

**MBASIA  
Board of Directors Meeting**

**Monday, January 31, 2022 at 9:30 AM**

**LOCATION:  
Video Teleconference**

**Link:**

<https://alliantinsurance.zoom.us/j/92756296934?pwd=eUJjRW91ejl1WVJlQ0tlNmhVYXh3UT09>

**Meeting ID: 927 5629 6934**

**Passcode: 442149**

**Dial: (669) 900-6833**

**MEMBERS PRESENT**

Jamie Goldstein, City of Capitola  
John Guertin, City of Del Rey Oaks  
Rene Mendez, City of Gonzales (*left at 12:00 PM*)  
Paul Wood, City of Greenfield  
Brett Miller, City of Hollister  
Andrea Marble, City of King City Alternate  
Layne Long, City of Marina  
Devon Lazzarino, City of Sand City Alternate  
Mali LaGoe, City of Scotts Valley  
Brent Slama, City of Soledad (*joined at 9:54 AM*)

**MEMBERS ABSENT**

None

**GUESTS & CONSULTANTS**

Nina Aguayo, City of Greenfield Alternate  
Casey Estorga, City of Scotts Valley Alternate  
Vibeke Norgaard, City of Sand City City Attorney  
Ken Maiolini, Risk Management Services  
Lena Bowen, George Hills Company  
Lynn Cavalcanti, AIMS  
Susan Leung, Alliant Insurance Services (*joined at 9:50 AM and left at 10:30 AM*)  
Thomas Joyce, Alliant Insurance Services (*joined at 9:50 AM and left at 10:30 AM*)  
Steve Davidson, Alliant Insurance Services (*joined at 9:50 AM and left at 10:30 AM*)  
Conor Boughey, Alliant Insurance Services  
Lorissa Huey, Alliant Insurance Services  
Marcus Beverly, Alliant Insurance Services

**A. CALL TO ORDER & ROLL CALL**

Rene Mendez called the meeting to order at 9:31 AM.

**B. ORAL COMMUNICATIONS & PUBLIC COMMENTS**

The two new Board Members, Devon Lazzarino the Alternate from the City of Sand City and Mali LaGoe, the Primary from the City of Scotts Valley introduced themselves to the Board.

**C. CONSENT CALENDAR**

**C1. Approval of Minutes – October 22, 2021 Board of Directors Meeting**

**C2. Service Calendar & Status of Deliverables**

**C3. Bills and Correspondence**

A motion was made to approve the consent calendar.

**MOTION:** Jamie Goldstein **SECOND:** Brett Miller

**MOTION CARRIED**

	Jamie Goldstein	John Guertin	Rene Mendez	Paul Wood	Brett Miller	Andrea Marble	Layne Long	Devon Lazzarino	Mali LaGoe	Brent Slama
Aye	X	X	X	X	X	X	X	X	X	
Nay										
Abstain										

**D. GENERAL RISK MANAGEMENT ISSUES**

There were no general risk management issues.

**E. BOARD OF DIRECTORS**

**E1. COMMITTEE REPORTS**

**E1a. Executive and Finance Committee**

## **E1a1. Budget Planning Process**

Conor Boughey announced to the Board that the Executive and Finance Committee will be starting the budget process for the July 1, 2022 renewal. The Committee will meet around March 2022 to review the Liability and Workers' Compensation Budgets and the topics that were discussed at the 2021 Long Range Planning.

## **E1b. Safety Committee**

### **E1b1. Safety Grant Funds – Request Status and Budget to Date**

Conor Boughey reminded the Board Members that the Safety Grant Program is in place and it allows Members to request up to \$7,500 to use towards risk control efforts. Also, the Members must make their requests prior to May 1st, at which time the remaining funds can be requested by another Member.

Included in the agenda packet was a list of what Members have requested so far.

### **E1b2. Safety Inspection at Member Agencies**

Conor Boughey reported that the Safety Committee met in early January 2022 to discuss if MBASIA should engage with a loss control firm to provide services. The Committee provided direction to the Board to 1) prioritize sidewalk inspections and grinding, 2) obtain a proposal for signage painting focused services, and 3) continue to develop the Police Risk Management Committee and Loss Control services.

The Board agreed to start with Precision Concrete to focus on sidewalk inspections.

## **E1c. Coverage and Claims Committee – None**

## **E2. EXCESS RISK POOL REPRESENTATIVE REPORTS**

### **E2a. Report from CARMA Long Range Planning & Board of Directors Meeting**

Conor Boughey reported that CARMA is considering developing a captive and providing high level loss control services.

Layne Long and Paul Wood are the primary and alternate representatives for CARMA.

### **E2b. Report from ERMA Long Range Planning & Board of Directors Meeting**

Conor Boughey reported that ERMA will have its Long Range Planning and Board Meeting in February 2022.

Brett Miller is the primary representative for ERMA, while the alternate representative position is currently vacant, which will be discussed later in the agenda.

## **E3. UNFINISHED BUSINESS**

### **E3a. Report from Long Range Planning**

#### **E3ai. Certificate of Deposits – Santa Cruz County Bank**

Conor Boughey reminded the Board that from the October 2021 Long Range Planning, it gave direction to the Program Administrators to obtain Certificate of Deposits rates. The rates provided by Santa Cruz County Bank were included in the agenda packet.

The Board suggested to find investment options with Chandler Asset Management and PFM Asset Management and bring back to the next Board Meeting.

No reportable action took place.

#### **E3aii. Rick Wall Consulting Agency Review**

Conor Boughey reminded the Board that it gave authority for Rick Wall Consulting Agency Review to engage with the rest of the MBASIA Members after Rick discussed the City of Gonzales at the October 2021 Long Range Planning.

The Program Administrators will schedule a Police Risk Management Committee to discuss the next steps.

No reportable action took place.

### **E3b. Cyber Liability Coverage and Beazley Resources**

Susan Leung, Steve Davidson, and Thomas Joyce the Alliant Cyber Team presented to the Board on important cyber updates and resources provided by Beazley.

Members asked questions, which were addressed.

Direction was given to the Program Administrators to host a one hour webinar for the Members' IT Directors in February, which the Cyber Team will join.

### **E3c. Lexipol Services and Cordico Option**

Conor Boughey reminded the Board that at the 2021 Long Range Planning, the Board gave direction to obtain options for the MBASIA Members who do not have the Lexipol Daily Training Bulletins (DTBs) and updated Cordico pricing for all Members. Conor reported that the three Members that did not have DTBs were the Cities of Gonzales, Hollister, and Sand City. The Cities of Gonzales and Hollister purchased the DTBs, while Sand City is still pending.

Included in the agenda packet was updated pricing for Cordico. The Board did not want to move forward with the options presented.

**E3d. Excess Workers’ Compensation Renewal**

Conor Boughey reported that the Version 2 PRISM renewal estimate as of January 2022 is included in the agenda packet. MBASIA is a member of PRISM’s Excess Workers’ Compensation Program with a \$250,000 Self Insured Retention (SIR). The next estimate, Version 3 will be provided at the April 2022 Board Meeting.

No reportable action or direction took place.

**E4. NEW BUSINESS**

**E4a. ERMA: Alternate Representative Appointment**

The ERMA alternate representative position is now vacant due to the departure of Tina Friend from the City of Scotts Valley.

A motion was made to appoint Steve Adams, City of King City as the ERMA alternate representative.

**MOTION: Rene Mendez      SECOND: Jamie Goldstein      MOTION CARRIED**

	Jamie Goldstein	John Guertin	Rene Mendez	Paul Wood	Brett Miller	Andrea Marble	Layne Long	Devon Lazzarino	Mali LaGoe	Brent Slama
Aye	X	X	X	X	X		X	X	X	X
Nay										
Abstain						X				

**E4b. Liebert Cassidy Whitmore Employment Relations Consortium 2022 Agreement**

Conor Boughey reported that the contract for the Liebert Cassidy Monterey Bay Area Employment Relations Consortium is up for renewal. The Cities of Capitola, Greenfield, Hollister, King City, Marina, Sand City, Scotts Valley, and Soledad are members.

Layne Long, Nina Aguayo, and Vibeke Norgaard commented that they find this resource useful.

A motion was made to approve the 2022 Liebert Cassidy Whitmore Employment Relations Consortium agreement.

**MOTION: Andrea Marble      SECOND: Layne Long      MOTION CARRIED**

	Jamie Goldstein	John Guertin	Rene Mendez	Paul Wood	Brett Miller	Andrea Marble	Layne Long	Devon Lazzarino	Mali LaGoe	Brent Slama
Aye	X	X	X	X	X	X	X	X	X	X
Nay										
Abstain										

**E4c. MBASIA’s Liability Memorandum of Coverage: Proposed Changes**

Conor Boughey reported that Byrne Conley, MBASIA’s Legal Counsel suggested that MBASIA consider amending its Liability Memorandum of Coverage (MOC) to include a definition of land use planning and land use regulation. The proposed changes were included in the agenda packet.

Direction was given to the Program Administrators to send an email to the Members to get feedback from their City Attorneys about this. Also, the Board asked Byrne Conley to provide examples of land use claims that are problematic. This item will be agendized at the April 2022 Board Meeting.

**E4d. Worksite International Ergonomics Contract Extension**

Conor Boughey reported that the ergonomics contract with Worksite International started in April 2021 and has an option to extend for two additional years. The contract is set to expire in April 2022. Alison Heller-Ono at Worksite International provided a renewal contract, which was distributed to the Board as a handout.

A motion was made to approve the contract extension for one year.

**MOTION:** Andrea Marble    **SECOND:** Brent Slama    **MOTION CARRIED**

	Jamie Goldstein	John Guertin	Rene Mendez	Paul Wood	Brett Miller	Andrea Marble	Layne Long	Devon Lazzarino	Mali LaGoe	Brent Slama
Aye	X	X	X	X	X	X	X	X	X	X
Nay										
Abstain										

**E5. LOSS REPORT**

**CLOSED SESSION – Pursuant to Gov’t Code 54956.95**

**E5a. Workers’ Compensation Administrator’s Report**

**E5b. Liability Administrator’s Report**

A motion was made to enter into Closed Session at 11:36 AM.

**MOTION: Jamie Goldstein SECOND: Paul Wood MOTION CARRIED**

	Jamie Goldstein	John Guertin	Rene Mendez	Paul Wood	Brett Miller	Andrea Marble	Layne Long	Devon Lazzarino	Mali LaGoe	Brent Slama
Aye	X	X	X	X	X	X	X	X	X	X
Nay										
Abstain										

A motion was made to come out of Closed Session at 12:08 PM.

**MOTION: Layne Long SECOND: Paul Wood MOTION CARRIED**

	Jamie Goldstein	John Guertin	Rene Mendez	Paul Wood	Brett Miller	Andrea Marble	Layne Long	Devon Lazzarino	Mali LaGoe	Brent Slama
Aye	X	X		X	X	X	X	X	X	X
Nay										
Abstain										

Conor Boughey reported out of Closed Session that direction was given to the Workers’ Compensation Claims Administrator and no final action was taken.

## **F. PROGRAM ADMINISTRATORS' REPORT**

### **F1. MBASIA Exposures and Coverages Review: Boiler and Machinery**

Conor Boughey stated that Boiler and Machinery insurance (B&M) provides coverage for physical damage to and financial loss from equipment breakdown. It can cover a wide range of equipment besides boilers and furnaces, including elevators and office equipment. Pressure Vessels that require inspection by Cal/Osha are 1) air tanks of 11.5 gallons or more, 2) LPG tanks more than 125 gallons, and 3) high pressure steam boilers. The APIP placement includes B&M coverage, which also provides the inspections.

### **F2. High Level Coverage Summary**

Conor Boughey presented a chart that shows a high level coverage summary of what MBASIA provides to the Members. All Members of MBASIA are part of the three major program coverages for MBASIA which are: CARMA (California Affiliated Risk Management Authorities) for Liability; ERMA (Employment Risk Management Authority) for Employment Practices Liability; and PRISM (Public Risk Innovation, Solutions, and Management) for Excess Workers' Compensation.

## **G. CORRESPONDENCE / INFORMATION**

### **G1. Next Two Board Meetings & ERMA Training Schedule**

The next two Board Meetings will be held on Monday, April 4, 2022 via video teleconference and Monday, June 13, 2022 at the City of Sand City.

**G2. PARMA Conference Information** – There was no discussion on this item.

**G3. MBASIA Service Team Contact List & Claims Reporting** – There was no discussion on this item.

**G4. MBASIA Contract Schedule** – There was no discussion on this item.

## **ADJOURNMENT**

Jamie Goldstein adjourned the meeting at 12:14 PM.