

Member Cities

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

AGENDA

JPA: MBASIA Board of Directors Meetings

DATES/TIMES: Tuesday, March 1, 2011 at 9:30 AM

LOCATION: City of Sand City
1 Sylvan Way
Sand City, CA 93955
Room: Council Chambers

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.

PAGE **A. CALL TO ORDER**

B. CONSENT CALENDAR

(A)

- 1-5** 1) Approval of Minutes – October 29, 2010 Board of Directors
Members will review these minutes and may take action to approve or amend.
- 6-8** 2) Transition Milestone Report
Alliant will provide an informational report on the status of transition.
- 9-12** 3) Vince Hurley Legal Services Letter of Engagement
Members will review the proposed legal services agreement sent by Vince Hurley to the Authority and may take action to approve.

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 DIRECTORS

- 13-19** 1) **BILLS AND CORRESPONDENCE** (A)
a) Ratification of Disbursements
i. Month Ending October 31, 2010
ii. Month Ending November 30, 2010
iii. Month Ending December 31, 2010
- 20-39** 2) **UNFINISHED BUSINESS** (A)
a) Memorandum of Coverage - Contractual Liability Review
Members will review the Memorandum of Coverage and discuss the Contractual Liability Coverage and may take action or give direction.
- 40-43** b) MBASIA's Workers Compensation TPA – Succession Plan
Members will review the letter received from JT2 addressing backup for Janet Kirkpatrick and may take action or give direction.
- 44-47** c) Liebert Cassidy Agreement (A)
MBASIA is a party to an Employment Relations Consortium with services provided by Liebert Cassidy. Members will review this agreement and may take action or give direction.
- 3) **COMMITTEE REPORTS**
a) **Executive and Finance Committee**
The Executive and Finance Committee may give a verbal report in addition to discussing the following items:

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- | | | |
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| | 1. Report from the October 14, 2010 Executive and Finance Committee Meeting | (I) |
| 48-56 | 2. Liability TPA Contract Update
<i>The Executive Committee will report on action taken to renew the contract with Ken Maiolini of RMS.</i> | (I) |
| 57-67 | 3. Financial Auditor RFP
<i>The Executive Committee will update the Board on the status of issuing a RFP for Financial Audit Services.</i> | (A) |
| 68-70 | 4. Training Policy and Procedure
<i>The Executive Committee will present the Board with the Policy and Procedure for travel and training. Action may be taken to amend the policy and procedure.</i> | (A) |
| | b) Safety Committee
<i>The Executive and Finance Committee may give a verbal report in addition to discussing the following items:</i> | |
| 71-109 | 1. Safety Committee Survey and Report
<i>The Safety Committee will report on the Safety Survey Results and give direction to the Board. The Board may take action to approve a Best Practices model for certain documents at each of the Member Agencies.</i> | (A) |
| 110-111 | 2. Safety Committee Budget Action – Grant Program Policy and Procedure
<i>The Safety Committee will give direction to the Board on budgeted safety funds. The Board may take action to approve the Committee recommendation or may give direction.</i> | (A) |
| | c) Coverage and Claims Committee
<i>The Coverage and Claims Committee may give a verbal report.</i> | (I) |
| 112-121 | 1. MBASIA Liability Claims Audit | |
| | d) Ad Hoc Budget Committee Meeting
<i>The Ad Hoc Budget Committee may give a verbal report.</i> | (I) |
| 122 | 1. Proposed Legal Assistance Fund
<i>Members will review a proposed budget with respects to services rendered by Vince Hurley and may take action or give direction.</i> | |
| | 4) NEW BUSINESS | |
| | 5) LOSS REPORT
<i>Members will review the following Items:</i> | (A) |
| | a) Workers' Compensation Administrator's Report
<i>Janet Kirkpatrick from JT2, MBASIA's Workers Compensation TPA, will provide a report on current claims status.</i> | |
| | b) Liability Third Party Administrator's Report
<i>Ken Maiolini from RMS, MBASIA's Liability TPA, may provide a report on pending claims.</i> | |
| | E. PROGRAM ADMINISTRATORS REPORT | |
| | 1) PARMA Report – Handouts
<i>The Program Administrators will present information received from the PARMA conference.</i> | (I) |
| | F. CORRESPONDENCE / INFORMATION | (I) |
| 123 | 1) Board of Directors Meeting Schedule | |
| | 4 G. GENERAL RISK MANAGEMENT ISSUES
<i>Subjects that of interest to members: please bring 15 copies of any materials.</i> | (I) |

ADJOURNMENT