

**Minutes of the  
MBASIA Executive & Finance Committee Meeting  
Tuesday, September 15, 2020 at 1:30 PM**

**LOCATION:**

**Video Teleconference**

**Link:** <https://alliantinsurance.zoom.us/j/95670362827>

**Dial:** (669) 900-6833, Meeting ID: 956 7036 2827#

**MEMBERS PRESENT**

Jamie Goldstein, City of Capitola

Rene Mendez, City of Gonzales

Brett Miller, City of Hollister

Layne Long, City of Marina

**MEMBERS ABSENT:** None

**GUESTS & CONSULTANTS**

Conor Boughey, Alliant Insurance Services

Lorissa Huey, Alliant Insurance Services

**A. CALL TO ORDER**

Jamie Goldstein called the meeting to order at 1:40 PM.

**B. CONSENT CALENDAR**

**B1. Approval of Minutes – May 27, 2020 Executive Committee Meeting**

A motion was made to approve the consent calendar.

**MOTION:** Rene Mendez

**SECOND:** Brett Miller

**MOTION CARRIED**

	Jamie Goldstein	Rene Mendez	Brett Miller	Layne Long
Aye	X	X	X	X
Nay				
Abstain				

**C. ORAL COMMUNICATIONS & PUBLIC COMMENTS**

No public comments were made.

**D. EXECUTIVE AND FINANCE COMMITTEE**

**D1. Liability Claims Administration Contract Extension**

Conor Boughey reported that at the June 2020 Board Meeting, the Board delegated authority to the Executive Committee to authorize a contract extension with George Hills.

A motion was made to authorize a one year contract extension as proposed in the agenda packet.

**MOTION:** Brett Miller      **SECOND:** Rene Mendez      **MOTION CARRIED**

	Jamie Goldstein	Rene Mendez	Brett Miller	Layne Long
Aye	X	X	X	X
Nay				

**D2. November 2020 Long Range Planning and Board Meeting Agenda**

Conor Boughey reported that the Long Range Planning (LRP) and Board Meeting are scheduled for November 12 and 13, 2020. Due to the COVID-19 global pandemic, meeting in person may not be an option. The Executive Committee discussed the format of the Long Range Planning and Board Meeting agenda.

Direction was given to the Program Administrators to agendize the LRP and Board Meeting for two consecutive days with a duration of 2.5 hours each day.

**D3. Accounting Guide Policy and Procedure – Proposed Changes**

Conor Boughey reported that many of the Program Administrators accounting responsibilities are shifting to him as part of the succession planning for Michael Simmons. The proposed changes to the Accounting Guide include changing any reference to Michael Simmons to Conor Boughey, rewording to clarify check handling, and creating new safety procedures for transfers between MBASIA’s accounts.

The Committee agreed to not use a signature stamp and prior to the Treasurer signing the checks, one designated Executive Member (the Vice Chairperson will be the first designated person, then the Past Chairperson as the second, and Chairperson as the third if the Vice Chairperson is unavailable) must provide written approval by e-mail.

A motion was made to recommend to the Board to accept the changes as the Committee discussed. Direction was given to the Program Administrators to provide the Financial Auditors the proposed changes of the Accounting Guide to review for compliance.

**MOTION:** Brett Miller

**SECOND:** Rene Mendez

**MOTION CARRIED**

	Jamie Goldstein	Rene Mendez	Brett Miller	Layne Long
Aye	X	X	X	X
Nay				

#### **D4. Executive Committee Officers Elections**

MBASIA's Executive Committee (EC) Officers serve two year terms and the next election will be at the January 25, 2021 Board Meeting. The same set of EC Officers have served two full terms since 2017.

The EC discussed the next slate of Officers for 2021-2023:

Chairperson: Rene Mendez

Vice Chairperson: Layne Long

Treasurer/Secretary: Brett Miller

Past Chairperson: Jamie Goldstein

CARMA

Primary: Layne Long

Alternate: Paul Wood

ERMA

Primary: Dino Pick

Alternate: The Board can discuss who will like to be the Alternate at the January 2021 Board Meeting.

Direction was given to the Program Administrators to reach out to Paul Wood at the City of Greenfield to discuss being the Alternate for CARMA.

#### **ADJOURNMENT**

Jamie Goldstein adjourned the meeting at 2:48 PM.