



ABAG PLAN CORPORATION
Risk Management Committee Regular Meeting
Summary Minutes
DRAFT
Tuesday December 13, 2005
Foster City Center
610 Foster City Blvd., Foster City, CA

Presiding

Larry Anderson, Chairman

Jurisdiction

Burlingame

Committee Members Present

Kristi Chappelle

Jeff Maltbie

Laura Allen

Foster City

San Carlos

Colma

Committee Members Absent

Jeff Killian

Lee Ann McPhillips

Joni Pattillo

Millbrae

Gilroy

Dublin

Other Members Present

Andra Lorenz

Foster City

Consultant(s) Present

Cathie Bigger-Smith

Bickmore Risk Services

Staff Present – ABAG PLAN Corporation

Marcus Beverly, ABAG Plan Risk Manager

Carol Johnson, ABAG Plan Secretary

1. Call to Order:

Chairman Larry Anderson called the meeting to order at 10:04 a.m.

2. Public Comments:

None

3. Approval of Minutes:

Meeting minutes of April 6, 2005, approved as submitted.

/M/Chappelle/S/Maltbie/C/unanimously approved

4. **Risk Management Assessment and Follow Up**

Cathie Bigger-Smith of Bickmore Risk Services provided an update and PowerPoint presentation on the status of our ongoing risk management assessment project.

Follow-up meetings and action plans:

Scheduling concerns have not allowed for follow up meetings between a number of member cities and Bickmore Risk Services to complete the action plan process, but most will be completed by January, 2006. Cathie provided the list of cities that are on schedule to be complete by January 30, 2006, as well as the list of cities still unscheduled. Suisun City has requested to postpone their work until July 2006 because of a recent change in the city's Risk Manager. The City of Dublin and Town of Colma have met eligibility for a grant.

Updated scorecard of member performance:

Cathie Bigger-Smith stated the scorecard(s) she presented was not completely up to date, but will be updated in the very near future. She also encouraged members on an on-going basis to contact her with updated information that should be included in their scorecard.

Jim Steele of So. San Francisco has created a higher level risk management committee that will begin operation January 2006. The committee will perform risk analysis, risk evaluations, watch the data and trends, and perform as the quality control group that will oversee the root cause analysis of their claims.

Risk Management Manuals:

Cathie Bigger-Smith explained that the risk management manuals have been the most time consuming aspect of the project because it is a specialized document for each city. She also explained the contents of the risk management manual and how to utilize it to implement best practices and self evaluations. She informed members that ABAG's website contains additional information and forms to be used in the process.

"Rent-A-Risk Manager" Activity:

Jeff Maltbie is currently working with Barbara Coates, acting as the "Rent a Risk Manager" for the City of San Carlos. She will be providing professional assistance to the City to implement the risk management framework and best practices. The goal for completion and delivery to Council is March 2006.

The City of Millbrae is also in the process of participation by utilizing the "Rent a Risk Manager" concept, and San Mateo has also showed interest in the service.

Training Workshops:

Bickmore Risk Services is currently in the process of creating a list of workshops that address the training and educational needs of the cities to fully implement and sustain the practices that are adopted. Some of the workshops are already established programs that will begin February/March 2006.

Jeff Maltbie of San Carlos asked staff if training would become mandatory for member cities. Marcus Beverly responded by saying a regular schedule of training may be mandatory in the future but at the discretion of the Committee Members. Jeff suggested certification of participation and completion be provided to those who complete training.

Management Reports:

Cathie discussed her findings in tracking data and monitoring report information within each city. In the process of establishing a method for capturing best practices and monitoring member activities, Bickmore discovered a data management and reporting software called Q-5. We have set up the framework and best practices criteria in the software to track and report on member progress. She gave an explanation of the reports located in front of each member city's risk management manual and performed an online system demonstration for members.

5. Risk Management Programs Update

Marcus Beverly provided an updated version of the risk management programs report to Committee members. The report describes the original budget, activities performed to date and remaining balance for each member city.

6. Other Business:

Marcus Beverly announced the City of Belvedere has notified us of their intent to withdraw from the PLAN effective at the end of the 2005-06 fiscal year. They are reviewing their options for coverage with other pools as well as private insurance and may not decide to withdraw after that review.

7. Adjournment:

Meeting was adjourned at 12:20 p.m.

Respectfully Submitted,



Marcus Beverly
Risk Manager and Secretary
ABAG PLAN Corp.