**Agenda Item #.#**

**Board of Directors**

**June 7, 2010**

**MINUTES OF THE**

**MBASIA BOARD OF DIRECTORS MEETING**

**Monday, September 13, 2010 at 9:30 AM**

**City of Sand City**

**MEMBERS PRESENT**

Lisa Murphy, City of Capitola

Rene Mendez, City of Gonzales

Michael Compton, City of Greenfield

Robert Galvan, City of Hollister

Kathy McFall, City of Marina

Steve Matarazzo, City of Sand City

Steve Ando, City of Scotts Valley

Adela Gonzales, City of Soledad

Stephon Compton, City of Soledad

**MEMBERS ABSENT**

Daniel Dawson, City of Del Rey Oaks

**GUESTS AND CONSULTANTS**

Conor Boughey, Alliant Insurance Services

Monica Sandbergen-Izo, Alliant Insurance Services

Michael Simmons, Alliant Insurance Services

Ken Maiolini, Risk Management Services

Kent Rice, Kent Rice and Associates

Umberto Chacon, CONCERN - EAP

**A. CALL TO ORDER**

MBASIA Chair Rene Mendez called the meeting to order at 9:30 AM

**B. CONSENT CALENDAR**

**B1. Approval of Minutes of Meeting of June 6, 2010**

A motion was made to approve the minutes.

**MOTION:** Lisa Murphy **SECOND**: Stephon Compton **MOTION CARRIED**

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**B2. Transition Milestone Report**

The members were presented with the updated Transition Milestone Report.

No action necessary.

**C. ORAL COMMUNICATIONS & PUBLIC COMMENTS**

There were no public comments.

**D. BOARD OF DIRECTORS**

**D1. Bills and Correspondence**

None

**D2. Unfinished Business**

**D2a. Target Safety Platform**

Conor Boughey reminded the members of MBASIA that they have access to Target Safety, an online platform system provided by CSAC-EIA. Conor advised the members to contact him directly if they would like access to the online system. The members were also advised that an informational webinar can be facilitated by the Program Administrator regarding how to get set-up with Target Safety.

No action necessary.

**D3. Committee Reports**

**D3a. Executive and Finance Committee**

**D3a1. LAIF Authorization – Resolution 1011-03**

A motion was made to approve the granting of access to Michael Simmons and his backup, Steve Ando, to LAIF so that funds can be transferred between LAIF and MBASIA’s account with County Bank.

**MOTION:** Stephon Compton **SECOND:** Lisa Murphy **MOTION CARRIED**

**D3b. Safety Committee**

Committee Chair Rene Mendez reported that the Safety Committee is working towards consolidating data and creating a report for a future Board of Directors Meeting.

No action was taken.

**D3c. Coverage and Claims Committee**

**D3c1. Workers’ Compensation Memorandum of Coverage**

Conor Boughey reported that MBASIA’s current Memorandum of Coverage was written as a joint document with both sections for Liability and Workers’ Compensation included. Conor advised the members that this is no longer a standard practice. Therefore, the document was separated into two separate coverage documents to provide better coverage clarity. The members were also advised that the current and proposed Memorandum of Coverage does not include coverage for volunteers and the issue of whether to provide coverage or not will be addressed at the Long Range Planning Meeting on October 28, 2010.

A motion was made to adopt the proposed Workers’ Compensation Memorandum of Coverage effective July 1, 2010.

**MOTION:** Kathy McFall **SECOND:** Stephon Compton **MOTION CARRIED**

**D3c2. Liability Memorandum of Coverage**

Conor Boughey advised the members that the exclusions included in the current Memorandum of Coverage were written specific for MBASIA and that they were carried over to the proposed MOC. Conor informed the members that he and Michael Simmons spent over 40 hours reviewing and drafting the proposed MOC and also worked with Vince Hurley to be sure the proposed language was satisfactory.

A motion was made to adopt the proposed Liability Memorandum of Coverage effective July 1, 2010.

**MOTION:** Kathy McFall **SECOND:** Stephon Compton **MOTION CARRIED**

**D3c3. Workers’ Compensation TPA Contract Amendment**

Conor Boughey reported that the Workers’ Compensation TPA Contract Amendment would allow JT2 to manage MBASIA’s custodial account and would relieve the Program Administrator of the responsibility of making sure this account has sufficient funds for claims payments. Because a contract amendment was not prepared by the agenda mail date, this item will be postponed to a future Board Meeting.

No action necessary.

**D4. New Business**

**D4a. Delegate for CSAC-EIA**

Conor Boughey advised the members that CSAC-EIA requires all members of a pool to have a delegate and that this requirement is similar to CARMA’s requirement.

A motion was made to nominate the MBASIA Chair as the CSAC-EIA Delegate.

**MOTION:** Lisa Murphy **SECOND:** Kathy McFall **MOTION CARRIED**

**D4b. Board of Directors Schedule**

A motion was made to approve the proposed meeting schedule provided in the agenda packet.

**MOTION:** Stephon Compton **SECOND:** Michael Compton **MOTION CARRIED**

**D4c. Presentation from CONCERN-EAP**

Umberto Chacon from CONCERN-EAP discussed with the members the benefits of using CONCERN-EAP in regards to employee issues and the services that are provided.

No action necessary.

**D5. Loss Report**

**D5a. Workers’ Compensation Administrator’s Report**

Janet Kirkpatrick had no claims to report.

**D5b. Liability Third Party Administrator’s Report**

Ken Maiolini from Risk Management Services discussed his role as the Authority’s Liability TPA. He advised the members that RMS started in 1992 and that the largest city they have worked with is Oakland. RMS has been MBASIA’s Liability TPA since July 1, 2010. Mr. Maiolini stated that claims should be sent directly to him and that Kent Rice will receive the loss runs and will work directly with RMS in reconciling any claims. The members were also informed that claims payments should be sent directly to Valery Menor. Mr. Maiolini also advised that each claims payment invoice will show how much of the $10,000 deductible has been eroded. If the deductible has been entirely eroded, the invoice will show how much the member owes.

**E. PROGRAM ADMINISTRATORS REPORT**

**E1. CAJPA Report**

Conor Boughey reported on the benefits of the CAJPA conference for Members of a JPA. Conor attends the conference annually and will provide an update if the Board of Directors wish.

No action was taken.

**F. CORRESPONDENCE/INFORMATION**

**F1. Workers’ Compensation Rates Forecast**

Conor Boughey advised the members that the Workers’ Compensation rates for 2011 are forecasted to increase by 29%, but that this increase will not affect MBASIA’s rates. The members were informed that CSAC’s rates are determined actuarially and not by the state regulated rates.

**F2. The Risk Report**

Conor Boughey reported that the Risk Report is a monthly periodiacal which focuses on Public Entity Risk Management and will be provided to the Board through the agenda packets as an information item.

There was no further discussion on this item.

**F3. PARMA Conference – Anaheim**

Conor Boughey reported that the PARMA conference would be held in Anaheim and if any Members are attending, please contact Alliant. The PARMA conference focused on risk management at public entities and is a great resource.

There was no further discussion on this item.

**G. GENERAL RISK MANAGEMENT ISSUES**

There were no issues discussed.

**ADJOURNMENT**

The Meeting was adjourned at 11:20 AM