



ABAG PLAN CORPORATION

Risk Management Committee
Summary Minutes

October 26, 2009
101 Eighth Street
Oakland, CA 94607
Conference Room B

Presiding:

Laura Allen

Jurisdiction:

Colma

Committee Members Present:

LaRae Brown
Julie Carter
Yulia Rasulova

Millbrae
Dublin
San Carlos

Committee Members Present By Teleconference:

Kristi Chappelle
LeeAnn McPhillips

Foster City
Gilroy

ABAG PLAN Corporation - Staff Present:

Henry Gardner, ABAG Chief Executive Officer
Darrell Dearborn, Interim Risk Manager
Brian Kirking, Director of Information Services
Gertruda Luermann, ABAG Plan Risk Management Analyst
Carol Johnson-Taylor, ABAG PLAN Secretary

1. Meeting Called to Order:

Meeting was called to order at 1:40 p.m. Introductions were made and a quorum was present.

2. Public Comments:

None

3. Approval of Minutes, April 15, 2009:

Minutes were approved as presented.

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

4. Appointment to Executive Committee:

Committee Members were asked to nominate themselves or another Committee Member to serve on the Executive Committee and to vote to appoint the Risk Management Committee representative.

After a brief discussion RMC Members voted to appoint Julie Carter to the Executive Committee.

/M/McPhillips/S/Allen/unanimously approved

5. Risk Management Information System (RMIS):

Replacing Angela Salsbury, ABAG Staff Brian Kirking, Director of Information Services, provided a status update of the risk management software program implementation.

He reported a delay in the RMIS implementation due to customization and set-up, along with finalizing the clean-up of the current Riskmaster system. The target date for the RMIS program to be implemented and running is November 12, 2009.

He reported the budget as being altered because of additional unexpected work that was needed. To lower expenses, the refinement of the RMIS software program was being done by ABAG's Staff.

He reported the RMIS as being an excellent platform of which to move forward and a user-friendly software program.

The Committee asked staff to provide an update on implementation cost when available and member access to the software and training therefore.

6. Risk Management Program Update:

Gertruda Luermann, Risk Management Analyst, provided feedback regarding PLAN Members' risk management activities and an update for the new Best Practice Audit System Implementation at the meeting.

She reported a separate application is being implemented from Safety Logic. The system will enable the automated creation of score cards and audit reports. Members will be able to access the system and view reports. It will be implemented and running by December 4, 2009.

She reported risk management activities by members as increased and no dramatic change in scorecard activity. Three Members have not qualified for grants. But on an individual basis members have shown improvement in scorecard activity.

The focus on risk management activity has been employment related best practices, playground inspections and ADA related best practices by Members.

An increase in grant pay outs was reported. Because of budget constraints Members are becoming more aware of the grant option.

Because of budget constraints there has been a slight decline in workshop attendance. But over all trainings are going well.

Reported a successful Sewer Summit 2009 was expected.

Gertruda Luermann asked Committee Members if stricter guidelines for grant payouts would be a consideration. Their response was; stricter guidelines might be a consideration at a later date, but not at the present.

7. Other Business:

Henry Gardner, CEO of ABAG, said that a list of staff contact phone numbers will be sent to Members to use in emergency situations.

9. Meeting Adjourned:

Laura Allen adjourned the meeting a 2:25 p.m.

Respectfully Submitted,

Darrell Dearborn
PLAN Interim Risk Manager and Secretary