

# BAY CITIES JOINT POWERS INSURANCE AUTHORITY

## EXECUTIVE COMMITTEE MEETING

### AGENDA

Thursday, February 21, 2019

10:30 a.m.

#### Teleconference

Call-In: 302-317-2257

PIN: 333 396#

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All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: *York, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA; City of Berkeley, 2180 Milvia Street, Berkeley, CA; City of Brisbane, 50 Park Place, Brisbane, CA; Town of Corte Madera, 300 Tamalpais Drive, Corte Madera, CA; City of Emeryville, 1333 Park Avenue, Emeryville, CA; Town of Fairfax, 142 Bolinas Road, Fairfax, CA; City of Larkspur, 400 Magnolia Avenue, Larkspur, CA; and City of Mill Valley, 26 Corte Madera Avenue, Mill Valley, CA.* Each location is accessible to the public, and members of the public may address the Bay Cities Joint Powers Insurance Authority (BCJPIA) from any teleconference location.

In compliance with the Americans with Disabilities Act, if 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.

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

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<b>Page</b>	<b>1. CALL TO ORDER</b>
	<b>2. INTRODUCTIONS</b>
	<b>3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b>
	<b>4. PUBLIC COMMENTS</b> - 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.
<b>4</b>	<b>5. CONSENT CALENDAR</b> If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.
<b>5</b>	*A. Minutes from the December 13, 2018, Executive Committee Meeting
<b>15</b>	*B. Warrant Listings for the Period of December 1, 2018, - January 31, 2019

\* Reference materials attached with staff report.

**5. CONSENT CALENDAR (Continued)**

- 16 \*C. BCJPIA Internal Financial Statement for the Quarter Ended  
September 30, 2018
- 18 \*D. BCJPIA Cash & Investment Report for the Quarter Ended  
December 31, 2018
- 49 \*E. Workers' Compensation Claim Oversight Reports
- 53 \*F. Workers' Compensation Legislative Updates
- 63 \*G. Workers' Compensation Contact Forum Invite
- 64 \*H. BCJPIA Structured Return-To-Work Program Activity Report as of  
December 31, 2018
- 66 \*I. ERMA – Important Information and Reminders
- 68 \*J. ERMA Quick Reference Handbook 2018-2019
- 80 \*K. CARMA E-Brief, February 2019
- 82 \*L. Central Marin Fire Authority New Board and Alternate Representative  
Appointment Letter

*Recommendation: Staff recommends the Committee approve the Consent Calendar as presented.*

**6. CLOSED SESSION**

Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss the claims for the payment of tort liability losses, workers' compensation losses, or public liability losses incurred by the Joint Powers Authority.

Liability Claims

- Torvik v. Brisbane
- Swift v. Woo & Hicks

**7. REPORT FROM CLOSED SESSION**

Pursuant to Government Code Section 54957.1, the Committee must report in open session any action taken, or lack thereof, in closed session.

**8. ADMINISTRATIVE MATTERS**

- 83 \*A. Appointment to the Safety and Loss Prevention Committee  
*Recommendation: The Nominating Committee recommends the President appoint Peter Brown, Town of Corte Madera, to the Safety and Loss Prevention Committee as the Public Works representative to the Committee.*
- 93 B. Update Regarding CAJPA Re-Accreditation and Recommendations  
*Recommendation: None.*
- 95 \*C. Proposed Changes to BCJPIA Bylaws  
*Recommendation: Staff recommends the Committee recommend approval of the proposed changes to the Bylaws to the Board of Directors.*

**8. ADMINISTRATIVE MATTERS (Continued)**

- 120 \*D. Revisions to the Pooled Liability Program Memorandum of Coverage for the 2019/2020 Program Year  
*Recommendation: Staff recommends the Committee recommend approval of the proposed changes to the Pooled Liability Program Memorandum of Coverage for the 2019/2020 program year to the Board of Directors.*
- 152 E. Discussion of Conducting Property Appraisals in the 2019/2020 Program Year  
*Recommendation: Staff recommends the Committee consider conducting appraisals in the 2019/2020 program year.*
- 154 F. Bickmore Actuarial Update  
*Recommendation: None.*
- 155 \*G. Preliminary 2019/2020 Meeting Schedule for Executive Committee and Board of Directors and Location of October 2019 Strategic Planning Session  
*Recommendation: Committee provide direction to staff regarding the preliminary meeting schedule for the Executive Committee and Board of Directors and select a location for the October 2019 Strategic Planning Session and confirm the use of a Facilitator.*

**9. FINANCIAL MATTERS**

- 158 \*A. Pooled Property Program (PPP) Dividend Allocation  
*Recommendation: None.*

**10. ADMINISTRATOR'S REPORT**

- 164 A. Report by Administrator  
*Recommendation: None.*

**11. CLOSING COMMENTS**

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

- A. Executive Committee
- B. Staff

**12. ADJOURNMENT**

**NOTICES:**

- The next BCJPIA Finance and Underwriting Committee meeting will be held on Tuesday, March 12, 2019, via teleconference.
- The next BCJPIA Safety and Loss Control Committee meeting will be held on Thursday, April 4, 2019, in Emeryville, CA.
- The next BCJPIA Board of Directors meeting will be held on Thursday, June 6, 2019, in Emeryville, CA.