

CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY

MINUTES OF THE EXECUTIVE COMMITTEE
MEETING OF JUNE 26, 2008

A meeting of the Executive Committee of the Central San Joaquin Valley Risk Management Authority (CSJVRMA) was held on June 26, 2008, at the Piccadilly Inn-Shaw, Fresno, California.

COMMITTEE MEMBERS PRESENT: David Elias, President, Fowler
Leon Compton, First Vice President, Ripon
Bill Lewis, Woodlake
Jeff Cardell, Clovis
Joe Donabed, Hughson (arrived during item 6.A.2.)
Tim Przybyla, Kerman (arrived during item 6.A.1.)
Linda Abid-Cummings, Riverbank
Lois Hull, Selma (arrived during item 6.A.1.)
Jo Barrick, Shafter
Greg Applegate, Sonora
Bob Wilburn, Maricopa

COMMITTEE MEMBERS ABSENT: Darrel Pyle, Past President, Tulare
Felix Ortiz, Exeter

ALTERNATE MEMBERS PRESENT: Wendy Silva, Madera

ALTERNATE MEMBERS ABSENT: Margee Fallert, Tulare
Mike Barrows, Sonora

OTHERS PRESENT: Jeanette Workman, Administrator
Mary Ann Reilly, Board Secretary
K Shyne, Senior Accountant, BRS
Jim Elledge, Assistant Treasurer, BRS
Tammy Vitali, Workers' Compensation Manager
Linzie Kramer, Litigation Manager
Ken Walker, Treasurer, Lindsay
Charlotte Hemker-Smith, Legal Counsel
Judy Sullivan, AIMS
Ken Wilkerson, AIMS
Dave Whiteside, AIMS
Janine Bowman, AIMS
Dominic Russo, AIMS
Necia Barton, Delano
Abdel Salem, City Manager, Delano (left during item 8.A.)
Alan Peake, Attorney Representing Delano
(left during item 8.A.)
Margaret Silveira, Gustine (arrived during item 6.A.1.)
Lauri Robison, Maricopa
Gerald Forde, McFarland
George Christner, Sutter Creek (arrived during item 6.A.3.)
Natalie Doyle, Sutter Creek (arrived during item 6.A.3.)
Maria Olvera, Tracy
Colleen Minnis, Tracy

1. CALL TO ORDER

President Dave Elias called the meeting to order at 2:00 p.m.

2. INTRODUCTIONS

Introductions of those present took place.

3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Jeff Cardell moved to approve the agenda as posted. Seconded by Bob Wilburn. Motion passed unanimously.

4. PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

Bill Lewis moved to approve/accept the following items: A) Minutes of the May 22, 2008, Executive Committee Meeting; B) Warrants for May 1, 2008 ~ May 21, 2008; C) Pooled Workers' Compensation Program Memorandum of Coverage for Program Year 2008/09; D) Pooled Auto Physical Damage Program Memorandum of Coverage for Program Year 2008/09; E) Pooled Low Value Vehicle Coverage Program Memorandum of Coverage for Program Year 2008/09; F) Chandler Bond Market Review – May 2008; and G) CAJPA Journal – Spring 2008. Seconded by Greg Applegate. Motion passed unanimously.

6. LIABILITY PROGRAM

A. Reports by Staff and Service Providers

1. Oral Report by Litigation Manager

Mr. Linzie Kramer, Litigation Manager, stated there were 105 new claims/incidents reported during the month of June 2008; of which three were serious claims. Mr. Kramer briefly discussed some of the claims with the Executive Committee.

2. Report on Coverage Matters

Prior to the meeting, the Committee received a written report on coverage denials as prepared by Ms. Charlotte Hemker-Smith. Ms. Hemker-Smith reviewed the report with the Committee, as well as two preliminary reports on coverage requests.

3. Report by Claims Administrator (AIMS)

At the meeting, the Committee received a written report from Mr. Ken Wilkerson, AIMS, regarding liability claims activity for the month of May 2008. Mr. Wilkerson reviewed the report with the Committee.

Mr. Wilkerson noted that when an accident involving a fatality occurs in a Member City, even though there may be no City involvement, AIMS would like to be notified to allow them to take photographs of the scene. These photographs are taken from a different perspective than those taken by law enforcement.

4. Report on California Affiliated Risk Management Authorities (CARMA)

CARMA is the excess pool through which the CSJVRMA obtains excess liability coverage.

The CSJVRMA representative serving on CARMA's Board of Directors is Joe Donabed, City of Hughson. The alternate representative is Linda Abid-Cummings, City of Riverbank.

Prior to the meeting the Committee received a written report regarding recent CARMA activity. Ms. Workman reviewed the report with the Committee and specifically noted the following:

- The CARMA Board met on June 11, 2008, and took action to levy an assessment in the amount of \$949,643 for the 2000/01 program year. The CSJVRMA's portion of the assessment is \$171,651. This assessment will be collected through the retrospective adjustment process for the Pooled Liability Program; and
- The CARMA Board addressed excess coverage placement and took action to increase CARMA's limits for the 2008/09 program year by purchasing coverage for the layer of \$5 million excess of \$24 million for total limits of \$29 million (CARMA's current limit is \$25 million).

5. Report on Employment Risk Management Authority (ERMA)

The Employment Risk Management Authority (ERMA) provides employment practices liability coverage to its members. ERMA is an optional program of the CSJVRMA.

The CSJVRMA representative on ERMA's Board of Directors is Dave Elias, City of Fowler. The alternate representative is Gerald Forde, City of McFarland.

Prior to the meeting the Committee received a written report regarding recent ERMA activity. Ms. Workman provided an update on the ERMA Board meeting held on June 23, 2008, in addition to reviewing the written report with the Committee and

specifically noted the following:

- An ERMA Board member has suggested that ERMA and CARMA join together to lower administrative costs and a three-member committee was formed to explore the possibility. Ms. Hemker-Smith who also serves as ERMA Board Counsel, noted that she expressed her concern at the ERMA meeting regarding the difficulty in running ERMA and CARMA as two separate groups combined;
- The ERMA Board approved the 2008/09 budget at the June 23, 2008, meeting which affected the CSJVRMA budget. Ms. Workman noted that until this year ERMA had calculated an experience modification factor (x-mod) for the JPA as a whole, but is now calculating the x-mod for each underlying member individually;
- Beginning July 1, 2008, the ERMA training period will become the same as the state-mandated AB 1825 two-year training period. An online process will be in place to allow members to directly track the status of training for their employees in real time. In addition, ERMA is working to create a module to meet AB 1234 requirements;
- ERMA is instituting a Risk Assessment Program with target performance standards to assist those members that exceed those target performance standards. Currently one CSJVRMA member is scheduled to receive a Risk Assessment; and
- ERMA has issued an assessment as well as retrospective adjustments and Ms. Workman noted she would review these with the Executive Committee later in the meeting, during the discussion of the 2008/09 Budget.

B. Pooled Liability Program memorandum of Coverage for Program Year 2008/09

Prior to the meeting the Executive Committee received the Pooled Liability Memorandum of Coverage (MOC) with changes recommended by the Memorandum of Coverage Subcommittee shown in underline/strikeout text. The following changes were recommended:

- Amend the date of coverage to become effective for the 2008/09 program year;
- Amend the form number;
- Incorporate Endorsement #4 into the body of the MOC, under Section VI, Exclusions, #17, and the deletion of Endorsement #4; and
- Amend Section VI, Exclusions, as noted below, to clarify the exclusion to condemnation proceedings and inverse condemnation:

“(13) (a) Claims arising out of or in connection with condemnation proceedings, eminent domain, or inverse condemnation, by whatever name called, resulting from deliberate, decision-making conduct by the governing body of the ‘Covered Party’, and whether or not liability accrues directly against any ‘Covered Party.’”

(b) Claims arising out of or in connection with land use regulation or land use planning, including zoning, enforcement of building codes and/or regulations, and planning decisions, by whatever name called.

These exclusions do not apply to claims for 'Property Damage' arising from accidental structural failure of a 'Covered Party's' property or equipment."

Mr. Ken Walker, City of Lindsay, asked Ms. Hemker-Smith to define Exclusion #28 which reads: "*Claims arising out of bungee jumping or propelling activities sponsored, controlled or authorized by a 'Covered Party'.*" President Elias reminded the Committee that the City of Lindsay is in the process of building a three story, 174,000 square foot recreational facility. Ms. Hemker-Smith suggested the City of Lindsay may wish to have the facility reviewed by the Administrator and separately endorsed onto the Pooled Liability MOC. Mr. Kramer noted that Exclusion #28 was instituted to address reverse bungee jumping.

Ms. Hemker-Smith reported that CARMA's legal counsel, Mr. Craig Farmer, considers there to be a distinction between the covered party's property and equipment (the term employed by the CSJVRMA) and public work and public improvement. Although Ms. Hemker-Smith does not believe any changes are necessary to the MOC language, she stated she wanted the Committee to be aware that CARMA may consider the language a little differently than the CSJVRMA.

Greg Applegate moved to approve the Pooled Liability Program Memorandum of Coverage as amended. Seconded by Jo Barrick. Motion passed unanimously.

7. WORKERS' COMPENSATION PROGRAM

A. Reports by Staff and Service Providers

1. Report by Workers' Compensation Program Manager

Ms. Tammy Vitali, Workers' Compensation Manager, noted the April 2008 Workers' Compensation Claims Report was included in the agenda packet. Ms. Vitali reported the May and June 2008 reports will be included with the August agenda and that to date there are 19 claims for June.

Ms. Vitali reported that temporary disability payments will be raised 4.5% on January 1, 2009. The maximum benefit will rise from \$916.33 to \$956.20 and permanent disability payments will also increase.

Ms. Vitali also reported on the following legislation:

- SB115 - which has been approved by the Senate is also known as the anti-age discrimination bill and would eliminate apportionment;
- SB1717 - would increase the number of weeks permanent disability is paid by approximately 16%; and

- AB2754 - is the presumption for public safety exposure for medically resistant staph infections. Ms. Vitali noted an email had been sent to members earlier in the week encouraging their support in fighting the bill.

2. Report by Claims Administrator (AIMS)

Prior to the meeting the Executive Committee received a written report pertaining to claims for May 2008, as prepared by Ms. Judy Sullivan. Ms. Sullivan was in attendance and reviewed the report with the Committee.

B. City of Delano Workers' Compensation Claims Coverage

Coverage on eight claims filed by the City of Delano have been denied due to late claim reporting. The City of Delano requested the opportunity to discuss the reasons why the claims were not filed timely and requested approval by the Executive Committee for the CSJVRMA to provide coverage for the late claims.

Ms. Vitali reviewed the history of this issue with the Committee, noting the eight claims were denied due to late reporting. The Pooled Workers' Compensation MOC states that written notice must be provided within thirty days of knowledge of a claim. Ms. Vitali noted she was contacted by AIMS in March 2008 regarding late reported claims and outstanding information that had been requested by AIMS. Ms. Vitali reported her efforts to discuss this issue with the City of Delano and noted that communications regarding the late claims were included in the agenda packet. Ms. Vitali reported that until recently, emails sent to City Manager, Mr. Abdel Salem, were sent to an incorrect email address that was provided to her. Ms. Vitali concluded by noting that since May 2008, the City of Delano has complied with the reporting requirements of the program.

Mr. Walker inquired as to the type of claims included in the eight denied claims. Ms. Vitali reported two were possible exposure claims and one was an indemnity claim. Mr. Bill Lewis, City of Woodlake, asked how many of the eight claims might pierce the pool. Ms. Vitali reported that to the best of her knowledge at this time, one claim is poised to pierce the pool.

Mr. Alan Peake, Attorney for the City of Delano, stated the City is seeking consideration for coverage of the eight claims for the following reasons:

- Employees were provided with the DWC-1 form in a timely manner once the City was made aware of the injuries;
- Employees were sent for medical treatment in a timely manner;
- Reports were subsequently sent to the CSJVRMA;
- There was contact between Ms. Niecia Barton, Human Resource Director, City of Delano, and the CSJVRMA, including email discussions;
- The CSJVRMA and AIMS were aware of the claims, although the required 5020 was not submitted within the required thirty days;
- The City did reply in April 2008 and some 5020 reports were sent in between 35-39 days after knowledge of the injuries;

- The City of Delano substantially complied with the required process; and
- There was no prejudicial effect to supplying the 5020 forms late.

Mr. Peake concluded by reiterating Ms. Vitali's comment that the City has tightened their reporting process and since May 2008 has been in compliance.

Mr. Abdel Salem, City Manager, City of Delano, thanked the Committee for allowing the City to address this matter with them. Mr. Salem noted this was an important issue to him personally, as he has been in the business for thirty-five years and this is the first time he has had to address such an issue. Mr. Salem reported he did follow up with the phone calls made to him and noted the City had recently experienced significant turmoil with the departure of Ms. Michelle Carr last July and the illness and subsequent death of the Finance Director in the fall. Mr. Salem reported that Ms. Niecia Barton, Human Resource Director for City of Delano, was brought in to help on a contractual basis prior to her full-time employment with the City.

Mr. Salem reported he received two phone calls regarding the claim issue; one call he felt was very aggressive and one voicemail that he was unable to retrieve due to a new phone system in the City. Mr. Salem stated the City wanted to be in compliance with the requirements and the employees were sent for treatment and received their forms; however, forms were not provided to the CSJVRMA in a timely manner. Mr. Salem noted he did not blame Ms. Barton as she was new to the position and he reiterated his request for the Committee's consideration on coverage for the claims.

President Elias asked Mr. Salem for further details regarding the aggressive phone call. Mr. Salem stated he believed the phone call was received in April 2008 and he did not want to go into the matter or wish to get anyone in trouble as the record was corrected just prior to the meeting.

Ms. Jo Barrick, City of Shafter, inquired if all the City's Settlement Authorities had been answered, as they dated back to February 2007. Ms. Vitali replied they all have been answered by the City.

Mr. Jeff Cardell, City of Clovis, questioned whether there is a definition of the "written notice" that is specified in the Pooled Workers' Compensation MOC. Ms. Judy Sullivan, AIMS, noted the California Labor Code requires the employer to submit the 5020 form, which is the Employer's Report of Occupational Injury or Illness, within five days of knowledge of the injury. This responsibility is noted on the 5020 form. Ms. Sullivan further reported that AIMS sometimes receives notice of treatment from a doctor prior to receiving notification from a member of an injury. In those cases, AIMS contacts the member to inform them an employee received treatment and to set up a claim or discuss the handling of a first aid injury. The doctor's report of treatment does not give AIMS enough information to set up a claim; that information must be provided by the member. Required information from the member includes verification of employment, job duties, wage information, and other details. Delays can result when members do not respond to AIMS' requests for information. Ms. Sullivan stated that AIMS is well aware of state regulatory and

CSJVRMA requirements on reporting a claim and AIMS' staff does everything possible to avoid denying a claim for payment.

Ms. Barrick inquired as to the penalties the CSJVRMA can incur from late reporting. Ms. Vitali reported that if audited, a claim is subject to a \$100 penalty if the DWC-1 is not received within one working day and the claim is subject to another \$100 penalty if the 5020 form is not received within five calendar days of notification of the injury. Ms. Sullivan added that in the claims process, there are other deadlines and penalties for late payment of the claim and medical bills, and that in the Delano cases where City response was not received, the claims and medical bills could not be paid without verification and receipt of a claim.

Ms. Lois Hull, City of Selma, noted in the information packet regarding this issue Ms. Barton refers to working many hours and six to seven days a week. Ms. Hull noted that having been in a similar situation she has great sympathy for Ms. Barton and wondered how long Ms. Barton had been alone in the position. Ms. Barton replied that Ms. Carr left her position with the City on July 27, 2007.

Mr. Cardell asked if there was a discrepancy between the timeline of actions and communications regarding the claims provided by Ms. Vitali in her email of March 31, 2008, and Ms. Barton's timeline of the same, and if there was a discrepancy why it wasn't addressed prior to this point.

Mr. Greg Applegate, City of Sonora, cautioned that the Committee needed to be careful regarding setting a precedent and if they do, they need to be clear on what type of findings the precedent is based. Mr. Applegate continued by questioning what Ms. Carr's reaction would be to this request, noting she was a stickler for following the requirements of the CSJVRMA.

Mr. Walker reiterated Mr. Applegate's concern for proceeding carefully, as he noted that Ms. Vitali's monthly reports show some members are late in turning in their 5020 forms each month. Ms. Barrick countered that late does not mean non-existent and explained that her question regarding penalties related to whether additional penalties were incurred the later a claim is reported. Ms. Vitali noted the penalty for a claim reported after thirty days is non-payment of the claim by the CSJVRMA, but the penalty assessed by the State would remain at \$100.

Ms. Linda Abid-Cummings, City of Riverbank, stated she believed members had one day to give the claim form to an injured employee and report it to AIMS. Ms. Vitali replied that a member must provide a DWC-1 claim form within one business day of knowledge of an injury and members have five calendar days to complete the 5020 form and thirty days to submit the form to AIMS. Ms. Vitali further noted that the form can be faxed, mailed, or entered on-line.

Ms. Barton provided a verbal timeline of the process of the eight claims which included dates of actions taken on each claim. On the first claim reviewed, the date of injury was March 11, 2008, the DWC-1 form was completed by the employee on March 11, 2008, and

the 5020 form was provided to AIMS on April 22, 2008. Mr. Cardell questioned the delay in submitting the 5020 form and Ms. Barton replied that it was due to her workload and activity in the department. Ms. Barton continued with the verbal review of her spreadsheet.

Mr. Lewis inquired about a note in the information packet which stated a 5020 form was submitted to AIMS on January 26, 2008, and an additional entry in April 2008 stating the 5020 form had not been received. Ms. Janine Bowman, AIMS, reported that Ms. Barton sent AIMS an eighteen page fax in late January 2008; however, only two pages of the fax were received by AIMS. Twenty-four to forty-eight hours later AIMS contacted Ms. Barton to inform her there was an error in the fax transmission and asked her to resend the fax. Ms. Barton was unable to recall what was included in the eighteen page fax and asked AIMS to let her know when they came across outstanding items, as they might have been included in the original fax. Ms. Barton stated she would then fax the outstanding items when contacted. Mr. Lewis asked if the other instances of discrepancies in the notes regarding 5020 forms were for the same reason and Ms. Bowman replied that she was unable to say as Ms. Barton cannot recall what was included in the original fax which suffered a transmission error.

Mr. Cardell noted that on two of the claims there seems to be some discrepancy on whether the 5020 forms were received timely and wondered if further research was needed. Mr. Walker reminded the Committee that they do not meet again until August 2008.

Mr. Applegate noted this issue is not regarding one or two claims but rather a pattern of late submittal and he reiterated his concern regarding setting a precedent in granting coverage for late reported claims.

Ms. Barrick stated with there being a discrepancy regarding the submission of the 5020 forms on two of the claims, she would be hard pressed to include them in the motion. Ms. Vitali responded that the date of injury on the first claim in question was November 15, 2007, and the City of Delano reported they submitted the 5020 form on January 10, 2008. Ms. Vitali further reported the date of injury on the second claim in question was November 28, 2007, and the City of Delano reported they submitted the 5020 form on January 26, 2008. Ms. Vitali concluded by stating both submission dates provided by the City were beyond the thirty day limit as required by the program.

Greg Applegate moved to deny coverage on all late reported claims as the claims were not reported in accordance of the requirements of the Workers' Compensation Program MOC. Seconded by Bob Wilburn. A roll call vote was taken and the motion passed. Joe Donabed and Bob Wilburn voted no.

8. PROPERTY PROGRAM

A. Pooled Property Program Memorandum of Coverage for Program Year 2008/09

Prior to the meeting the Executive Committee received the Pooled Property Program Memorandum of Coverage (MOC) with changes recommended by the Memorandum of

Coverage Subcommittee shown in underline/strikeout text. The following changes were recommended:

- Amend the date of coverage to become effective for the 2008/09 program year;
- Amend the form number; and
- Amendment to Section D, Conditions, as noted below:

“3. If there is no appraisal on file with the Authority for the property which is the subject of the loss, there is no coverage under the Pooled Property Program.”

Ms. Workman noted that Ms. Wendy Silva, City of Madera, pointed out that the Master Plan Document for the program allows for construction costs or square footage pricing for new buildings, in addition to appraisals for existing structures. Therefore, Ms. Workman suggested the language above be amended to state:

“3. If there is no appraisal for existing structures, or construction or square footage pricing on buildings added for coverage within one year of construction on file with the Authority for the property which is the subject of the loss, there is no coverage under the Pooled Property Program.”

Mr. Leon Compton, City of Ripon, asked about measures to ensure that when a member adds a property and staff does not send someone out for an appraisal, that the member is not denied coverage due to staff's error. Ms. Workman replied that four to five years ago the Master Plan Document was amended to state that the member must submit an appraisal when adding an existing property; therefore, the responsibility is the member's. Ms. Workman continued that appraisals for any properties added prior to the amendment to the Master Plan Document would not be a member's responsibility; however, the CSJVRMA had all buildings appraised since that time and there should not be any properties not appraised.

Ms. Abid-Cummings noted due to discussions at recent Executive Committee meetings regarding appraisals, she has been reviewing the City of Riverbank's appraisals for property and discovered some structures are not scheduled and do not have appraisals. Ms. Abid-Cummings questioned whether the City of Riverbank needs to obtain appraisals on all structures including lift stations. Ms. Workman replied she has received several questions on this issue recently and some structures, such as a swimming pool, can only incur so much damage and therefore would not need an appraisal. Ms. Workman noted major damage to a pool would mostly likely be caused by an earthquake, which is not covered by the property program. Ms. Abid-Cummings inquired whether skate parks fall into the same category and Ms. Workman replied that since most skate parks were newly constructed, construction costs could be submitted. Ms. Workman also asked the Committee what time period they wish to assign to new construction and suggested one year. Mr. Compton noted since members are given their property schedules to review on an annual basis, a year should suffice for new construction.

Mr. Applegate suggested members adopt an internal policy regarding the procedures to address when adding property, noting that CSJVRMA requirements should be included in

the policy. Mr. Applegate suggested the CSJVRMA provide a boiler plate for the property policy as they have done with other sample policies and resolutions.

Jeff Cardell moved to approve the Pooled Property Program Memorandum of Coverage as amended. Seconded by Tim Przybyla. Motion passed unanimously.

Mr. Cardell questioned the status of the City of Orange Cove regarding the property program and Ms. Workman and President Elias noted the issue is scheduled for discussion on the following day's Board meeting agenda. Ms. Workman reported that she received a letter from an attorney representing the City of Orange Cove requesting a continuance of the issue to a later meeting. Ms. Workman further explained that she had submitted a reply stating that she is recommending the Board not continue the issue and that the City of Orange Cove be terminated from the property program for reasons previously addressed.

9. FINANCIAL MATTERS

A. Proposed Amendments to the Budget for Fiscal Year 2008/09

Ms. Workman reported that a revised budget was emailed to members the previous day, along with a cover memo and two spreadsheets. In addition, the Committee received hard copies of the documents prior to the meeting.

Ms. Workman reviewed the documents with the Committee, noting the first spreadsheet provided the difference by member for the proposed budget versus the budget approved in March 2008. The second spreadsheet provided the difference by member and by program, for the proposed budget versus the budget approved in March. Ms. Workman reported that changes were due to final numbers received from the various programs after their own respective budgets were approved. Ms. Workman noted that although the property program rates decreased, some members' budgets increased for the property program due to increased reported values. Ms. Workman further noted the budget presented is based on the assumption that the Board of Directors will follow the recommendation made by the Executive Committee to terminate the City of Orange Cove from the property program; otherwise, further amendments to the budget will be necessary.

Bill Lewis moved to recommend Board approval of the amendment to the 2008/09 budget. Seconded by Bob Wilburn. Motion passed unanimously.

B. Administrative Cost Report

Staff presented a revised Administrative Cost Report to the Executive Committee at their May 22, 2008, meeting. At that time the Committee asked that a member of the Finance team be in attendance to review the report with the Committee and that staff provide a formal recommendation regarding items that might be cut to lower administrative costs and provide the financial impact of the recommendation.

Ms. Workman reported that staff analyzed the average annual costs of all administrative budget line items over a three-year period and outlined three areas where costs could be cut (Meetings and Retreats, Conferences, and Training and Workshops). Ms. Workman reminded the Committee that cutting costs may also mean cutting services. Ms. Workman also noted that Mr. Jim Elledge, Assistant Treasurer for the CSJVRMA and Director of Accounting and Finance Services, Bickmore Risk Services (BRS), was in attendance to answer any Committee questions.

Ms. Workman reviewed the recommended cost saving steps as outlined in the report provided in the agenda packet. Ms. Workman also noted that as directed by the Committee, staff is working with Lexipol to negotiate a price reduction on the subscription fee for the police manual updates and that this item will be addressed later in the meeting under Agenda Item 10.A.

Mr. Walker stated while he liked the recommendations and believed holding webinars would offer additional savings to the members in the form of fuel savings, he was hoping the administrators could cut costs by looking at services to space out, such as safety inspections. Ms. Barrick replied that spacing out safety inspections over time would affect the entire pool and that while holding additional webinars represents a savings, she doesn't believe that crucial safety inspections which are cost effective should be included in the cost reduction efforts.

Ms. Workman noted at the May 2008 meeting Mr. Walker had requested the CSJVRMA service providers consider efforts to lower their fees to the CSJVRMA. Ms. Workman stated she had not had the opportunity to discuss this issue with AIMS; however, BRS is looking at ways to lower costs including having members assume responsibility for some program coordination such as the Video Library Program and the DMV Pull Notice Program. In addition, BRS is discussing whether they can offer the CSJVRMA a fee reduction and Ms. Workman will provide that information at the August 2008 Executive Committee meeting. Mr. Cardell stated he appreciated staff's efforts on the report and recommendations.

Ms. Workman stated that as noted in the report, major savings could be achieved by holding the Annual Retreat every other year. Ms. Workman further noted that as none of the recommendations were included in the current budget, should the Committee accept any of the recommendations, the cost savings results would be received via the retrospective adjustment process. President Elias stated he believed the CSJVRMA's success is due to everything that has been done in the past, what is being done now, and at the current level of services. President Elias stated he would hate to see the CSJVRMA try to save a dollar on one item that might end up costing a hundred dollars later, noting that the items suggested for reduction are a small price to pay for the success of the CSJVRMA. Mr. Cardell responded that while he agreed with President Elias he is requesting that the Administration and Financial Services Subcommittee review the recommendations to determine if any cost saving measures suggested can be adopted without affecting the standards of the organization. Greg Applegate, Chairperson of the Subcommittee, invited all members to submit any cost saving suggestions or comments to him prior to their July 23, 2008, meeting.

Jeff Cardell moved to submit the Administrative Cost Report to the Administration and Financial Services Subcommittee for review and recommendation to the Executive Committee. Seconded by Bill Lewis. Motion passed unanimously.

10. ADMINISTRATIVE MATTERS

A. Update on Lexipol Police Manual Annual Subscription Program

Ms. Workman reported that as directed by the Committee staff contacted Lexipol to discuss various concerns, including pricing to the CSJVRMA. Mr. Dan Merkle, CEO of Lexipol, noted if the CSJVRMA would be willing to enter into a three to five year contract for subscription services, Lexipol would be willing to offer a fee reduction. Ms. Workman noted Lexipol would be attending the August 2008 meeting and would provide a proposal at that time.

Mr. Lewis questioned what members are using Lexipol for in their cities. Mr. Kramer reported the information provided in Lexipol's case law bulletins is very informative, well written, and timely, and he believes the program is a valuable tool for the CSJVRMA.

Mr. Cardell inquired if members can find out who in their city is receiving the daily training bulletins. Ms. Workman noted daily training bulletins are provided to police personnel but other member City personnel, including Executive Committee members, can access the forum side of the Lexipol website. The forum site is the standard site where all agencies can access information including news, Q&A's, and Bruce Praet's updates and contains various points of view on an issue, as well as the reasoning and rationale behind how policy is written. Executive Committee members' names and email addresses need to be provided to Lexipol in order for access to be granted to the forum side of the site. Discussion ensued regarding the use of Lexipol services and Ms. Workman noted that Lexipol was made aware that they need to improve their communication regarding services and their use to the CSJVRMA.

B. Bickmore Risk Services Succession Planning for the CSJVRMA

Ms. Workman reported as outlined in Goal IV, Objective/Action 2 of the CSJVRMA's Goals, staff has provided a BRS succession plan for staffing to the CSJVRMA. Ms. Workman noted the succession plan does not address individuals, but rather how positions would be filled in the event of an opening in any position which supports the CSJVRMA. Ms. Workman further noted that the succession plan includes credentials and years of experience for applicable BRS employees.

Ms. Workman stated that should the Administrator position be open for any reason, the CSJVRMA would work with Mr. Rob Kramer, Practice Leader for the Administration Department, to determine who would best fill the position for the CSJVRMA. Should an opening occur in any other position, the Committee would work with the Administrator to ensure the employee filling the position meets the needs of the CSJVRMA.

C. Resolution Canceling Obsolete Resolutions of the CSJVRMA

Prior to the meeting, the Executive Committee received a resolution canceling obsolete resolutions that have either been incorporated into other governing documents of the CSJVRMA or have become obsolete. Ms. Workman reviewed the resolution with the Executive Committee.

Joe Donabed moved to approve the resolution canceling obsolete Executive Committee resolutions. Seconded by Jo Barrick. Motion passed unanimously.

11. CLOSING COMMENTS

A. Executive Committee

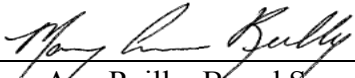
Mr. Applegate expressed appreciation to President Elias for his service this year.

B. Staff

Ms. Workman reminded everyone at the meeting to please sign in.

12. ADJOURNMENT

The June 26, 2008, CSJVRMA Executive Committee meeting adjourned at 3:40 p.m. by general consent.



Mary Ann Reilly, Board Secretary