

AGENDA

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

DATES/TIMES: Thursday, October 20, 2011 at 9:30 AM
Friday, October 21, 2011 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

4 2. REPORTS (I)

A. Financial Update – *Five Year Financial Trends* (Steve Ando)

B. Stewardship Report – *What's Been Accomplished* (Conor Boughey)

C. Workers Compensation – *Large Claim Trends* (Theresa Fernandez)

D. Liability Program Overview

a. *Handling Liability Claims* (Ken Maiolini)

b. *Employment Practices Claims Handling and Reporting* (Ruth Graf-Urasaki
& Ken Maiolini)

E. Equity Report – *Equity Ratio Trends* (Conor Boughey)

F. Safety Inspection - *Risk Control Results* (Terrie Norris & Jeff Johnston)

3. STRATEGIC PLANNING

1 A. Risk/Loss Control Action Plan (A)
1. Review of Study

2. Set Goals/Targets/Tasks

3. Follow up/Deadlines/Expectations

1 B. EPLI Training: 2012 & Beyond (A)

1. Current Agreements

2. Utilization/Goals/Targets/Tasks

3. Follow up/Deadlines/Expectations

C. Workers Comp Loss Trends Leading to a Deficit (*Loan, Excess & Fix*) (A)

1. Losses, Finances and Trends

2. Set Goals/Targets/Tasks

3. Follow up/Deadlines/Expectations

D. Workers Compensation Budget Allocation – *Cutting up the Pie*

- 1. Review of Allocation Formula
- 2. Cost Drivers
- 3. Set Goals/Targets/Tasks

4. 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 (Alliant)

1 5. RESOURCES (I)

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

PAGE D. BOARD OF DIRECTORS AGENDA

1. CONSENT CALENDAR (A)

- 1-7** a) Approval of Minutes of Meeting of October 21, 2011
Members will review these minutes and may take action to approve or amend.
- 8-9** b) Service Calendar and Status of Deliverables
Alliant will provide an informational report on the status of transition

2. BILLS AND CORRESPONDENCE

- 10-14** a) Ratification of Disbursements
 - i. Month Ending July 31, 2011
 - ii. Month Ending August 31, 2011
 - iii. Month Ending September 30, 2011

3. UNFINISHED BUSINESS

- 15** a) Review of Items Discussed at Long Range Planning (A)
Members will review discussion points of the Long Range Planning session and may take action to assign committees tasks or give direction.
- 16-17** b) MBASIA Safety Funds (A)
Members will review the budgeted safety funds and suggestions and may take action or give direction.
- 18** c) CSAC-EIA Workers Compensation Applications (I)
Members will receive an update on the 2012-13 renewal application.
- 19-24** d) Liebert Cassidy Training Consortium (A)
Members will review the training contract with Liebert Cassidy and the training provided by ERMA and may take action or give direction.

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:
- 25-27** 1. MBASIA's Actuarial Reports (A)
Members will review the Liability and Workers Compensation Actuarial Reports and will take action to Accept and File or give direction.

28-37 2. Financial Audit - MBASIA's FY 11-12 Audit Firm (I)
Members will review the RFP response provided by Perry-Smith and the audit selection process.

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

38 1. Safety Inspections at Member Agencies (A)
The Safety Committee will give a verbal report on the Safety Inspections provided by BRS. Action may be taken.

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

39-49 1. Summary of Insurance (I)

5. NEW BUSINESS

50 a) Demonstration of Updated MBASIA Website (I)
Members will hear a presentation from the Program Administrators on the updated MBASIA website and its new features.

51-69 b) Lexipol New Services - Fire Policy Manual (A)
Members will review the new services provided by Lexipol and may give direction or take action.

6. LOSS REPORT (I)

Members will review the following Items:

a) Workers' Compensation Administrator's Report (I)
Janet Kirkpatrick from JT2, MBASIA's Workers Compensation TPA, will provide a report on current claims status.

CLOSED SESSION – Pursuant to Gov't Code 54956.95

Members will review the following Closed Session Items

b) Liability Third Party Administrator's Report (A)
Ken Maiolini from RMS, MBASIA's Liability TPA, will provide a report on pending claims.

i. City of Capitola Flood Claims

RECONVENE – DISPOSITION OF CLOSED SESSION ITEMS

7. PROGRAM ADMINISTRATORS REPORT

- None (I)

8. CORRESPONDENCE / INFORMATION (I)

70-93 a) PARMA Conference Information

4 9. GENERAL RISK MANAGEMENT ISSUES (I)

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

ADJOURNMENT