



ABAG PLAN CORPORATION
Risk Management Committee Regular Meeting
Summary Minutes

Wednesday, April 15, 2009
101 Eighth Street
Oakland, CA 94607
Conference Room B

Presiding

Laura Allen, Chairman

Jurisdiction

Colma

Committee Members Present

Julie Carter
Herb Lester
Lee Ann McPhillips

Dublin
Suisun
Gilroy (by Teleconference)

Staff Present – ABAG PLAN Corporation

Marcus Beverly, ABAG Plan Risk Manager
Gertruda Luermann, ABAG Risk Management Analyst
Carol Taylor, ABAG Plan Secretary

1. Call to Order:

Laura Allen, Chairman called the meeting to order at 10:00 a.m. A quorum was present.

2. Public Comments:

None

3. Approval of Minutes, November 19, 2008

Minutes of November 19, 2008 meeting, approved as presented.
/M/Carter/S/Lester/C/unanimously approved

4. Risk Management Policy Implementation: Information

Gertruda Luermann, Risk Management Analyst, provided an update on the implementation of the Risk Management Policy (RMP), including an update on the scorecard as of April 9, 2009 and as of May 3, 2008 for comparison.

She reported on cities that were most improved since last year and an overall positive response from members in implementing the best practices, using grant funds, and continuing to improve their programs. She provided a list with each member's FY 08/09 risk management goals and progress in achieving them, along with a list of grant uses and extension requests.

She suggested members meet at least twice a year with staff or consultant, once to establish goals and once to meet with department managers. She also suggested members begin to perform a self-assessment of their risk management practices, although some members might feel it would be a difficult task to gather all the information needed to do so.

The members reviewed and discussed the results, with no action taken.

5. Risk Management Policy (RMP) Review and Additions:

Marcus Beverly, Risk Manager presented a draft addition to the RMP for managing Employment Practices Liability (EPL). The committee was requested to review the Policy and draft language for revisions and approval.

Lee Ann McPhillips discussed the process undertaken to develop the best practices, including review and editing by her and two other Board members, Julie Carter and Sandy Abe. Members requested a slight change to the wording for item #6, to include "Agencies shall have *current* policies, procedures ...".

The Risk Management Policy addition for EPL best practices, with modified wording to Item 6, was approved as presented.

/M/McPhillips/S/Carter/C/unanimously approved

6. Risk Management Programs – Update and Funding 09-10:

Marcus Beverly provided a budget update on the risk management programs and suggested funding levels for FY 09-10. The Committee was requested to recommend programs and funding for FY 09-10.

After review and discussion, the Committee approved dropping the matching requirement for grants next fiscal year and to increase grants to 10 percent of total funding. The Police grant match also was waived, with funding to remain at \$15,000. Best Practices money that has not been claimed by members to rollover to next fiscal year until 12-31-2010.

M/Lester/S/Carter/C/ approved.

7. Other Business

None

8. Adjournment

Meeting was adjourned at 11:35 a.m.

Respectfully Submitted,



Marcus Beverly
Risk Manager and Secretary