

BAY CITIES JOINT POWERS INSURANCE AUTHORITY

BOARD OF DIRECTORS MEETING

AGENDA

Thursday, June 6, 2024

10:00 a.m.

Via Zoom Teleconference

[Zoom Link](#)

Meeting ID: 889 9078 8892

Passcode: 326868

All portions of this meeting will be conducted via Zoom in accordance with Government Code Section 54953(b). Each location is accessible to the public, and members of the public may address the Committee from any teleconference location. The teleconference meeting locations are as follows:

City of Albany, 1000 San Pablo Avenue, Albany, CA 94706, City of Berkeley, 2180 Milvia Street, Berkeley, CA 94704, City of Brisbane, 50 Park Place, Brisbane, CA 94005, Central Marin Fire Authority, 342 Tamalpais Dr, Corte Madera, CA 94925, Central Marin Police Authority, 250 Doherty Drive, Larkspur, CA 94939, City of Corte Madera, 300 Tamalpais Dr., Corte Madera, CA 94925, City of Emeryville, 1333 Park Avenue, Emeryville, CA 94608, Town of Fairfax, 142 Bolinas Road, Fairfax, CA 94930, City of Larkspur, 400 Magnolia Avenue Larkspur, CA 94939, City of Los Altos, 1 N. San Antonio Road, Los Altos, CA 94022, City of Menlo Park, 701 Laurel Street, Menlo Park, CA 94025, City of Mill Valley, 26 Corte Madera Avenue, Mill Valley, CA 94941, City of Monte Sereno 18041 Saratoga-Los Gatos Rd., Monte Sereno, CA 95030, City of Novato, 922 Machin Avenue, Novato, CA 94945, City of Piedmont, 120 Vista Avenue, Piedmont, CA 94611, City of Pleasanton, 123 Main Street, Pleasanton, CA 94566, City of Redwood City, 1017 Middlefield Road, Redwood City, CA 94063, Town of San Anselmo, 525 San Anselmo Avenue, San Anselmo, CA 94960, City of Sausalito, 420 Litho Street, Sausalito, CA 94965, Town of Tiburon, 1505 Tiburon Boulevard, Tiburon, CA 94920, City of Union City, 34009 Alvarado-Niles Road, Union City, CA 94587.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact John Burdette at (916) 244-1169 or John.burdette@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 John Burdette at (916) 244-1169 or John.burdette@sedgwick.com.

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- 1. CALL TO ORDER**
 - 2. INTRODUCTIONS**

3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

- 4. PUBLIC COMMENTS** - The Public may submit any questions in advance of the meeting by contacting John Burdette at: John.burdette@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.

5. CONSENT CALENDAR

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

- 6** *A. Minutes of the April 22, 2024, Special Board of Directors Meeting
- 16** *B. Workers' Compensation Program Lag Report as of March 31, 2024
- 17** *C. Workers' Compensation Legislative Update
- 19** *D. BCJPIA Resolution 05-2023-2024 Meeting Dates for the 2024/25 Program Year
- 21** *E. ICS Mid-Year Report
- 34** *F. 2024 Liability Claims Audit Report
- 62** *G. 2022/23 Budget True Up Report
- 69** *H. Biennial Review of BCJPIA's Conflict of Interest Code
Recommendation: Staff recommends the Board formally consider approval of the Consent Calendar as presented.

6. ADMINISTRATIVE MATTERS

- 73** *A. Review of BCJPIA Resolution 04-2023-2024 Establishing an Electronic Signature Policy
Recommendation: The Executive Committee recommends approval of Resolution 04-2023-2024 Establishing an Electronic Signature Policy as presented.

7. COMMITTEE ELECTIONS AND APPOINTMENTS

- 77** *A. Slate of Nominees for Expiring Positions on the Executive Committee
Recommendation: The Nominating Committee recommends the Board approve the slate of nominees for the Executive Committee positions.

8. RISK CONTROL MATTERS

- 89** *A. 2023/24 Risk Control Service Delivery Update
Recommendation: None.
- 99** *B. Review of 2024/25 Proposed Risk Control Service Plan
Recommendation: The Executive Committee recommends the Board of Directors approve the Risk Control Plan for 2024/25

9. GOVERNING DOCUMENTS

- 105 *A. Review of Pooled Workers' Compensation Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year
Recommendation: The Executive Committee recommends the Board approve the Pooled Workers' Compensation Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year, as presented.
- 144 *B. Review of Pooled Liability Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year
Recommendation: The Executive Committee recommends the Board approve the Pooled Liability Program Memorandum of Coverage and Master Program document for the 2024/25 Program Year, as presented.
- 193 *C. Review of Pooled Property Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year
Recommendation: The Executive Committee recommends the Board approve the Pooled Property Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year, as presented.
- 215 *D. Review of Auto Physical Damage Memorandum of Coverage and Master Program Document for the 2024/25 Program Year
Recommendation: The Executive Committee recommends the Board approve the Pooled Auto Physical Damage Program Memorandum of Coverage and Master Program Document for the 2024/25 Program Year, as presented.
- 237 *E. Review of Cyber Liability Program Master Program Document for the 2024/25 Program Year
Recommendation: The Executive Committee recommends the Board approve the Cyber Liability Master Program Document for the 2024/25 Program Year, as presented.

10. FINANCIAL MATTERS

- *A. Proposed Operating Budget for the 2024/25 Program Year **(To Be Distributed Under Separate Cover)**
Recommendation: A recommendation will be made at the meeting.
- 248 *B. Proposed Changes to Resolution 05-2021-2022 Establishing Bank Accounts
Recommendation: The Executive Committee Recommends the Board approve Resolution No. 06-2023-2024, as presented.

11. EXECUTIVE DIRECTOR'S REPORT

- A. Report by Executive Director
Recommendation: None.

12. 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

13. ADJOURNMENT

NOTICES:

- The next BCJPIA Executive Committee meeting will be held on Thursday, August 29, 2024, via Zoom.
- The next CARMA Board of Directors meeting will be held Monday September 23, 2024, Location: TBD. The BCJPIA representative to the CARMA Board is Dan Schwarz, City of Larkspur and the alternate is Daria Carillo, Town of Corte Madera.
- The next BCJPIA Board of Directors Meeting and Strategic Planning Session (SPS) will be held on Thursday, October 24, 2024, and Friday, October 25, 2024. Location: Portola Hotel & Spa at Monterey Bay, 2 Portola Plz, Monterey, CA, 93940.