



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

TELEPHONIC EXECUTIVE COMMITTEE MEETING

Thursday January 17, 2019 10:00 A.M.

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

**Dial In # 866-866-2244
Participant Code: 1414792**

1. *City of Chico, 411 Main Street, Chico, CA 95927*
2. *City of Livermore, 1052 S. Livermore Avenue, Livermore, CA 94550*
3. *City of Lodi, 221 West Pine Street, Lodi, CA 95240*
4. *City of Redding, 777 Cypress Avenue, Redding, CA 96001*
5. *City of Richmond, 450 Civic Center Plaza, Richmond, CA 94804*
6. *City of Roseville, 311 Vernon Street, Roseville, CA 95678*
7. *SCORE, Town of Loomis, 3665 Taylor Road, Loomis, CA 95650*
8. *City of Stockton, 400 E. Main Street, Stockton, CA 95202*
9. *Gibbons & Conley, 3480 Buskirk Avenue, Suite 200, Pleasant Hill, CA 94523*

AGENDA

I. CALL TO ORDER: 10:00 A.M.

II. ROLL CALL

III. CLOSED SESSION

1. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: Donald Scott Driver vs. State of California Department of Transportation, City of Richmond

Court: State of California Superior Court, County of Contra Costa

Case No.: C17-00129

2. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: Febe Tabotabo; Andre Tabotabo; Titus Tabataba II; Natividad Tabotabo vs. City of Stockton; Nestor Velasquez; John Strawder, and Does 1 – 100

Court: State of California Superior Court, County of San Joaquin

Case No.: STK-CV-UAT-2018-3998

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.

3. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: Constance E. Gary, Delores M. Johnson; Bridget M. Gaines; Angela R Peterson; Terrence L. Griffith; Stuart Grady; Moturi R. Bryant; Rhonda S. Marshall; and Clara Moore, vs. City of Richmond; Richmond Housing Authority; and Does 1 to 50,

Court: State of California Superior Court, County of Contra Costa

Case No.: C15-01699

4. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: Salvador Cordova Pimentel vs. City of Stockton

Court: State of California Superior Court, County of San Joaquin

Case No.: STK-CV-UNPI-2017-0002642

IV. ACTION ON CLOSED SESSION ITEMS

V. PRESENTATIONS

- None

VI. COMMUNICATIONS

1. Executive Committee Members
2. General Manager/Secretary
3. Next Scheduled Meetings: Board of Directors (03/21/19) CJPRMA
Executive Committee (04/18/19) TBD

VII. APPROVAL OF MINUTES

- Minutes of the Executive Committee meeting held October 15, 2018 and the Special Telephonic Executive Committee meeting held on November 5, 2018. (Pages 3 - 7)

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 2019 (I) (Pages 8 - 10)
2. Review of 2017-2019 Strategic Plan (I) (Pages 11 - 27)
3. Risk Management Issues (I) (Page 28)

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

Monday October 15, 2018 1:30 P.M.

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

**Dial In # 866-866-2244
Participant Code: 1414792**

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5. *City of Richmond, 450 Civic Center Plaza, Richmond, CA 94804*
6. *City of Roseville, 311 Vernon Street, Roseville, CA 95678*
7. *SCORE, Town of Loomis, 3665 Taylor Road, Loomis, CA 95650*
8. *City of Stockton, 400 E. Main Street, Stockton, CA 95202*
9. *Gibbons & Conley, 3480 Buskirk Avenue, Suite 200, Pleasant Hill, CA 94523*

MINUTES

I. CALL TO ORDER: President Greer called the meeting to order at 1:37 PM.

II. ROLL CALL

- | | |
|--------------------------------|-----------------------------------|
| 1) Jamie Cannon, <i>Chico</i> | 4) David Rawe, <i>Roseville</i> |
| 2) Janice Magdich, <i>Lodi</i> | 5) Roger Carroll, <i>SCORE</i> |
| 3) Kim Greer, <i>Richmond</i> | 6) Gail Kiyomura, <i>Stockton</i> |

OTHERS PRESENT

- | | |
|----------------------------------|--|
| 7) David Clovis, <i>CJPRMA</i> | 11) Marcia Hart, <i>CJPRMA</i> |
| 8) Tony Giles, <i>CJPRMA</i> | 12) Byrne Conley, <i>Board Counsel</i> |
| 9) Marinda Griese, <i>CJPRMA</i> | 13) Janet Hamilton, <i>Livermore</i> |
| 10) Lola Deem, <i>CJPRMA</i> | |

NOT PRESENT

Redding

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.

III. CLOSED SESSION

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

Conference with Legal Counsel – Litigation

Name of Case: Martina Klepetkova Guerrero vs. City of Roseville

Court: State of California Superior Court, County of Placer

Case No.: SCV0038112

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

Conference with Legal Counsel – Litigation

Name of Case: Mindy Losee vs. City of Chico

Court: United States Court of Appeals for the Eastern District of California

Case No.: 2:14-cv-02199-KJM-CMK

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 (11/15/18) CJPRMA
Executive Committee (01/17/19) CJPRMA

VII. APPROVAL OF MINUTES

- A motion was made by Director Cannon and seconded by Director Magdich to approve the minutes of the Executive Committee meeting held on April 19, 2018 and the Special Telephonic Executive Committee meeting held on May 9, 2018. A Roll Call vote was taken and Directors Greer, Rawe, Carroll and Kiyomura approved the Motion. Redding was not present. Motion passes.

VIII. CONSENT CALENDAR

- None

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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 2018 & 2019 (I)

The 2018 and 2019 Business calendar was reviewed as an information only item.

- No action was required on this item.

2. Review of 2017-2019 Strategic Plan (I)

The general manager informed the Executive Committee on the status and conclusion of the current strategic plan and the process to update the plan.

- No action was required on this item.

3. Risk Management Issues (I)

There were no risk management issues requested to be discussed.

- No action was required on this item.

XI. CLOSED SESSION

3. Government Code Section 54954.3 (a)

Public Employee Appointment

Title: General Manager

XII. ACTION ON CLOSED SESSION ITEMS

- The Executive Committee conferred with staff regarding public employee appointment and provided direction.

XIII. ADJOURNMENT

- The meeting adjourned at 3:00pm.



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

SPECIAL TELEPHONIC EXECUTIVE COMMITTEE MEETING

Monday November 5, 2018 1:00 P.M.

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

**Dial In # 866-866-2244
Participant Code: 1414792**

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5. *City of Richmond, 450 Civic Center Plaza, Richmond, CA 94804*
6. *City of Roseville, 311 Vernon Street, Roseville, CA 95678*
7. *SCORE, Foresthill Public Utility District, 24540 Main Street, Foresthill, CA 95630*
8. *City of Stockton, 400 E. Main Street, Stockton, CA 95202*
9. *Gibbons & Conley, 3480 Buskirk Avenue, Suite 200, Pleasant Hill, CA 94523*

MINUTES

I. CALL TO ORDER: President Greer called the meeting to order at 1:03 P.M.

II. ROLL CALL

- | | |
|-------------------------------------|-----------------------------------|
| 1) Jamie Cannon, <i>Chico</i> | 5) David Rawe, <i>Roseville</i> |
| 2) Janice Magdich, <i>Lodi</i> | 6) Roger Carroll, <i>SCORE</i> |
| 3) Kim Greer, <i>Richmond</i> | 7) Gail Kiyomura, <i>Stockton</i> |
| 4) Lynette Frediani, <i>Redding</i> | |

OTHERS PRESENT

- | | |
|-----------------------------------|--------------------------------------|
| 8) David Clovis, <i>CJPRMA</i> | 11) Marcia Hart, <i>CJPRMA</i> |
| 9) Tony Giles, <i>CJPRMA</i> | 12) Janet Hamilton, <i>Livermore</i> |
| 10) Marinda Griese, <i>CJPRMA</i> | |

III. CLOSED SESSION

1. Government Code Section 54956.9 (a)

Conference with Legal Counsel – Litigation

Name of Case: Martina Klepetkova Guerrero vs. City of Roseville

Court: State of California Superior Court, County of Placer

Case No.: SCV0038112

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.

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 (11/15/18) CJPRMA
Executive Committee (01/17/19) CJPRMA

VII. APPROVAL OF MINUTES

- None

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

- None

XI. ADJOURNMENT

- The meeting adjourned at 1:10pm.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 1	TITLE: BUSINESS CALENDAR FOR 2019
MEETING: 01/17/2019	
GENERAL MANAGER: ABG .	

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 2019 Business Calendar



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

2019 BUSINESS CALENDAR

January

- Distribution of Executive Committee Agenda – 01/10/2019
- Executive Committee Meeting – 01/17/2019
- Member Quarterly Payroll Reports – 01/31/2019
- Distribution of Summary of Property Values
- Distribution of Summary of APD Values
- Distribution of Property and Loss Data – 01/31/2019

February

- FPPC Form 700 Filing Requests Sent Out
- PARMA Conference (02/10/2019 - 02/13/2019 Disneyland Hotel, Anaheim, CA)
- Return APD, Property and Boiler & Machinery Renewals Lists to Staff

March

- Deadline for Members to submit Agenda items for March Meeting – 03/11/2019
- Distribution of Board of Directors Meeting Agenda – 03/14/2019
- Board of Directors Meeting – 03/21/2019
- Distribution of Quarterly Member Loss Data
- Bi-annual Review of Conflict of Interest Code

April

- FPPC Form 700 Filing Deadline – 04/01/2019
- Annual Meeting Room Requests
- Distribution of Executive Committee Meeting Agenda – 04/11/2019
- Executive Committee Meeting – 04/18/2019
- Distribution of Certificate of Coverage Renewals Lists
- Requests for Nominations for President/Vice President (Bi-annually)
- Distribute nomination for President and Vice President (even numbered years)
- Member Quarterly Payroll Reports – 04/26/2019

May

- Deadline for Members to submit Agenda items for Annual Meeting – 05/09/2019
- Distribution of Board of Directors Annual Meeting Agenda– 05/15/2018
- Board of Directors Annual Meeting (05/22 & 23/2019) CJPRMA
 - Commercial Insurance Renewals
 - Proposed Budget for 2019-2020
 - Claims Audit Presentation
 - Approval of Meeting, Business and Holiday Calendars
- Return Certificate of Coverage Renewals Lists to Staff

June

- Distribution of Executive Committee Meeting Agenda – 06/13/2019
- Executive Committee Meeting – 06/20/2019
- Requests for Nominations for President/Vice President (Bi-annually)
- Certificates of Coverage Renewals mailed to certificate holders (6/28/2019)
- 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 - 07/31/2019

August

- Deadline for Members to submit Agenda items for August Meeting – 08/05/2019
- Distribution of Board of Directors Meeting Agenda – 08/08/2019
- Board of Directors Meeting – 08/15/2019
- 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 2018-2019 reimbursement of liability training expenses due – 08/31/2019

September

- Distribution of Executive Committee Agenda – 09/13/2019
- Executive Committee Meeting – 09/19/2019 CJPRMA
- CAJPA Conference (09/10/2019 - 09/13/2019 Harrah's and Harvey's South Lake Tahoe, CA)
- Distribution of Quarterly Member Loss Data

October

- Member Quarterly Payroll Reports – 10/31/2019

November

- Deadline for Members to submit Agenda items for November Meeting – 11/11/2019
- Distribution of Board of Directors Meeting Agenda – 11/14/2019
- Board of Directors Meeting - 11/21/2019
 - Actuarial Study Presented
 - Financial Audit Presented
 - Annual Report Presented

December

- Deadline for change to SIR or withdrawal from any CJPRMA program - 12/27/2019
- Distribution of Quarterly Member Loss Data

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 2	TITLE: REVIEW OF 2017-2019 STRATEGIC PLAN
MEETING: 01/17/19	
GENERAL MANAGER: A.B.G .	

Recommended Actions:

None at this time. Staff recommends the Executive Committee review the 2017-2019 Strategic Plan in preparation for working with the newly appointed general manager to update the plan in 2019.

Item Explanation:

The Board of Directors adopted the current strategic plan at the December 15, 2016 board meeting.

The Executive Committee utilized the plan to assist in the development of annual goals and objectives for the previous general manager and used those goals and objectives when conducting annual performance reviews for the general manager. Sample goals and objectives based on those approved for the previous general manager have been included with this agenda bill to facilitate development of goals and objectives for the current general manager.

The general manager will be present to discuss the current strategic plan and the process for updating it and the general manager's goals and objectives.

This item presented is a discussion item only.

Fiscal Impact:

1. None at this time.

Exhibits:

1. CJPRMA Strategic Plan 2017-2019
2. Sample General Manager Evaluation Form
3. Sample Goals and Objectives



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



**GENERAL MANAGER
ANNUAL PERFORMANCE
EVALUATION**

Name of Employee	Appraisal Period Beginning (Month/Day/Year)	Appraisal Period Ending (Month/Day/Year)	Date of Appraisal (Month/Day/Year)

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 (FY20XX-20XX)

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 (FY20XX-20XX) 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 (FY20XX-20XX)

1. Strategic Planning and Decision-Making 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.	Does Not Meet	Meets	Exceeds
	1	2	3
General Manager's Comments:	Executive Committee/Board Comments:		
2. Agenda Management and Reporting Practices 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.	Does Not Meet	Meets	Exceeds
	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. 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.	Does Not Meet	Meets	Exceeds
	1	2	3
General Manager's Comments:	Executive Committee/Board Comments:		
4. Negotiations Skills 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.	Does Not Meet	Meets	Exceeds
	1	2	3
General Manager's Comments:	Executive Committee/Board Comments:		
5. Creativity/Innovation/Initiative 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.	Does Not Meet	Meets	Exceeds
	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).	
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III. GOALS/OUTCOMES FOR <u>NEXT</u> REVIEW PERIOD (FY20XX-20XX)	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



GENERAL MANAGER GOALS & OBJECTIVES FOR 20XX- 20XX

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Financial Strength and Solvency</p> <p>15%</p>	<p>The general manager will monitor the development of programs and services for the organization that maintain the invested assets of CJPRMA, maintain or reduce the current costs to members and provide enhanced excess/reinsurance coverage to member exposures. Will make recommendation to the Board of Directors as needed.</p>	<p>Executive Committee</p>	<ul style="list-style-type: none"> •

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Develop core products and services with innovation.</p> <p>15%</p>	<p>The general manager will continue to evaluate and monitor the core products and services provided to members. These products and services will be driven to insure financial strength and solvency to CJPRMA. CJPRMA will also attempt to broaden coverage and services that meet the needs for cost effective services for our members.</p> <p>The primary areas of focus for the achievement of this goal will include the following:</p> <ol style="list-style-type: none"> 1. Risk Management Information Services 2. Coverage 3. Claims Management 	<p>General Manager</p>	<ul style="list-style-type: none"> •

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Develop and deliver targeted training programs to members based upon CJPRMA and member loss history.</p> <p>10%</p>	<p>Collect the necessary data for the purpose of identifying the primary loss exposures for CJPRMA and our members. Utilize the data for the purpose of developing state of the art, effective training sessions for members.</p> <p>The primary areas of focus for completing this objective include the following:</p> <ol style="list-style-type: none"> 1. Targeted training-Aligned to loss history and actual trends. 2. Member Education – Develop a training program for member management and operations. 3. Director Education and Training – Enhance skills of Directors through education and training. 	<p>General Manager</p>	<ul style="list-style-type: none"> •

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Create an approach to marketing the value of CJPRMA to its members and identify market opportunities for control growth of the organization.</p> <p>10%</p>	<p>Develop a member outreach program that provides members with key information identifying the value of CJPRMA to its members. In addition, evaluate the opportunities for development of a targeted marketing effort to organizations that meet and or exceed current member standards.</p> <p>The primary initiatives for the delivery of an effective outreach program will include:</p> <ol style="list-style-type: none"> 1. Marketing communication brochure 2. Exclusions and alternative coverage 3. Market definition and outreach 		
<p>Implement and monitor an information technology upgrade to all CJPRMA systems.</p> <p>10%</p>	<p>CJPRMA is implementing a new RMIS System. The system will be utilized as the primary workflow product for the organization and will provide membership with the opportunity to utilize multiple modules within the system for a significantly discounted pricing. In addition CJPRMA will evaluate all of its technology solutions and will expressly evaluate for following key areas:</p> <ol style="list-style-type: none"> 1. Claims Management Technology 2. Member information upgrade 3. Exposure Data 4. Webinars 	<p>General Manager</p>	

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Provide consultation to board members and individual member agencies by resolving questions and issues concerning agency risk management practices and procedures.</p> <p>10%</p>	<p>The general manager is available to assist board members and their agencies by reviewing contracts, performing audits, reviewing policies and by making practices for best practice risk management. General manager will work with ad-hoc committee to develop CJPRMA standards for risk transfer and will populate the new Risk Console System with standardized contract requirements.</p>		<ul style="list-style-type: none"> •
<p>Provide updated information to members on CJPRMA programs, services and provide ongoing updates on legislative changes including results of litigation affecting our industry.</p> <p>5%</p>	<p>CJPRMA staff will provide ongoing updates to members on programs and services and shall provide training on an annual basis that will include:</p> <ol style="list-style-type: none"> 1. New board member orientation 2. Update on all memorandum of coverage documents 3. Claims update 4. Case law updates 	<p>General Manager and Staff</p>	
<p>Enhance the CJPRMA claims processing, litigation management program and the delivery of litigation/claim information to the board of directors.</p> <p>10%</p>	<p>The general manager will work with staff to continue to improve the delivery of claims management to members. Staff will review options for a preferred provider network of legal counsel, develop improved reporting to the board of directors on all claims and continue to provide semi-annual updates on the overall claims management process and organization experience</p>	<p>General Manager and Staff</p>	

GOALS	OUTCOMES	COMMITTEE ASSIGNMENT	TASKS COMPLETED
<p>Manage all aspects of the operation of CJPRMA including staff, operations and outside vendors.</p> <p>10%</p>	<p>The general manager has the overall responsibility to oversee the performance of staff and to work with staff to develop capabilities within CJPRMA. General manager must also oversee all outside vendors to insure the highest quality and most efficient use of resources for the delivery of service to the organization and its members.</p>	<p>General Manager</p>	
<p>Manage the CJPRMA facility and coordinate all aspects of building maintenance and maintain relationship with tenant.</p> <p>5%</p>	<p>General Manager will be responsible for maintaining all operations of the new facility and provide oversight and coordination of tenant relationship and coordination of other condo owners at facility.</p>	<p>General Manager</p>	

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

ITEM: 3	TITLE: RISK MANAGEMENT ISSUES
MEETING: 01/17/2019	
GENERAL MANAGER: ABG .	

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 have been requested to be listed for discussion.

Fiscal Impact

None

Exhibits:

None