

**BAY CITIES JOINT POWERS INSURANCE AUTHORITY**  
**MEMORANDUM OF COVERAGE COMMITTEE MEETING**

**AGENDA**

**Wednesday, January 11, 2017**  
**10:00 a.m.**

**Via Teleconference**  
**1-719-325-2776**  
**Passcode: 921922**

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*All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). The teleconferencing locations are the following: Bickmore, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA; City of Albany, 1000, San Pablo Avenue, Albany, CA; City of Berkeley, 2180 Milvia Street, Berkeley, CA; City of Emeryville, 1333 Park Avenue, Emeryville, CA; Town of Fairfax, 142 Bolinas Road, Fairfax, CA; and City of Pleasanton, 123 Main Street, Pleasanton, CA. Each location is accessible to the public, and members of the public may address the Committee from any teleconference location.*

*In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Jaesa McCulligan at (916) 244-1130 or (916) 244-1199 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.*

*Materials relating to an item on this agenda submitted to this Committee after distribution of the agenda packet are available for public inspection at 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833, during normal business hours. The documents will also be available on the BCJPIA website at [www.bcjpia.org](http://www.bcjpia.org).*

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|  | <b><u>Page</u></b> |
| <b>1. CALL TO ORDER</b>  |                    |
| <b>2. INTRODUCTIONS</b>  |                    |
| <b>3. PUBLIC COMMENTS</b>  |                    |
| <i>This time is reserved for members of the public to address the Committee relative to matters of the BCJPIA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.</i> |                    |
| <b>4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b>  |                    |
| <b>5. CONSENT CALENDAR</b>   |                    |
| <i>If the Committee would like to discuss any item listed, it may be pulled from the Consent Calendar.</i>   |                    |

\*Indicates supplementary materials attached.

		<u>Page</u>
*A.	Minutes from the December 10, 2015, Memorandum of Coverage Committee Meeting <i>Recommendation: Staff recommends the Committee approve the Consent Calendar, as presented.</i>	6
<b>6.</b>	<b>GENERAL JPA GOVERNANCE</b>	
*A.	Triennial Review of Underwriting Policy <i>Recommendation: Staff recommends the Committee approve the proposed changes to the Underwriting Policy and recommends approval to the Executive Committee and Board of Directors.</i>	14
*B.	Proposed Changes to the Bylaws <i>Recommendation: Staff recommends the Committee approve the proposed changes to the Bylaws and recommends approval to the Executive Committee and Board of Directors.</i>	24
<b>7.</b>	<b>MASTER PROGRAM DOCUMENTS</b>	
*A.	Proposed Options for Revising the Dividend Calculations of the Pooled Liability and Workers' Compensation Programs <i>Recommendation: Staff recommends the Committee provide guidance and feedback with regard to revising the dividend calculations for the PLP and PWCP MPDs and make recommendations to the Executive Committee and Board of Directors.</i>	31
*B.	Revision to the Pooled Property Program Master Program Document <i>Recommendation: Staff recommends the Committee approve the proposed changes to the PPP MPD and recommends approval to the Executive Committee and Board of Directors.</i>	39
*C.	Revision to the Pooled Auto Physical Damage Program Master Program Document <i>Recommendation: Staff recommends the Committee approve the proposed changes to the PAPDP MPD and recommends approval to the Executive Committee and Board of Directors.</i>	43
<b>8.</b>	<b>MEMORANDA OF COVERAGE</b>	
*A.	Review and Approval of the Pooled Auto Physical Damage Program Memorandum of Coverage for the 2017-2018 Program Year <i>Recommendation: Staff requests the Committee provide direction with regard to proposing changes to the PAPDP MOC for the 2017-2018 Program Year and recommends approval to the Executive Committee and Board of Directors.</i>	48

\*Indicates supplementary materials attached.

		<u>Page</u>
<b>8.</b>	<b>MEMORANDA OF COVERAGE (Continued)</b>	
*B.	Review and Approval of the Pooled Liability Program Memorandum of Coverage for the 2017-2018 Program Year <i>Recommendation: Staff is not recommending any language changes to the PLP MOC for the 2017-2018 Program Year. Staff recommends the Committee approve the PLP MOC for the 2017-2018 Program Year, as presented and recommends approval to the Executive Committee and Board of Directors.</i>	<b>61</b>
*C.	Review and Approval of the Pooled Workers' Compensation Program Memorandum of Coverage for the 2017-2018 Program Year <i>Recommendation: Staff is not recommending any language changes to the PWCP MOC for the 2017-2018 Program Year. Staff recommends the Committee approve the PWCP MOC for the 2017-2018 Program Year, as presented and recommends approval to the Executive Committee and Board of Directors.</i>	<b>90</b>
*D.	Review and Approval of the Pooled Property Program Memorandum of Coverage for the 2017-2018 Program Year <i>Recommendation: Staff is not recommending any language changes to the PPP MOC for the 2017-2018 Program Year. Staff recommends the Committee approve the PPP MOC for the 2017-2018 Program Year, as presented and recommends approval to the Executive Committee and Board of Directors.</i>	<b>103</b>

**9. CLOSING COMMENTS**

This time is reserved for comments by Committee members and staff and to identify matters for future Committee business.

- A. Committee
- B. Staff

**10. ADJOURNMENT**

**NOTICES:**

- The next CARMA Board of Directors' meeting will be held, in conjunction with a Strategic Planning Session, on Thursday-Friday, January 5-6, 2017, in Santa Cruz, CA. The BCJPIA representative to the CARMA Board is Dan Schwarz, City of Larkspur, and the alternate is Daria Carillo, Town of San Anselmo.
- The next ERMA Board of Directors' meeting will be held, in conjunction with a Strategic Planning Session, on Thursday-Friday, February 9-10, 2017, in Santa Cruz, CA. The BCJPIA representative to the ERMA Board is Dave Glasser, City of Albany, and the alternate is Dan Weakley, City of Novato.
- The next BCJPIA Executive Committee meeting will be held via teleconference, date TBD.
- The next BCJPIA Finance Committee meeting will be held on Tuesday, March 14, 2017, via teleconference.

\*Indicates supplementary materials attached.

- The next BCJPIA Safety and Loss Prevention Committee meeting will be held, in conjunction with an Executive Committee meeting, on Thursday, April 13, 2017, at the Courtyard Marriott in Emeryville, CA.
- The next BCJPIA Board of Directors' meeting will be held on Thursday, June 1, 2017, at the Courtyard Marriott in Emeryville, CA.
- The next LAWCX Board of Directors' meeting will be held on Tuesday, June 6, 2017, in Sacramento, CA. The BCJPIA representative to the LAWCX Board is Garrett Toy, Town of Fairfax, and the alternate is Lori Elefant, City of Emeryville.