

Approved  
January 30, 2008



**ABAG PLAN CORPORATION  
Risk Management Committee  
Regular Meeting  
April 24, 2007**

**101 Eighth St.  
Oakland, CA  
Conference Room B**

**Summary Minutes**

**Presiding**

Larry Anderson, Chairman

**Jurisdiction**

Burlingame

**Committee Members Present**

Jeff Maltbie  
Lee Ann McPhillips  
Julie Carter  
Kristi Chappelle

San Carlos  
Gilroy - by teleconference  
Dublin  
Foster City – by teleconference

**Committee Members Absent**

Jeff Killian  
Laura Allen

Millbrae  
Colma

**Consultant Present:**

Mary Beth O'Connell

Bickmore Risk Services

**Staff Present – ABAG PLAN Corporation**

Marcus Beverly, Risk Manager  
Angela Salsbury, Claims Manager  
Gertruda Luermann, Risk Management Analyst  
Carol Taylor, Secretary

**1. Call to Order:**

Chairman Larry Anderson called the meeting to order at 1:00 p.m.

**2. Public Comments:**

None

### **3. Approval of Minutes**

Minutes of December 6, 2006, meeting approved as submitted.  
/M/McPhillips/S/Carter/C/unanimously approved.

### **4. Risk Management Policy Implementation**

Mary Beth O'Connell, of Bickmore Risk Services, provided an update on the implementation of our Risk Management Policy (RMP), including an update on members who have achieved grant status, those almost qualified, and the few who still have significant work to do. She provided an overview of upcoming projects and training topics.

### **5. Risk Management Programs – Update & Funding 07-08**

Marcus Beverly, Risk Manager, provided a report with an update on the amounts paid and remaining member budgets for the various risk management programs. Members were paid just over \$330,000 in grants from July through February, with over \$800,000 left in the budget.

The most significant update was the presence of Gertruda Luermann, hired just two weeks prior to fill the new position of Risk Management Analyst. She's been busy learning the programs, has started on a couple of projects, and will be focusing her efforts on improving our risk management services. She will be preparing a Request For Qualifications (RFQ) to establish a menu of services for members to use in addressing the RMP recommendations.

Much of the discussion was on how to increase participation, the number and type of programs, and the proposed budget for 07-08. Included in the recommendations were more feedback on use of the programs, including a list of training attendees, a summary of grants available, what the money can be used for, and current remaining budget.

Members requested more flexibility in the police grants, opening them up to more types of technologies and reminding them if they haven't used. At the same time, we don't want to fund ongoing or regular expenses. Information was provided regarding Project 54, a voice-activated control system for patrol cars, and a request to allow members to claim unused grants from other members.

Other training suggestions included a sidewalk safety program and training for claims support personnel, including terminology, setting up files, information needed, and how to obtain. Members supported increasing training offerings, including webinars and consortium participation.

Funding proposals for 07-08 were also presented and discussed. The funding options included service credits ranging from 3 to 5% of member funding in 06-07 and grants of at least another 5%. Including Police grants of up to \$15,000, the total proposed budget was 15% of funding, or just over \$1,200,000.

Members discussed the options and budget amounts, including the staff recommendations that unused grants from prior years no longer be available after 2008.

/M/Maltbie/Chappelle/C/ to accept staff's recommendation for funding the risk management best practices and grant programs, with members being able to claim their unused funds through 2008.

After additional discussion, members voted to approve police risk management grants up to \$15,000, but without support for the Car 54 project and giving members through 2008 to collect their grants. The grants for sewer, defensive driving, and training programs were approved as presented. /M/Chappelle/S/Maltbie/C/

**6. Risk Management Policy (RMP) Review and Additions**

Marcus Beverly presented the staff report discussing minor revisions to the RMP and the addition of best practices for aquatics and special events. The aquatics guidelines were developed with the help of an outside consultant who will also provide training and audits of member facilities. Staff is also planning training for the special events recommendations.

Additional recommendations for transportation, rental housing and employment practices were presented in draft form and discussed by the committee. Most of the discussion was on the transportation practices, with members wanting to clarify if the recommendations applied just to special events or a regular service and where to go for training. The draft recommendations for employment practices will be circulated to member personnel directors for comment and revision as needed prior to recommending approval.

After further discussion, committee agreed to approve the revised RMP as presented, /M/Maltbie/S/Chappelle/C.

**7. Other Business - none**

**8. Adjournment** – meeting was adjourned at 2:45 p.m.

Respectfully Submitted,



Marcus Beverly  
Risk Manager & Secretary