



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

September 8, 2009– 5:00 P.M.

**Embassy Suites Lake Tahoe
Echo Meeting Room
4130 Lake Tahoe Blvd.,
South Lake Tahoe, CA 96150**

(530) 544-5400

AGENDA

I. CALL TO ORDER: 5:00 p.m.

II. ROLL CALL

III. APPROVAL OF MINUTES

- Minutes of the Executive Committee Meeting held on July 16, 2009

IV. PRESENTATIONS

- None

V. CONSENT CALENDAR

- None

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

VII. ACTION CALENDER

1. General Manager's Proposed Goals & Objectives
2. Committee Appointments

VIII. CLOSED SESSION

1. **Government Code Section 54957**
Public Employee Performance Evaluation

Title: General Manager

IX. ACTION ON CLOSED SESSION ITEMS

X. ADJOURNMENT



CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE MEETING

**July 16, 2009
9:30 A.M.**

**Livermore City Hall
1052 S. Livermore Avenue
Livermore, CA 94550**

(925) 960-4000

Minutes

I. CALL TO ORDER:

President Henderson called the meeting to order at 10:00 a.m.

II. ROLL CALL

PRESENT

- | | |
|-------------------------------------|---------------------------------------|
| 1) Jessica Henry, <i>Chico</i> | 4) Kathleen Williams, <i>Stockton</i> |
| 2) Bill Henderson, <i>Livermore</i> | 5) Jeff Tonks, <i>YCPARMIA</i> |
| 3) Janet Hamilton, <i>Lodi</i> | |

ABSENT

Chris Carmona, *Redding*
Harry Maurer, *Vallejo*

OTHERS PRESENT

- | | |
|--------------------------------|--|
| 6) Bob German, <i>CJPRMA</i> | 8) Byrne Conley, <i>Gibbons & Conley</i> |
| 7) David Clovis, <i>CJPRMA</i> | 9) Jeff Davis, <i>REMIF</i> |

III. APPROVAL OF MINUTES

A motion by Vice President Tonks, seconded by Director Henry, to approve the minutes of the Executive Committee meeting held on April 23, 2009, 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. General Manager's Proposed Goals & Objectives

Vice President Tonks suggested that every Board meeting commence with a round table discussion of member Risk Management issues.

Vice President Tonks also pointed out that the safety mentality, in the public sector, seemed to be one of tolerance. He said that in the private sector, there was zero tolerance for accidents and a high level of accountability.

The General Manager said that, in future Board meetings, there would be a more extensive discussion of closed cases and the lessons learned from them.

The General Manager reviewed his proposed goals and objectives and asked for comments.

After an extensive discussion, the Executive Committee recommended that the number of objectives be reduced to no more than five and that financial stability be given the greatest weight (50% to 70%), with the greatest focus on premiums.

Vice President Tonks said that he thought that the roll of the General Manager in staff development and employee relations be given a greater level of value.

He also suggested that agenda bills be written in a manner that anticipated questions and articulated anticipated outcomes or resolutions.

The General Manger said that he would revise his goals and objectives to reflect the Executive Committee's comments and redistribute them for additional input.

2. Risk Management Issues

The General Manager said that the proposed interior improvements were ready to go out for bid. He also said that he needed to meet with the designers one more time to discuss the process.

David Clovis discussed the CSRMA Online and Target Safety Programs. He also talked about the webinar that was scheduled to follow the meeting.

The General Manager asked for additional input on the proposed special events endorsement. After an extensive discussion, he said that the revised endorsement would be provided to the reinsurer for their comments.

President Henderson discussed the need for permanent committees.

VIII. CLOSED SESSION

- None

IX. ACTION ON CLOSED SESSION ITEMS

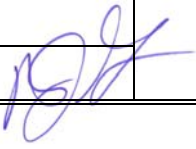
The General Manager's performance evaluation was continued to the next Executive Committee meeting, which will be held on September 8, 2009, at South Lake Tahoe, prior to the CAJPA conference.

X. ADJOURNMENT

A motion by Director Williams, seconded by Director Hamilton, to adjourn the meeting at 2:10 p.m., passed unanimously.

**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

AGENDA BILL

Item #: 1	<u>Title:</u> GENERAL MANAGERS PROPOSED GOALS & OBJECTIVES
Meeting: 09/08/2009	
Agenda Bill #: 1091	
General Manager: 	
<u>Recommended Action:</u> Approval of the General Manager's proposed Goals & Objectives.	
<u>Item Explanation:</u> At its meeting of June 18, 2009, the Board reviewed the proposed Goals and Objectives of the General Manager and was advised that they would be presented to the Executive Committee, at its July meeting, for further discussion. At its meeting of July 16, 2009, the Executive Committee reviewed the General Manager's proposed Goals and Objectives. After an extensive discussion, several modifications were recommended. The purpose of this review is to finalize them and weight them in terms of priority.	
<u>Fiscal Impact:</u> Unknown	
<u>Exhibits:</u> 1) General Manager's Proposed Goals & Objectives	

Executive Committee Action:



GENERAL MANAGER GOALS & OBJECTIVES FOR 2009-2010

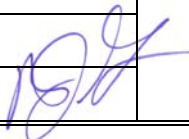
GOALS	ACTION STEPS
<p>1. Maintain financial strength and solvency.</p> <p style="text-align: center;">50%</p>	<ul style="list-style-type: none"> A. Maintain affordable premiums for members. B. Provide enhanced services at affordable costs. C. Monitor organizational spending for budget compliance. D. Establish a vendor pool providing discounted services to members. E. Develop a method for comparing programs and services provided by other organizations. F. Monitor, review and evaluate all claims. G. Monitor the use of outside counsel services in order to ensure that they are cost effective and efficient. H. Negotiate settlements that minimize the financial impact on organizational resources.
<p>2. Establish training programs for Board Members, staff and member entities.</p> <p style="text-align: center;">10%</p>	<ul style="list-style-type: none"> A. Identify essential core competencies for Board members and alternates. B. Develop a training curriculum focused on identified core competencies. C. Conduct New Board Member Orientation twice annually. D. Establish a process for collecting member loss data. E. Analyze loss data for categorical frequency and severity. F. Develop a comparative analysis for member to member experience. G. Create a training program focused on frequency and severity of losses. H. Implement a training program that optimizes member involvement and minimizes impact on member resources. I. Evaluate alternative methods for delivery of training programs. J. Create training program for professional development of staff.

<p>3. Create standards for member Risk Management programs.</p> <p style="text-align: center;">15%</p>	<ul style="list-style-type: none"> A. Develop minimum standards for member Risk Management programs. B. Develop organizational standards (benchmarks) for comparing member programs. C. Explore alternative Risk Management programs. D. Provide enhanced Risk Management services to members. E. Create a member Risk Management audit policy and procedure. F. Create a member Risk Management accreditation program. G. Create model policies and procedures. H. Establish minimum standards for best practices. I. Provide enhanced communication to members including jury verdicts, legislative developments and other industry related developments. J. Provide enhanced briefings on closing cases.
<p>4. Improve the agenda process by creating policies and procedures for agenda preparation and distribution.</p> <p style="text-align: center;">10%</p>	<ul style="list-style-type: none"> A. Create an agenda calendar which addresses dates for development and preparation of agendas. B. Increase the amount of background information provided in agenda bills. C. Review preliminary agenda with the Board President at least 14 days prior to each meeting.
<p>5. Establish a permanent office site with meeting space.</p> <p style="text-align: center;">5%</p>	<ul style="list-style-type: none"> A. Award contracts for construction of improvements. B. Purchase furniture and equipment for new facility. C. Relocate staff and equipment to new facility. D. Sublease/terminate lease for existing office space. E. Complete the new facility within allocated budget.

	<ul style="list-style-type: none"> F. Schedule an Open House for new facility. G. Develop policy for use of the facility by members and outside parties. H. Provide periodic status updates to the Board and Executive Committee.
<p>6. Conduct analysis to determine optimum organizational size and explore options for the provision of additional coverages, products and services.</p> <p style="text-align: center;">10%</p>	<ul style="list-style-type: none"> A. Conduct member survey to identify additional exposures. B. Evaluate optional coverage programs for common member exposures. C. Develop an enhanced special event program. D. Conduct an actuarial analysis. E. Create a marketing program based upon organizational needs. F. Identify potential new members, create a priority list, and market accordingly. G. Maintain an organizational size that provides optimal pricing and delivery of services. H. Develop marketing plan for members and non-members.

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AGENDA BILL

Item #: 2	<u>Title:</u> COMMITTEE APPOINTMENTS
Meeting: 09/08/2009	
Agenda Bill #: 1092	
General Manager: 	
<u>Recommended Action:</u> None	
<u>Item Explanation:</u> This item is reserved for a discussion of the proposed committee appointments being recommended by President Henderson. The two proposed permanent committees are Coverage and Risk Management.	
<u>Fiscal Impact:</u> None	
<u>Exhibits:</u> None	

Executive Committee Action: