

BAY CITIES JOINT POWERS INSURANCE AUTHORITY

BOARD OF DIRECTORS MEETING

AGENDA

Friday, October 29, 2021

9:00 a.m.

Zoom Teleconference

<https://zoom.us/j/2147099514?pwd=RW5VYVFRdmFVWVJoM3ZWamlKTDNKZz09>

Meeting ID: 214 709 9514

Password: BCJPIA

This meeting will be conducted by videoconference and teleconference in accordance with Government Code Section 54953(e).

Members of the public may participate in the meeting via Zoom or 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. If a member of the public would like to address the Board during the meeting, the person may speak when public comment is requested at the beginning of the meeting and during the discussion of each agenda item. Members of the public may also email Ms. Brush during the meeting and, if timely received, Ms. Brush will read or summarize the email to the Board.

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 should 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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| <u>Page</u> | 1. CALL TO ORDER |
| | 2. INTRODUCTIONS |
| | 3. APPROVAL OF AGENDA AS POSTED (OR AMENDED) |

4. TELECONFERENCE MEETING AUTHORIZATION

- 6** *A. Authorization to Meet Via Videoconference/Teleconference Pursuant to Government Code Section 54953, Subdivision (e)(1) and Discussion of Meeting Formats

Recommendation: Consider making the following finding to continue meeting via Zoom teleconference during the proclaimed state of emergency without adhering to the standard requirements of the Brown Act for teleconference meetings: the Board has considered the circumstances of the state of emergency and the state of emergency continues to directly impact the ability of the members to meet safely in person.

- 5. 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.

6. CONSENT CALENDAR

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

- 11** *A. Minutes of the June 22, 2021, Board of Directors Meeting
25 *B. BCJPIA Cash & Investment Report for the Quarter Ended June 30, 2021
52 *C. Internal Financial Statements as of June 30, 2021
60 *D. Warrant Listings for the Months of August and September 2021
61 *E. Member Contingency Fund Balance as of September 30, 2021, Without Interest
62 *F. Pooled Auto Physical Damage and Property Programs' Claims History and Annual Financial Status as of June 30, 2021
70 *G. CARMA E-Brief, Dated September 2021
71 *H. Analysis and Update of Delayed Workers' Compensation Claims
75 *I. ICS Annual Report
89 *J. Public Self Insurers Annual Report for Fiscal Year 2020/2021
98 *K. New Board Representatives for:
 - Menlo Park
 - Berkeley
 - Novato
 - San Anselmo**102** *L. Final BCJPIA 2021/22 Budget
116 *M. 2021 State of the Workers' Compensation Industry
122 *N. Legislative Update
126 *O. Update on the 2021/22 Risk Control Plan and Delivery of Services

- 128 *P. BCJPIA - LAWCX Audit 2021
 Recommendation: Staff recommends the Board formally consider approval of the Consent Calendar as presented.
7. **STAFFING MATTERS**
- 143 *A. BCJPIA Staffing Update
 Recommendation: Staff recommends the Board appoint Jon Paulsen as BCJPIA Executive Director and Nancy Broadhurst as BCJPIA Finance Manager.
8. **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**
 Zeleny v. City of Menlo Park, et al
 Simmons v. City of Novato
 Cortosluna v. City of Union City
- Workers' Compensation Claims**
 Pavao v. City of Piedmont
9. **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.
10. **PRESENTATIONS**
- 144 *A. Presentation of Financial Audit for the Year Ended June 30, 2021
 Recommendation: The Board receives and files the audited financial statements for the year ended June 30, 2021.
- 194 *B. Presentation by Chandler Asset Management Regarding Investment Management Services
 Recommendation: None
11. **FINANCIAL MATTERS**
- 234 *A. Consideration of Changes to the BCJPIA Investment Policy
 Recommendation: Staff recommends the Board of Directors approve the changes to the Investment Policy for the 2021/22 Program Year, as presented.

- 252 *B. June 30, 2021, Liability Program Dividend Calculation
 Recommendation: Staff recommends:
- *Monitoring equity development and reviewing the calculation again in November 2022.*
 - *Accept and file Liability Program Fund Balance Calculation as of June 30, 2021.*
- 256 *C. June 30, 2021, Workers' Compensation Program Dividend Calculation
 Recommendation: Staff recommends:
- *Monitoring equity development and reviewing the calculation again in November 2022.*
 - *Accept and file Workers' Compensation Program Fund Balance Calculation as of June 30, 2021.*
- 260 *D. June 30, 2021, Pooled Property Program (PPP) Dividend Calculation
 Recommendation: Staff recommends:
- *Monitoring equity development and reviewing the calculation again in November 2022.*
 - *Accept and file Property Program Dividend Calculation as of June 30, 2021.*
- 264 *E. Benchmarking Analysis
 Recommendation: Staff recommends the Board receive and accept the Benchmarking Analysis.
- 277 *F. Distribution of Safety Credit Fund
 Recommendation: The Board approve the transfer of \$35,334.35 to the Member Contingency Fund from the Safety Credit Fund.

12. ADMINISTRATIVE MATTERS

- 281 *A. Program Evaluation Committee Update
 Recommendation: Provide direction to staff.
- 369 *B. BCJPIA Strategic Action Plan Update
 Recommendation: The Board review the proposed amendments to the Strategic Action Plan and provide direction to staff.
- 373 *C. Election of Vice President and Treasurer and Various Committee Appointments
 Recommendation: The Nominating Committee recommends the Board elect Julie Harryman as Vice President and Stuart Schillinger as Treasurer. The Committee also recommends President Dan Schwarz appoint Heather Rowden and Jon Maginot to the Executive Committee; John Tulloch and Mike Norton to the Nominating Committee; Hamid Khalili to the Safety and Loss Prevention Committee (SLPC); and solicit interest for the positions of the Primary Representative to the LAWCX Board and three SLPC vacancies.
- 379 *D. 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.

434 13. EXECUTIVE DIRECTOR'S REPORT

- A. Report by Executive Director
Recommendation: None

14. 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

15. ADJOURNMENT

NOTICES:

- The next BCJPIA Executive Committee meeting will be held on Thursday, December 16, 2021, via Zoom.
- The next BCJPIA Safety and Loss Control Committee meeting will be held on Thursday, December 16, 2021, via Zoom.
- The next BCJPIA Memorandum of Coverage Committee meeting will be held on Thursday, December 16, 2021, via Zoom.
- The next CARMA Board of Directors meeting will be held on Friday, January 6, 2022, 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, November 1, 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 8, 2022, via Teleconference.
- The next LAWCX Board of Directors meeting will be held on Tuesday, November 2, 2021, in Sacramento, CA. The BCJPIA Alternate is Lori Elefant, City of Emeryville.