

# BAY CITIES JOINT POWERS INSURANCE AUTHORITY

## BOARD OF DIRECTORS' MEETING

### AGENDA

Friday, October 6, 2017

8:30 a.m.

#### Dream Inn

175 W Cliff Drive  
Santa Cruz, CA 95060  
(707) 569-5529

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*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 Julia Byrd at (916) 244-1185 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](http://www.bcjpia.org).*

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<b>1. CALL TO ORDER</b>	
<b>2. INTRODUCTIONS</b>	
<b>3. PUBLIC COMMENTS</b> 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.	
<b>4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b>	
<b>5. BOARD EDUCATION TOPIC (to be presented during lunch)</b>	
A. Emerging Risks Presentation: Conor Boughey – Alliant Insurance Services, Inc. <i>Recommendation: None.</i>	<b>5</b>
<b>6. CONSENT CALENDAR</b> If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.	<b>6</b>
*A. Minutes from the June 1, 2017, Board of Directors' Meeting	<b>8</b>
*B. Warrant Listings for the Period of August 1 – September 15, 2017	<b>25</b>
*C. BCJPIA Cash & Investment Report for the Quarters Ended March 31, 2017, and June 30, 2017	<b>26</b>
*D. BCJPIA Internal Financial Statements for the Quarter Ended June 30, 2017	<b>97</b>
*E. Member Contingency Fund Balance as of June 30, 2017	<b>105</b>
*F. Pooled Auto Physical Damage and Property Programs' Claims History and Annual Financial Status as of June 30, 2017	<b>106</b>

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G. BCJPIA Annual Report as of June 30, 2017 (to be distributed at the meeting)	
*H. Memorandum Regarding BCJPIA/Bickmore Contract Fee for the 2017-2018 Fiscal Year	127
*I. ERMA Memo: Important Information Regarding the 2017/2018 Program Year	128
*J. CARMA E-Brief, Dated September 2017	131
*K. Workers' Compensation Claim Oversight Report	132
*L. Analysis and Update of Delayed Workers' Compensation Claims	134
*M. New Board Representatives for:	139
• Town of Corte Madera	
• City of Novato	
*N. BCJPIA 2017/2018 Budget	141
*O. Listing of Documents to be Destroyed per BCJPIA's Records Retention Policy	156
<i>Recommendation: Board approve the Consent Calendar, as presented.</i>	
<b>7. STRATEGIC PLANNING SESSION/ BCJPIA 101 SUMMARY</b>	<b>158</b>
*A. Recap of the October 5, 2017, BCJPIA 101 and Strategic Planning Session and Review of BCJPIA Strategic Goals & Action Items List	
<i>Board provide direction with respect to any additions or deletions from the Strategic Action Plan for 2017-2019.</i>	
<b>8. PRESENTATIONS</b>	
*A. Presentation of Financial Audit for the Year Ended June 30, 2017	167
<i>Recommendation: Board receive and file the audited financial statements for the year ended June 30, 2017.</i>	
*B. Presentation by Chandler Asset Management Regarding Investment Management Services	215
<i>Recommendation: None.</i>	
<b>9. POOLED WORKERS' COMPENSATION PROGRAM</b>	
*A. Status Report Regarding Workers' Compensation Claims from Innovative Claim Solutions and Report by Workers' Compensation and Structured Return-to-Work Program Managers	246
<i>Recommendation: None.</i>	
B. Legislative Update	258
<i>Recommendation: None.</i>	
<b>10. POOLED LIABILITY PROGRAM</b>	
*A. Status Report Regarding Liability Claims from Acclamation Insurance Management Services and Report by Litigation Manager	259
<i>Recommendation: None.</i>	
<b>11. RISK CONTROL MATTERS</b>	
*A. Update on the 2017-2018 Risk Control Plan and Delivery of Services	264
<i>Recommendation: None.</i>	

\* Indicates reference materials attached.

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B. Update on Contractual Risk Transfer Consulting Activities <i>Recommendation: None</i>	270
C. Discussion of Video Production and Funding <i>Recommendation: None.</i>	272
<b>12. FINANCIAL MATTERS</b>	
*A. June 30, 2017, Liability Program Dividend Calculation <i>Recommendation: Staff recommends monitoring equity development and reviewing the calculation again in October 2018.</i>	274
*B. June 30, 2017, Workers' Compensation Program Dividend Calculation for Distribution and Assessment <i>Recommendation: Staff recommends monitoring equity development and reviewing the calculation again in October 2018.</i>	278
*C. Benchmarking Analysis <i>Recommendation: Staff recommends the Board receive and accept the Benchmarking Analysis.</i>	282
<b>13. ADMINISTRATIVE MATTERS</b>	
A. Appointment of New Board Secretary, Julia Byrd <i>Recommendation: The Board consider appointing Ms. Julia Byrd as BCJPIA Board Secretary, effective October 6, 2017.</i>	295
*B. Appointment of ERMA Alternate Representative and Safety and Loss Prevention Committee Member <i>Recommendation: The President appoint representatives to the SLPC and as the ERMA Alternate Representative as presented by the Nominating Committee.</i>	296
C. BCJPIA Website Preview <i>Recommendation: None.</i>	303
D. Consideration of Participation in the Association of Governmental Risk Pools (AGRIP) <i>Recommendation: Staff recommends BCJPIA join AGRiP as a CAJPA-Affiliated member at a cost of \$1,397.32.</i>	304
*E. Review of Service Provider Evaluations <i>Recommendation: Board provide additional feedback with regard to service provider performance, if warranted.</i>	306
<b>14. CLOSING COMMENTS</b>	
This time is reserved for comments by the Board members and staff and to identify matters for future Board business.	
A. Board	
B. Staff	

\* Indicates reference materials attached.

**NOTICES:**

- The next LAWCX Board of Directors' meeting will be held on Tuesday, November 7, 2017, in Sacramento, CA. The BCJPIA representative to the LAWCX Board is Garret Toy, Town of Fairfax, and the alternate is Lori Elefant, City of Emeryville.
- The next ERMA Board of Directors' meeting will be held on Monday, November 6, 2017, in Sacramento, CA. The BCJPIA representative to the ERMA Board is David Glasser, City of Albany, and the alternate is Dan Weakley, City of Novato.
- The next BCJPIA Safety and Loss Prevention, Memorandum of Coverage, and Executive Committee meetings will be held on Thursday, December 14, 2017, in Emeryville, CA.
- The next CARMA Board of Directors' meeting, in conjunction with a Strategic Planning Session, will be held on Thursday-Friday, January 4-5, 2018, 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 Corte Madera.
- The next BCJPIA Finance Committee meeting will be held on Tuesday, March 13, 2018, via teleconference.
- The next BCJPIA Board of Directors' meeting will be held on Thursday, June 7, 2018, in Emeryville, CA.