



**ABAG PLAN CORPORATION  
 Risk Management Committee  
 Regular Meeting  
 Summary Minutes**

**Wednesday, November 19, 2008  
 101 Eighth Street  
 Oakland, CA 94607  
 Conference Room A  
 & Teleconference Locations**

**Presiding**

Laura Allen, Chairman

**Jurisdiction/Location**

Colma

**Committee Members Present**

Julie Carter  
 LeeAnn McPhillips  
 Sandy Abe  
 Kristi Chappelle

Dublin  
 Gilroy  
 Cupertino  
 Foster City

**Committee Members Absent**

Herb Lester  
 Randy Schwartz  
 Jeff Killian  
 Julia Rasulova

Suisun City  
 Burlingame  
 Millbrae  
 San Carlos

**Staff Present – ABAG PLAN Corporation**

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

**Note: all Committee members participated by teleconference.**

**1. Call to Order**

Laura Allen, Chairman called the meeting to order at 1:35 p.m., quorum was present.

**2. Public Comments**

None

**3. Approval of Minutes**

Minutes of May 7, 2008 meeting approved as presented with revision clarifying police training grants to remain at \$15,000 per year. /M/McPhillips/S/Carter/C/.

**4. Appointment to Executive Committee**

Members approved Jeff Killian of Millbrae to fill the Risk Management Committee position on the Executive Committee. /M/Carter/S/Chappelle/C/

**5. Risk Management Information System (RMIS)**

Marcus Beverly provided further evaluation of the proposals for a risk management information system for managing the PLAN's operations. Product demos and pricing estimates were the main focus of the review since the last meeting. Staff provided a report summarizing the pros and cons of the systems, their ratings for each of the criteria, and their pricing over a ten-year period.

The Valley Oak system was rated the highest overall primarily because it provided the best solution with the least amount of customization. The claims staff rated it highest in user-friendly features and the Valley Oak staff had the best understanding of the deductible billing process and what is needed to customize the interface with ABAG's Oracle accounting software.

After discussion staff requested approval for a replacement of the current system and to negotiate with Valley Oak for a new software program. /M/Chappelle/S/McPhillips/C/ to proceed with Valley Oak.

Note – Julie Carter left the teleconference at 2:00 p.m.

**6. Risk Management Policy Review and Additions**

Staff presented a new set of best practices for managing employment practices liability for review and discussion. These were provided by the Liebert Cassidy law firm per request from the Committee. The members agreed further revisions were necessary and asked three members, Sandy Abe, LeeAnn McPhillips, and Julie Carter, to review, revise, and bring back to the Committee at the next meeting.

Members also discussed whether or not to include the recommendations in the Risk Management Policy and best practice audits. It was agreed at this time they would not be included but would be provided as a guide for members and staff in managing their operations and for grant eligibility.

Staff also provided a brief update regarding the search for land use liability best practices and training. A good reference from the Institute for Local Government has been located and is now available as a resource on ABAG's website. Staff continues to look for resources and training opportunities in this area.

**7. Risk Management Program Update**

Gertruda Luermann provided an update on the risk management programs and activities, including the latest scorecard and grant funding budgets. She reported the Town of Los Gatos has completed 100% of their frame work and the Town of Woodside is making good progress toward completion. Members have been making numerous requests for grant funding as funds from past years are about to expire and budgets are being squeezed.

**8. Other Business**

None

**9. Adjournment**

Meeting adjourned by Laura Allen at 2:35 p.m.

Respectfully Submitted,



Marcus Beverly  
Risk Manager and Secretary