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STRATEGIC PLANNING SESSION AGENDA

Wednesday, December 8, 2021

Session One: 10:00am

Session Two: 1:00pm

Session Three: 3:00pm

Zoom Videoconference

Please Contact Katie Sullivan for Videoconference Information

All portions of this meeting will be conducted via teleconference in accordance with Government Code Section 54953.

Members of the public may observe and listen to the meeting via teleconference. No physical location will be available from which members of the public may observe the meeting and offer public comment. Public comments may be submitted in advance of the meeting by emailing Katie Sullivan at katie.sullivan@sedgwick.com. Emails can also be sent to Ms. Sullivan during the meeting and, if timely received, Ms. Sullivan will read or summarize the email to the Board of Directors. Members of the public may also speak when public comment is requested at the beginning of the meeting.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Ms. Sullivan. Requests must be made as early as possible, and preferably at least one full business day before the start of the meeting. Documents and materials relating to an open session agenda item that are provided to the Board of Directors will be available for public inspection.

Documents and materials relating to an open session agenda item that are provided to the Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection.

Page	1.	SESSION ONE – 10:00am
3	A.	Developing a 3-5 Year Budget and Service Plan
4	B.	Member Budgeting and Reserving Best Practices
	2.	SESSION TWO – 1:00pm
5	A.	Urban Forest Management

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A. Cyber Security Services and Program Enhancements

NOTICES:

- The next Board of Directors Meeting will be held on December 9, 2021, at 9:30a via Zoom Videoconference.
- The following Board of Directors Meeting will be held on June 16, 2022, at 9:30am. Format: TBD

December 8, 2021

Agenda Item 1.A.

SESSION ONE

SUBJECT: Developing a 3-5 Year Budget and Service Plan

BACKGROUND AND HISTORY:

The following speakers will be present to present to participating PLAN JPA members on the development of a three-to-five year forward-looking contribution and expense budget.

- Ritesh Sharma, PLAN JPA Finance Manager
- Min Su, Sedgwick Finance Manager
- Seth Cole, Senior Vice President, Alliant Insurance Services, Inc.

Presentation topics will include PLAN's historical financial trends and ratios, components used in contribution calculations, cost variability among the different components, forecasting volatility, and a sample three (3) year budget model.

The presentations will be followed by group discussion led by Mr. Sharma and Jon Paulsen, PLAN General Manager.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None

December 8, 2021

Agenda Item 1.B.

SESSION ONE

SUBJECT: Member Budgeting and Reserving Best Practices

BACKGROUND AND HISTORY:

The following speakers will be present to present to participating PLAN JPA members on best practices for budgeting and reserving at the PLAN member level.

- Ritesh Sharma, PLAN JPA Finance Manager
- Min Su, Sedgwick Finance Manager

Presentation topics will include budgeting, best practices for recording reserves, Governmental Accounting Standards Board (GASB) 10 – accounting and financial reporting for risk financial and related insurance issues, and what your financial auditors are looking for during an audit.

The presentations will be followed by group discussion led by Mr. Sharma and Mr. Su.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None

December 8, 2021

Agenda Item 2.A.

SESSION TWO

SUBJECT: Urban Forest Management

BACKGROUND AND HISTORY:

The following speakers will be present to present to participating PLAN JPA members on the further development of effective urban forest management programs.

Elements of a Successful Program: Michael Palat, Vice President, and Calvin Haupt, Area Manager, of West Coast Arborists, Inc.

Lessons Learned: Todd H. Master, Partner, Howard Rome Martin & Ridley, LLP

PLAN JPA Member Assistance: Terrie Norris, PLAN JPA Risk Control Manager

The presentations will be followed by group discussion led by Ms. Norris and Jon Paulsen, PLAN General Manager.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None

December 8, 2021

Agenda Item 3.A.

SESSION THREE

SUBJECT: Cyber Security Services and Program Enhancements

BACKGROUND AND HISTORY:

Jon Paulsen, PLAN JPA General Manager, and Seth Cole, Senior Vice President, Alliant Insurance Services, will be present to present to participating PLAN JPA members on available cyber security resources, insurance program underwriting and underwriting challenges, and proactive security measures for consideration prior to 2022/23 program year renewal.

Jeff Schobel, CEO, ResoluteGuard, will also be in attendance to present ResoluteGuard capabilities to assist PLAN members.

The presentations will be followed by group discussion led by Mr. Paulsen.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None