

**MARIN SCHOOLS INSURANCE AUTHORITY  
MANAGEMENT COMMITTEE MEETING**

**Marin County Office of Education  
1111 Las Gallinas Ave.  
San Rafael, CA 94913  
Thursday, August 7, 2008  
9:00 a.m. – 12:00 p.m.**

**MINUTES**

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**1. CALL TO ORDER**

The meeting was called to order by Ms. Chris Thomas at 9:03 a.m.

**MEMBERS PRESENT:** Ms. Chris Thomas, President, *San Rafael City Schools*  
Ms. Karen Maloney, Treasurer, *MCOE/Rurals*  
Ms. Lori Parrish, *Tamalpais*  
Ms. Michele Rollins, *Mill Valley Elementary*  
Mr. Robert Marical, *Dixie Elementary*  
Mr. John Frick, *Reed Union Elementary (entered at 9:25am)*

**MEMBERS ABSENT:** Mr. Larry Enos, Vice President, *Bolinas-Stinson*

**OTHERS PRESENT:** Mr. Rick Brush, *Executive Director, Bickmore Risk Services*  
Ms. Rahneshia Keith, *Analyst, Bickmore Risk Services*  
Ms. Sandra Keyes, *Keenan & Associates*

**2. INTRODUCTIONS**

Those in attendance introduced themselves and it was determined a quorum was present.

**3. APPROVAL OF AGENDA**

*Ms. Karen Maloney moved to approve the agenda. Mr. Robert Marical seconded the motion. The motion passed unanimously.*

**4. PUBLIC COMMENTS**

There were no public comments.

**5. CONSENT CALENDAR**

Mr. Rick Brush noted there has been a change in the structure of the agenda, and stated that now service provider's reports will now be included in the consent calendar, and should any member want to pull an item from the calendar for discussion he would be prepared to discuss all information with the Committee. Mr. Brush noted

all service providers are still welcome to attend the Management Committee meeting, as they are open to the public, however, all service provider reports will be given at the full Board meetings.

The Committee requested in the future a line item be included on the Dental and Vision reports to show the current industry standard, this way members will be able to compare premiums and amount of claims reported.

The Committee inquired about group attendance to the California Association of Joint Powers Authorities (CAJPA) conference. Mr. Brush noted the conference is open for the Board, and stated that Ms. Chris Thomas will be attending this year. Mr. Brush noted he would send a message to the Board members to see who would like to attend the conference.

*Ms. Michelle Rollins moved to approve the consent calendar. Ms. Lori Parrish seconded the motion. The motion passed unanimously.*

## **6. CLOSED SESSION**

The Board moved in to closed session at 9:12 am.

The Board reconvened at 9:29 am.

## **7. REPORT FROM CLOSED SESSION**

Ms. Chris Thomas reported that during closed session settlement authority was granted for the Kanzler vs. Novato claim.

## **8. JPA ADMINISTRATIVE MATTERS**

### **A. President's Report – Chris Thomas**

Ms. Chris Thomas noted the planning session went well and thanked all members who were able to attend the session, including Mr. Ken Benny who represented the superintendents along with Mr. Larry Enos. Ms. Thomas noted during the session Bylaws were discussed and a subcommittee was created to assist in the revision of the Bylaws. Ms. Thomas noted the subcommittee has met since the session, and Mr. Brush is currently developing a table of contents for the Bylaws and a timeline for the revision process. Ms. Thomas stated the first areas the subcommittee will focus on will be the governing of the Board, and the roles and responsibilities of the Board and Management Committee. Ms. Thomas noted the process will be that Mr. Brush will develop drafts of the Bylaws sections for the subcommittee to review and revise. Mr. Brush noted that in the end the Bylaws will be a helpful educational tool to present to the full Board and an opportunity for the Board fully to understand the Bylaws. Ms. Karen Maloney stated the subcommittee also discussed getting input from superintendents on some of the bigger issues within the Bylaws, such as governance. Ms. Thomas reported staff has been honoring the work plans that came out of the strategic planning session.

## B. Executive Director's Report – Rick Brush

Mr. Brush stated Ms. Bobby McCreary did a good job with facilitating the strategic planning session, however, due to the amount of information and input that was received; she was unable to develop the SMART goals. Mr. Brush informed the Committee that staff has drafted an action plan document which will be discussed in another item.

Mr. Brush reported Ms. Rahne Keith has consolidated some of the MSIA documents that were located at MCOE and at Thelen & Reid. Mr. Brush stated that Bickmore currently contracts with Iron Mountain for storage, and charges larger clients to store information at the facility, however, because MSIA had few boxes they will be stored free of charge.

Mr. Brush noted he has discussed the meeting structure changes with all service providers, and stated that they all were please with the change. Mr. Brush stated he met with Mr. Ron Martin to discuss the liability program, and the need for improvement, and noted Mr. Martin was on board and will be presenting a thorough loss report on the liability program, along with cost drivers at the September Board meeting. Mr. Brush informed the Committee, that after the September meeting he will be meeting with Mr. Martin to develop a plan of action to improve the program.

Ms. Karen Maloney noted she is pleased with the work thus far from Norman Peterson & Associates, however, she has not received any information or update on the nurse triage services being provided by Professional Dynamics, Inc. Mr. Brush stated he will follow up with Professional Dynamics, Inc. on the information, and noted that they did have a list of Districts that they were still attempting to schedule time with.

## C. Website Update

Ms. Rahne Keith informed the Committee the website is currently under construction, but coming along nicely. Ms. Keith stated once the website is at a presentable stage a link will be sent to all members to review the site and provide feedback, or desired changes. Ms. Keith noted the website will likely be presented at the September meeting for discussion.

## D. Strategic Planning Meeting Follow-up

Mr. Brush noted the discussion topics during the strategic planning session which included:

- I. Discussion of Participant Expectations
- II. Discussion of Accomplishments
- III. Creation of a Vision Statement
- IV. Creation of a Mission Statement

- V. An Eminent Scan and SWOT Analysis
- VI. Creation of a Strategic Plan
  - a. Short-term Goals
  - b. Long-term Goals
  - c. SMART Goals
  - d. Action Plan

Mr. Brush presented the sample draft action plan and explained how the topics will be outlined. Ms. Chris Thomas stated the action plan would be a good way to document what we have accomplished to the superintendents. Ms. Maloney noted the document flows nicely and is very easy to read. Mr. Brush stated staff is requested direction to move forward with the drafted format for the action plan. Ms. Thomas suggested a timeline be added to the document, and applauded the amount of work that had been completed since the strategic planning session. The Committee agreed on the format of the action plan and requested that the results for the survey on the facilitator services be sent out to the Board for review.

E. Update on Changes to the Brown Act – Senate Bill No. 343

Mr. Brush noted this item is just informative noting the changes made to the Brown Act, and stated the changes took effect on the last meeting agenda. Mr. Brush informed the Committee that the changes made are as follows:

- ***72 hours prior to the meeting:*** All meeting agendas and supporting documentation must be made available upon request and without delay.
- ***Less than 72 hours prior to the meeting:*** Documents and materials distributed less than 72 hours prior to the meeting must be made available at the location designated in the agenda at the same time the documents are provided to the Board.
- ***During the meeting:*** Documents that are distributed during a meeting must be made available for public inspection at the meeting, if prepared by agency staff or a Board member, or after the meeting if prepared by another person.

F. 2008/2009 Meeting Schedule

Mr. Brush noted the first document is the current approved meeting schedule and suggested that the group keep the original meeting dates due to conflicts in the availability of the meeting space at MCOE. Mr. Brush suggested the only changed date should be the September 10<sup>th</sup> meeting. The Committee noted members have already locked in the approved meeting dates and began planning other events around the meetings. Mr. Robert Marical suggested the group keep all of the approved dates including the current September date and note the whether the meeting will be for the Management Committee or Board, all agreed.

**9. CLOSING COMMENTS**

A. Board

There were no closing comments made by the Board.

B. Staff

There were no closing comments made by staff.

**10. ADJOURNMENT**

There being no further business the meeting was adjourned at 10:09 a.m.