

Member Cities

- Capitola
- Del Rey Oaks
- Gonzales
- Greenfield
- Hollister
- King City
- Marina
- Sand City
- Scotts Valley
- Soledad

AGENDA

JPA: MBASIA
Long Range Planning & Strategic Planning Session;
Board of Directors Meeting

DATES/TIMES: Thursday, November 2, 2017 at 10:00 AM
 Friday, November 3, 2017 at 8:30 AM

LOCATION: Dream Inn
 175 W Cliff Drive
 Santa Cruz, CA 95060
 Meeting Room: Beach View

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)
 4 The public is invited at this point to address the Board on issues of interest to them.

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

1. INTRODUCTIONS AND EXPECTATIONS
 The Members of MBASIA will take a few minutes to introduce themselves to each other and take this opportunity to ask questions about MBASIA and share any expectations of today’s meeting.

2 Estimated Start Time: 2. PRESENTATIONS (I)

10:15 AM	A. MBASIA’s Financials Brett Miller and Conor Boughey will provide a quick update on the Financial standing of MBASIA.
10:30 AM	B. Actuarial Review Jack Joyce will review the Actuarial process with the Members.
11:00 AM	C. Regional Litigation Update Vince Hurley will update on regional litigation affecting municipalities.
11:30 AM	D. Administrative Investigations at Member Agencies Lance Gerber from Bickmore/ERMA will discuss employment practices liability (EPL) triggers, how to respond, and the ERMA resources available to MBASIA members. Ken Maiolini will provide additional information about how Risk Management

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	<i>Services and Legal Counsel can fulfill the obligation to perform EPL investigations.</i>
12:00 PM	Lunch
12:30 PM	E. PFM Asset Management <i>Lesley Murphy and Chris Presley will provide information about long term investment strategies.</i>
1:00 PM	F. MBASIA's Liability Memorandum of Coverage (MOC) Review <i>Conor Boughey will review the recent changes in the Liability MOC.</i>
1:30 PM	G. Managing Volunteers <i>Conor Boughey will present about Managing Volunteers.</i>
1:45 PM	H. Workers' Compensation Program Trends <i>Lynn Cavalcanti, Mark Denison and Lea Morales-Mendez will provide an update on MBASIA's Workers' Compensation program.</i>
2:15 PM	Break

- 3** 2:30 PM **3. STRATEGIC PLANNING** (A)
- The Board will discuss and review the following agenda items and may develop a recommendation or take action under agenda item D.3.c. of the Board of Director's Agenda.*
- 1 A. Risk Management Focus: Appraisals, Training, Loss Control
 - 1 B. Volunteer Coverage
 - 1 C. Workers' Compensation Budget Review
 - 1 D. Liability Budget Review
- 4** 4 **4. SERVICE PROVIDER REVIEW** (A)
- Members were asked to complete an online survey on their satisfaction with the below contractors. The results of the survey will be discussed by the Board.*
- A. Review of Contractors
 - 1. Workers' Compensation Legal Services (Witzig, Hannah)
 - 2. Liability Legal Services (ERMA, Liebert Cassidy Whitmore, Jackson Lewis)
 - 3. Actuary (Bay Actuarial)
 - 4. Workers' Compensation Administrator (AIMS)
 - 5. Liability Third Party Administrator (RMS)
 - 6. Program Administrators and Broker (Alliant)

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**5
PAGE**

5. BOARD OF DIRECTOR'S AGENDA

A. CALL TO ORDER

B. CONSENT CALENDAR

(A)

1 The Board may take action on the items below as a group. A member may request an item be withdrawn from the Consent Calendar for discussion and action.

1-10

1) Approval of Minutes – June 19, 2017 Board of Directors Meeting

11-12

2) Service Calendar & Status of Deliverables

The Program Administrators will provide an informational report on the status of ongoing action items.

13-17

3) Bills and Correspondence

a) Ratification of Disbursements

i. Month Ending June 30, 2017

ii. Month Ending July 31, 2017

iii. Month Ending August 31, 2017

iv. Month Ending September 30, 2017

18-22

4) Evidence of Coverage and Disclosure:

i. Alliant Property Insurance Program (APIP)

ii. Alliant Crime Insurance Program (ACIP)

iii. Alliant Public Pool Liability (APPL)

5) Current LIBOR Rate – 1 Month: 1.23% (at September 6, 2017)

The contract adds an additional 2.0% for total rate paid.

C. ORAL COMMUNICATIONS & PUBLIC COMMENTS

(I)

The public is invited at this point to address the Board on issues of interest to them.

D. BOARD OF DIRECTOR'S REPORTS

1) COMMITTEE REPORTS

23-33

1 a) Executive and Finance Committee

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

1. Liability Claims Administrator Contract

(A)

Members will review the extended Liability Claims Administrator Contract with Risk Management Services (RMS). Action may be taken or direction given.

34-37

1 b) Safety Committee

The Safety Committee may give a verbal report in addition to discussing the following items:

1. Safety Grant Funds

(A)

Safety Grant Funds are allocated every year per for various safety-related uses pending Safety Committee Approval. Members will discuss the current status of the Safety Grant Funds, and may take action or give direction.

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| 38-48 | 1 | <p>c) Coverage and Claims Committee
<i>The Coverage and Claims Committee may give a verbal report in addition to discussing the following items:</i></p> <ol style="list-style-type: none"> 1. Summary of Coverage (I)
<i>A Summary of Coverage is provided annually as an easy reference guide to see purchased coverage at a glance.</i> |
| 49-68 | 1 | <p>2) UNFINISHED BUSINESS</p> <ol style="list-style-type: none"> a) Memorandum of Coverage (MOC) - Exclusion (16) & (17) (A)
<i>The Board will discuss the language in the MOC regarding exclusion (16) and (17) and may take action or give direction.</i> <p>3) NEW BUSINESS</p> |
| TIME CERTAIN FRIDAY, NOVEMBER 3, 2017 @ 8:30 AM | | |
| 69-75 | 1 | <p>a) Workers' Compensation: Settlement Future Medical Claims Project (A)
<i>Lynn Cavalcanti will present a Future Medical closeout project to the Board for consideration. The Board may take action to approve the project or provide direction.</i></p> |
| 76-81 | 1 | <p>b) CARMA Budget Concerns (A)
<i>The Program Administrators will provide information to the Board about the excess liability pool, CARMA's Admin Budget Allocation. Action may be taken or direction given.</i></p> |
| 82 | 1 & 3 | <p>c) Review of Items Discussed at Long Range Planning (A)
<i>Members will review the following discussion points of the Long Range Planning session and may take action to assign tasks to Committees or give direction.</i></p> <ol style="list-style-type: none"> 1. Risk Management Focus: Appraisals, Training, Loss Control 2. Volunteer Coverage 3. Workers' Compensation Budget Review 4. Liability Budget Review |
| TIME CERTAIN FRIDAY, NOVEMBER 3, 2017 AT 9:00AM | | |
| 83-124 | 1 | <p>d) MBASIA's Financial Audit (A)
<i>Charles Raibley of Crowe-Horwath will present the draft FY 16-17 Financial Audit. Members may then take action or give direction.</i></p> |
| 125-137 | 1 | <p>e) MBASIA Financial Audit Contract Renewal – Crowe Horwath (A)
<i>Members will discuss renewing the Financial Audit Contract with Crowe Horwath. Action may be taken or direction given.</i></p> |
| 138-156 | 1 | <p>f) Program Administrator's Contract Renewal (A)
<i>The Board will discuss the Program Administrator's Contract renewal and may take action or give direction.</i></p> |
| 157-158 | 1 | <p>g) Excess Workers' Compensation Renewal (I)
<i>Members of this program will receive information and may have a discussion or give direction.</i></p> |

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159-161

- 1 h) Travel & Training Policy – Conferences (A)
Members will discuss conferences reimbursable under the Travel & Training policy and may take action to amend the policy.

4) **LOSS REPORT** (A)

CLOSED SESSION – Pursuant to Gov’t Code 54956.95

Members will review the following Items:

- 3 a) Workers’ Compensation Administrator’s Report (A)
The Workers’ Compensation TPA may provide a report on current claims.
- 3 b) Liability Third Party Administrator’s Report
Ken Maiolini from RMS will provide a closed session report.
- i. Smith v. Capitola
 - ii. Carter v. Del Rey Oaks
 - iii. Muse v. Del Rey Oaks
 - iv. Larsen Lane matter (2 claims) v. Greenfield
 - v. 9th Street matter (2 claims) v. Greenfield
 - vi. Garcia, Rufina v. King City
 - vii. Otis-Taul v. Scotts Valley
 - viii. Mercado v. Soledad

RECONVENE – DISPOSITION OF CLOSED SESSION ITEMS

E. PROGRAM ADMINISTRATOR’S REPORT

- None

F. CORRESPONDENCE / INFORMATION

162

- 1 1) Next Two Board Meetings & ERMA Training Schedule (I)

163-177

- 1 2) PARMA Conference Information

G. GENERAL RISK MANAGEMENT ISSUES

- 4 *Subjects that are of interest to members: please bring 15 copies of any materials.* (I)

6

1 **6. RESOURCES**

- A. Current JPA Agreement and Bylaws
- B. 2017 Liability Memorandum of Coverage
- C. 2017 Workers’ Compensation Memorandum of Coverage
- D. 2017 Liability Actuarial Study
- E. 2017 Workers’ Compensation Actuarial Study
- F. IRIC Manual

ADJOURNMENT