

# BAY CITIES JOINT POWERS INSURANCE AUTHORITY

## BOARD OF DIRECTORS MEETING

### AGENDA

Thursday, June 11, 2020

10:30 a.m.

#### Webex Meeting Information

<https://sedgwick.webex.com/sedgwick/j.php?MTID=mf21b4e942efb365d2b0d22feb88ecd91>

Meeting number: 160 239 6353

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This meeting will be conducted by teleconferencing in accordance with the State of California Executive Order N-29-20.

Members of the public may participate in the meeting via Webex or may listen to the meeting telephonically. No physical location will be available from which members may observe the meeting and offer public comment. Public comments may be submitted in advance of the meeting by emailing Caroline Brush at [Caroline.brush@sedgwick.com](mailto:Caroline.brush@sedgwick.com) no later than 5 p.m. on Wednesday, June 10, 2020. If a member of the public would like to address the Board during the meeting, the person may email Ms. Brush during the meeting and, if timely received, Ms. Brush will read or summarize the email to the directors.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Caroline Brush at (916) 290-4629 or [Caroline.brush@sedgwick.com](mailto:Caroline.brush@sedgwick.com). 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 Bay Cities Joint Powers Insurance Authority (BCJPIA) less than 72 hours prior to a regular meeting will be available for public inspection. Please contact Caroline Brush at (916) 290-4629 or [Caroline.brush@sedgwick.com](mailto:Caroline.brush@sedgwick.com)

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|                    | <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> - The Public may submit any questions in advance of the meeting by contacting Caroline Brush at: <a href="mailto:Caroline.brush@sedgwick.com">Caroline.brush@sedgwick.com</a> . 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. |

- 5. COMMITTEE ELECTIONS AND APPOINTMENTS**
- 5 \*A. Slate of Nominees for the Election of Officer and Two At-Large Executive Committee Members  
*Recommendation: The Nominating Committee recommends the Board approve the slate of nominees for the Executive Committee positions.*
- 6. PROGRAM UPDATES AND PRESENTATIONS**
- 16 \*A. COVID-19 Updates  
*Recommendation: None*
- 25 B. Presentation from Alliant Insurance Services – Program Renewals  
*Recommendation: None*
- 26 \*C. Update on 2019/20 Risk Control Service Delivery and Approval of 2020/2021 Risk Control Service Plan  
*Recommendation: None.*
- 7. ADMINISTRATIVE MATTERS**
- 38 A. Update of the Workers’ Compensation TPA Request for Proposals Process and One Year Contract Extension with (ICS)  
*Recommendation: None*
- 39 \*B. Pooled Liability Program Memorandum of Coverage for the 2020/21 Program Year  
*Recommendation: Staff recommends the Board discuss and provide direction to staff regarding a communicable disease exclusion. The Executive Committee recommends the Board approve the proposed changes to the Pooled Liability Program Memorandum of Coverage regarding SAM coverage for the 2020/21 program year.*
- 8. FINANCIAL MATTERS**
- 76 \*A. Annual Review of Target Equity Policy  
*Recommendation: The Executive Committee recommends deferring the Equity Building Plan for the 2020/21 Program Year.*
- 81 \*B. Proposed Operating Budget for the 2020/21 Program Year  
*Recommendation: None.*
- 9. ADMINISTRATOR’S REPORT**
- 100 \*A. Report by Administrator
- BCJPIA Education + Outreach Series
  - Retirement of Ric Burwell, Senior Consultant
- Recommendation: None*
- 102 **10. CONSENT CALENDAR** – If a Board member would like to discuss any item listed, it may be pulled from the Consent Calendar.

- \*A. Minutes from the November 8, 2019, Board of Directors Meeting
- \*B. Minutes from the February 20, 2020, Special Board of Directors Meeting
- \*C. Warrant Listings for the Period of April 1, 2020, - May 15, 2020
- \*D. Cash & Investment Report as of March 31, 2020
- \*E. Internal Financial Statements as of March 31, 2020
- \*F. Member Contingency Fund Balance as of March 31, 2020
- \*G. Consideration of Resolution No. 01 2019-2020 Establishing Meeting Dates for the 2020/21 Program Year
- \*H. 2019-2022 Strategic Plan
- \*I. BCJPIA Investment Policy
- \*J. Approval of CARMA Dividend Utilization
- \*K. Pooled Liability Program Master Program Document
- \*L. Pooled Workers' Compensation Program Master Program Document
- \*M. Pooled Property Program Master Program Document
- \*N. Pooled Auto Physical Damage Master Program Document
- \*O. Pooled Workers' Compensation Program Memorandum of Coverage for the 2020/21 Program Year.
- \*P. Pooled Property Program Memorandum of Coverage for the 2020/21 Program Year
- \*Q. Pooled Auto Physical Damage Program Memorandum of Coverage for the 2020/21 Program Year
- \*R. Endorsement No. 3 Pooled Liability Program Memorandum of Coverage for the 2017/18 Program Year
- \*S. Endorsement No. 3 Pooled Liability Program Memorandum of Coverage for the 2018/19 Program Year
- \*T. Endorsement No. 3 Pooled Liability Program Memorandum of Coverage for the 2019/20 Program Year
- \*U. Report by Innovative Claims Services (ICS)
- \*V. BCJPIA Scholarship Fund Reimbursement Log
- \*W. Summaries of Conference Attendance by BCJPIA Members
- \*X. Proposed 2020/21 Risk Control Service Plan
- \*Y. 2020/21 BCJPIA Proposed Operating Budget  
*Recommendation: Staff recommends the Board approve the Consent Calendar as presented.*

- 11. CLOSED SESSION** - Pursuant to Government Code Section 54956.95(a), the Board 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**

Gilliland v. City of Pleasanton

Rechten v. City of Union City

Delgado-Espinoza v. Central Marin Police Authority

**Workers' Compensation Claims**

Estock v. City of Novato

- 12. REPORT FROM CLOSED SESSION** - Pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, in closed session.
  
- 13. CLOSING COMMENTS** - This time is reserved for comments by Board members and/or staff and to identify matters for future BCJPIA business.
  - A. Board of Directors
  - B. Staff
  
- 14. ADJOURNMENT**

**NOTICES:**

- The next BCJPIA Executive Committee meeting will be held on Thursday, August 20, 2020, in Emeryville, CA.
- The next BCJPIA Safety and Loss Prevention Committee meeting will be held Thursday, August 20, 2020, in Emeryville, CA.
- The next California Affiliated Risk Management Authorities (CARMA) Board of Directors meeting will be held on Friday, September 18, 2020, in South Lake Tahoe, 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 Monday, November 2, 2020. The BCJPIA representative to the ERMA Board is Stuart Schillinger, City of Brisbane, and the Alternate is Heather Rowden, City of Albany.
- The next BCJPIA Board of Directors meeting will be held on Thursday, November 12, 2020, location to be determined.
- The next Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX JPA) meeting will be held on November 3, 2020, 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.