



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

MINUTES

I. CALL TO ORDER:

- President Hamilton called the meeting to order at 10:11 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) David Rawe, <i>Roseville</i> | 6) Jeff Tonks, <i>YCPARMIA</i> |

ABSENT

- 7) Celeste Garrett, *Vacaville*

OTHERS PRESENT

- 8) Byrne Conley, *Gibbons & Conley*
9) Marley Cleland, *AON*
10) David Clovis, *CJPRMA*

III. PRESENTATIONS

- None

IV. APPROVAL OF MINUTES

- A motion made by Director Carroll and seconded by Director Tonks to approve the minutes of November 29, 2016 Executive Committee meeting. Directors Hamilton, Greer, Carroll, Rawe, and Tonks voted for the approval of the minutes. Garrett was not present. Motion passes.

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) CJPRMA

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 2017 (I)**
2. **Award of Contract for Claim Auditor Services - Program Years 2017 & 2018 (A)**

The general manager requested the Executive Committee to approve a contract for services for the annual excess liability audit and the primary audit conducted of the members on a three year rotation. 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. Staff reviewed the performance of Mr. Buys and believes 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 recommended 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 |

- A motion made by Director Magdich and seconded by Director Greer to approve the award of a contract for services performing the annual claims audit for a period of two years, by Risky Business Pros. Directors Hamilton, Greer, Carroll, Rawe, and Tonks voted for the approval of the motion. Garrett was not present. Motion passes.

3. Review Status of 2016-2019 Strategic Plan (I)

The Board of Directors adopted the strategic plan at the December 2016 Board of Directors 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 provided the Executive Committee with a status of ongoing projects that have been identified within the plan.

The Executive Committee discussed multiple alternatives for determining the adequacy of the current contribution methodology of members and discussed alternative forms of contribution. The general manager discussed multiple options of evaluating the historic loss history and comparing those experiences with the entire group. The committee reviewed the most recent loss history and looked at members loss histories evaluating both frequency and severity.

The committee requested the general manager provide additional data at the April 2017 meeting. The committee discussed evaluating policy alternatives for implementing an experience rating formula for the 2018-2019 program year.

No action was required on this item.

4. Development of General Manager's Goals and Objectives 2017-2018 (I)

The general manager presented the committee with a recommended set of goals and objectives for the 2017- 2018 program year.

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.

The general manager provided the committee with a draft set of goals and objectives that reflect the newly adopted Strategic Plan. These goals were also incorporated into the general manager evaluation form that is used by the committee to evaluate his performance. The general manager intends to utilize a version of this form to evaluate members of the CJPRMA management team.

The committee discussed the draft goals and objectives as presented and discussed the modifications to the current form that allow the committee to use a weighted scale of 1-5 rather than the prior 1-3 rating. The Executive Committee agreed that the form and goals and objectives met the intent of the Strategic Plan. The committee agreed that the goals and objectives as stated were appropriate.

No action was required on this item.

5. 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. The general manager advised the committee that he would be meeting with CalPERS regarding his retirement and would provide an update to the Executive Committee at the April Meeting.

- No action was required on this item.

6. Risk Management Issues (I)

This is a standing agenda item. There were no items for discussion on this item.

- No action was required on this item.

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

- A motion was made by Director Carroll and seconded by Director Greer to provide the general manager with a performance salary increase of 3% effective July 1, 2016. Directors Hamilton, Carroll, Greer, Magdich, and Tonks voted for the approval of the general manager performance increase. Motion passed.
- The Executive Committee conferred with staff regarding litigated claim and provided direction. There was no reportable action.

XI. ADJOURNMENT

- A motion was made to adjourn the meeting at 1:15 p.m. by Director Magdich and seconded by Director Carroll. Directors Hamilton, Greer, Carroll, Magdich, Rawe, and Tonks voted to adjourn the meeting. Garrett was not present. Motion passed.