



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

January 19, 2017 - 10:00 A.M.

Loomis Depot Building
5775 Horseshoe Bar Road, Loomis, CA 95650
Small Conference Room
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 November 29, 2016
(Pages 3 - 8)

V. **COMMUNICATIONS**

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Board of Directors (03/16/2017) CJPRMA
Executive Committee (04/20/2017) 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 2017 **(I)** (Pages 9 - 12)
2. Award of Contract for Claim Auditor Services - Program Years 2017 & 2018 **(A)**
(Pages 13 - 14)
3. Review Status of 2016-2019 Strategic Plan **(I)** (Pages 15 - 21)
4. Development of General Manager's Goals and Objectives 2017-2018 **(I)**
(Pages 22 - 23)
5. Review of Succession Planning **(I)** (Page 24)
6. Risk Management Issues **(I)** (Page 25)

IX. CLOSED SESSION

1. **Government Code Section 54957**
Public Employee Performance Evaluation
Title: General Manager
2. **Government Code Section 54957.6**
Conference with Labor Negotiator
Agency Designated Representative: Janet Hamilton, President
Unrepresented Employee: David Clovis, General Manager
3. **Government Code Section 54956.9 (a)**
Conference with Legal Counsel – Litigation
Name of Case: Machado, A. v. City of San Rafael
Court: Superior Court of the State of California County of Marin
Case No.: CV1504117

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

November 29, 2016 - 10:00 A.M.

(Telephonic Meeting)

**CJPRMA Office
3201 Doolan Road, Suite 285
Livermore, CA 94551
925-837-0667**

WebEx Meeting

<https://meetings.webex.com/collabs/meetings/join?uuid=M7V2QT329YF8DMWFM51ADJQN0-NVIL>

Dial In # 855-797-9485

Meeting #: 194 849 033

1. *City of Livermore, 3201 Doolan Road, Suite 285, Livermore, CA 94551*
2. *City of Richmond, 3201 Doolan Road, Suite 285, Livermore, CA 94551*
3. *City of Lodi, 3201 Doolan Road, Suite 285, Livermore, CA 94551*
4. *YCPARMIA, City of Woodland, 3201 Doolan Road, Suite 285, Livermore, CA 94551*
5. *SCORE, Town of Loomis, 3201 Doolan Road, Suite 285, Livermore, CA 94551*
6. *City of Vacaville, 3201 Doolan Road, Suite 285, Livermore, CA 94551*
7. *City of Roseville, 311 Vernon Street., Roseville, CA 95678*
8. *Gibbons & Conley, 3201 Doolan Road, Suite 285, Livermore, CA 94551*

MINUTES

I. CALL TO ORDER:

- President Hamilton called the meeting to order at 10:07 A.M.

II. ROLL CALL

PRESENT

- | | |
|--------------------------------------|--------------------------------|
| 1) Janet Hamilton, <i>Livermore</i> | 4) Janice Magdich, <i>Lodi</i> |
| 2) Kim Greer, <i>Richmond</i> | 5) Roger Carroll, <i>SCORE</i> |
| 3) Celeste Garrett, <i>Vacaville</i> | 6) Jeff Tonks, <i>YCPARMIA</i> |

ABSENT

- 7) David Rawe, *Roseville*

OTHERS PRESENT

- | | |
|--|--------------------------------------|
| 8) Craig Conwright, <i>Fremont</i> | 15) Marcus Beverly, <i>Alliant</i> |
| 9) Chris Carmona, <i>Redding</i> | 16) Dr. William Deeb, <i>AON</i> |
| 10) Ruth Dunn, <i>Petaluma</i> | 17) David Clovis, <i>CJPRMA</i> |
| 11) Lynette Frediani, <i>Redding</i> | 18) Lola Deems, <i>CJPRMA</i> |
| 12) Laura Marquez, <i>Sunnyvale</i> | 19) Craig Schweikhard, <i>CJPRMA</i> |
| 13) Stacey Peterson, <i>San Rafael</i> | 20) Saima Kumar, <i>CJPRMA</i> |
| 14) Jas Sidhu, <i>Livermore</i> | 21) Marcia Hart, <i>CJPRMA</i> |

III. PRESENTATIONS

- None

IV. APPROVAL OF MINUTES

- A motion made by Director Garrett and seconded by Director Magdich to approve the minutes of July 21, 2016 Executive Committee meeting. Directors Hamilton, Greer, Carroll, and Tonks voted for the approval of the minutes. Rawe was not present. Motion passes.

V. COMMUNICATIONS

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Board of Directors (12/15/16) CJPRMA
Executive Committee (1/19/2017) 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. **Review Implementation Options for CJPRMA Excess Worker's Compensation Program (I)**

The general manager asked the Executive Committee to review the implementation options for Excess Worker's Compensation Program and direction for evaluating options to be presented at the December Board of Directors meeting. Dr. William Deeb, AON was present to discuss the feedback from the underwriters. Dr. Deeb stated that additional information would be required from the members. The additional information needed would be:

- Actuarial Projections
- Financial information, if pooling
- Program structure
- Updated loss history and payroll history within 3 months of the effective date
- Employee concentration and employee count by location
- Participating members
- Completed Safety National application and supplemental applications as applicable

The Executive Committee and staff discussed the information provided by Dr. Deeb and projected a possible start date of July 1, 2018. Prior to the possible start date, CJPRMA staff would need to acquire additional information. Steps would be:

- 1) Staff would conduct a questionnaire to all members to determine the parameters of their existing workers' compensation programs.
- 2) Once the data from the questionnaire is received, staff would work with Aon to develop the appropriate S.I.R. and the structure of the program by July 1, 2017.
- 3) Staff would then collect more data from members interested in participating in the program.

The program structure could then be developed and staff would utilize Aon Actuarial Services by Mr. Mujtaba Dato, to create actuarial study based upon predictive modeling. Actuarial data will then be used to finalize the primary rate and assist staff in contacting the market for potential reinsurers to complete a finalized product. When final rates and programs structure are developed, Staff would propose to implement the program start date of July 1, 2018.

Dr. Deeb agreed that the underwriters would be fully supportive of the intended method moving forward. The underwriters would rely heavily on the actuarial assumptions created by CJPRMA in determining estimated contributions. Dr. Deeb will update his discussions with the underwriters.

No action was required on this item.

2. Business Calendar for 2016 and 2017 (I)

The CJPRMA 2016 and 2017 Business Calendar will be provided as a standing agenda item for Executive Committee meetings and Board of Director Meetings. This calendar provides board members and staff with a listing of key business items and the required dates for completion. .

No action was required on this item.

3. Approval of 2016-2019 Strategic Plan (A)

The general manager presented the Executive Committee with the updated draft, notes, and modifications of the strategic plan created by the general manager with the direction provided at the Strategic Planning Session at the October 26, 2016 Board of Directors meeting. The planning session was facilitated by Ms. Lisa Yates, ACS Quantum Strategies.

A motion was made by Director Magdich and seconded by Director Carroll to approve the 2016-2019 Strategic Plan. Directors Hamilton, Greer, Garrett and Tonks voted to approve 2016-2019 Strategic Plan. Director Rawe was not present, Motion passes.

4. Status Update on General Manager's Goals & Objectives 2013-2016 with Accomplishments (I)

The Executive Committee and general manager discussed creating a new set of goals and objectives for program years 2016-2018 based on the newly adopted strategic plan. Director Tonks suggested doing away with the goals and objective. Director Magdich said to keep the general manager's goals and objectives in place, to help a new incoming general manager understand the organizations goals and needs. The Executive Committee agreed that they need to work on a more simplified General Manager's Goals and Objectives.

No action was required on this item.

5. Review of Board Adopted Meeting Schedule for 2017 (I)

The general manager presented the new proposed schedule for review to the Executive Committee. The Board of Directors had approved the meeting schedule at the October 26, 2016 meeting noting that the existing meeting schedule creates conflicts throughout the year and many members expressed an interest in reducing the total number of scheduled meetings.

It was stated that the current Board of Directors meeting schedule complies with the current by-laws, but the by-laws would have to be modified for the Executive Committee meeting schedule. The change in by-laws would reduce the number of Executive Committee meetings each year from six to four per year, while the Board of Directors would remain at four per year.

The improvements to the meeting schedule would make it more efficient for the Board members and provide CJPRMA the opportunity for additional training sessions.

No action was required on this item.

6. Review of Succession Planning (I)

This is a standing agenda item. The Executive Committee and the general manager have begun discussions regarding a succession plan for CJPRMA.

No action was required on this item.

7. Risk Management Issues (I)

1. Design Consultant Contract and Insurance – Celeste Garrett, Vacaville asked members if they received push-back from contractors. David Clovis stated that SB885 on Construction Contract Indemnity did not pass. If you put it in the contract, void only the one portion, and no push back. Janet Hamilton stated that Livermore had the language taken out.
2. Government Code Section 34090-34095, regarding destroying of recordings of routine video monitoring - Craig Schweikhard, CJPRMA stated the ADA claim filed by a driver requires you to keep the data for a year. Board Counsel to research the code.
3. Driverless cars – David Clovis, CJPRMA asked if this should be covered. Jeff Tonks, YCPARMIA asked, “What does the vehicle code say?” Vehicle Code currently does not allow for driverless vehicles.
4. CWCI report on potential impacts of legalizing recreational marijuana use on WC and workplace safety - Craig Schweikhard, CJPRMA

IX. CLOSED SESSION

1. Government Code Section 54957

Public Employee Performance Evaluation

Title: General Manager

2. Government Code Section 54957.6

Conference with Labor Negotiator

Agency Designated Representative: Janet Hamilton, Vice President
Unrepresented Employee: David Clovis, General Manager

3. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: McDonald, S. v. City of Santa Rosa

Court: Superior Court of the State of California County of Sonoma

Case No.: SCV256495

4. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: Machado, A. v. City of San Rafael

Court: Superior Court of the State of California County of Marin

Case No.: CV1504117

5. Government Code Section 54956.9 (a)

Conference with Legal Counsel - Pending Litigation

Name of Case: Waters, A v. City of Petaluma

Court: Superior Court of California, County of Sonoma

Case No.: SCV256309

6. 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

X. ACTION ON CLOSED SESSION ITEMS

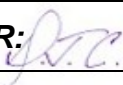
- The Executive Committee conferred with staff regarding litigated claims and provided direction. There was no reportable action.

XI. ADJOURNMENT

- A motion was made to adjourn the meeting at 1:45 p.m. Directors Hamilton, Greer, Carroll, Magdich, Garrett, and Tonks voted to adjourn the meeting. Rawe was not present. Motion passed.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 1	TITLE: BUSINESS CALENDAR FOR 2017
MEETING: 1/19/2017	
GENERAL MANAGER: 	

Recommended Actions:

None: This item is being provided for information only.

Strategic Direction:

Strategic Goal 3, Foster Informed and Engaged Board Leadership.

Item Explanation:

The CJPRMA 2017 Business Calendar will be provided as a standing agenda item for Executive Committee meetings and Board of Director Meetings. This calendar provides Board Members and staff with a listing of key business items and the required dates for completion.

Fiscal Impact:

None

Exhibits:

1. CJPRMA 2017 Business Calendar
2. CJPRMA CPSIC Training Flyer



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

2017 BUSINESS CALENDAR

January

- Distribution of Executive Committee Agenda – 01/12/2017
- Executive Committee Meeting – 01/19/2017
- Member Quarterly Payroll Reports – 01/31/2017
- Distribution of Summary of Property Values
- Distribution of Summary of APD Values
- Distribution of Summary of Boiler & Machinery Values
- Risk Management & Liability Prevention for Law Enforcement Leaders – (01/25/2017 - 01/26/2017)
- Distribution of Property and Loss Data – 01/31/2017

February

- FPPC Form 700 Filing Requests Sent Out
- PARMA Conference (02/12/2017 - 02/15/2017)
- Redistribution of Equity Checks
- Return APD, Property and Boiler & Machinery Renewals Lists to Staff
- CPSI Playground Safety Training (02/21/2017 – 02/23/2017)

March

- Deadline for Members to submit Agenda items for March Meeting – 03/01/2017
- Distribution of Board of Directors Meeting Agenda – 03/9/2017
- Board of Directors Meeting – 03/16/2017
- Annual Meeting Room Requests
- Distribution of Quarterly Member Loss Data

April

- FPPC Form 700 Filing Deadline April 1, 2017
- Distribution of Executive Committee Meeting Agenda – 04/13/2017
- Executive Committee Meeting – 04/20/2017
- Distribution of Certificate of Coverage Renewals Lists
- Requests for Nominations for President/Vice President (Bi-annually)
- ARM 56 Class - TBA
- Distribute nomination for President and Vice President (even numbered years)
- Member Quarterly Payroll Reports – 04/28/2017

May

- Deadline for Members to submit Agenda items for Annual Meeting – 05/01/2017
- Distribution of Board of Directors Annual Meeting Agenda– 05/18/2017
- Board of Directors Annual Meeting (05/24/2017 - 05/25/2017)
 - Commercial Insurance Renewals
 - Proposed Budget for 2017-2018
 - Claims Audit Presentation
 - AB 1234 Ethics Training (even numbered years)
 - 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)
- Return Certificate of Coverage Renewals Lists to Staff

June

- Distribution of Executive Committee Meeting Agenda – 06/15/2017
- Executive Committee Meeting – 06/22/2017
- CJPRMA Board Member Orientation – TBD
- Certificates of Coverage Renewals mailed to certificate holders (6/30/2017)
- Risk Management Plan Revisions
- Distribution of Quarterly Member Loss Data

July

- General Liability Premiums Billed
- Auto Physical Damage Program Premiums Billed
- Property Program Premiums Billed
- Boiler & Machinery Premiums Billed
- Member Quarterly Payroll Reports - 07/31/2017

August

- Deadline for Members to submit Agenda items for August Meeting – 08/01/2017
- Distribution of Board of Directors Meeting Agenda – 08/10/2017
- Board of Directors Meeting – 08/17/2017
- Financial Audit in process
- Actuarial Study in process
- Claim Audit Report
- Requests for Program Year 2016-2017 reimbursement of liability training expenses due – 08/31/2017

September

- Distribution of Executive Committee Agenda – 09/21/2017
- Executive Committee Meeting – 09/28/2017
- CAJPA Conference (09/12/2017 - 09/15/2017)
- Distribution of Quarterly Member Loss Data

October

- Member Quarterly Payroll Reports – 10/31/2017

November

- Deadline for Members to submit Agenda items for November Meeting – 11/01/2017
- Distribution of Board of Directors Meeting Agenda – 11/09/2017
- Board of Directors Meeting - 11/16/2017
 - Actuarial Study Presented
 - Approval of Annual Meeting and Holiday Calendars
 - Financial Audit Presented
 - Annual Review of Investment Policy
 - Annual Report Presented

December

- Deadline for change to SIR or withdrawal from any CJPRMA program - 12/29/2017
- Distribution of Quarterly Member Loss Data



California Joint Powers Risk Management Authority

Training Announcement

Certified Playground Safety Inspector Course

Tuesday February 21st - Thursday February 23rd, 2017

CJPRMA will be hosting a Certified Playground Safety Inspector Course presented by National Recreation and Park Association. CPSI training and certification is based on the most up-to-date standards for public play equipment. This course is a must for municipalities, playground manufacturers and installers, park and recreation agencies, and others responsible for installing, overseeing, or maintaining playgrounds.

Topics for the course include: Identifying hazards on playgrounds; developing risk management tools; importance of a comprehensive playground safety program from a legal perspective; test methods for entrapment, protrusions and entanglement.

WHO SHOULD ATTEND: Staff members that are responsible for overseeing and maintaining playgrounds

TIME: 8:00 a.m. to 5:00 p.m. Registration & Continental Breakfast start at 7:15 a.m. Breakfast & Lunch will be provided.

COST: There will be no cost for one attendee from each agency to attend. Member agencies are responsible for the exam fee (\$85). **Checks Only** payable to CJPRMA are due by Thursday February 23rd at 8:00 a.m.

Lodging: Agencies are responsible for their own overnight accommodations.

REGISTRATION DEADLINE: Tuesday, January 31, 2017

When	Where	What	Time
Tues Feb 21 st & Wed Feb 22 nd	CJPRMA Main Office 3201 Doolan Road, Suite 285 Livermore, CA 94551 925-837-0667	Classroom Instruction	8:00 am to 5:00 pm
Thurs February 23 rd	CJPRMA Main Office	Exam Day	8:00 am to noon

How Do I Register?

Go to http://www.cjprma.org/training_registration.php

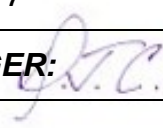
Course Fee: includes text books and course guide

- ❖ **Members who wish to send more than one attendee can do so by paying a fee of (\$260) for the course and (\$85) exam fee**
- ❖ **Member is responsible for the Exam Fee of \$85**
- ❖ **\$475 fee for Non-CJPRMA Members (nonrefundable)**
- ❖ **Reading materials will be provided 2 weeks prior to the beginning of the course and some reading will be required prior to attending**

Questions? Contact Susanna Banuelos at (925) 290-1310 or admin@cjprma.org

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 2	TITLE: AWARD OF CONTRACT FOR CLAIM AUDITOR SERVICES - PROGRAM YEARS 2017 & 2018
MEETING: 1/19/2017	
GENERAL MANAGER: 	

Recommended Actions:

The general manager requests Executive Committee's approval of the proposed contract for services for Mr. Rick Buys to perform the 2017 and 2018 CJPRMA Claims Audit.

Strategic Direction:

Strategic Goal 1: Employ Customizable Products and Services To Be Competitive.

Item Explanation:

Mr. Rick Buys, Risky Business Pros, performed the Excess Claims Audit for CJPRMA for the 2016 Audit. Board Members provided very positive feedback on his performance and expertise on claims. Staffs also reviewed the performance of Mr. Buys and believe that his performance and expertise in this process was very beneficial. Mr. Buys presented his findings to the Board of Directors at the October Meeting and members stated the process primarily worked very well. Staff obtained a quote from Mr. Buys to perform claims audits for 2017 and 2018. Staff recommends that Mr. Buys expand his audits and perform the primary audits. For the past three years, the CJPRMA Claims Administrator has performed the audits.

The proposed costs for the auditor are as follows:

Audit Year	Excess Audit	Primary Audit
2017	\$28,555	\$10,838
2018	\$29,982	\$11,379*

* The pricing for the primary audit will be adjusted based upon the number of members requiring primary audits for that program year. There is a slight increase in the cost of primary audits for 2017 as there will be 8 primary audits performed.

The quote includes transportation, lodging and the preparation of the reports. This quote reflects a 5% increase for 2017 and 2018. CJPRMA will be provided with the documents and will produce all final reports for the members. The quote from Mr. Buys will also be adjusted in the event that staff determines that it will not be necessary to audit 175 files. The overall cost would be reduced proportionately in the event there is a reduction in total files to be reviewed.

Staff is very confident in the abilities of Mr. Buys and has worked with him on several pieces of litigation over the years while he served at MPA. He has a proven record of accomplishment as a claim professional and will perform at the highest level.

Staff recommends that the Executive Committee approve the quote submitted by Mr. Buys and authorize the general manager to execute a two-year agreement for services.

Staff will be available to discuss this item with the Executive Committee.

There are no alternatives recommended at this time.

Fiscal Impact:

1. The maximum cost to CJPRMA for the 2016-2017 claims audit will be \$39,393.

Exhibits:

None.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 3	TITLE: REVIEW STATUS OF 2016-2019 STRATEGIC PLAN
MEETING: 1/19/2017	
GENERAL MANAGER: 	

Recommended Actions:

None at this time. This item will be provided at every Executive Committee meeting to confirm that items on the adopted strategic plan are being implemented.

Item Explanation:

The Board of Directors adopted the strategic plan at the December 2016 BOD Meeting. This plan was adopted with dates of 2016 through 2019. This plan document will be provided to the Executive Committee as a standing agenda item. The general manager will provide the Executive Committee with a status of ongoing projects that have been identified within the plan. Agenda bills may also include specific items contained within the plan and those items will identify the specific strategic issues being addressed.

A copy of the adopted 2016-2019 Strategic Plan has been included with this agenda bill for review and discussion by the Executive Committee.

The general manager will be present to discuss the Strategic Plan and will identify specific projects currently in process that are identified in the plan.

No formal action is required by the Executive Committee on this agenda item.

Fiscal Impact:

1. Unknown at this time. Fiscal impacts to be determined based upon actions taken by the Board of Directors.

Exhibits:

1. Adopted 2016-2019 Strategic Plan



CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY

STRATEGIC PLAN 2017 - 2019

Mission Statement

The California Joint Powers Risk Management Authority is a member-directed excess liability risk retention pool that is dedicated to protecting its members from catastrophic losses and meeting the needs of its members by:

- *Providing comprehensive, stable, and affordable excess liability coverage*
- *Offering competitive and flexible coverage programs*
- *Delivering quality risk management services*
- *Preserving financial strength and solvency*

Vision Statement

CJPRMA continually exceeds expectations and ensures organizational vitality.

STRATEGIC GOAL 1: Employ Customizable Products and Services to be Competitive

Key Message: Enhance programs to minimize losses keeping premium rates and program costs competitive with the marketplace

PRIORITY ACTIONS	ACTING PARTY	TIMELINE
1. Identify alternative forms of asset management while exploring alternative investment markets to enhance CJPRMA's return on investment.	Staff/Executive Committee	July 2017
2. Determine the adequacy of the current contribution methodology of members and develop a three- to five-year program to optimize CJPRMA's funding. <ul style="list-style-type: none"> • Include loss development factors in determining contributions. • Evaluate incentive options for positive loss experience. • Evaluate increased contributions based upon adverse loss exp. 	Staff/Executive Committee	October 2017
3. Identify approaches to loss experience and develop an equitable methodology to respond to members that adversely impact the program.	Staff/Executive Committee	October 2017
4. Conduct a focused evaluation of current CJPRMA's liability market conditions and implement programs and coverage options that optimize the delivery of services to members.	Staff/Coverage Committee/Brokers	April 2017
5. Promote effective risk management by providing support to members. <ul style="list-style-type: none"> • Evaluate options for implementing a TPA-style claims management service for members. 	Staff/Executive Committee	January 2018
6. Develop an Excess Workers Compensation Program Model for evaluation by the Board of Directors for 7/1/2018 implementation.	Staff/Executive Committee	July 2017

STRATEGIC GOAL 2: Invest Organizational Capital in the Development of Targeted Educational and Training Programs

Key Message: Train and retain members that contribute to the fiduciary health of CJPRMA

PRIORITY ACTIONS	ACTING PARTY	TIMELINE
<p>1. Implement a Board of Directors education academy to enhance the effectiveness and fiduciary stability of CJPRMA.</p> <ul style="list-style-type: none"> • Identify existing state-of-the-industry trainings, if available, rather than reinventing the wheel. Communicate to members. • Offer online/webinar trainings. • Integrate success stories and best practices in addition to theory. 	Staff/General Manager	May 2017
<p>2. Develop a Board of Directors mentoring program to facilitate enhanced learning by new directors.</p> <ul style="list-style-type: none"> • Invite new members to attend a CJPRMA Executive Committee meeting. 	Staff/Executive Committee	March 2017
<p>3. Provide customized and targeted trainings to members and their agencies on critical loss experience areas.</p>	Staff	April 2017, 2018, 2019
<p>4. Implement a Risk Management Training Series for members and create a multi-year curriculum to enhance the loss mitigation activities of members.</p> <ul style="list-style-type: none"> • Mandate board members attend at least one training annually. 	Staff/Executive Committee	April 2017
<p>5. Take advantage of current marketplace training opportunities. Make programs available to members from select organizations, such as CAJPA and PARMA, or forge partnerships with other pooling organizations.</p>	Staff	July 2017, 2018, 2019

STRATEGIC GOAL 3: Foster Informed and Engaged Board Leadership

Key Message: Ensure all members understand and embrace risk management and claims management and are active partners with CJPRMA

PRIORITY ACTIONS	ACTING PARTY	TIMELINE
1. Develop and implement a claims management process that integrates clear accountability to ensure long-term sustainability of the program.	Staff/Claims Committee	May 2017
2. Create a framework to provide post-litigation debriefings based on best practices with executive staff members of agencies experiencing losses.	Staff/Claims Committee	February 2017
3. Institute an agency-wide “Litigation Panel” or recommended vendor list of attorneys with an incentive for members to use recommended vendors. Develop a litigation management policy based on best practices.	Staff/Claims Committee	July 2017
4. Create item specific ad-hoc committees of the Board of Directors for evaluation and creation of specific programs. Programs to include, but not be limited to, risk management, claims management and program development. <ul style="list-style-type: none"> • CJPRMA to fully staff committees. • Clearly establish goals, timelines and deliverables. 	President	On-Going
5. Formalize and put the succession plan into practice to ensure CJPRMA’s continuity.	General Manager/ Executive Committee	July 2017

STRATEGIC GOAL 4: Actively Market the Value of CJPRMA Both Externally and Internally

Key Message: Build a “healthy” membership for long-term stability

PRIORITY ACTIONS	ACTING PARTY	TIMELINE
1. Enhance the availability of CJPRMA benchmarking and industry tools via the website and other electronic media. <ul style="list-style-type: none"> • Educate TPAs and members on loss-coding methodologies. 	Staff/ Claims Committee	January 2018
2. Provide enhanced data and risk-management-related materials to convey the importance of participating in pooling and the value of membership in CJPRMA. <ul style="list-style-type: none"> • Deliver detailed risk management loss information to membership directed at eliminating losses. 	Staff/Executive Committee	March 2017
3. Create presentations on the value of CJPRMA and present them to all members’ executive teams or elected bodies. Use success stories.	Staff	April 2017
4. Identify potential members from the public-sector marketplace and communicate the benefits of joining CJPRMA.	General Manager/ Executive Committee	On-Going
5. Create a Board of Directors Manual to be provided to every Director and Alternate. <ul style="list-style-type: none"> • Provide annual updates • Create an online version of the manual 	Staff	May 2017

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 4	TITLE: DEVELOPMENT OF GENERAL MANAGER'S GOALS AND OBJECTIVES 2017-2018
MEETING: 1/19/2017	
GENERAL MANAGER: 	

Recommended Actions:

None. The Executive Committee and general manager will develop GM goals and objectives based upon the 2016-2019 Strategic Plan. The Executive Committee will review the current General Manager Evaluation Form and may recommend modifications for the 2016-2017 evaluation period.

Strategic Direction:

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

Item Explanation:

The Board of Directors has referred the responsibility of monitoring the general manager's accomplishments and activities to the Executive Committee. The Executive Committee is responsible for performing the evaluation process of the general manager. The Committee utilizes the adopted GM Goals and Objectives and utilizes the GM Evaluation tool. The committee is responsible for establishing a new set of goals and objectives based upon the adopted 2016-2019 Strategic Plan. A copy of the 2016-2019 Strategic Plan was attached to the previous agenda bill #3. A copy of the GM Evaluation Tool will be provided at the meeting.

Discussions by the Executive Committee indicated that it was difficult and time consuming to recreate the goals and objectives on an annual basis. A multi-year approach on the goals will allow the organization to continue with a long-range approach to the operation of CJPRMA.

The Executive Committee discussed the current format for goals and objectives and have determined that the goal setting process should be modified from the current format. The Executive Committee has expressed a concern that the current format is too detailed and should be minimized for the future evaluation periods. There was a discussion that the goals and objectives could be eliminated moving forward. The committee determined that the goals could be reduced and simplified providing them greater latitude in preparing and delivering the GM Evaluation. It was also determined that many of the current evaluation points within the evaluation tool are not necessary and carry excessive weight in the process.

The general manager will prepare a draft version of the GM Evaluation tool that will be presented to the committee at this meeting. The GM will also develop a draft set of goals and objectives for presentation at the meeting for discussion with the committee.

Once approved, the general manager will create a format for reporting current accomplishments at each Executive Committee meeting. An updated GM Goals and Objectives agenda bill will be provided to the Board of Directors at the May and November 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 formal action.

Fiscal Impact:

None.

Exhibits:

None.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 5	TITLE: REVIEW OF SUCCESSION PLANNING
MEETING: 1/19/2017	
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 general manager will be available to discuss succession with the Executive Committee.

Fiscal Impact:

1. None

Exhibits:

1. None

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 6	TITLE: RISK MANAGEMENT ISSUES
MEETING: 1/19/2017	
GENERAL MANAGER: 	

Recommended Actions:

None. This item is being provided for information only.

Strategic Direction:

Strategic Goal 3, Foster Informed and Engaged Board Leadership.

Item Explanation:

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

- No issues at have been requested to be discussed at this time.

Fiscal Impact

None

Exhibits:

None