

DRAFT



ABAG PLAN CORPORATION
Risk Management Committee Regular Meeting
Summary Minutes

Wednesday, April 6, 2006
Millbrae Library
1 Library Avenue
Millbrae, CA 94030

Presiding

Larry Anderson, Chairman

Jurisdiction

Burlingame

Committee Members Present

Kristi Chappelle

Jeff Killian

Lee Ann McPhillips

Julie Carter

Laura Allen

Foster City

Millbrae

Gilroy

Dublin

Colma

Committee Members Absent

Jeff Maltbie

San Carlos

Staff Present – ABAG PLAN Corporation

Marcus Beverly, ABAG Plan Risk Manager

Angela Salisbury, ABAG Plan Manager

Carol Johnson, ABAG Plan Secretary

1. Call to Order:

Chairman Larry Anderson called the meeting to order at 10:20 a.m.

2. Public Comments:

None

3. Approval of Minutes:

Minutes of December 13, 2005 meeting approved as submitted.

/M/Chappelle/S/Killian/C/unanimously approved

4. Risk Management Policy Implementation: Information

Cathie Bigger-Smith of Bickmore Risk Services provided a PowerPoint presentation and update on the implementation of our Risk Management Policy, including an updated scorecard for each member, current activities and issues, and recommendations for future activities.

She reported on the members that currently have an action plan in place and are moving forward in their Risk Management Policy implementation. Several cities are participating in

the “Rent a Risk Manager” program which provides more on-site assistance for cities to implement the risk management framework and best practices.

Cathie provided sample Data Management Reports that track how each member ranks with respect to the frequency and severity of their claims and their major caused of loss. She also provided a Score Card update that confirmed Dublin, Colma and Burlingame have completed their eligibility requirements and are eligible for the \$10,000 grant.

She also provided an update on completed and future training, selected to address the needs of members implementing the recommended RM Program.

5. Risk Management Programs – Update & Funding 2006-2007

Marcus Beverly provided an update of current risk management programs, suggestions for future programs and recommended funding levels for FY 06-07. He also requested direction regarding options for long-term funding of needed services. The total new funding requested for the programs for FY 06-07 is \$550,000.

Approved as presented for recommendation to the Executive Committee for approval.
/M/McPhillips/S/Chappelle/C/unanimously approved.

6. Risk Management Policy & MOC Review:

Marcus Beverly presented a review and discussion of our Policy and Standards, with no recommended changes at this time. However staff recommended preparing a set of best practices for Employment Practices Liability and a study of the cost to include the coverage in the liability.

Marcus suggested development of a basic set of operational best practices and recommended resources for Members, including a service like the one offered by LCW. Members who have completed the Policy recommendation could apply resources or grants to assist them in this area. In addition he suggested a study of the cost of including EPL coverage in the MOC. The estimated cost for the review is under \$10,000, to be included in the admin budget for FY 06-07.

The Committee members reviewed and discussed the suggestions and gave staff direction to proceed with the best practices and study.

7. Other Business:

Marcus Beverly suggested we provide members a sample Webinar training presentation. It could replace many live trainings and perhaps teleconference meetings as well. We will plan one as part of our offerings next year.

8. Adjournment:

Meeting was adjourned at 1:15 p.m.

Respectfully Submitted,



Marcus Beverly
Risk Manager and Secretary