



Special
Executive Committee
Teleconference Meeting

October 16th, 2017
11:00am – 1:00pm

Bay Area Metro Center
375 Beale Street; Suite 700
San Francisco, CA 94105
San Andreas Conference Room – 7th Floor

Summary Minutes

Committee Members Present:

Marc Zafferano – Chairman, San Bruno (567 El Camino Real)
Mike Taylor – Saratoga (13777 Fruitvale Avenue)
Ann Ritzma, Foster City (610 Foster City Boulevard)
Jesse Takahashi, Campbell (70 North First Street)
Brian Dossey, Colma (1198 El Camino Real)
Kathleen Kane, Burlingame (501 Primrose Road)
Heather McLaughlin, Benicia (250 East “L” Street)
Kevin Bryant, Woodside (2955 Woodside Road)
Richard Lee, South San Francisco (400 Grand Avenue)

ABAG/MTC - Staff Present:

Jill Stallman, ABAG PLAN Claims Manager & *Acting* Risk Manager
Kim Chase, ABAG PLAN Administrative Assistant

Others Present:

Jim Hill, ABAG PLAN Consultant
Greg Rubens, ABAG PLAN Counsel

1. **Call to Order** @ 11:06am by Marc Zafferano
Roll call taken by Kim Chase and a quorum was present
2. **Public Comments** – None
3. **Approval of Prior Meeting Minutes** –Minutes from August 16th, 2017

//M//Ritzma//S//Kane//C//Unanimous

4. Transition Planning Update

- a. Consultant Update Report– J. Hill
- b. PLAN Counsel Update – G. Rubens
- c. Chairman’s Remarks – M. Zafferano

Consultant provided a brief report on the transition plan. He discussed the critical control points with the JPA conversion. The 2nd phase of the transition needs to be accelerated. Risk Coverage

agreements need to be revised with JPA placement with the Fiscal Service Carve-out. Bickmore is now ready to take over. Ken and Greg working are working to ensure contracts are in place for transition. No MOC changes. Marc asked if there were any questions, none were raised. Timeline: Joining JPA or withdrawing in totality. Marc said it was important to consider timing when notifying contractors/vendors. Jim said that is where the MOC comes in. Kevin asked if two members join the JPA & the rest join that JPA to become a new pool. Then the contracts follow, MOC, RCA, etc. Timing is contingent upon notification of member cities. We are not changing who we are – we keep the plan name. Greg, Marc, Kevin, Ann & Kathleen volunteered to work together to meet in person at Greg's office as a workgroup to relieve ABAG of its duties. Process to separate resolutions to enable contracts. The committee agreed that the MOC does not need to be changed now, it can change with time with Bickmore's control. The committee discussed timing in detail and best practical next steps.

Greg briefed the committee on the joint powers relationship and the immediate termination of ABAG powers.

Action: Executive Committee approval of Resolution 2017-01 (needs $\frac{3}{4}$ vote at Board Meeting)
//M//Ritzma//S//McLaughlin//C//Unanimous

5. Actuary Committee Update

Jill gave a brief update on the joint Actuary and Risk Management meeting including discussion about the Member Property Deductibles (going forward) and current funding levels. She discussed the property program studies, deductible billing, second premium contribution billing, and referenced the Committee's action items.

Action: Executive Committee review and approval of Actuary Committee funding recommendations (10.11.17) //M//Bryant//S//McLaughlin//C//Unanimous

6. Risk Management Committee Update

Jill gave a brief update on the joint Actuary and Risk Management meeting focusing on the Risk Management portion of the meeting – updates to the Risk Management Program compliance status, training and grant utilization, to date.

7. Other Business

No other business was discussed.

8. Adjourn

Meeting was adjourned at 12:36pm by Marc Zafferano.

Respectfully submitted,



Heather McLaughlin, PLAN Secretary