



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY  
EXECUTIVE COMMITTEE MEETING**

**March 11, 2008– 1:00 P.M.**

**Bishop Ranch Conference Center  
Bishop Ranch 3  
2623 Camino Ramon, Suite 175  
San Ramon, CA 94583**

**(925) 543-7700**

**AGENDA**

**I. CALL TO ORDER: 1:00 p.m.**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- Minutes of the Executive Committee Meeting held on November 15, 2007

**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 General Manager's Goals & Objectives
2. Review of Performance Evaluation Process for General Manager

**VIII. CLOSED SESSION**

- None

**IX. ACTION ON CLOSED SESSION ITEMS**

**X. ADJOURNMENT**



**CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE MEETING**

**November 15, 2007 – 9:30 A.M.**

**Courtyard by Marriott  
18090 San Ramon Valley Blvd.  
San Ramon, CA 94583**

**(925) 866-2900**

**Minutes**

**I. CALL TO ORDER:**

President Ellerbrock called the meeting to order at 9:30 a.m.

**II. ROLL CALL**

***PRESENT***

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| 1) Darrell Handy, <i>Alameda</i>  | 5) Lynne Margolies, <i>Santa Rosa</i> |
| 2) Robyn Kain, <i>Fairfield</i>   | 6) Roger Carroll, <i>SCORE</i>        |
| 3) Dixon Coulter, <i>NCCSIF</i>   | 7) Jeff Tonks, <i>YCPARMIA</i>        |
| 4) Scott Ellerbrock, <i>PERMA</i> |                                       |

***OTHERS PRESENT***

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1) David Clovis, <i>CJPRMA</i>   | 4) Steve Somsen, <i>Stockton</i> |
| 2) Bob German, <i>CJPRMA</i>     | 5) Harry Mauer, <i>Vallejo</i>   |
| 3) Steve Schwarz, <i>Fremont</i> |                                  |

**III. APPROVAL OF MINUTES**

A motion by Director Kain, seconded by Director Carroll, to approve the minutes of the Executive Committee meeting held on September 13, 2007, 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. Report on Annual Meeting**

After receiving the information provided by various facilities, the Executive Committee directed Staff to make the final decision.

**2. Review of Performance Evaluation Process for General Manager**

The Executive Committee deferred discussion of this matter to its next meeting (2/7/08).

**VIII. CLOSED SESSION**

1. **Government Code Section 54954.5**  
Public Employee Performance Evaluation

Title: General Manager

**IX. ACTION ON CLOSED SESSION ITEMS**

- None

**X. ADJOURNMENT**

The meeting was adjourned at 1:04 p.m.

**CALIFORNIA JOINT POWERS  
RISK MANAGEMENT AUTHORITY**

**AGENDA BILL**

<b>Item #: 1</b>	<b><u>Title:</u> STATUS REPORT ON GENERAL MANAGER'S GOALS AND OBJECTIVES</b>
<b>Meeting:</b> 3/11/08	
<b>Agenda Bill #: 976</b>	
<b>General Manager:</b> 	

**Recommended Action:**

None. This item is being provided for information purposes only.

**Item Explanation:**

Attached as Exhibit I is a status update on the General Manager's Goals and Objectives for 2007/2008.

He will be available to discuss each of these items.

**Fiscal Impact:**

None

**Exhibits:**

- 1) 2007-2008 Goals and Objectives

***Executive Committee Action:***

# CALIFORNIA JOINT POWERS RISK MANAGEMENT AUTHORITY

## REPORT ON 2007-2008 GOALS AND OBJECTIVES

*This section is to report on the results of the goals & objectives established at the beginning of the evaluation period.*

### **GOAL 1: To conduct a cause of loss study which addresses both frequency and severity.**

Objective: To analyze existing data in order to provide recommendations to improve member loss experience, prioritize member risk management audits, develop Board Policies, and provide focus for CJPRMA training programs.

Projected Timeline: May 2008 (Annual Meeting)

Current Status: The data has been requested and is in the process of being provided by the members. Only 8 of the members have provided the requested information even though two requests have been sent out.

### **GOAL 2: To develop a premium stabilization program.**

Objective: To utilize the information obtained from the trend analysis on funding to develop alternative methods for funding future program years in a way that will stabilize member premiums and make them predictable.

Projected Timeline: May 2008 (Annual Meeting)

Current Status: The premium stabilization program options have been developed and were presented to the ad hoc Committee on March 11, 2008

### **GOAL 3: To develop a policy on the retention of equity.**

Objective: To establish a formula for calculating the return of excess premium contributions that is objective in nature and based upon established, independent economic factors.

Projected Timeline: May 2008 (Annual Meeting)

Current Status: This item is on hold, pending the selection and approval of a premium calculation option by the Board of Directors.

### **GOAL 4: To establish an accurate valuation of parcels covered by the CJPRMA property program.**

Objective: To accurately value each property that is commercially insured under the CJPRMA property program.

Projected Timeline: June 30, 2008

Current Status: This project is on track for completion as indicated.

**GOAL 5: To develop a members' only web tool for the posting of information on rapidly developing issues and recent case decisions.**

Objective: To incorporate into the newly developed website a member protected feature that will display information on recent case decisions, including the results of member litigation, as well as rapidly developing issues. A blast e-mail will be utilized to direct members to the site as new information is posted.

Projected Timeline: February 2008

Current Status: The message board is in place but will not be available until further staff training has been completed.

**GOAL 6: To develop an employee handbook for the CJPRMA staff.**

Objective: To provide a written employee handbook for CJPRMA employees that outlines board policies, the compensation plan, employee benefits and any other applicable information.

Projected Timeline: February 2008

Current Status: This item has been completed, subject to one section which needs further clarification. It will be presented to the board at the Annual Meeting.

**GOAL 7: To issue an RFP for the annual claims audit.**


Objective: To evaluate the responses provided by vendors and make a Recommendation to the Board of Directors for selection of a claims auditor.

Projected Timeline: December 2007

Current Status: As a result of the review of the limited number of recommendations submitted, the General Manager decided to utilize the services of Marsh to complete the audit. The advantage of doing so was their possession of the information utilized for several prior audits.

**CALIFORNIA JOINT POWERS  
RISK MANAGEMENT AUTHORITY**

**AGENDA BILL**

<b>Item #: 2</b>	<b><u>Title:</u> REVIEW OF PERFORMANCE EVALUATION PROCESS FOR GENERAL MANAGER</b>
<b>Meeting:</b> 3/11/08	
<b>Agenda Bill #: 977</b>	
<b>General Manager:</b> 	
<b><u>Recommended Action:</u></b>  None.	
<b><u>Item Explanation:</u></b>  At the Board of Directors meetings, held on October 11 and December 13, 2007, several issues were raised and discussed regarding the evaluation process for the General Manager. The Board referred the matter back to the Executive Committee for further review.	
<b><u>Fiscal Impact:</u></b>  None	
<b><u>Exhibits:</u></b>  1) Board Policy on the Evaluation of the General Manager	

***Executive Committee Action:***

***Policy on the Process for Conducting the General Manager's  
Performance Evaluation (Adopted 4/12/05)***

1) **Salary/Benefit Survey**

The Executive Committee will commission a survey of salary and benefits.

2) **Organizational Performance Member Survey**

An organizational performance survey will be completed annually by the members.

3) **Board Financial Authority**

The Executive Committee will obtain financial authority, based on the results of the salary/benefit survey, from the Board of Directors, as needed.

4) **Evaluation of General Manager**

Each member of the Executive Committee will complete a performance evaluation of the General Manager.

The Executive Committee will then prepare a consolidated evaluation which includes consideration of the results of the annual organizational performance survey.

5) **Offer to General Manager**

The Executive Committee will develop an offer that includes:

- (A) A statement on the extent that the General Manager accomplished the previous year's goals and objectives;
- (B) A list of the goals and objectives for the next year; and
- (C) A salary and benefit offer that may include incentives or bonuses.

6) **Meeting with General Manager**

The President/Vice President will meet with the General Manager to tender the offer.

7) **Report to Board of Directors**

The Executive Committee will report the results of the General Manager's performance evaluation and contract offer.

## **Evaluation Form**

- 1) Only the current form will be utilized.
- 2) Only the Executive Committee members will complete the form.
- 3) Attachments to the evaluation form will include (a) the General Manager's goals and objectives for the prior year; and (b) a place for Executive Committee members to recommend possible goals and objectives for the next year.