

BAY CITIES JOINT POWERS INSURANCE AUTHORITY

EXECUTIVE COMMITTEE MEETING

AGENDA

Thursday, April 1, 2021

10:30 a.m. (Immediately following the Special Board of Directors Meeting)

Zoom Teleconference

<https://zoom.us/j/2147099514?pwd=RW5VYVFRdmFVWVJ0M3ZWamlKTDNKZz09>

Meeting ID: 214 709 9514

Passcode: 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, March 30, 2021. If a member of the public would like to address the Committee 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 Committee.

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. 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

-
- | Page | |
|-------------|---|
| | 1. CALL TO ORDER |
| | 2. INTRODUCTIONS |
| | 3. APPROVAL OF AGENDA AS POSTED |
| | 4. 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 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. |

* Reference materials attached with staff report.

5. CONSENT CALENDAR

If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.

- 5 *A. Minutes from the December 10, 2020, Executive Committee Meeting
- 11 *B. Warrant Listings for the Period December 1, 2020 – March 15, 2021
- 12 *C. Internal Financial Statements as of December 31, 2020
- 20 *D. Member Contingency Fund Balance as of December 31, 2020
- 21 *E. Workers' Compensation Claim Oversight Reports
- 23 *F. Workers' Compensation Legislative Updates
- 27 *G. ERMA Bi-Annual Letter to Members
- 30 *H. CARMA Claims Audit
- 42 *I. New Board Representatives for:
 - City of Emeryville
 - City of Mill Valley

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

6. COVERAGE MATTERS

- 44 *A. Proposed Changes to Pooled Liability Memorandum of Coverage

Recommendation: Staff seeks direction from the Executive Committee as to whether further assessment of the proposed revision should proceed, and if this matter should be the subject of the June 2020 meeting on the Liability Memorandum of Coverage.
- 78 *B. Discussion of Workers' Compensation Coverage for Employees Working Out of State

Recommendation: Staff recommends the Executive Committee discuss and direct staff to draft clarifying language within the BCJPIA WC MOC for 2021/22 regarding coverage for permanent out-of-state employees.

7. POOLED WORKERS' COMPENSATION PROGRAM

- 84 *A. Structured Return-to-Work Update and Company Nurse Contract Renewal

Recommendation: Staff recommends the Committee approve the Company Nurse draft contract as presented.

8. RISK CONTROL MATTERS

- 95 *A. Report from the Safety and Loss Control Prevention Committee, and Review of the 2021/22 Proposed Risk Control Service Plan

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 2021/22 Risk Control Service Plan.

9. FINANCIAL MATTERS

- 102 *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.
- 106 *B. Draft Liability Actuarial Study for the 2021/22 Program Year
Recommendation: Staff recommends the Committee receive and file the Liability Program Actuarial Report.
- 126 *C. Draft Workers' Compensation Actuarial Study for the 2021/2022 Program Year
Recommendation: Staff recommends the Committee receive and file the Workers' Compensation Actuarial Report.
- 152 *D. Annual Review of Target Equity Policy
Recommendation: None
- 158 *E. Equity Building Plan Evaluation
Recommendation: Staff recommends the Committee recommend not funding an equity building component in the current budget to the Board.
- 160 *F. Draft Budget for the 2021/2022 Program Year
Recommendation: Staff recommends the Committee recommend approval of the 2021/22 budget to the Board of Directors pending final amounts for excess and purchased coverages.

178 **10. EXECUTIVE DIRECTOR'S REPORT**

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 California Affiliated Risk Management Authorities (CARMA) Board of Directors meeting will be held on Wednesday, April 7, 2021, at location TBD.
- The next Employment Risk Management Authority (ERMA) Board of Directors will be held on Tuesday, April 27, 2021, at location TBD.
- The Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX JPA) Board of Directors meeting will be on held Tuesday, June 1, 2021, via Zoom Teleconference. 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, via Zoom Teleconference.