



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, 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.