



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

**April 23, 2009
9:30 A.M.**

**CJPRMA Office
2333 San Ramon Valley Blvd, Suite 250
San Ramon, CA 94583**

(925) 837-0667

AGENDA

I. CALL TO ORDER: 9:30 A.M.

II. ROLL CALL

III. APPROVAL OF MINUTES

- Minutes of the Executive Committee Meeting held on January 20, 2009.

IV. PRESENTATIONS

- None

V. CONSENT CALENDAR

- None

VI. THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE EXECUTIVE COMMITTEE ON MATTERS OF EXECUTIVE COMMITTEE BUSINESS

VII. ACTION CALENDAR

1. Status update on building acquisition
2. Proposed modification to job title of Risk Manager
3. Proposed policy on vacation accrual
4. Status update on Strategic Plan

VIII. CLOSED SESSION

- None

IX. ACTION ON CLOSED SESSION ITEMS

X. ADJOURNMENT



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

**January 20, 2009
1:00 P.M.**

**Hotel Sierra
Canyon Creek Conference Room
2323 San Ramon Valley Blvd.
San Ramon, CA 94583**

(925) 743-1182

Minutes

I. CALL TO ORDER:

President Henderson called the meeting to order at 1:00 P.M.

II. ROLL CALL

PRESENT

- | | |
|-------------------------------------|----------------------------------|
| 1) Darrell Handy, <i>Alameda</i> | 4) Janet Hamilton, <i>Lodi</i> |
| 2) Jessica Henry, <i>Chico</i> | 5) Chris Carmona, <i>Redding</i> |
| 3) Bill Henderson, <i>Livermore</i> | |

ABSENT

Dixon Coulter, *NCCSIF*
Jeff Tonks, *YCPARMIA*

OTHERS PRESENT

- | | |
|---|--|
| 6) David Clovis, <i>CJPRMA</i> | 10) Ron Blanquie, <i>Petaluma</i> |
| 7) Bob German, <i>CJPRMA</i> | 11) Charlie Wilson, <i>Roseville</i> |
| 8) Barry Newton, <i>Creative
Management Solutions</i> | 12) Kathleen Williams, <i>Stockton</i> |
| 9) Jerry Gebhardt, <i>Petaluma</i> | 13) Anthony Giles, <i>Sunnyvale</i> |

III. APPROVAL OF MINUTES

A motion by Director Handy, seconded by Director Hamilton, to approve the minutes of the Executive Committee meeting held on November 4, 2008, passed unanimously.

IV. PRESENTATIONS

- None

V. CONSENT CALENDAR

- None

VI. THIS TIME IS RESERVED FOR MEMBERS OF THE PUBLIC TO ADDRESS THE EXECUTIVE COMMITTEE ON MATTERS OF EXECUTIVE COMMITTEE BUSINESS

- No one addressed the Executive Committee

VII. ACTION CALENDAR

1) Development of evaluation process for General Manager

Mr. Barry Newton, of Creative Management Solutions, Inc., presented his report and recommendations to the Executive Committee.

Mr. Newton reviewed all of the data that had been acquired and the basis for his analysis. He stated that the General Manager's salary was 16.4% below the median. He recommended an immediate increase of 3% and provided a plan for bringing the salary up to the median level over a set period of time. He pointed out that this was not related to performance, but rather to industry standards.

Mr. Newton also provided a proposed performance evaluation plan.

After discussing various aspects of these issues, a motion by Director Carmona, seconded by Director Handy, to forward these recommendations to the Board of Directors, with a recommendation for their approval from the Executive Committee, passed unanimously.

2) Review and Update of Strategic Plan

The Committee Chairs provided status updates on their respective portions of the Strategic Plan.

After an extensive discussion, it was agreed that they needed to meet again in the near future in order to complete their specific assignments.

VIII. CLOSED SESSION

- None

IX. ACTION ON CLOSED SESSION ITEMS


- None

X. ADJOURNMENT

A motion by Director Henry, seconded by Director Carmona, to adjourn the meeting at 4:18 p.m., passed unanimously.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**


AGENDA BILL

Item #: 1	<u>Title:</u> STATUS UPDATE ON BUILDING ACQUISITION
Meeting: 04/23/2009	
Agenda Bill #: 1062	
General Manager: 	
<u>Recommended Action:</u> This item is being provided for information purposes only.	
<u>Item Explanation:</u> At its meeting of December 11, 2008, the Board unanimously approved the proposed acquisition of a building in Livermore to be utilized as the permanent location for CJPRMA. After an extensive period of negotiations, the purchase and sale agreement was approved and signed by the parties. Escrow was opened on April 2, 2009. The final agreed upon price was \$2,046,000. Currently, we are engaged in the 30 day due diligence period. We have contracted with experts for structural review, property inspections, soil inspection, and civil. We are also in the process of finalizing our title objection letter and confirming the assignment of warranties. Nothing we have found, to date, would seem to impair our ability to remove contingencies, at the end of this month and close escrow in May. After that, we will finalize the planned tenant improvements and go forward with the contracting of the work. The expected completion date is 90 to 120 days following the close of escrow. Currently, that would occur sometime in September.	
<u>Fiscal Impact:</u> The final purchase price of the building was \$2,046,000.	
<u>Exhibits:</u> None.	

Executive Committee Action:

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

Item #: 2	<u>Title:</u> PROPOSED MODIFICATION TO JOB TITLE OF RISK MANAGER
Meeting: 04/23/2009	
Agenda Bill #: 1063	
General Manager: 	

Recommended Action:

Approval of the proposal to change the Risk Manager's job title to Assistant General Manager/Risk Manager.

Item Explanation:

Since his arrival, David Clovis has performed his designated risk management functions in an exemplary manner. As with most professionals, over an extended period of time, David has expanded the level of his work and taken on additional responsibilities. He has handled the assignment of special projects, including the very complex and time consuming property appraisal program, which took two years to complete. In addition, he has absorbed functions related to information systems and human resources.

He acts as the General Manager in his absence.

For these reasons, the General Manager is recommending the proposed changes in both job title and functions. It should be noted that no adjustment to either current salary or the range is being recommended at this time.

Fiscal Impact:

None.

Exhibits:

- 1) Job description for Risk Manager
- 2) Proposed job description for Assistant General Manager/Risk Manager

Executive Committee Action:



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

RISK MANAGER

DEFINITION:

Performs a wide variety of risk control, safety and related administrative professional activities and responsibilities for the California Joint Powers Risk Management Authority (CJPRMA).

REPORTING RESPONSIBILITIES:

Receives general supervision from, and reports directly to, the General Manager. Works with CJPRMA staff, investment managers, insurance broker, consultants, Board members and member entities.

ESSENTIAL AND IMPORTANT DUTIES:

- 1) Responds to requests from, and provides assistance to, Board members and member entities;
- 2) Conducts general on-site risk control assessments;
- 3) Develops risk control recommendations, prepares reports and monitors entities' implementation plans;
- 4) Analyzes and evaluates new and revised laws and regulations and their impact on member entities;
- 5) Reviews claims patterns and coordinates and conducts specific training programs to reduce claims in critical areas;
- 6) Assists entities in developing and implementing new and revised policies and procedures in the area of risk control and safety management;
- 7) Reviews contracts and assists entities in establishing appropriate insurance requirements;
- 8) Assists member entities in establishing safety programs and appropriate training;
- 9) Prepares and distributes a newsletter to all member entities on subjects of mutual interest;
- 10) Provides expert assistance to entities, in the absence of their risk manager;
- 11) Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge:

The individual must possess knowledge of (1) risk management practices and training; (2) the structure and operation of public organizations; (3) safety and risk control programs for local government agencies; (4) FED-OSHA, CAL-OSHA and other safety and risk control standards; (5) computer and RMIS systems; and (6) English grammar and usage.

Skills:

The individual must be able to (1) use various computer software programs including Microsoft Office Suite; (2) analyze problems and recommend alternatives/solutions; (3) plan, initiate and complete assignments with a minimum of direction; (4) design and prepare various types of reports; (5) communicate clearly and concisely, both orally and in writing; and (6) establish and maintain cooperative working relationships with those contacted in the course of work.

Abilities:

The individual must be able to (1) develop and present safety and risk control programs; (2) conduct general on-site risk control inspections and write reports; (3) consult with entities regarding their safety and risk control programs; and (4) maintain expertise on current safety and risk control issues.

PHYSICAL REQUIREMENTS:

This individual must have the ability to (1) type and use computer keyboards; (2) use hands to reach, handle or feel objects or controls; (3) stand, walk, talk, see and hear with sufficient acuity to successfully perform all aspects of the job; (4) travel to various entity sites by vehicle or plane; (5) be exposed to dust, noise, moving objects and other vehicles while in the field; (6) work unusual and prolonged hours; and (7) lift and carry items weighing up to 25 pounds. Reasonable accommodations will be provided upon request.

EXPERIENCE AND TRAINING:

Any combination of experience and training that would likely provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability would be the possession of a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field; four years of increasingly responsible administrative experience in industrial safety, risk management, or a related field; and possession of a professional designation such as ARM or CPCU.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California Driver's License is required; however, a reasonable accommodation alternative will be considered for individuals with a disability.

ASSISTANT GENERAL MANAGER/RISK MANAGER

DEFINITION:

Performs a wide variety of risk control, safety and professional **risk management services; and is responsible for supervising various professional administrative** activities for the California Joint Powers Risk Management Authority (CJPRMA).

REPORTING RESPONSIBILITIES:

Receives general supervision from, and reports directly to, the General Manager **and oversees CJPRMA Office operations in the absence of the General Manager.** Works with CJPRMA staff, investment managers, insurance broker, consultants, Board members and member entities.

ESSENTIAL AND IMPORTANT DUTIES:

- 1) Responds to requests from, and provides assistance to, Board members and member entities;
- 2) Conducts general on-site risk control assessments;
- 3) Develops risk control recommendations, prepares reports and monitors entities' implementation plans;
- 4) Analyzes and evaluates new and revised laws and regulations and their impact on member entities;
- 5) Reviews claims patterns and coordinates and conducts specific training programs to reduce claims in critical areas;
- 6) Assists entities in developing and implementing new and revised policies and procedures in the area of risk control and safety management;
- 7) Reviews contracts and assists entities in establishing appropriate insurance requirements, **and developing hold harmless agreements and contractual risk transfer specifications for such agreements;**
- 8) Assists member entities in establishing safety programs and appropriate training;
- 9) **Provides expert assistance to entities, in the absence of their risk manager;**
- 10) **Acts as systems administrator for the Local Area Network; telephone systems; assists with the provision of training to staff members on all software programs;**
- 11) **Works with software and hardware computer vendors on maintenance of the computer system; troubleshoots problems as they arise; and coordinates the disaster recovery system;**

- 12) Oversees and manages the CJPRMA RMIS System;
- 13) Issues certificates of coverage to members in the absence of the General Manager;
- 14) Manages and maintains the employee benefits program and various other aspects of the human resources program;
- 15) Works with and assists the General Manager in the purchase and placement of commercial insurance products;
- 16) Manages the CJPRMA Special Event Insurance Program;
- 17) Works with the General Manager on special projects.
- 18) Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge:

The individual must possess knowledge of (1) risk management practices and training; (2) the structure and operation of public organizations; (3) safety and risk control programs for local government agencies; (4) FED-OSHA, CAL-OSHA and other safety and risk control standards; (5) computer and RMIS systems; (6) English grammar and usage; and (7) principles of public sector human resource management.

Skills:

The individual must be able to (1) use various computer software programs including Microsoft Office Suite; (2) analyze problems and recommend alternatives/solutions; (3) plan, initiate and complete assignments with a minimum of direction; (4) design and prepare various types of reports; (5) communicate clearly and concisely, both orally and in writing; (6) establish and maintain cooperative working relationships with those contacted in the course of work; and (7) manage personnel in an office environment.

Abilities:

The individual must be able to (1) develop and present safety and risk control programs; (2) conduct general on-site risk control inspections and write reports; (3) consult with entities regarding their safety and risk control programs; and (4) maintain expertise on current safety and risk control issues.

PHYSICAL REQUIREMENTS:

This individual must have the ability to (1) type and use computer keyboards; (2) use hands to reach, handle or feel objects or controls; (3) stand, walk, talk, see and hear with sufficient acuity to successfully perform all aspects of the job; (4) travel to various entity sites by vehicle or plane; (5) be exposed to dust, noise, moving objects and other vehicles while in the field; (6) work unusual and prolonged hours; and (7) lift and carry items weighing up to 25 pounds. Reasonable accommodations will be provided upon request.

EXPERIENCE AND TRAINING:

Any combination of experience and training that would likely provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability would be the possession of a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field; four years of increasingly responsible administrative experience in industrial safety, risk management, or a related field; and possession of a professional designation such as ARM or CPCU.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California Driver's License is required; however, a reasonable accommodation alternative will be considered for individuals with a disability.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

Item #: 3	<u>Title:</u> PROPOSED POLICY ON VACATION ACCRUAL
Meeting: 04/23/2009	
Agenda Bill #: 1064	
General Manager: 	

Recommended Action:

Approval of the proposed policy on vacation accrual.

Item Explanation:

Currently, CJPRMA does not have a policy on vacation accrual or cash out.

In order to avoid having the organization accrue an extensive future financial obligation and to encourage employees to utilize vacation time, it is recommended that the following policy be adopted and that the compensation plan be amended accordingly.

- 1) Commencing on 07/01/2010, employees will be permitted to roll over a maximum of 320 hours of vacation into the next fiscal year.
- 2) Employees that have accrued vacation time in excess of the 320 hour cap will be offered the opportunity to schedule vacation leave in an amount that will bring them below the cap or to utilize the cash out option in order to bring them below the cap.
- 3) The cash out option provides that employees may cash out up to 50% of the amount of their accrued vacation leave, in excess of 80 hours, during the months of June and December each year.
- 4) Since this is a new policy, employees will be permitted to utilize it immediately in order to bring the amount of their accrued vacation leave into compliance by the 07/01/2010 implementation date for the rollover cap.

Adoption of this policy will encourage employees to schedule vacations on a regular basis and put a limitation on the future financial obligation of CJPRMA. In addition, the cash out option will provide additional flexibility to employees in the way in which they choose to manage their accrued vacation time.

Fiscal Impact:

The future financial obligation of CJPRMA for vacation accrual will be capped at 320 hours at the beginning of each fiscal year.

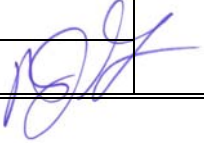
Exhibits:

None.

Executive Committee Action:

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

Item #: 4	<u>Title:</u> STATUS UPDATE ON STRATEGIC PLAN
Meeting: 04/23/2009	
Agenda Bill #: 1065	
General Manager: 	
<u>Recommended Action:</u> None	
<u>Item Explanation:</u> The Board of Directors has been working on revising and updating the organization's strategic plan since September of 2008. David Clovis has been facilitating the process and will be in attendance at the meeting in order to provide a status update to the Executive Committee.	
<u>Fiscal Impact:</u> None	
<u>Exhibits:</u> To be provided at the meeting.	

Executive Committee Action: