

BAY CITIES JOINT POWERS INSURANCE AUTHORITY

BOARD OF DIRECTORS MEETING

AGENDA

Thursday, June 7, 2018

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 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.

Documents and materials relating to an open session agenda item that are provided to the BCJPIA Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection at 1750 Creekside Oaks Dr., Suite 200, Sacramento, CA 95833.

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	1. CALL TO ORDER
	2. INTRODUCTIONS
	3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)
	4. PUBLIC COMMENTS - This time is reserved for members of the public to address the Board relative to matters of the Bay Cities Joint Powers Insurance Authority 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.
5	5. Review of the Strategic Action Plan for the 2017-2019 Program Years <i>Recommendation: Provide feedback as necessary.</i>
	6. CONSENT CALENDAR If a Board member would like to discuss any item listed, it may be pulled from the Consent Calendar.
17	*A. Minutes from the October 6, 2018, Board of Directors Meeting
34	*B. Warrant Listings for the Months of April and May 2018
35	*C. BCJPIA Cash & Investment Report for the Quarter Ended March 31, 2018
74	*D. BCJPIA Internal Financial Statements for the Quarter Ended March 31, 2018
82	*E. Member Contingency Fund Balance as of March 31, 2018

- 83 *F. BCJPIA Investment Policy
- 104 *G. Pooled Liability Program Master Program Document
- 122 *H. Pooled Workers' Compensation Program Master Program Document
- 140 *I. Pooled Property Program Master Program Document
- 159 *J. Pooled Liability Program Memorandum of Coverage for the 2018/2019 Program Year
- 189 *K. Pooled Workers' Compensation Program Memorandum of Coverage for the 2018/2019 Program Year
- 205 *L. Pooled Property Program Memorandum of Coverage for the 2018/2019 Program Year
- 213 *M. Pooled Auto Physical Damage Program Memorandum of Coverage for the 2018/2019 Program Year
- 222 *N. CARMA Liability Claims Audit
- 245 *O. BCJPIA Scholarship Fund Reimbursement Log
- 246 *P. Summary of PARMA & CAJPA Conference Attendance by BCJPIA Members
- 251 *Q. New Board Representative Appointment Letter
Recommendation: Staff recommends the Board approve the Consent Calendar, as presented.

7. PROGRAM UPDATES AND PRESENTATIONS

- 252 *A. Pooled Liability Program Update
 1. Report by Acclamation Insurance Management Services (AIMS)
 2. Report by BCJPIA Litigation Manager
 3. CARMA Update and Approval of CARMA Dividend Release*Recommendation: The Executive Committee recommends the Board of Directors approve the CARMA dividend released in January 2018 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).*
- 271
- 274 *B. Pooled Workers' Compensation Program Update
 1. Report by BCJPIA Workers' Compensation Program Manager
 2. Report by BCJPIA Structured Return-to-Work Manager
 3. Report by Innovative Claims Services (ICS)*Recommendation: None.*
- 277 C. Presentation from Alliant Insurance Services – Program Renewals
Recommendation: None.
- 278 *D. Update on 2017/2018 Risk Control Service Delivery and Approval of 2018/2019 Risk Control Service Plan
Recommendation: Staff and the Safety and Loss Prevention and Executive Committees recommend the Board approve the 2018/2019 Risk Control Service Plan, as presented.

- 289** *E. Report on Employment Risk Management Authorities (ERMA) and Discussion Regarding Distribution of ERMA Dividends
Recommendation: Staff recommends the Board consider allocating \$100,000 to extend the LCW Library and Consortium Memberships through December 31, 2022, for calendar year memberships and through June 30, 2023, for fiscal year memberships and deposit the remaining dividends into the Member Contingency Fund.

8. ADMINISTRATIVE MATTERS

- 292** *A. Consideration of Renewal Contract with Bickmore for Program Administration Services
Recommendation: The Executive Committee recommends the Board of Directors approve the renewal contract between BCJPIA and Bickmore, as presented.
- 313** *B. Confirm Intent to Renew Contract with Acclamation Insurance Management Services (AIMS) for Liability Third Party Administrator (TPA) Services
Recommendation: Provide direction to staff.
- 314** *C. BCJPIA Biennial Review of Conflict of Interest Code
Recommendation: None.
- 318** *D. 2018/2019 Meeting Dates and Discussion of Strategic Planning Session Topics
Recommendation: Staff recommends the Board approve Resolution No. 01-2017-2018 Establishing Meeting Dates for the 2018/2019 Program Year and provide direction on the Strategic Planning Session topics.

9. FINANCIAL MATTERS

- 322** *A. Proposed Budget for the 2018/2019 Program Year
Recommendation: Staff and the Executive Committee recommend the Board of Directors approve the 2018/2019 Operating Budget.

10. COMMITTEE ELECTIONS & APPOINTMENTS

- 339** *A. Slate of Nominees for the Election of President and Vice President; Confirmation of Appointment of “At-Large” Executive Committee Member; and Appointment of New Safety and Loss Prevention Committee Member
Recommendation: Staff and the Nominating Committee recommend the Board approve the slate of nominees for the Executive Committee positions, including confirmation of Todd Cusimano’s appointment to the Executive Committee, and the President appoint a new Safety and Loss Prevention Committee member, as presented.

11. CLOSING COMMENTS

This time is reserved for comments by Bay Cities Joint Powers Insurance Authority members and/or staff and to identify matters for future Bay Cities Joint Powers Insurance Authority business.

- A. Board of Directors
- B. Staff

12. ADJOURNMENT

NOTICES:

- The next BCJPIA Executive Committee meeting will be held on Thursday, August 2, 2018, at the Courtyard Marriott in Emeryville, CA.
- The next BCJPIA Safety and Loss Prevention Committee meeting will be held on Thursday, August 2, 2018, at the Courtyard Marriott in Emeryville, CA.
- The next LAWCX Board of Directors meeting will be held on Tuesday, June 5, 2018, 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 ERMA Board of Directors meeting will be held on Tuesday, June 12, 2018, in Sacramento, CA. The BCJPIA representative to the ERMA Board is Stuart Schillinger, City of Brisbane, and the alternate is Todd Cusimano, Town of Corte Madera.
- The next CARMA Board of Directors meeting will be held on Wednesday, June 13, 2018, in Sacramento, 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 Board of Directors meeting will be held on Thursday, October 25-26, 2018, at the Dream Inn in Santa Cruz, CA.