

ABAG PLAN CORPORATION
Executive Committee - Special Meeting
Summary Minutes

Monday February 22, 2010
101 Eighth Street
Oakland, CA 94607
Conference Room B

Presiding:

Laura Allen

Jurisdiction:

Colma

Committee Members Present:

Bronda Silva

Julie Carter

Shawn Mason

Heather McLaughlin

Emma Karlen

American Canyon

Dublin

San Mateo

Benicia

Milpitas

Committee Members Present By Teleconference:

Gary Broad

Ross

PLAN General Counsel:

Robert Lanzone, Esq.

ABAG PLAN Corporation - Staff Present:

Henry Gardner, ABAG Executive Director

Darrell Dearborn, PLAN Interim Risk Manager

Angela Salsbury, PLAN Claims Manager

Carol Johnson-Taylor, PLAN Secretary

1. Meeting Called to Order:

Laura Allen called the meeting to order at 1:34 p.m. A quorum was present.

2. Public Comments:

None

3. Approval of Minutes from Executive Committee Meeting of January 14, 2010

The Minutes were approved unanimously with removal of the word, "unanimously" on pages 3 and 4.

4. Approval of Revised Committee Duties as Approved By the Board at Its Meeting of February 2, 2009.

Mr. Lanzone explained his memo included in the packet with respect to direction of the Board regarding the revised budget process and the roles of the Finance Committee, Executive Committee and Board. He explained that he believed it was not necessary to create a new Personnel Committee since the Executive Committee could act in that capacity to participate in and oversee the recruitment and selection of the Risk Manager.

Mr. Lanzone pointed out that the proposed process did not require the Finance Committee to present the Budget to the Executive Committee before it was presented to the Board. The Committee requested that it receive and review the Budget before the Board did.

Mr. Gardner suggested that the Finance Committee and the Risk Manager, rather than the Finance Director, present the PLAN budget to the Executive Committee. This change was approved.

Mr. Lanzone referred to comments on proposed Bylaw changes he received from Ken Moy, and said that he and Mr. Moy would work out the details of incorporating some of the changes into an MOU between PLAN and ABAG as necessary.

Mr. Gardner suggested that the Executive Committee should appoint three of its members to work with the Executive Director on the recruitment and selection of the Risk Manager. The Committee agreed to allow the Chair to select a sub-committee of its members for this purpose.

Motion by Emma Karlen, seconded by Julie Carter, to approve Mr. Lanzone's report as amended and forward to the Board.

5. Consideration of Existing Contract With Marcus Beverly

Laura Allen noted that, recently, Mr. Beverly's hours worked under the contract are less than 80 per month. In prior months he worked at or above 80 hours. Ms. McLaughlin suggested that members be reminded of his availability.

Mr. Broad asked if the contract will run until the Risk Manager is hired. Mr. Lanzone said that after thirty days the contract could be

amended to compensate Mr. Beverly on an hourly basis to better reflect his actual hours worked. He suggested that the Committee could review the contract at the end of April and amend it for that purpose if necessary and report to the Board.

Motion by Ms. McLaughlin, seconded by Mr. Mason, to remind members that Mr. Beverly is available to provide consultant services; and to authorize the Chair to renegotiate his contract to an hourly basis of compensation if he works less 65 hours in April.

6. Recruitment of ABAG PLAN Risk Manager and Designation of Board Members To Participate in That Process

Mr. Gardner reviewed the Interim Risk Manager selection process and said we now needed to move forward for selection of the permanent incumbent. The process would likely take about four months. He asked members of the Executive Committee be appointed to work with him to manage the process to appointment.

Heather McLaughlin, Bronda Silva and Gary Broad volunteered to participate and were appointed to do so by the Chair.

Discussion occurred regarding concerns about low morale among PLAN staff that might be result of Mr. Beverley's departure or, perhaps, increased workload. Mr. Gardner was asked about strategies for addressing staff morale. He said employees have spoken with him and they have been encouraged to continue to do so. He may consider retaining a consultant to identify how morale might be improved if it becomes needed. Regarding concerns about workload and slow response to claims, Mr. Gardner asked Committee members to call him or Mr. Dearborn so we can address those concerns. Mr. Dearborn said he was reviewing examiner workload and would recommend an additional examiner if warranted.

7. Discussion of previous Executive Committee Motion to Issue RFP For Third Party Administrative Services

Laura Allen said that this motion was not considered by the Board at its meeting of February 2, 2010 and is therefore dead. No further action will be taken.

8. Adjournment

The meeting was adjourned at 2:39 p.m.

