

BAY CITIES JOINT POWERS INSURANCE AUTHORITY

BOARD OF DIRECTORS' MEETING

AGENDA

Thursday, June 1, 2017

10:30 a.m.

Courtyard by Marriott Oakland/Emeryville

5555 Shellmound Street

Emeryville, CA 94608

(510) 652-8777

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 Board 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.

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1. CALL TO ORDER	
2. INTRODUCTIONS	
3. PUBLIC COMMENTS This time is reserved for members of the public to address the Board 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.	
4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)	
5. BOARD EDUCATION TOPIC *to be presented during lunch*	
A. "Why Transfer of Risk Matters" Presentation by Joe Costamagna, Risk Control Manager <i>Recommendation: None.</i>	5
6. Review and Approval of the Strategic Action Plan for the 2017-2019 Program Years <i>Recommendation: Staff and the Executive Committee recommend the Board approve the Strategic Action Plan for the 2017-2019 program years.</i>	6
7. CONSENT CALENDAR If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.	
*A. Minutes from the October 28, 2016, Board of Directors' Meeting	14
*B. Warrant Listing for the Months of April and May 2017	30
*C. BCJPIA Cash & Investment Report for the Quarter Ended March 31, 2017	31

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7.	<u>CONSENT CALENDAR (Continued)</u>	
	*D. BCJPIA Internal Financial Statements for the Quarter Ended March 31, 2017	62
	*E. Member Contingency Fund Balance as of March 31, 2017	70
	*F. Workers' Compensation Claims Oversight Reports	71
	*G. BCJPIA Bylaws	73
	*H. Pooled Liability Program Master Program Document	99
	*I. Pooled Workers' Compensation Program Master Program Document	99
	*J. Pooled Property Program Master Program Document	106
	*K. Pooled Auto Physical Damage Program Master Program Document	112
	*L. Pooled Liability Program Memorandum of Coverage for the 2017/2018 Program Year	119
	*M. Pooled Workers' Compensation Program Memorandum of Coverage for the 2017/2018 Program Year	148
	*N. Pooled Property Program Memorandum of Coverage for the 2017/2018 Program Year	161
	*O. Pooled Auto Physical Damage Program Memorandum of Coverage for the 2017/2018 Program Year	170
	*P. Resolution No. 01 2011-2012 Regarding the Creation of an Underwriting Policy for Prospective Members – Recommended Changes	179
	*Q. Banking Resolution	189
	*R. Revised BCJPIA Investment Policy	192
	*S. Resolution No. 04-2016-2017 Establishing Meeting Dates for the 2017/2018 Program Year	209
	*T. BCJPIA Scholarship Fund Reimbursement Log	213
	*U. Summary of PARMA & CAJPA Conference Attendance by BCJPIA Members	214
	*V. New Board Representative Appointment Letter	218
	<i>Recommendation: Staff recommends the Board approve the Consent Calendar.</i>	
8.	PROGRAM UPDATES AND PRESENTATIONS	
	*A. Pooled Liability Program Update	219
	1. CARMA Claims Audit Report by Tim Farley	
	<i>Recommendation: Accept and file the CARMA Claims Audit report.</i>	
	2. Report by Acclamation Insurance Management Services (AIMS)	
	3. Report by BCJPIA Litigation Manager	
	4. Consideration of Continuation of Liability Oversight Services Report for 2017/2018	234
	<i>Recommendation: Provide direction to staff. The Executive Committee is recommending this service not be continued in 2017/18.</i>	
	5. CARMA Update and Approval of CARMA Dividend Release	241
	<i>Recommendation: The Executive Committee recommends the Board of Directors approve the CARMA dividend released in January 2017 be distributed back into the program years from which the dividends were declared in order to increase the equity position of the BCJPIA Pooled Liability Program (PLP).</i>	

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8.	PROGRAM UPDATES AND PRESENTATIONS (Continued)	
	*B. Pooled Workers' Compensation Program Update	243
	1. Report by BCJPIA Workers' Compensation Program Manager	
	2. Report by BCJPIA Structured Return-to-Work Manager	
	3. Report by Innovative Claims Services (ICS)	
	<i>Recommendation: None.</i>	
	*C. Presentation from Alliant Insurance Services – Program Renewals	261
	<i>Recommendation: None.</i>	
	*D. Update on 2016/2017 Risk Control Service Delivery and Approval of 2017/2018 Risk Control Service Plan	262
	<i>Recommendation: Staff and the Safety and Loss Prevention and Executive Committees recommend the Board approve the 2017/2018 Risk Control Service Plan, as presented.</i>	
	*E. Report on Employment Risk Management Authorities (ERMA) and Discussion Regarding Distribution of ERMA Dividends	275
	<i>Recommendation: Staff recommends the Board approve depositing the ERMA Dividends in the BCJPIA Member Contingency Fund.</i>	
9.	ADMINISTRATIVE MATTERS	
	*A. Consideration of BCJPIA Membership for the Town of Corte Madera	277
	<i>Recommendation: Staff and the Executive Committee recommend the Board consider approval of the Town of Corte Madera at an SIR as low as \$50,000 for the Pooled Liability Program, as low as \$150,000 SIR for the Pooled Workers' Compensation Program, a \$10,000 SIR for the Pooled Property Program, and also as a Participant in the Pooled Auto Physical Damage Program.</i>	
	*B. Consideration of Addition to the BCJPIA Approved Defense Panel	295
	<i>Recommendation: The Litigation Manager recommends Aimee Hamoy-Perera be added as an Approved Defense Panel Attorney for BCJPIA, to be effective June 1, 2017.</i>	
10.	FINANCIAL MATTERS	
	*A. Proposed Budget for the 2017/2018 Program Year	304
	<i>Recommendation: Staff and the Executive Committee recommend the Board approve the 2017/2018 budget as presented and pending final excess rates and changes in member SIRs and program participation, if any.</i>	
11.	COMMITTEE ELECTIONS & APPOINTMENTS	
	*A. Slate of Nominees for the Election of Three "At-Large" Executive Committee Members	322
	<i>Recommendation: Staff and the Nominating Committee recommend the Board approve the slate of nominees for the Executive Committee positions and the President appoint a new Finance Committee member and CARMA Alternate Representative, as presented.</i>	

12. CLOSING COMMENTS

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

- A. Board
- B. Staff

13. ADJOURNMENT

NOTICES:

- 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.
- The next CARMA Board of Directors' meeting will be held on Wednesday, June 14, 2017, in Sacramento, CA. The BCJPIA representative to the CARMA Board is Dan Schwarz, City of Larkspur, and the alternate is Daria Carrillo, Town of San Anselmo.
- The next ERMA Board of Directors' meeting will be held on Monday, June 12, 2017, in Sacramento, CA. The BCJPIA representative to the ERMA Board is Dave Glasser, City of Albany, and the alternate is Dan Weakley, City of Novato.