

BAY CITIES JOINT POWERS INSURANCE AUTHORITY

BOARD OF DIRECTORS MEETING

AGENDA

Friday, October 26, 2018

8:30 a.m.

Dream Inn

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

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 Kyla Morris at (916) 290-4629 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.

Page	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 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.
	4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)
6	5. CONSENT CALENDAR If a Board member would like to discuss any item listed, it may be pulled from the Consent Calendar.
8	*A. Minutes from the December 14, 2017, Special Board of Directors Meeting
11	*B. Minutes from the June 7, 2018, Board of Directors Meeting
27	*C. Minutes from the June 25, 2018, Special Board of Directors Meeting
30	*D. Warrant Listings for the Months of August and September 2018
31	*E. BCJPIA Cash & Investment Report for the Quarter Ended June 30, 2018
71	*F. BCJPIA Internal Financial Statements for the Quarter Ended June 30, 2018

5. CONSENT CALENDAR (Continued)

- 79 *G. Preliminary Member Contingency Fund Balance as of September 30, 2018,
Without Interest
- 80 *H. Pooled Auto Physical Damage and Property Programs' Claims History and
Annual Financial Status as of June 30, 2018
- I. BCJPIA Annual Report as of June 30, 2018 (to be distributed at the meeting)
- 88 *J. Memorandum Regarding BCJPIA/Bickmore Contract Fee for the 2018/19
Fiscal Year
- 89 *K. Revision to Endorsement #1 and #2 of the Pooled Property Program
Memorandum of Coverage for the 2018/19 Program Year
- 92 *L. Revision to Endorsement #3 of the Pooled Liability Program Memorandum
of Coverage for the 2018/19 Program Year
- 94 *M. ERMA Memo: Important Information Regarding the 2018/19 Program Year
- 97 *N. CARMA E-Brief, Dated September 2018
- 98 *O. Workers' Compensation Claim Oversight Report
- 100 *P. Analysis and Update of Delayed Workers' Compensation Claims
- 105 *Q. Summary of CAJPA Conference Attendance by BCJPIA Members
- 106 *R. New Board Representatives for:
- City of Albany
 - City of Menlo Park
 - City of Sausalito
- 110 *S. Final BCJPIA 2018/19 Budget
Recommendation: Staff recommends the Board formally consider approval of the Consent Calendar as presented.

6. PRESENTATIONS

- 123 *A. Presentation of Financial Audit for the Year Ended June 30, 2018
Recommendation: Board receive and file the audited financial statements for the year ended June 30, 2018.

7. STAFFING MATTERS AND APPOINTMENTS

- 171 A. Ratification of Executive Committee's Appointment of the BCJPIA
Administrator
Recommendation: The Board ratify the Executive Committee's appointment of Jaesa McCulligan as BCJPIA Administrator.
- 172 B. Appointment of New Board Secretary, Kyla Morris
Recommendation: The Board consider appointing Kyla Morris as BCJPIA Board Secretary, effective October 26, 2018.

- 173 **7. STAFFING MATTERS AND APPOINTMENTS (Continued)**
*C. Election of Vice President; Appointment of Executive Committee Member; Appointment of Safety and Loss Prevention (S&LP) Committee Member and Chairperson; Appointment of Memorandum of Coverage (MOC) Committee Member and Chairperson
Recommendation: The President and Nominating Committee recommend the Board elect Todd Cusimano as Vice President to complete the vacant term through June 30, 2020; and appoint Michael Guina to the Executive Committee. The Nominating Committee also recommends the President appoint Lori Elefant as the S&LP Chairperson, Dan Sodergren to the S&LP Committee, Garrett Toy as the MOC Chairperson, and Peggy Flynn to the MOC Committee.
- 183 **8. STRATEGIC PLANNING SESSION SUMMARY**
*A. Recap of the October 25, 2018, Strategic Planning Session
Recommendation: Board provide direction with respect to prioritizing the strategic goals and objectives developed in the Strategic Planning Session.
- 192 **9. POOLED WORKERS' COMPENSATION PROGRAM**
*A. Status Report Regarding Workers' Compensation Claims from Innovative Claim Solutions and Report by Workers' Compensation and Structured Return-to-Work Program Managers
Recommendation: None.
- 205 B. Legislative Update
Recommendation: None.
- 206 **10. POOLED LIABILITY PROGRAM**
A. Status Report Regarding Liability Claims from Acclamation Insurance Management Services and Report by Litigation Manager
Recommendation: None.
- 207 **11. RISK CONTROL MATTERS**
*A. Update on the 2018/19 Risk Control Plan and Delivery of Services
Recommendation: None.
- 219 **12. FINANCIAL MATTERS**
*A. Discussion of Social Responsibility Regarding Investments
Recommendation: Discuss and provide direction to staff.
- 234 *B. June 30, 2018, Liability Program Dividend Calculation
Recommendation: Staff recommends monitoring equity development and reviewing the calculation again in October 2019.
- 238 *C. June 30, 2018, Workers' Compensation Program Dividend Calculation
Recommendation: Staff recommends monitoring equity development and reviewing the calculation again in October 2019.

12. FINANCIAL MATTERS (Continued)

- 242 *D. June 30, 2018, Pooled Property Program (PPP) Dividend Calculation
Recommendation: Staff recommends releasing a dividend in the PPP in the amount of \$651,999 to be returned to participating members in 2002/03 through 2006/17, with funds placed in the Member Contingency Fund to benefit affected members. Staff further recommends the formal closure of program years 2002/03 through 2006/07.
- 246 *E. Benchmarking Analysis
Recommendation: Staff recommends the Board receive and accept the Benchmarking Analysis.

13. ADMINISTRATIVE MATTERS

- 259 *A. Consideration of BCJPIA Membership for the San Francisco Office of Community Investments and Infrastructure
Recommendation: The Finance and Underwriting Committee will provide a recommendation.
- 313 *B. Review and Consideration of Endorsement to the Pooled Liability Program Memorandum of Coverage for the 2018/19 Program Year
Recommendation: Staff recommends the Board approve Endorsement #4 to the Pooled Liability Program Memorandum of Coverage for the 2018/19 Program Year as presented.
- 362 *C. Review of Service Provider Evaluations
Recommendation: Board provide additional feedback with regard to service provider performance, if warranted.
- 411 *D. Consideration of Renewal Contract with Acclamation Insurance Management Services (AIMS)
Recommendation: The Executive Committee recommends the Board approve the proposed contract from Acclamation Insurance Management Service as presented.

14. ADMINISTRATOR'S REPORT

- 447 A. Report by Administrator
Recommendation: None.

15. 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

16. ADJOURNMENT

NOTICES:

- The next ERMA Board of Directors meeting will be held on Monday, November 5, 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 LAWCX Board of Directors meeting will be held on Tuesday, November 6, 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 BCJPIA Executive Committee meeting will be held on Thursday, December 13, 2018, in Emeryville, CA.
- The next BCJPIA Safety and Loss Control Committee meeting will be held on Thursday, December 13, 2018, in Emeryville, CA.
- The next BCJPIA Memorandum of Coverage Committee meeting will be held on Thursday, December 13, 2018, in Emeryville, CA.
- The next CARMA Board of Directors meeting will be held on Thursday, January 10-11, 2018, in Bodega Bay, CA. The BCJPIA representative to the CARMA Board is Dan Schwarz, City of Larkspur, and the Alternate is Daria Carrillo, Town of Corte Madera.
- The next BCJPIA Finance and Underwriting Committee meeting will be held on Tuesday, March 12, 2019, via Teleconference.
- The next BCJPIA Board of Directors meeting will be held on Thursday, June 6, 2019, in Emeryville, CA.