

AGENDA

JPA: Board of Directors Meeting and
MBASIA Long Range Planning & Training Session

DATES/TIMES: Thursday, October 3, 2013 at 9:00 AM

LOCATION: Hotel Pacific
300 Pacific Street
Monterey, CA 93940
Phone: 831-373-5700

LEGEND:

A – Action may be taken
I – Information

1 – Included
2 – Handout
3 – Separate
4 – Verbal

In accordance with the requirements of the Brown Act, notice of this meeting must be posted in publicly accessible places, 72 hours in advance of the meeting, in each of the member agencies involved.

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Alliant Insurance Services at (415) 403-1400, 24 hours in advance of the meeting. Access to some buildings may require routine provision of identification to building security. However, MBASIA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.

TAB A. CALL TO ORDER

B. ORAL COMMUNICATIONS & PUBLIC COMMENTS (I)
The public is invited at this point to address the Board on issues of interest to them.

C. LONG RANGE PLANNING & TRAINING
The Board will enter into the Long Range Planning portion of the Agenda.

1. INTRODUCTIONS / EXPECTATIONS

2 4 2. REPORTS (I)
A. Financial Update – *Five Year Financial Trends* (Steve Ando)
B. Workers Compensation – *Large Claim Trends* (Tabatha Bettencourt)
C. Actuarial Review – *Reviewing MBASIA’s Results* (Jack Joyce)
D. Equity Report – *Equity Ratio Trends* (Conor Boughey)
E. MBASIA’s Property Program – *PEPIP Explained* (Michael Simmons)

3 3. STRATEGIC PLANNING (A)
The Board will discuss and review the following agenda items and my develop a recommendation or take action under agenda item 5.A.

1 A. MBASIA’s Loan - Details, Considerations and Future Steps

1 B. MBASIA Member Loan Policy – Let’s Get Current

C. Insurance Requirements in Contracts – Whose our Audience

D. Transfer of Risk and Shared Service Awareness

- 4** **4. CONTRACTOR REVIEW** (A)
- a. Review of Contractors
 - i. Liability Third Party Administrator (RMS)
 - ii. Workers Compensation Administrator (JT2)
 - iii. Actuary (Bay Actuarial)
 - iv. Program Administrators and Broker (Alliant)
 - v. Legal Services

- 5** **1** **5. RESOURCES** (I)
- A. Current JPA Agreement and Bylaws
 - B. 2013 Liability Memorandum of Coverage
 - C. 2013 Workers Compensation Memorandum of Coverage
 - D. 2013 Liability Actuarial Study
 - E. 2013 Workers' Compensation Actuarial Study
 - F. 2012 Financial Audit
 - G. IRIC Manual

D. BOARD OF DIRECTORS AGENDA

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|--------------------|-----------|---|--|
| <u>PAGE</u> | 1. | CONSENT CALENDAR (A) | |
| 1-7 | a) | Approval of Minutes of Meeting of June 10, 2013 <i>Members will review the minutes and may take action to approve or give direction.</i> | |
| 8-9 | b) | Approval of Minutes of Meeting of August 22, 2013 <i>Members will review the minutes and may take action to approve or give direction.</i> | |
| 10-11 | c) | Approval of Minutes of Meeting of September 12, 2013 <i>Members will review the minutes and may take action to approve or give direction.</i> | |
| 12 | d) | Status of Deliverables <i>Alliant will provide an informational report on the status of ongoing action items.</i> | |
| 13-21 | 2. | BILLS AND CORRESPONDENCE | |
| | a) | Ratification of Disbursements <ul style="list-style-type: none"> i. Month Ending June 30, 2013 ii. Month Ending July 31, 2013 iii. Month Ending August 31, 2013 iv. Month Ending September 30, 2013 | |
| 22-23 | 3. | UNFINISHED BUSINESS (A) | |
| | a) | MBASIA Safety Funds <i>Members will review the budgeted safety funds and suggestions and may take action or give direction.</i> | |
| | 4. | COMMITTEE REPORTS | |
| | a) | Executive and Finance Committee <i>The Executive and Finance Committee may give a verbal report in addition to discussing the following items:</i> - <i>None</i> | |
| | b) | Safety Committee (A) <i>The Safety Committee may give a verbal report in addition to discussing the following items:</i> - <i>None</i> | |

c) Coverage and Claims Committee

The Coverage and Claims Committee may give a verbal report in addition to discussing the following items:

24-34

1. Summary of Insurance

5. NEW BUSINESS

- 35 a) Review of Items Discussed at Long Range Planning (A)

Members will review the following discussion points of the Long Range Planning session and may take action to assign committees tasks or give direction.

1. *MBASIA's Loan - Details, Considerations and Future Steps*
2. *MBASIA Member Loan Policy – Let's Get Current*
3. *Insurance Requirements in Contracts – Whose our Audience*
4. *Transfer of Risk and Shared Service Awareness*

- 36 b) MBASIA Accounting Services (A)

Members will hear a presentation from Alliant on transition of Accounting from City of Scotts Valley to Alliant.

- 37 c) MBASIA Financial Audit Update (I)

Members will receive an update on the status of MBASIA's Financial Audits.

6. LOSS REPORT

Members will review the following Items:

CLOSED SESSION – Pursuant to Gov't Code 54956.95 (A)

Members will review the following Closed Session Items

- a) Workers' Compensation Administrator's Report
Tabatha Bettencourt from JT2, MBASIA's Workers Compensation TPA, will provide a report on current claims status.

RECONVENE – DISPOSTION OF CLOSED SESSION ITEMS

7. PROGRAM ADMINISTRATORS REPORT

- 38 a) Staff Update (I)

The Program Administrators will update the Board with Alliant's staffing.

8. CORRESPONDENCE / INFORMATION (I)

- 39 a) Next Board Meeting and Upcoming Training Sessions

- 40-42 b) PARMA Conference Information

4 **9. GENERAL RISK MANAGEMENT ISSUES (I)**

Subjects that of interest to members: please bring 15 copies of any materials.

ADJOURNMENT