



Special
Executive Committee Meeting

August 16th, 2017
1:30pm – 3:30pm

Bay Area Metro Center
375 Beale Street; Suite 700
San Francisco, CA 94105
Bay Area Conference Room – 6th Floor

Summary Minutes

Committee Members Present:

Marc Zafferano – Chairman, San Bruno
Ann Ritzma, Foster City – Telephonic
Jesse Takahashi, Campbell
Brian Dossey, Colma
Kathleen Kane, Burlingame
Heather McLaughlin, Benicia
Kevin Bryant, Woodside
Richard Lee, South San Francisco

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
Rob Kramer, Bickmore
Ritesh Sharma, Bickmore
Jeanette Workman, Bickmore

1. **Call to Order @ 1:35pm** 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 June 8th, 2017

//M//McLaughlin//S//Dossey//C//Unanimous

4. **Transition Plan Update**

Jim discussed transition plan updates Phase 1 & 2 detailing the Approval and Implementation; PLAN Priorities; Open Activity and Transition of PLAN structure to a Joint Powers Authority (JPA). He also provided and reviewed with the Committee the transitions “Calendar of important dates”; Bickmore’s draft transition plan & addendum; Bickmore Organizational Options and the Bickmore Draft proposed Service Agreement. Jesse asked about the fiscal agent needs and PLAN options going forward. The Committee discussed PLAN fiscal agent requirements and the committee agreed to form a sub-committee to meet with the ABAG/MTC leadership team to review and discuss options.

The Committee reviewed the Draft Proposed Service Agreement. R. Lee, SSF noted two discrepancies in the contract and Committee will perform final review and send their edits to Jim, Greg and Rob to incorporate into the final agreement.

5. Other Business

Jill noted MTC is still working through paying program vendors and contractors. The payment request and signature authority process is different. She noted it is a different ideology while Ritesh added that these differences relate to JPA (ABAG) audit requirements compared to that of Public Agencies and Entities. Documentation and timing is key. Minute Orders are being presented for budget approvals. Enclosed is a memo regarding payment processes from Brian Mayhew the CFO for/of MTC. She mentioned it is just an adjustment phase. Jim noted it is new disciplines.

Jill discussed the property program changes. Underwriters say PLAN’s changing loss trends warrant a change to the program structure and have mandated a higher pool deductible as well as a substantially higher annual stop-loss aggregate feature. Initially they wanted to eliminate the stop-loss aggregate but we were able to negotiate an option to keep it. Ultimately the Board voted in June to retain the stop loss aggregate (\$1M starting 2017/18) and elected for the \$225k pool deductible. Claim payments and funding was explained by Jill to the Committee. Jim touched on increased retentions and how the different permutations impact program costs. Jim, Jill and the Committee discussed the property contributions and how members will be invoiced. Given the Administrative Budget considerations as they relate to the timing of the transition as well as the additional program funding needed for Property it was agreed the best approach would be to bill members in two installments, as suggested.

6. Adjourn

Meeting was called to adjournment at 3:38pm by Chairman Marc Zafferano.

Respectfully Submitted,



Heather McLaughlin, Secretary