



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

July 21, 2016 - 10:00 A.M.

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

MINUTES

I. CALL TO ORDER:

- President Hamilton called the meeting to order at 10:03a.m.

II. ROLL CALL

PRESENT

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

ABSENT

None

OTHERS PRESENT

- | | |
|---|---|
| 8) David Clovis, <i>CJPRMA</i> | 11) Saima Kumar, <i>CJPRMA</i> |
| 9) Craig Schweikhard, <i>CJPRMA</i> | 12) Susanna Banuelos, <i>CJPRMA</i> |
| 10) Byrne Conley, <i>Gibbons & Conley</i> | 13) Jas Sidhu, <i>City of Livermore</i> |

III. PRESENTATIONS

- None

IV. APPROVAL OF MINUTES

- A motion made by Director Rawe and seconded by Director Magdich to approve the minutes of April 27, 2016 Executive Committee meeting. Directors Hamilton, Greer, Carroll, Magdich, Garrett, Rawe and Tonks voted for the approval of the minutes. Motion passes.

V. COMMUNICATIONS

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Annual Membership Meeting (10/26-10/27/2016) Livermore
Executive Committee (9/13/2016) Lake Tahoe

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 discussions regarding a succession plan for CJPRMA. The general manager informed the committee that he is in the process of staffing the newly adopted Risk Management Analyst position and will fill any other staff position affected by this new position.

No action was required on this item.

3. Approve Proposed Contract Renewal with Ventiv Technologies for the Risk Console System (A)

The general manager informed the Executive Committee that Ventiv Risk Console (RIMS) contract is up for renewal. The current contract will expire on August 29, 2016. The expiring contract was a five year annual cost of service that included a 15% discount for all members and ongoing conversion service fees. The new proposed rates are as follows:

| | |
|--------|----------|
| Year 1 | \$60,973 |
| Year 2 | \$62,802 |
| Year 3 | \$64,686 |

He said that the new proposal has zero increase in the first year with a three percent increase in year two and three. The general manager said staff recommends approving the three extensions.

A motion by Director Rawe, seconded by Director Garrett to approve a three year contract extension with Ventiv Technologies for the Risk Console System. Directors Hamilton, Greer, Rawe, Magdich, Carroll and Garrett voted to approve the motion. Director Tonks voted no on the motion. Motion passes.

4. October Strategic Planning Session (I)

The general manager discussed the 2016 October Strategic Planning Session with the Executive Committee. He said based on discussions with President Hamilton, it appears that the session should be a quick review of the current plan and then focus on development of program and services that will enhance the organization over the next two years. The committee directed the general manager to create an updated Strategic Plan and present it at the October meeting. Director Tonks said that he would prefer not to hire a facilitator and instead have the general manager facilitate the meeting. The general manager said he will incorporate the feedback from the committee, in preparation for the October Strategic Planning Session.

No action was required on this item.

5. Approve General Manager's Goals and Objectives 2013-2016 (A)

The general manager presented his goals and objectives for 2013-2016 to be approved by the committee. He said that the new goals and objectives adopted at the April 2014 meeting were designed for a two-year period. He said that at the time discussions by the Executive Committee indicated that it was difficult and time consuming to recreate the goals and objectives on an annual basis. It was determined that the two-year duration on the goals will allow the organization to continue with a long-range approach to the operation of CJPRMA.

The general manager also provided the current accomplishments year to date for the committee to review. He stated that the Board of Directors will participate in a strategic planning process at the scheduled October 2016 meeting. After that meeting, once goals and objectives are clarified, the Executive Committee will meet with him to modify the current goals and objectives as appropriate.

A motion by Director Carroll and seconded by Director Rawe to approve General Manager's Goals and Objectives 2013-2016. Directors Hamilton, Greer, Carroll, Magdich, Garrett, Rawe and Tonks voted for to approve the General Manager's Goals and Objectives for 2013-2016. Motion passes.

6. Risk Management Issues (I)

Director Hamilton wanted to know if CJPRMA or any members have training material related to PIOs on what to “say/not to say”. Committee said that they would look into it and provide information if available.

IX. CLOSED SESSION

1. Government Code Section 54956.9 (a)

Conference with Legal Counsel - Pending Litigation

Name of Case: Andriano, Rene, v. City of Vallejo

Court: Superior Court of California, County of Solano

Case No.: FCS044401

2. Government Code Section 54956.9 (a)

Conference with Legal Counsel - Pending Litigation

Name of Case: Fang, Joanne v. City of Fremont

Court: Superior Court of California, County of Alameda

Case No.: HG14732845

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 by Director Magdich and seconded by Director Carroll to adjourned the meeting at 11:30 a.m. Directors Hamilton, Greer, Carroll, Magdich, Garrett, Rawe and Tonks voted to adjourn the meeting. Motion passed.