



# BAY CITIES

*Joint Powers Insurance Authority*

## **Executive Committee Meeting**

### **Agenda**

**February 22, 2017**

**1:30 p.m.**

Teleconference

**TELECONFERENCING LOCATION**

**50 PARK PLACE, FINANCE DEPARTMENT**

**BRISBANE, CA 94005**

# BAY CITIES JOINT POWERS INSURANCE AUTHORITY

## EXECUTIVE COMMITTEE MEETING

### AGENDA

Wednesday, February 22, 2017

1:30 p.m.

Via Teleconference

1-719-325-2776

Passcode: 448479

---

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). The teleconferencing locations are the following: Bickmore, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA; City of Berkeley, 2180 Milvia Street, Berkeley, CA; City of Brisbane, 50 Park Place, Brisbane, CA; City of Larkspur, 400 Magnolia Avenue, Larkspur, CA; City of Los Altos, One North San Antonio Road, Los Altos, CA; City of Mill Valley, 25 Corte Madera Avenue, Mill Valley, CA; and Town of Fairfax, 142 Bolinas Road, Fairfax, CA. Each location is accessible to the public, and members of the public may address the Committee from any teleconference location.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Jaesa McCulligan at (916) 244-1130 or (916) 244-1199 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Materials relating to an item on this agenda submitted to this Committee after distribution of the agenda packet are available for public inspection at 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833, during normal business hours. The documents will also be available on the BCJPIA website at [www.bcjpia.org](http://www.bcjpia.org).

---

	<u>Page</u>
1. CALL TO ORDER	
2. INTRODUCTIONS	
3. PUBLIC COMMENTS	
This time is reserved for members of the public to address the Committee 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.	
4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)	
5. CONSENT CALENDAR	
If the Committee would like to discuss any item listed, it may be pulled from the Consent Calendar.	
*A. Minutes from the December 8, 2016, Executive Committee Meeting	7
*B. Warrant Listings for the Months of December 2016 and January 2017	14
*C. BCJPIA Internal Financial Statements for the Quarter Ended December 31, 2016	15
*D. Member Contingency Fund Balance as of December 31, 2016	23

	<u>Page</u>
*E. BCJPIA Cash & Investment Report for the Quarter Ended December 31, 2016	24
*F. 2017-2019 Strategic Goals & Action Items List	55
*G. Workers' Compensation Claim Oversight Reports	57
*H. Workers' Compensation Legislative Updates	61
*I. BCJPIA SRTWP Activity Report Valued at December 31, 2016	63
*J. Excerpt from the Pooled Property Program and Auto Physical Damage Program Master Program Documents for the 2017-2018 Program Year – Recommended Changes (Strikethrough and Clean Versions)	65
*K. Excerpt from the Pooled Liability Program Memorandum of Coverage for the 2017-2018 Program Year – Recommended Changes	77
*L. Resolution No. 01 2011-2012 Regarding the Creation of an Underwriting Policy for Prospective Members – Recommended Changes	79
*M. Excerpt from the Bylaws – Recommended Changes	89
*N. ERMA – Important Information and Reminders	96
*O. CARMA E-Brief, January 2017	98
<i>Recommendation: Staff recommends the Committee approve the Consent Calendar, as presented.</i>	

**6. ADMINISTRATIVE MATTERS**

A. BCJPIA Staffing Discussion	99
<i>Recommendation: Staff recommends appointment of Jaesa McCulligan as the Assistant Executive Director for BCJPIA and Nancy Broadhurst as the Finance Manager for BCJPIA.</i>	
B. Consideration of Development Cost for New Website Platform	101
<i>Recommendation: As CareWorks is a York owned company, staff will not be making a recommendation on this item.</i>	
C. Consideration of Conducting Property Appraisals in the 2017/2018 Program Year	103
<i>Recommendation: Staff recommends the appraisal process not be conducted this year and that the group re-evaluate at this time next year.</i>	

**7. COVERAGE MATTERS**

*A. Proposed Options for Revising the Dividend Calculations of the Pooled Liability and Workers' Compensation Programs	105
<i>Recommendation: Committee recommend the Board of Directors approve the proposed changes to the Pooled Liability and Workers' Compensation Master Program Documents for the 2017-2018 Program Year.</i>	

**8. CLOSED SESSION**

Pursuant to Government Code Section 54956.95(a), the Committee 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.

Workers' Compensation Claims

Cundy v. City of Piedmont

Liability Claims

Samas v. City of Sausalito

Velarde v. City of Union City

The BCJPIA Litigation Manager's Report of Open Cases was e-mailed under separate cover on February 8, 2017, and the BCJPIA Workers' Compensation Claims Watch Report was e-mailed under separate cover on February 10, 2017. All members are asked to destroy their copy after review.

**9. REPORT FROM CLOSED SESSION**

Pursuant to Government Code Section 54957.1, the Committee must report in open session any action taken, or lack thereof, in closed session.

**10. CLOSING COMMENTS**

This time is reserved for comments by Committee members and staff and to identify matters for future Committee business.

- A. Committee
- B. Staff

**11. ADJOURNMENT**

NOTICES:

- The next BCJPIA Finance Committee meeting will be held on Thursday, March 17, 2017, via teleconference.
- The next BCJPIA Safety & Loss Prevention and Executive Committee meetings will be held on Thursday, April 13, 2017, in Emeryville, CA.
- The next CARMA Board of Directors meeting will be held on Wednesday, April 12, 2017, in Sacramento, CA. The BCJPIA representative to the CARMA Board is Dan Schwarz, City of Larkspur, and the alternate is Daria Carrillo, Town of San Anselmo.
- The next ERMA Board of Directors meeting will be held on Monday, May 1, 2017, in Sacramento, CA. The BCJPIA representative to the ERMA Board is Dave Glasser, City of Albany, and the alternate is Dan Weakley, City of Novato.
- The next BCJPIA Board of Directors meeting will be held on Thursday, June 1, 2017, in Emeryville, CA.
- The next LAWCX Board of Directors meeting will be held on Tuesday, June 6, 2017, in Sacramento, CA. The BCJPIA representative to the LAWCX Board is Garrett Toy, Town of Fairfax, and the alternate is Lori Elefant, City of Emeryville.