

BAY CITIES JOINT POWERS INSURANCE AUTHORITY

EXECUTIVE COMMITTEE MEETING

AGENDA

Thursday, April 4, 2019

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 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, California 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 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.
6	5. CONSENT CALENDAR - If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.
7	*A. Minutes from the February 21, 2019, Executive Committee Meeting
15	*B. Warrant Listings for the Period of February 1, 2019, - March 31, 2019
16	*C. Internal Financial Statements as of December 31, 2018
24	*D. Member Contingency Fund Balance as of December 31, 2018
25	*E. Investment Policy
40	*F. CARMA Claims Audit
52	*G. New Board Representatives for: <ul style="list-style-type: none">• City of Sausalito• Town of Tiburon
	<i>Recommendation: Staff recommends the Committee approve the Consent Calendar as presented.</i>

- 6. STAFFING UPDATES**
- 56 *A. BCJPIA Staffing
Recommendation: None
- 7. RISK CONTROL**
- 60 *A. Report from the Safety and Loss Prevention Committee
Recommendation: Staff recommends the Committee receive and accept the update and provide additional feedback if warranted. Additionally, staff recommends the Committee recommend the Board of Directors approve the 2019/2020 Risk Control Service Plan.
- 8. ADMINISTRATIVE MATTERS**
- 70 *A. Consideration of Amendment One to the Agreement with York Risk Services Group, Inc. for Administrative and Financial Services
Recommendation: The Executive Committee consider Amendment One to the Agreement with York Risk Services Group, Inc. for Administrative and Financial Services, and make a recommendation to the Board of Directors.
- 73 *B. Proposed Amendments to the Agreement between BCJPIA and Chandler Asset Management for Investment Management Services
Recommendation: Staff recommends the Committee approve the agreement between BCJPIA and Chandler Asset Management for Investment Management Services, as presented.
- 78 *C. Consideration of Agreement with AssetWorks for Property Appraisal Services
Recommendation: Staff recommends the Committee approve the agreement between BCJPIA and AssetWorks for Property Appraisal Services.
- 94 *D. Consideration of Agreement between BCJPIA and Prime Consulting dba Bickmore Actuarial for Actuarial Services
Recommendation: Staff recommends the Committee approve the agreement between BCJPIA and Prime Consulting for actuarial services.
- 104 E. Discussion of Employee Assistance Program (EAP) Services for BCJPIA Members
Recommendation: Review and provide direction to staff.
- 105 *F. Proposed Changes to BCJPIA Bylaws
Recommendation: Staff recommends the Committee recommend approval of the proposed changes to the Bylaws to the Board of Directors.
- 131 *G. 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.

- 8. ADMINISTRATIVE MATTERS (Continued)**
- 163 *H. Selection of Facilitator for 2019 Strategic Planning Session
Recommendation: Committee provide direction to staff regarding date and location selection for the 2019 Strategic Planning Session and selection of Facilitator.
- 194 *I. Consideration of Contribution for Liability Claims Initiatives
Recommendation: Discuss and provide direction to staff.
- 9. FINANCIAL MATTERS**
- 197 *A. Preliminary Indications for the APIP Property Program and Other Ancillary Programs
Recommendation: Staff recommends the Committee receive and accept the update and provide additional feedback, if warranted.
- 201 *B. Earthquake Coverage Purchase Options
Recommendation: Provide direction to staff.
- 227 *C. Draft Property Actuarial Study for the 2019/2020 Program Year
Recommendation: Receive and file.
- 250 *D. Draft Liability Actuarial Study for the 2019/2020 Program Year
Recommendation: Receive and file.
- 270 *E. Draft Workers' Compensation Actuarial Study for the 2019/2020 Program Year
Recommendation: Receive and file.
- 297 *F. Draft Target Equity Policy
Recommendation: Committee approve the recommendation from the Finance and Underwriting Committee and recommend approval of the Policy to the Board.
- 303 G. Proposed Equity Building Plan
Recommendation: Committee approve the recommendation(s), from the Finance and Underwriting Committee and recommend approval of the Equity Building Plan to the Board.
- 306 *H. Draft Budget for the 2019/2020 Program Year
Recommendation: Staff recommends the Committee recommend approval of the 2019/2020 budget to the Board of Directors.
- 10. POOLED WORKERS' COMPENSATION PROGRAM**
- 322 A. Workers' Compensation Legislative Updates
Recommendation: Committee receive and accept the update and provide additional feedback, if warranted.
- 323 *B. Structured Return-to-Work Update and Company Nurse Contract Renewal
Recommendation: Staff recommends approval of the Company Nurse draft contract as presented.

11. 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

- Dillard v. Albany
- L. Berardi, K. Berardi, & D. Berardi v. San Anselmo
- Meister v. Sausalito
- Rouda & Glass v. Sausalito
- Sachs v. Sausalito
- Johnson v. Sausalito
- Huerwitz v. Sausalito
- Buscho v. Sausalito
- Bosco v. Sausalito
- Wilson v. Sausalito

12. 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.

13. ADMINISTRATOR'S REPORT

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A. Report by Administrator

Recommendation: None.

14. 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

15. ADJOURNMENT

NOTICES:

- The next California Affiliated Risk Management Authorities (CARMA) Board of Directors meeting will be held on Wednesday, April 10, 2019, at the York Office in Sacramento, 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 Employment Risk Management Authority (ERMA) Board of Directors meeting will be held on Tuesday, April 30, 2019, at the York Office 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 Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX JPA) Board of Directors meeting will be on held Tuesday, June 4, 2019, at the DoubleTree by Hilton, 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 Board of Directors meeting will be held on Thursday, June 6, 2019, in Emeryville, CA.