

BAY CITIES JOINT POWERS INSURANCE AUTHORITY

BOARD OF DIRECTORS MEETING

AGENDA

Thursday, November 12, 2020

10:00 a.m.

Zoom Teleconference

<https://zoom.us/j/2147099514?pwd=RW5VYVFRdmFVWVJOM3ZWamlKTDNKZz09>

Meeting ID: 214 709 9514

Password: BCJPIA

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 Zoom 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 no later than 5 p.m. on Tuesday, November 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 (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 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.

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| | 1. CALL TO ORDER |
| | 2. INTRODUCTIONS |
| | 3. PUBLIC COMMENTS - The Public may submit any questions in advance of the meeting by contacting Caroline Brush at: Caroline.brush@sedgwick.com . 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. |

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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 of the June 11, 2020, Board of Directors Meeting
- 21 *B. Minutes of the September 23, 2020, Special Board of Directors Meeting
- 24 *C. BCJPIA Cash & Investment Report for the Quarter Ended September 30, 2020
- 51 *D. Warrant Listings for the Months of August and September 2020
- 52 *E. Member Contingency Fund Balance as of September 30, 2020, Without Interest
- 53 *F. Pooled Auto Physical Damage and Property Programs' Claims History and Annual Financial Status as of June 30, 2020
- 62 *G. BCJPIA Annual Report as of June 30, 2020
- 89 *H. Revision to Endorsement #4 of the Pooled Liability Program Memorandum of Coverage for the 2020/21 Program Year
- 90 *I. CARMA E-Brief, Dated September 2020
- 91 *J. Analysis and Update of Delayed Workers' Compensation Claims
- 96 *K. ICS Annual Report
- 111 *L. Public Self Insurers Annual Report for Fiscal Year 2019/20
- 116 *M. New Board Representatives for:
 - City of Redwood City
- 117 *N. Final BCJPIA 2020/21 Budget
- 130 *O. BCJPIA Investment Policy
Recommendation: Staff recommends the Board formally consider approval of the Consent Calendar as presented.

6. PRESENTATIONS

- 146 *A. Presentation of Financial Audit for the Year Ended June 30, 2020
Recommendation: The Board receives and files the audited financial statements for the year ended June 30, 2020.

7. POOLED WORKERS' COMPENSATION PROGRAM

- 196 *A. Legislative Update
Recommendation: None.

8. POOLED LIABILITY PROGRAM

- 201 A. Annual Review of Defense Panel
Recommendation: Staff recommends the Board review the information and provide direction.
- 202 *B. CAJPA Data Project
Recommendation: None

9. RISK CONTROL MATTERS

- 221** *A. Discussion of Proposed Cyber Services
Recommendation: Review the Safety & Loss Prevention Committee's recommendation to move forward with an IT risk assessment pilot program in order to address the pool's cyber goal in the BCJPIA Strategic Action Plan.
- 237** *B. Consideration of Master Contract with Precision Concrete Cutting for Sidewalk Assessment and Repair Services
Recommendation: The Safety & Loss Prevention Committee recommends the Board enter into an agreement with Precision Concrete Cutting to facilitate consistent pricing for their services to pool members.
- 239** *C. Update on the 2020/21 Risk Control Plan and Delivery of Services
Recommendation: Provide direction as needed.

10. FINANCIAL MATTERS

- 251** *A. Presentation by Chandler Asset Management Regarding Investment Management Services
Recommendation: None
- 289** *B. Single Signature Check Requirement
Recommendation: Staff recommends the Board adopt Resolution No. 01 2020-2021, Revising Authorized Signatories and Activities for Established Bank Accounts.
- 299** *C. June 30, 2020, Liability Program Dividend Calculation
Recommendation: Staff recommends:
- *Monitoring equity development and reviewing the calculation again in November 2021.*
 - *Closing and transferring fund balances from program years 2003/04 and 2006/07 through 2009/10 to program years 2015/16, 2016/17, and 2018/19.*
 - *Accept and file Liability Program Fund Balance Calculations as of June 30, 2020.*
- 364** *D. June 30, 2020, Workers' Compensation Program Dividend Calculation
Recommendation: Staff recommends:
- *Monitoring equity development and reviewing the calculation again in November 2021.*
 - *Accept and file Workers' Compensation Program Fund Balance Calculations as of June 30, 2020.*
- 410** *E. June 30, 2020, Pooled Property Program (PPP) Dividend Calculation
Recommendation: Staff recommends the Board approve releasing a dividend in the PPP in the amount of \$716,395 to be returned to members which participated in 2011/12 and 2012/13 program years, with funds placed in the Member Contingency Fund to benefit affected members. Staff further recommends the formal closure of program years 2011/12 and 2012/13.

- 417 *F. Benchmarking Analysis
 Recommendation: Staff recommends the Board receive and accept the Benchmarking Analysis.

11. ADMINISTRATIVE MATTERS

- 430 *A. 2019-2022 Strategic Action Plan Status Update
 Recommendation: The Board provide feedback on the current Strategic Action Plan.
- 434 *B. Report on Employment Risk Management Authorities (ERMA) and Discussion Regarding Distribution of ERMA Dividends
 Recommendation: Staff recommends the Board approve depositing the ERMA dividends in the BCJPIA Member Contingency Fund.
- 454 *C. Review of Service Provider Evaluations
 Recommendation: The Board provides additional feedback with regard to service provider performance, if warranted, and provide direction to staff on expiring contracts.

- 12. 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

Delgado-Espinoza v. Central Marin Police Authority

- 13. 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.

14. ADMINISTRATOR'S REPORT

- 509 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:

* Reference materials enclosed with staff report.

- The next BCJPIA Executive Committee meeting will be held on Thursday, December 10, 2020, via Zoom.
- The next BCJPIA Safety and Loss Control Committee meeting will be held on Thursday, December 10, 2020, via Zoom.
- The next BCJPIA Memorandum of Coverage Committee meeting will be held on Thursday, December 10, 2020, via Zoom.
- The next CARMA Board of Directors meeting will be held on Friday, January 8, 2021, in Santa Cruz, 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 ERMA Board of Directors meeting will be held on Thursday, February 11, 2021, via Zoom. 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 Finance and Underwriting Committee meeting will be held on Tuesday, March 9, 2021, via Teleconference.
- The next LAWCX Board of Directors meeting will be held on Tuesday, June 1, 2021, 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 3, 2021, in Emeryville, CA.