

**ASSOCIATION OF BAY AREA GOVERNMENTS POOLED
LIABILITY ASSURANCE NETWORK
(ABAG PLAN)**

**MINUTES OF THE SPECIAL RISK MANAGEMENT COMMITTEE
MEETING OF MAY 21, 2018**

A special meeting of the Risk Management Committee was held on May 21, 2018, at Newark Silliman Center, 6800 Mowry Ave, Newark, CA 94560; via teleconference.

MEMBERS PRESENT: Laci Kolc, American Canyon
Yulia Carter, Half Moon Bay
David Benoun, Newark
Jenny Liu, San Carlos (*via teleconference*)

MEMBERS ABSENT: Michael Taylor, Saratoga
Brian Dossey, Chairman, Colma
Julie Carter, Dublin

OTHERS PRESENT: Rob Kramer, General Manager, Bickmore
Yahaira Martinez, Assistant General Manager, Bickmore
Jeff Johnston, Risk Control Services Director, Bickmore
Gail Ziegler, Risk Control Consultant, Bickmore
Ritesh Sharma, Finance Manager, Bickmore (*via teleconference*)

1. CALL TO ORDER:

The Special Meeting of the ABAG PLAN Risk Management Committee meeting was called to order at 10:35 a.m.

2. INTRODUCTIONS:

Those present introduced themselves.

3. PUBLIC COMMENTS:

None.

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED):

David Benoun moved to approve the agenda as posted. Laci Kolc seconded the motion. A roll call vote was taken and the motion passed unanimously by David Benoun, Yulia Carter, Laci Kolc, and Jenny Liu.

5. CONSENT CALENDAR:

David Benoun moved to approve the following items: A) Minutes from the April 4, 2018, Risk Management Committee Meeting. Laci Kolc seconded the motion. A roll call vote was taken and the motion passed unanimously by David Benoun, Yulia Carter, Laci Kolc, and Jenny Liu.

6. RISK MANAGEMENT PROGRAM:

A. Presentation of Proposed PLAN JPA Risk Control Program for 2018/19:

Mr. Rob Kramer, General Manager, provided a quick review of previous discussions staff had with the Committee in regards to the Risk Control Program. These discussions centered around developing a draft risk control plan that would provide “core risk control services” for all members, as well as a streamlined and simplified annual Grant Fund Program to supplement each member’s respective risk management programs. The proposed Risk Control Program would go into effect with the 2018/19 program year.

Mr. Jeff Johnston, Director of Risk Control, introduced Ms. Gail Zeigler, Risk Control Consultant, to provide an update on the activities and services she has provided members to date. Ms. Zeigler stated the majority of her time is spent on grant processing and responding to inquiries. She advised the first regional training was held in Newark, CA, and approximately ten employees from other cities attended. She stated additional regional trainings can be scheduled on specific topics members request or Ms. Zeigler can provide suggestions.

Mr. Johnston and Ms. Zeigler provided an overview of the proposed risk control program for the 2018/19 program year as outlined in the reference materials included in the agenda. The program would provide a set of core risk services, which include an onsite risk control orientation for each member to assist with implementation of recommendations, regional trainings, unlimited phone and email support, among other services outlined in the proposed Risk Control Program Summary.

Mr. Johnston advised staff is proposing to utilize Risk Console for more than just creating reports. Staff would like to improve the collection of data and reporting as well as adding the capability to track grant usage in a manner that allows members to have access to their balances at any given time.

Mr. Johnston noted the Defensive Driver training grant would be rolled into the core risk services and will include driver ride-along evaluations. Also included in the core risk services would be member-specific contractual risk transfer trainings which would provide members with guidance to improve their process and procedures. He stated the Risk Control Plan would be reviewed mid-year to ensure the services are utilized and fulfilling members' needs. He advised adjustments to the plan and services can be made as needed.

A discussion ensued regarding whether labor performed by a city employee for a grant approved project would be covered under the new Grant Fund Program. It was noted this is not specifically addressed in any policies; however, in the past, members have been denied reimbursement for city employee labor. Following discussion, the Committee agreed labor hours/wages for city employees completing projects should not be eligible for reimbursement; however, the cost of materials should be, and requested this be delineated in the Grant Fund Program Policy.

Mr. Johnston briefly discussed potential guidelines for using the program, stating the funds would be used to reimburse expenditures for controlling or minimizing risk, development and implementation, emergency preparedness, and purchasing equipment that would enhance employee and public safety. The funds would not be used for deferred maintenance, "wear and tear" repair or replacement, operating supplies or materials, and monetary fines from regulatory citations.

Mr. Johnston and Ms. Zeigler discussed the proposed changes to the Grant Fund Program noting the purpose of this program is to provide PLAN members with funds for expenses that support their safety and risk management programs. Currently, the Grant Fund Program is broken into various buckets. The Risk Credit Portion, which was funded through equity, would be replaced with the core risk services program and funded through the annual budget process. The remaining programs: Risk Management Program Grants, Risk Management Training Grants, and Sewer Smart Grants, would all be rolled into one simple Grant Fund. Staff recommended a total of \$500,000 be allocated to the Grant Fund Program in 2018/19 and distributed to the members "pro-rata" based on each member's percentage of premium, as outlined in the policy. Additionally, after all reimbursement requests for the 2017/18 program year have been completed, the

remaining funds in “all” of the current buckets would be combined and re-allocated to the members via the same “pro-rata” formula in January 2019.

A discussion ensued around ensuring all members are being held accountable for risk prevention; specifically, the goals each member previously set. Ms. Zeigler stated member visits and assessments will allow staff to help each member improve and continue working towards reducing their city’s liability.

Laci Kolc moved to recommend approval by the Executive Committee of the proposed 2018/19 Risk Control Program and Grant Fund Program Guidelines as amended. David Benoun seconded the motion. A roll call vote was taken and the motion passed unanimously by David Benoun, Yulia Carter, Laci Kolc, and Jenny Liu.

7. CLOSING COMMENTS

A. Risk Management Committee

None.

B. Staff

None.

8. ADJOURNMENT

The Special Meeting of the PLAN JPA Risk Management Committee was adjourned at 11:40 a.m.

Heather McLaughlin, Board Secretary