

AGENDA

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

DATES/TIMES: Thursday, November 1, 2012 at 9:30 AM
Friday, November 2, 2012 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

1. INTRODUCTIONS / EXPECTATIONS

❖ *Please spend a few minutes sharing a little about yourself, i.e., family, hobbies, your job...*

4 2. REPORTS (I)

- A. Financial Update – *Five Year Financial Trends* (Steve Ando)
- B. Workers Compensation – *Large Claim Trends* (Tabatha Bettencourt)
- C. Liability Program Overview - *Handling Liability Claims* (Ken Maiolini)
- D. Exposure Discussion – *Emerging Risks* (Michael Simmons)
- E. Equity Report – *Equity Ratio Trends* (Conor Boughey)
- F. CSAC-EIA - *Loss Prevention* (Charles Williams or Travis Clemmer)

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. Loss Prevention Services – Planning the Year Ahead

1 B. Loss Prevention Checklist – Now What?

C. Workers Compensation – Current Retention & Financial State

D. Liability Budget Allocation – Capping and Other Factors

E. Pool Partnerships – What is Working Well and What Isn't

1. CONTRACTOR REVIEW (A)

- A. Review of Contractors
 - 1. Liability Third Party Administrator (RMS)
 - 2. Workers Compensation Administrator (JT2)
 - 3. Actuary (Bay Actuarial)
 - 4. Program Administrators and Broker (Alliant)
 - 5. Legal Services

5. RESOURCES (I)

- A. Current JPA Agreement and Bylaws
- B. 2012 Liability Memorandum of Coverage
- C. 2012 Workers Compensation Memorandum of Coverage
- D. 2012 Liability Actuarial Study
- E. 2012 Workers' Compensation Actuarial Study
- F. 2011 Financial Audit
- G. Member Safety Inspection Reports

D. BOARD OF DIRECTORS AGENDA

PAGE 1. CONSENT CALENDAR (A)

- 1-9** a) Approval of Minutes of Meeting of June 11, 2012
Members will review these minutes and may take action to approve or amend.
- 10-11** b) Status of Deliverables
Alliant will provide an informational report on the status of ongoing action items.

12-17 2. BILLS AND CORRESPONDENCE

- a) Ratification of Disbursements
 - i. Month Ending July 31, 2012
 - ii. Month Ending August 31, 2012
 - iii. Month Ending September 30, 2012

18-19 3. UNFINISHED BUSINESS

- a) MBASIA Safety Funds (A)
Members will review the budgeted safety funds and suggestions and may take action or give direction.
- b) Renewal Requests for Information (I)
Members will receive an update on renewal applications.
- c) CARMA/MBASIA Action on RDA Successor Agencies (and Oversight Boards) (A)
Members will review the action taken regarding coverage provided by CARMA for Redevelopment Agency, action may be taken.

4. COMMITTEE REPORTS

- a) Executive and Finance Committee
The Executive and Finance Committee may give a verbal report in addition to discussing the following items:
- 22-24** I. ERMA Claim Reporting (A)
The Board will receive a report on potential penalties imposed by ERMA for late reporting. Action may be taken or direction given.
- b) Safety Committee (A)
The Safety Committee may give a verbal report in addition to discussing the following items:
- c) Coverage and Claims Committee
The Coverage and Claims Committee may give a verbal report in addition to discussing the following items:

25-35

1. Summary of Insurance

5. NEW BUSINESS

36 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. Loss Prevention Services
2. Loss Prevention Checklist
3. Workers Compensation Program
4. Liability Budget Allocation
5. Pool Partnerships

37-41 b) MBASIA Accounting Services (A)

Members will review the current structure of MBASIA's accounting services and hear proposals from Alliant Insurance Services. Action may be taken or direction given.

42-43 c) CARMA Certificate Requests (A)

Members will review the requirements for CARMA to issue a certificate of coverage. The Board may take action or give direction.

6. LOSS REPORT (I)

Members will review the following Items:

CLOSED SESSION – Pursuant to Gov't Code 54956.95

Members will review the following Closed Session Items

a) Workers' Compensation Administrator's Report (I)

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

b) Liability Third Party Administrator's Report (I)

Ken Maiolini from RMS, MBASIA's Liability TPA, will provide a report on the following pending claims:

- I. City of Capitola Drain Pipe
- II. Matias v. King City
- III. Craig v. King City
- IV. McFall v. City of Marina
- V. Pardon v. City of Hollister
- VI. Alexander v. City of Capitola

RECONVENE – DISPOSITION OF CLOSED SESSION ITEMS

7. PROGRAM ADMINISTRATORS REPORT

44-48 a) Best Practices – Reporting Pollution Claims (I)

Alliant will give a report on the importance of reporting pollution claims promptly.

49 b) Emerging Risks Presentation (I)

Alliant will give a presentation on emerging risks facing public entities.

8. CORRESPONDENCE / INFORMATION (I)

- a) Risk Report – September 2012
- 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