. William Deeb, <i>Aon</i>     |

### **III. PRESENTATIONS**

- None

### **IV. APPROVAL OF MINUTES**

- A motion was made by Director Garrett and seconded by Director Magdich to approve the minutes of December 04<sup>th</sup>, 2015 and December 17<sup>th</sup>, 2015 Executive Committee meeting. Directors Hamilton, Carroll, Greer, Islas, Magdich, Garrett and Rawe voted for the approval of the minutes. Motion passed.

### **V. COMMUNICATIONS**

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Board of Directors (03/17/2016) CJPRMA Office  
Executive Committee (4/27/2016) City of Lodi

### **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 2016**

The CJPRMA 2016 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. 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 discussed adding a new staff position to CJPRMA. He said based on the workload of the general manager and the organization he has determined that adding a Risk Management Analyst position to CJPRMA current staff would be beneficial. He presented a draft specification of the job description to the committee. He said that he would engage the services of CPS to do a salary survey and job specification. He also stated that he will bring this matter back to the Executive Committee for a review and recommendations before presenting it to the full Board for approval.

Direction was given to the general manager to go ahead with the salary survey and job specification.

## **3. Status Update on Ad hoc Committees (I)**

The general manager provided status updates on the Property Program Ad hoc Committee and the Claims Audit Ad hoc Committee that were appointed by President Hamilton at the December 2015 board meeting. He provided updates on what each ad hoc committee worked on. He stated that the Claims Audit Committee worked on creating claims processing and audit standard documents. He said that once the audit standards are completed they will be presented to the Executive Committee and the Board for approval.

The general manager also updated the Committee on the property program committee's progress on creating and reviewing multiple options for applying cost adjustment tools to members sustaining disproportional loss or losses. He said that the Ad hoc Committee is still working on a resolution that will be presented at their next scheduled meeting March 2, 2016.

No action was required on this item. It was for information only.

## **4. Report on Aon Property Symposium (A)**

The general manager informed the Executive Committee that he attended the Aon Property Symposium in February where he met with various property program underwriters. He reported out on key property program items that CJPRMA is currently looking at. He said those items include providing DIC coverage to the program members. At the conference he was able to meet with various underwriters and discuss CJPRMA's needs for the property program and was really looking forward to working on getting an enhanced property program put together.

No action was required on this item. It was for information only.

**5. Board Counsel Contract Renewal (A)**

The general manager informed the Executive Committee that he received an email, dated February 4, 2016, from Board Counsel and the firm of Gibbons and Conley requesting an increase in the rate for their services. He stated that the Board of Directors adopted the current rate in January of 2009. The current rates are \$165/hour for attorneys, \$85/hour for paralegals, and 2.5% for overhead. The new proposed rates are \$185/hour for attorneys, \$98/hour for paralegals, and 2.5% for overhead charge.

The general manager stated that the current rates have not changed since 2009 and the new rates are low in comparison to the rates charged by outside counsel's representing our members.

A motion was made by Director Islas and seconded by Director Magdich to approve the new rates for Board Counsel to \$185/hour for attorneys, \$85/hour for paralegals, and 2.5% for overhead. Directors Hamilton, Carroll, Greer, Islas, Magdich, Garrett and Rawe voted for the approval of the rate increase. Motion passed.

**6. Risk Management Issues**

Director Greer wanted members to be aware of a city's obligation to notify contractors of potential hazards. She said failure to do so can result in fines and lawsuits.

Director Quintana shared City of Vallejo's amended ordinance for authority related to a traffic engineer being designated as the authority on behalf of Council. This amended ordinance clarified that their traffic engineer has authority to approve a design or plan of construction or improvement for purpose of statutory design immunity. The general manager recommended having CJPRMA members look into making the same changes for all of our members.

**7. Award Contract for Services for Claims Auditor for 2015-2016 Program Year**

The general manager presented the proposed contract for the claims audit function for the program year 2015-2016. He said that staff worked on getting informal bids for the current program year. He also said that in the event that none of the quotes provided were acceptable, CJPRMA would continue with Mr. Craig Bowlus for one additional year and perform a formal RFP later in the year.

The following quotes were obtained by CJPRMA:

Craig Bowlus	175 files	\$43,750
Robert Powers	175 files	\$36,500
Rick Buys	175 files	\$30,782

The quote provided by Mr. Bowlus would be an increase of \$18,750 from the prior year. The general manager also reminded the Executive Committee that the Aon Risk Services Contract includes \$25,000 of user fees generated by any Aon Consultant during the policy period. This fee can be applied towards other services if Mr. Bowlus does not perform the audit. The general manager stated that all quotes include transportation, lodging and the preparation of reports. CJPRMA will be provided with all documents and will produce final reports for the members. The general manager said that the quote provided by Mr. Rick Buys is approximately \$13,000 less than the quote provided by Aon. The general manager and staff said that based on the information and the quote provided by Mr. Buys, it is their recommendation to approve a one-year agreement for services with Mr. Buys.

Director Magdich asked if we would get a one-year agreement with an option to renew with a rate guarantee. Director Greer stated that if Mr. Buys provides excellent work than we can think about extending the contract for next year.

A motion by Director Greer, seconded by Director Carroll to authorize the general manager to execute a one-year agreement for claims audit services with Mr. Rick Buys. Directors Hamilton, Carroll, Greer, Islas, Magdich, Garrett and Rawe voted for the approval of the motion. Motion passed.

## **IX. CLOSED SESSION**

### **1. Government Code Section 54956.9 (a)**

Conference with Legal Counsel - Litigation

**Name of Case:** Perez v. City of Richmond

**Court:** United States District Court – Northern District of California

**Case No.:** C 15-00256 WHA

### **2. Government Code Section 54956.9 (a)**

Conference with Legal Counsel - Pending Litigation

**Name of Case:** Milan v. City of Vallejo

**Court:** Superior Court of California, County of Solano

**Case No.:** FCS042585

### **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 provided status update on all three of the closed session items.

**XI. ADJOURNMENT**

A motion was made by Director Carroll and seconded by Director Rawe to adjourn the meeting at 12:11 p.m. Directors Hamilton, Carroll, Greer, Islas, Magdich, Garrett and Rawe voted to adjourn the meeting. Motion passed.