



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

Friday October 6th, 2017 10:00 A.M.

CJPRMA Office
3201 Doolan Road, Suite 285
Livermore, CA 94451
(925) 837-0667

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 June 22, 2017 (Pages 3 - 8)

V. **COMMUNICATIONS**

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Board of Directors (11/16/17) CJPRMA
Executive Committee (01/8/2018) 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**

VIII. **ACTION (A) AND INFORMATION (I) CALENDAR**

1. Business Calendar for 2017 and 2018 (I) (Pages 9 - 13)

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.

2. Review of the Succession Plan for the Replacement of the Retiring General Manager **(I)** (Page 14)
3. Status Update on General Manager's Goals and Objectives 2016-2019 **(I)** (Pages 15 - 25)
4. Risk Management Issues **(I)** (Page 26)

IX. CLOSED SESSION

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

Conference with Legal Counsel – Litigation

Name of Case: Robinson, William & Kathryn v. City of Redding

Court: United States District Court, Eastern District of California

Case No.: 2:14-CV-02910-KJM-KJN

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

Conference with Legal Counsel – Litigation

Name of Case: WGS Partnership – TDIC v. City of Oroville (NCCSIF)

Court: Superior Court of the State of California, County of Butte

Case No.: 153408

3. **Government Code Section 54956.9(a)**

Conference with Legal Counsel – Litigation

Name of Case: Vexler, Talya v. City of Fremont

Court: Superior Court of the State of California, County of Alameda

Case No.: HG13692644

4. **Government Code Section 54957**

Public Employee Performance Evaluation

Title: General Manager

5. **Government Code Section 54957.6**

Conference with Labor Negotiator

Agency Designated Representative: Janet Hamilton, President

Unrepresented Employee: David Clovis, General Manager

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

June 22, 2017 10:00 A.M.

**Roseville Civic Center
Old Park and Recreation Conference Room
311 Vernon Street
Roseville, CA 95678
(916) 774-7358**

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

MINUTES

I. CALL TO ORDER:

- President Hamilton called the meeting to order at 9:52 A.M.

II. ROLL CALL

PRESENT

- | | |
|-------------------------------------|--------------------------------------|
| 1) Janet Hamilton, <i>Livermore</i> | 4) Celeste Garrett, <i>Vacaville</i> |
| 2) Janice Magdich, <i>Lodi</i> | 5) Kim Greer, <i>Richmond</i> |
| 3) David Rawe, <i>Roseville</i> | |

ABSENT

- 6) Roger Carroll, *SCORE*

OTHERS PRESENT

- | | |
|--|--------------------------------|
| 7) Peter Urhausen, <i>Gibbons & Conley</i> | 11) Lola Deem, <i>CJPRMA</i> |
| 8) Dr. William Deeb, <i>AON Risk Services</i> | 12) Saima Kumar, <i>CJPRMA</i> |
| 9) Mujtaba Dattoo, <i>AON Risk Services</i> | 13) Marcia Hart, <i>CJPRMA</i> |
| 10) David Clovis, <i>CJPRMA</i> | |

III. CLOSED SESSION

1. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: Nguyen, Nhan v. City of Roseville

Court: Superior Court of the State of California, County of Placer

Case No.: SCV0038761

IV. ACTION ON CLOSED SESSION ITEMS

- The Executive Committee conferred with staff regarding litigated claims and provided direction.

V. PRESENTATIONS

- None

VI. COMMUNICATIONS

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Board of Directors (08/17/17) CJPRMA
Executive Committee (09/28/2017) CJPRMA

VII. APPROVAL OF MINUTES

- A motion made by Director Rawe and seconded by Director Garrett to approve the minutes of May 3, 2017 Executive Committee meeting. Directors Hamilton, Greer, approved the motion. Director Magdich abstained and Director Carroll was not present. Motion passes.

VIII. CONSENT CALENDAR

- None

IX. THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE EXECUTIVE COMMITTEE ON MATTERS OF EXECUTIVE COMMITTEE BUSINESS

X. ACTION (A) AND INFORMATION (I) CALENDAR

1. Business Calendar for 2017 (I)

The Business calendar was reviewed and the general manager reviewed three options for the 2018 Annual Meeting. The Executive Committee decided the annual meeting would be held on Wednesday May 30th, 2018 through Friday June 1st, 2018 at Squaw Creek Resort in Tahoe Valley.

2. Development of a CJPRMA Claims Committee and New Board Practices in Developing Loss Mitigation Plans (I)

At the May Board Meeting, the Board of Directors approved the creation of a claims committee and the following concepts. Once the committee is formally approved, the committee will prepare the mission of the committee and will define the roles and responsibilities of the participants. The committee will be charged with creating the schedule of the committee and developing an approach to provide feedback to the Board of Directors at their meetings.

The following recommendations were approved by the Board of Directors at the May meeting:

1. Develop a standing Claims Committee with seasoned personnel committed to reviewing litigation and participating in discussions that will result in minimizing the impacts of the claim, litigation and where appropriate, an early settlement. The President will appoint five participants for the committee.
2. Utilize the claims committee to evaluate the effectiveness of outside counsel and provide information to the membership based upon the overall review of the committee.
3. Reformat Board of Director Meetings and place the closed session items at the beginning of the meeting as opposed to the end of the meetings. Typically, many Board Members are anxious to depart and prefer that closed sessions items be presented quickly, with minimal impacts on their time. This review of claims and the proposed settlement should have a very high visibility to the Board of Directors and appropriate time and energy should be devoted to the discussions.
4. Staff to conduct post incident de-briefing with members and their assigned staff to discuss learning points from litigation and evaluate policies and procedures that should be implemented to avoid similar occurrences.
5. Require presentations by members in the event of losses that exceed a member's SIR by 150% or greater. The presentation would be provided upon the closure of the claim. The presentation would include but not be limited to the following: causation of the loss, lessons learned from the losses and mitigation efforts implemented by the member to minimize the opportunity for a future loss. This report would not occur until the matter was fully resolved.
6. Develop specific standards and policies providing the general manager with greater flexibility in working with members when evaluating settlement alternatives.
7. Evaluate alternative training delivery systems that will have a significant impact on both the frequency and severity of claims.

The Executive Committee reviewed these recommendations and also determined that the Claims Committee will not be limited to only Board members, and would consist of one Executive Committee member. Peter Urhausen, Gibbons & Conley would be assigned to the Committee. The general manager will send the Board an email so Directors can make suggestions of eligible candidates within their own city, then Director Hamilton will recommend a list of persons to sit on the CJPRMA Claims Committee. This list will be presented to the Board of Directors as requested at the August Board meeting.

- No action was required on this item

3. Development of Loss Allocation for Annual Contributions (I)

The general manager presented numerous options to the Executive Committee and 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 losses and how these exposures have impacted the overall contributions on an annual basis. A randomized and blind member loss comparison chart base on 5/10/15/20 years for frequency and severity was examined. The comparison was randomized and blind to eliminate any variances and have a non-biased approach to the data and provide a subjective component of hiding the member name.

Mujtaba Dato and Billy Deeb were present at the meeting to provide insight to the committee. The general manager described options that involve an experience rating formula for annual contribution that establishes contribution based upon exposure data (payroll), severity of losses, and frequency of losses. The annual contribution calculations would be created by the actuary and be included in the annual actuarial report presented to the Board at the November meeting.

- No action was required on this item

4. Status Update on the Development of CJPRMA Excess Workers' Compensation Program (I)

The general manager provided an update on the status of developing a Excess Workers' Compensation program for CJPRMA. He explained that staff has collected data from the members describing the current structure of their respective excess workers' compensation coverage programs. This data has been provided to Dr. William Deeb, Aon Risk Service. Aon and staff are currently working towards developing a tentative structure for the CJPRMA Excess Workers' Compensation program. Once a structure is developed that meets the needs of the membership, this data will be presented to the market for evaluation of reinsurance alternatives. In the event the structure is acceptable to the membership and rates meet expectations, we envision implementing the program effective July 1, 2018.

The proposed structure will be presented to the Board of Directors at the August Meeting. This will provide current members with the opportunity to review the program prior to committing to participation. The vote in August will be directed at the overall structure and no commitment would be required at that time. A vote to implement the program will occur at the November Board Meeting.

Members have been advised that there will be additional data gathering required as this process continues to move forward.

Staff is working with Aon Broker Billy Deeb to develop the program structure. The first draft of the program structure and the resulting data gathering was discussed at this meeting.

Once the program structure is developed, staff will utilize Aon Actuarial Services by Mr. Mujtaba Dato, to create actuarial study based upon predictive modeling. Actuarial data will 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 will then propose to implement the program start date of July 1, 2018.

- No action was required on this item

5. Review of the Succession Plan for the Replacement of the Retiring General Manager (I)

The general manager discussed the action taken at the May Board meeting when the board approved the succession plan as it was presented to the Executive Committee. The 2017-2018 budget allowing for the hiring of an assistant general manager was also discussed. This will be discussed at all future Executive Committee meetings leading up to the retirement of the general manager and the succession plan for his replacement.

- No action was required on this item

6. Status Update on General Manager's Goals & Objectives 2016-2019 (I)

The Executive Committee was provided a copy of the General Manager's Goals & Objectives. The general manager discussed the 2018 annual meeting and numerous upcoming training courses that will be offered to members.

- No action was required on this item

7. Review of the CJPRMA Litigation Policy (I)

The general manager reviewed with the Executive Committee the proposed Litigation policy as presented to the Board of Directors for approval at the May Meeting. The Board voted to send this policy to the Executive Committee for further review. The Board stated that many of the items within the policy presented potential for improvement of litigation practices for the members. However, the Board expressed a concern that adopting the standards as a policy would create potential conflicts for the members. The Board then referred this item to the Executive Committee for further review and to develop as a guideline.

The Executive Committee discussed the pros and cons of guidelines versus a policy. They decided that all members would benefit from a Litigation Policy because it promotes accountability and commits the members to following the written policy. Although the Board had concerns of billing outside attorneys, the Executive Committee felt members could gain value from the learning experience of an outside attorney. President Hamilton stated that she would like to reintroduce adopting this as a Litigation Policy and not a Litigation Guideline to the Board in August.

- No action was required on this item.

8. Risk Management Issues (I)

This is a standing agenda item. Though there were no items for discussion on this item. Director Magdich asked how members handle cannabis manufacturers and dispensaries in their cities. It was agreed that this topic would be discussed on a larger scale at the August Board meeting.


- No action was required on this item.

XI. ADJOURNMENT

- A motion was made by Director Rawe and seconded by Director Magdich to adjourn the meeting at 12:31 p.m. Directors Hamilton and Garrett, approved the motion. Director Carroll was not present. Motion passed.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 1	TITLE: BUSINESS CALENDAR FOR 2017 AND 2018
MEETING: 10/06/2017	
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 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 2018 Business Calendar



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 04/01/ 2017
- CJPRMA Board Member Orientation – 04/05/2017
- 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 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
 - AB 1234 Ethics Training (even numbered years)
 - Bi-annual Review of Conflict of Interest Code (odd 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
- Bob Marshburn Training – 06/27-28/17
- 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
- Property Program Training – 07/20/17
- 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
 - Claims Audit Presentation
- Bi-annual election of President and Vice President (even numbered years)
- Election of Executive Committee Members
- Bi-annual Appointment of Treasurer (even numbered years)
- Financial Audit in process
- Annual Review of Investment Policy
- Actuarial Study in process
- 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 Report Presented
- Law Enforcement Workshop Training – (11/28/17 or 11/29/17)

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

2018 BUSINESS CALENDAR

January

- Distribution of Executive Committee Agenda – 01/11/2018
- Executive Committee Meeting – 01/18/2018
- Member Quarterly Payroll Reports – 01/31/2018
- Distribution of Summary of Property Values
- Distribution of Summary of APD Values
- Distribution of Summary of Boiler & Machinery Values
- Training TBA
- Distribution of Property and Loss Data – 01/31/2018

February

- Fire EPL Training (02/01/2018)
- FPPC Form 700 Filing Requests Sent Out
- PARMA Conference (02/14/2017 - 02/16/2018 Monterey, CA)
- Redistribution of Equity Checks
- Return APD, Property and Boiler & Machinery Renewals Lists to Staff

March

- Deadline for Members to submit Agenda items for March Meeting – 03/05/2018
- Distribution of Board of Directors Meeting Agenda – 03/08/2018
- Board of Directors Meeting – 03/15/2018
- Annual Meeting Room Requests
- Distribution of Quarterly Member Loss Data

April

- FPPC Form 700 Filing Deadline – 04/01/2018
- CJPRMA Member Orientation – TBA
- Fire EPL Training (04/04/2018 or 04/05/2018)
- Distribution of Executive Committee Meeting Agenda – 04/13/2018
- Executive Committee Meeting – 04/16/2018
- Distribution of Certificate of Coverage Renewals Lists
- Requests for Nominations for President/Vice President (Bi-annually)
- ARM Class - TBA
- Distribute nomination for President and Vice President (even numbered years)
- Member Quarterly Payroll Reports – 04/27/2018

May

- Deadline for Members to submit Agenda items for Annual Meeting – 05/14/2018
- Distribution of Board of Directors Annual Meeting Agenda– 05/23/2018
- Board of Directors Annual Meeting (05/30/2018 - 06/01/2018)
 - Commercial Insurance Renewals
 - Proposed Budget for 2018-2019
 - AB 1234 Ethics Training (even numbered years)
 - Bi-annual Review of Conflict of Interest Code (odd numbered years)
- Return Certificate of Coverage Renewals Lists to Staff

June

- Distribution of Executive Committee Meeting Agenda – 06/14/2018
- Executive Committee Meeting – 06/21/2018
- Bob Marshburn Training – TBD
- Certificates of Coverage Renewals mailed to certificate holders (6/29/2018)
- 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 - 07/31/2018

August

- Deadline for Members to submit Agenda items for August Meeting – 08/06/2018
- Distribution of Board of Directors Meeting Agenda – 08/09/2018
- Board of Directors Meeting – 08/16/2018
 - Claims Audit Presentation
 - Approval of Annual Meeting and Holiday Calendars
- Bi-annual election of President and Vice President (even numbered years)
- Election of Executive Committee Members
- Bi-annual Appointment of Treasurer (even numbered years)
- Financial Audit in process
- Annual Review of Investment Policy
- Actuarial Study in process
- Requests for Program Year 2017-2018 reimbursement of liability training expenses due – 08/31/2018

September

- Distribution of Executive Committee Agenda – 09/13/2018
- Executive Committee Meeting – 09/20/2018
- CAJPA Conference (09/11/2018 - 09/14/2018 South Lake Tahoe, CA)
- Distribution of Quarterly Member Loss Data

October

- Member Quarterly Payroll Reports – 10/31/2018

November

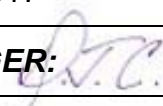
- Deadline for Members to submit Agenda items for November Meeting – 11/05/2018
- Distribution of Board of Directors Meeting Agenda – 11/09/2018
- Board of Directors Meeting - 11/15/201
 - Actuarial Study Presented
 - Financial Audit Presented
 - Annual Report Presented

December

- Deadline for change to SIR or withdrawal from any CJPRMA program - 12/27/2018
- Distribution of Quarterly Member Loss Data

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 2	TITLE: REVIEW OF THE SUCCESSION PLAN FOR THE REPLACEMENT OF THE RETIRING GENERAL MANAGER
MEETING: 10/06/2017	
GENERAL MANAGER: 	

Recommended Actions:

None at this time. This item will be placed on all future Executive Committee Agendas to continue the discussion of the forthcoming retirement of the general manager and the succession plan for his replacement.

Strategic Direction:

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

Item Explanation:

The Board of Directors approved the succession plan as presented by the Executive Committee for the replacement of the general manager at the May Meeting. The 2017-2018 budget was also approved to allow for the hiring of an Assistant General Manger in early 2018. This item will be a standing agenda bill for all future Executive Committee Meetings to continue the discussion and to review timelines and accomplishments. The general manager has set a retirement timeline of October 2018, with an actual date to be determined.

The general manager will be available to discuss the status of the proposed recruitment for an Assistant General Manager with estimated hiring in February 2018.

Fiscal Impact:

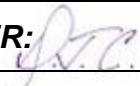
None at this time.

Exhibits:

None

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 3	TITLE: STATUS UPDATE ON GENERAL MANAGER'S GOALS & OBJECTIVES 2016-2019
MEETING: 10/06/17	
GENERAL MANAGER: 	

Recommended Actions:

None. This item is being provided to the Executive Committee as an update on the 2016-2019 Goals and Objectives with a discussion of the current initiatives.

Strategic Direction:

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

Item Explanation:

The General Manager's Goals and Objectives FY 2016-2019 were created to identify the areas of priority for staff in meeting the objectives of the adopted strategic plan.

The Executive Committee and general manager review and discuss the goals and objectives at their meetings. At the October 2013 Board of Directors Meeting, the Board referred authority to the Executive Committee to adopt the General Manager Goals and Objectives for the FY 2013-2016.

The Executive Committee and the general manager reviewed the Strategic Plan at the January 19th meeting. The general manager presented the GM Rating form and created a set of goals that addressed the four primary strategic goals and allowed for the general manager to focus the attention of staff on the priority actions defined in the plan. The Executive Committee approved the form as presented by the general manager. This form will be incorporated into future Executive Committee meetings to allow the general manager to provide the status on current projects designed to address the priority actions defined in the newly adopted Strategic Plan.

The general manager will be available to discuss the status of the priority action initiatives that are in-progress.

This item is being provided as a discussion item only and no formal action is required.

Fiscal Impact:

None

Exhibits:

1. General Manager's Evaluation Form 2016-2017
2. CJPRMA Strategic Plan 2017-2019



Name of Employee	Appraisal Period Beginning (Month/Day/Year)	Appraisal Period Ending (Month/Day/Year)	Date of Appraisal (Month/Day/Year)
David Clovis	November 1, 2016	October 1, 2017	October 6, 2017

Purpose: The General Manager is accountable for establishing and overseeing the implementation of programs and services that are consistent with the Strategic Plan that has been adopted by the Board of Directors. The performance appraisal process is designed to plan future goals while assessing actual progress in relation to the standards that have been established for this position.

Rating Categories	1= Does Not Meet Expectations 2= Occasionally Meets Expectations 3= Meets Expectations 4= Meets and Exceeds Expectations 5= Exceeds Expectations
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I. GOALS/OUTCOMES FOR CURRENT REVIEW PERIOD (FY2016-2017)

Statement of Objectives & Expected Outcomes	Actual Outcomes and Executive Committee/ Board Comments	Goal Weighting %	Rating (1,2,3,4,5)	Adjusted Rating (i.e., 0.2)
1. Financial strength and solvency.	<u>General Manager:</u> <u>Executive Committee/Board:</u>	15		
2. Develop core products and services with innovation.	<u>General Manager:</u> <u>Executive Committee/Board:</u>	15		
3. Develop and deliver targeted training programs to members based upon CJPRMA and member loss history.	<u>General Manager:</u> <u>Executive Committee/Board:</u>	5		
4. Create an approach to marketing the value of CJPRMA to its members and identify market opportunities for control growth of the organization	<u>General Manager:</u> <u>Executive Committee/Board:</u>	10		

I. GOALS/OUTCOMES FOR CURRENT REVIEW PERIOD (FY2016-2017) continued

Instructions: The Goals/Outcomes Section Weighting is equal to 75% for Pages 1 and 2 of this form. To use weighting feature, multiply the weighting times the rating for adjusted value (.10% x 2) = 0.2.

Statement of Objectives & Expected Outcomes	Actual Outcomes and Executive Committee/ Board Comments	Goal Weighting %	Rating (1,2,3, 4,5)	Adjusted Rating (i.e., 0.2)
5. Implement and monitor an information technology upgrade to all CJPRMA systems.	<u>General Manager:</u> <u>Executive Committee/Board:</u>	10		
6. Provide consultation to board members and individual member agencies by resolving questions and issues concerning agency risk management practices and procedures.	<u>General Manager:</u> <u>Executive Committee/Board:</u>	10		
7. Provide updated information to members on CJPRMA programs, services and provide ongoing updates on legislative changes including results of litigation affecting our industry	<u>General Manager:</u> <u>Executive Committee/Board:</u>	5		
8. Enhance the CJPRMA claims processing, litigation management program and the delivery of litigation/claim information to the board of directors.	<u>General Manager:</u> <u>Executive Committee/Board:</u>	10		
9. Manage all aspects of the operation of CJPRMA including staff, operations and outside vendors.	<u>General Manager:</u> <u>Executive Committee/Board:</u>	10		
10. Manage the CJPRMA facility and coordinate all aspects of building maintenance and maintain relationship with tenant.	<u>General Manager:</u> <u>Executive Committee/Board:</u>	10		

II. PERFORMANCE FACTORS (FY2016-2017)

1. Strategic Planning and Decision-Making		Does Not Meet	Meets	Exceeds
Aligns operations of the CJPRMA with Board-approved mission and strategic plan. Maintains focus on desired outcomes and results. Uses effective judgment in setting goals, anticipating events, and solving problems.		1	2	3
General Manager's Comments:		Executive Committee/Board Comments:		
2. Agenda Management and Reporting Practices		Does Not Meet	Meets	Exceeds
Accurately gauges client agency needs in establishing Board agendas. Effectively establishes agenda priorities, presents information in a timely manner, and provides meaningful reports and recommendations.		1	2	3
General Manager's Comments:		Executive Committee/Board Comments: Phone conversation with President/VP before agenda sent to membership. Enhancements to agenda format.		
3. Relationship Building with the Board and Public and Private Representatives		Does Not Meet	Meets	Exceeds
Shows sensitivity, tact, and insight in establishing and maintaining effective working relationships with Executive Committee and Board representatives, and other parties. Anticipates potential communications problems and keeps all parties properly informed.		1	2	3
General Manager's Comments:		Executive Committee/Board Comments:		
4. Negotiations Skills		Does Not Meet	Meets	Exceeds
Establishes fair and effective contractual agreements with client agencies, contractors, consultants, vendors, and other parties. Balances organizational interests with those of stakeholders. Assures that contracts are carefully designed and properly executed.		1	2	3
General Manager's Comments:		Executive Committee/Board Comments:		
5. Creativity/Innovation/Initiative		Does Not Meet	Meets	Exceeds
Originates new approaches, encourages independent thinking, and initiates actions to improve individual and organizational performance. Launches and implements policies, programs, and ideas to improve organizational performance and staff effectiveness.		1	2	3
General Manager's Comments:		Executive Committee/Board Comments:		

BOARD'S RATING OF PERFORMANCE GOAL ATTAINMENT (25% Weighting):

Using the sum of the scores on this Page and divide by 5. Carry this number to the top of Page 4 (i.e., total scores = 10/5 =2.0).

III. GOALS/OUTCOMES FOR <u>NEXT</u> REVIEW PERIOD (FY2017-2018)	Weighting as % of 100

IV. OVERALL PERFORMANCE EVALUATION RATING

Rating From Bottom of Page 1	Organizational and Individual Goals Weighting at 75%	
	0.75	
Rating From Bottom of Page 3	Performance Factors Weighting at 25%	
	0.25	
Overall Performance Rating	Follow averaging rules:	

Notes: The employee's signature below signifies that the employee has read the evaluation, and not necessarily that he or she agrees with the evaluation. The cellblocks can be expanded below to include additional comments.

V. OVERALL COMMENTS FOLLOWING APPRAISAL DISCUSSION

GENERAL MANAGER'S SUMMARY COMMENTS:

COMMITTEE/BOARD RESPONSES TO GENERAL MANAGER'S SUMMARY COMMENTS:

General Manager's Signature	Date

Name of Executive Committee Chairperson	Executive Committee Chairperson's Signature	Date



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: RISK MANAGEMENT ISSUES
MEETING: 10/06/2017	
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 that have been requested to be listed for discussion.

Fiscal Impact

None

Exhibits:

None