

**MARIN SCHOOLS INSURANCE AUTHORITY
SPECIAL MANAGEMENT COMMITTEE MEETING**

**Marin County Office of Education
1111 Las Gallinas Ave.
San Rafael, CA 94913
Thursday, September 3, 2009
9:00 a.m.**

MINUTES

MEMBERS PRESENT: Ms. Chris Thomas, President, *San Rafael City Schools*
Mr. Larry Enos, Vice President, *Bolinas Stinson/Lagunitas*
Ms. Karen Maloney, Treasurer, *MCOE/Rurals*
Ms. Kathleen Clow, *Ross Valley Elementary*
Mr. Robert Marical, *Dixie Elementary*
Ms. Lori Parrish, *Tamalpais Union High*
Ms. Michele Rollins, *Mill Valley Elementary*

MEMBERS ABSENT: None

OTHERS PRESENT: Ms. Margie Bonardi, *Sausalito Marin City*
Mr. Rick Brush, *Executive Director, Bickmore Risk Services & Consulting*
Ms. Rahnesha Keith, *Analyst, Bickmore Risk Services & Consulting*
Ms. Gail Gibson, *Accounting Manager, Bickmore Risk Services & Consulting*
Mr. Montgomery Stewart, *Keenan & Associates (exited at 10:00 am)*

1. CALL TO ORDER

The meeting was called to order by Board President, Ms. Chris Thomas, at 9:09 a.m.

2. INTRODUCTIONS

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

3. APPROVAL OF AGENDA

Mr. Robert Marical moved to approve the agenda as presented. Ms. Michele Rollins seconded the motion. The motion passed unanimously.

4. PUBLIC COMMENTS

None.

5. RISK CONTROL PROGRAM

A. Draft Proposal Re: Workers' Compensation Risk Control Plan

Mr. Montgomery Stewart followed up on the loss control proposal which was requested by the Management Committee at its August 6, 2009, meeting. Mr. Stewart discussed the types of training that can be provided to the Districts and distributed a draft power point which would be presented to the members regarding the Injury and Illness Prevention Program (IIPP). Mr. Stewart noted that for some of the smaller Districts the training can be combined; the contract currently estimates roughly one day of training per District. The Board noted it is required that Districts inform all employees of the IIPP and where it is located; however, the trainings should be given to those employees who will be responsible for knowing the content of the IIPP such as directors, maintenance, custodians, secretaries and human resource staff. The contract is for 18 days of service. If all 18 days aren't used, the remaining time will roll over to the next year. In addition to training on the IIPP, this time can also be used for the development of policies.

The Board questioned if the training can be available in Spanish or other languages. Mr. Stewart noted they can be available in Spanish; however, there would be an additional cost for two trainers. Mr. Stewart noted that another option could be the use of their "Rent A Safety Professional" (RASP) program. The RASP program would create a base number of hours per district and an apportioned number of hours, depending upon the size of the district, for the remaining hours. This program is also available for individual Districts. Upon discussion, the Board decided it would be better to utilize the RASP program to create a workers' compensation loss control contract. Mr. Rick Brush will work with Keenan to develop the RASP proposal/contract.

Mr. Stewart stated the discretionary hours within the Hazardous Material contract can be pulled into the workers' compensation RASP Contract. The Board requested Keenan pull the discretionary hours, including language on what happens when a District exceeds their hours; into the workers' compensation contract.

B. Mandatory Trainings provided by Keenan & Associates

Ms. Chris Thomas stated previously the county stopped providing the mandatory trainings under the assumption all training would be given by Keenan; however, Keenan does not currently cover all mandatory trainings as MSIA is not a workers' compensation client. The Board noted these mandatory trainings can be handled through the loss control (RASP as well as discretionary hours) contract previously discussed; Mr. Stewart noted trainings can be held at the Districts as well as posted on-line.

Mr. Rick Brush will work with Keenan to bring mandatory training program language into the RASP contract.

6. JPA MANAGEMENT COMMITTEE MATTERS

A. 2009/2010 Strategic Action Plan Discussion

Mr. Brush provided a review of the 2009/2010 Action Plan for Governance, Marketing, Risk Control, Finance, and Programs. Mr. Brush stated the immediate focus for staff under governance is the review of the JPA Agreement, the CAJPA Accreditation, and the Policy & Procedures manual. The Board will need to appoint a task force to review the policies as they are drafted. In regards to marketing, Mr. Brush has drafted the first e-brief which will serve as a great marketing tool and can be distributed to the Superintendents as well as placed on the MSIA website. As discussed in the previous item, staff will be working with Mr. Stewart on the risk control contract as well as aid in researching best practices on an industry wide basis. Mr. Brush noted that under the Finance items staff has recognized the increased surplus and stated a discussion on investing outside of the Local Agency Investment Fund (LAIF) may be needed; once completed, staff will develop a revised investment policy to acknowledge the change. In reviewing the programs items Mr. Brush stated they are fairly similar to the risk control tasks, as staff will be reviewing best practices and conducting a loss analysis.

B. Bylaws Revisions

Mr. Brush stated the Bylaws Committee has revised the membership section of the Bylaws, adding language on the process and requirements for accepting new members, requirements for being a member, and the process for expelling a member. The additional language states that applications must be submitted 90-days prior to the beginning of the program year, there may be a fee required to review the application, loss data, audits, and conduct a safety inspection. The Management Committee requested that "program year" be changed to "fiscal year" so that the dates are clear. Mr. Brush added if the member is accepted, the application fee will be returned. The Management Committee would review potential members and provide a recommendation to the Board, who will need a 2/3 vote of all Board members in order to accept the new member.

The new language notes that if a member decides to withdraw they will not be able to rejoin the program until two program years have elapsed. This two year period may be reduced or waived by Board vote. If a member is terminated voluntarily or involuntarily they will not be relieved of their financial responsibility for the program years in which they were a member of the JPA.

Mr. Larry Enos moved to have the revised Bylaws go before the Board for approval. Mr. Karen Maloney seconded the motion. The motion passed unanimously.

C. MSIA Draft E-Brief

Mr. Brush stated that as discussed in a previous agenda item, the E-Brief has been drafted for review. The E-Brief will be sent to all superintendents and all members. The E-Brief will also be posted on the MSIA website. The Board requested that all instances of “Trustees” in the E-Brief be changed to “Directors”.

Mr. Robert Marical moved to approve the E-Brief pending requested changes. Ms. Kathleen Clow seconded the motion. The motion passed unanimously.

D. Electronic Data Security and Disaster Recovery

Mr. Rick Brush stated the resolution included in the agenda packet has been recommended by CAJPA as the requirement for electronic data security and disaster recovery is a new standard for CAJPA accreditation. The resolution states that Bickmore Risk Services will be responsible for ensuring all vendors have proper back-up for JPA files. In addition to the resolution, BRS is presenting their electronic data security and disaster recovery plan for review and acceptance by the Management Committee.

Ms. Karen Maloney moved to approve Resolution 10-01, Policies on Electronic Data Security and Disaster Recover. Ms. Kathleen Clow seconded the motion. The motion passed unanimously.

Mr. Robert Marical moved to accept the Bickmore Risk Services Electronic Data Security and Disaster Recovery plan as presented. Ms. Lori Parrish seconded the motion. The motion passed unanimously.

11. CLOSING COMMENTS

A. Management Committee

None.

B. Staff

None.

12. ADJOURNMENT

There being no further business the meeting was adjourned at 10:32 a.m.