

AGENDA

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

DATES/TIMES: Thursday, October 2, 2014 at 9:00 AM
Friday, October 3, 2014 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. ICE-BREAKER EXERCISE

Meeting guests will participate in an ice-breaker exercise.

D. LONG RANGE PLANNING & TRAINING

The Board will enter into the Long Range Planning portion of the Agenda.

1 1. INTRODUCTIONS / EXPECTATIONS

2 2. REPORTS (I)

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

B. Workers Compensation – Claims Handling (Tabatha Bettencourt)

C. Concern EAP – Employee Assistance Program (Humberto Chacon)

D. Equity Report – Equity Ratio Trends (Conor Boughey)

E. MBASIA's Property Program – APIP Explained (Michael Simmons)

F. Lunch Presentation: CARMA and ERMA Update (Rob Kramer)

G. Regional Litigation Experience & Trends – Latest Updates (Vince Hurley)

3 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. MBASIA's Loss Prevention Policy

1 B. MBASIA's Loan – Details, Considerations and Future Steps

C. MBASIA Membership Discussion

- 4 **4. SERVICE PROVIDER REVIEW** (A)
- a. Review of Service Providers
 - i. Legal Services
 - ii. Liability Third Party Administrator (RMS)
 - iii. Workers Compensation Administrator (JT2)
 - iv. Actuary (Bay Actuarial)
 - v. Program Administrators and Broker (Alliant)

- 5 *1* **5. RESOURCES** (I)
- A. Current JPA Agreement and Bylaws
 - B. 2014 Liability Memorandum of Coverage
 - C. 2014 Workers Compensation Memorandum of Coverage
 - D. 2014 Liability Actuarial Study
 - E. 2014 Workers' Compensation Actuarial Study
 - F. 2013 Financial Audit
 - G. IRIC Manual

E. BOARD OF DIRECTORS AGENDA

- PAGE** **1. CONSENT CALENDAR** (A)
- 1-9** *1* a) Approval of Minutes of Meeting of June 16, 2014
Members will review the minutes and may take action to approve or give direction.

- 10-11** *1* b) Status of Deliverables (I)
Alliant will provide an informational report on the status of ongoing action items.

- 12-18** *1* **2. BILLS AND CORRESPONDENCE** (I)
- a) Ratification of Disbursements
 - i. Month Ending June 30, 2014
 - ii. Month Ending July 31, 2014
 - iii. Month Ending August 31, 2014
 - iv. Month Ending September 30, 2014
 - 4 b) Status of Del Rey Oaks Loan From MBASIA (I)
Members will receive an update on Del Rey Oaks Loan from MBASIA

- 19-20** *1* **3. UNFINISHED BUSINESS** (A)
- a) MBASIA Safety Funds (A)
Members will review the budgeted safety funds and suggestions and may take action or give direction.

- 21-24** *1* b) King City Performance Improvement Plan (I)
Members will receive a report from the Ad Hoc Committee on the King City PIP.

4. COMMITTEE REPORTS (A)

- a) Executive and Finance Committee (A)
The Executive and Finance Committee may give a verbal report in addition to discussing the following items:

- None

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

- None

- 25-35 1 c) Coverage and Claims Committee (I)
The Coverage and Claims Committee may give a verbal report in addition to discussing the following items:
1. Summary of Insurance (A)

- 36 1 5. NEW BUSINESS (A)
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. MBASIA Loss Prevention Policy
2. MBASIA's Loan - Details, Considerations and Future Steps
3. MBASIA Membership Discussion

TIME CERTAIN: 9:30AM

- 37-69 1 b) Financial Auditor Presentation of: (A)
Members will receive an update on the status of the following Financial Audits:
1. 2012 Financial Audit
2. 2013 Financial Audit

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

RECONVENE – DISPOSITION OF CLOSED SESSION ITEMS (A)

7. PROGRAM ADMINISTRATORS REPORT

- 70-88 1 a) Program Administration Contract Renewal (I)
The Program Administrators will give a report on the current status of their contract with MBASIA and efforts to renew the contract.

- 89-99 1 b) Best Practices – Reporting Claims Promptly (I)
The Program Administrators will give a presentation on the importance of reporting claims promptly

8. CORRESPONDENCE / INFORMATION (I)

- 100 1 a) Next Board Meeting and Upcoming Training Sessions
101-103 1 b) PARMA Conference Information (I)

9. GENERAL RISK MANAGEMENT ISSUES

- 4 *Subjects that are of interest to members: please bring 15 copies of any materials.* (I)

ADJOURNMENT