



**Board of Directors’ Meeting
AGENDA
Thursday, September 29, 2016
9:00 AM**

**Hyatt Regency Newport Beach
1107 Jamboree Road
Newport Beach, California 92660
(949) 729-1234**

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Ms. Ramona Buchanan at (916) 244-1185 or (916) 244-1199 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Documents and materials relating to an open session agenda item that are provided to the BICEP Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at: 1750 Creekside Oaks Drive, Suite 200, in Sacramento, CA 95833. The documents are also available on BICEP’s website, at www.bicepjpa.org.

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I. CALL TO ORDER; INTRODUCTIONS

II. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

III. PUBLIC COMMENTS
Members of the public may address the Board of Directors on any matter. The President reserves the right to limit the time of presentations.

IV. CONSENT CALENDAR - If the Board would like to discuss any item listed, it may be pulled from the Consent Calendar.

*A. Check History Report from June 3, 2016, through August 31, 2016.....	6
*B. Treasurer’s Report as of June 30, 2016.....	7
*C. Monthly Invoice Billing – Informational	27
*D. Addendum to BICEP Administration contract with Bickmore.....	32
*E. Memorandum Regarding BICEP/Bickmore Contract Fee for the 2016-2017 Fiscal Year	33

Recommendation: Staff recommends approval of the Consent Calendar

*Reference material attached

V. STRATEGIC PLANNING SESSION SUMMARY

- A. Recap of the September 28, 2016 Strategic Planning Session, Mr. Rob Kramer - Bickmore 34
Recommendation: Staff recommends the Board provide direction with respect to prioritizing the strategic goals and objectives developed in the Strategic Planning Session.

VI. JPA ADMINISTRATIVE MATTERS

- *A. Draft Minutes from the June 16, 2016, Board of Directors’ Meeting, Mr. Rob Kramer - Bickmore 35
Recommendation: Review and approve the June 16, 2016, Minutes of the BICEP Board of Directors Meeting.
- *B. Draft Minutes from the June 21, 2016, Special Board of Directors’ Teleconference Meeting, Mr. Rob Kramer - Bickmore..... 45
Recommendation: Review and approve the June 21, 2016, Minutes of the BICEP Special Board of Directors Teleconference Meeting.
- *C. Draft Minutes from the June 27, 2016, Special Board of Directors’ Teleconference Meeting, Mr. Rob Kramer - Bickmore..... 50
Recommendation: Review and approve the June 27, 2016, Minutes of the BICEP Special Board of Directors Teleconference Meeting.
- *D. Draft Minutes from the July 25, 2016, Special Board of Directors’ Teleconference Meeting, Mr. Rob Kramer - Bickmore..... 53
Recommendation: Review and approve the July 25, 2016, Minutes of the BICEP Special Board of Directors Teleconference Meeting.
- *E. Presentation of Liability Claims Audit Summary, Ms. Debbie Helling – Helling & Associates..... 56
Recommendation: Review and file
- *F. Presentation Workers’ Compensation Audit Summary, Mr. Dennis Mitchell – Bickmore 74
Recommendation: Review and file
- *G. CMS Registration Update, Ms. Angela Bernard - Bickmore Risk Services..... 75
Recommendation: None.
- *H. Data Collection Process, Ms. Angela Bernard – Bickmore 76
Recommendation: Staff recommends 1. A plan be implemented to enhance collaboration among the BICEP members with respect to data collection for BICEP’s renewals and that Bickmore take a lead on the collection of all liability program-related loss and exposures.; 2. Direct Bickmore to develop recommendation for further improvements to how liability data is 1) maintained by the member TPAs and reported to BICEP; 2) maintained by BICEP’s TPA; and 3) further improved for consistency.

*I. Planning of Annual Seminar, Mr. Rob Kramer - Bickmore 81
Recommendation: Staff recommends the Board provide direction with respect to date, timing and topic of BICEP’s Annual Seminar.

*J. Amendment Resolution 2015-4, Establishing Meeting Dates for 2016-17 Fiscal Years, Mr. Rob Kramer – Bickmore 82
Recommendation: Approve the amended Resolution 2015-04, Establishing Meeting Dates for the 2016-2017 Fiscal Year.

*K. BICEP Membership in Public Agency Risk Management Association (PARMA), Mr. Rob Kramer - Bickmore 84
Recommendation: Staff recommends the Board direct the General Manager to process an application in PARMA for BICEP.

*L. Resolution 2016-01, Establishment of a Policy for Board of Directors’ Travel Reimbursement, Mr. Rob Kramer - Bickmore 86
Recommendation: Staff recommends the Board review and discuss the draft Resolution 2016-01, and provide direction to staff.

*M. Training Reimbursement Policy, Mr. Rob Kramer - Bickmore 90
Recommendation: None.

VII. COVERAGE MATTERS

A. Insurance Report, Ms. Courtney Ramirez, and Ms. Renneta Poncy – Alliant Insurance Services, Inc. 91
Recommendation: None

VIII. FINANCIAL MATTERS

*A. Internal Financial Statement as of June 30, 2016, Ms. Nancy Broadhurst – Bickmore 92
Recommendation: None

*B. EFT Vendor Payments, Ms. Nancy Broadhurst - Bickmore 97
Recommendation: Staff recommends the Board approve the implementation of the ACH EFT vendor payment method to be added to and eventually replace the current method of paper check payment.

IX. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Section 54956.9

Name of Cases:

- In re City of San Bernardino, California, Case No. 6:12-bk-28006-MJ
- Kang v. city of Huntington Beach. Case No. 1877667
- Arrellano v. City of Santa Ana, Case No. 1876936
- Reisse v. City of Santa Ana, Case No. 1876937
- Johnson/Hardesty/Fallon v. City of Ventura, Case. No. 1901752

- Wesco Insurance Co. v. BICEP Reins Arbitration WPP102872403
- Zamarripa-Mata v. City of Buenaventura, Case No. 1930621
- Canepa et al v. Santa Ana*, Case No.
- Huntington Shorecliff LLP v. Huntington Beach OCSC, Case No. 30-2011-00463995
- Megan Wallace v. Oxnard, Case No.
- Zabala v. Oxnard, Case No.
- Zuniga v. Santa Ana, Case No.

B. REPORT FROM CLOSED SESSION

Pursuant to Government Code Section 54957.1, the Board must report in open session any action, or lack thereof, taken in closed session.

X. CLOSING COMMENTS

This time is reserved for comments by the Board members and staff and to identify matters for future Board business.

- A. Board of Directors
- B. Staff

XI. ADJOURNMENT

NOTICES:

1. The next regularly scheduled Board of Directors' meeting will be held Thursday, December 8, 2016, at 10:30 a.m. at the Offices of Best Best & Krieger LLP in Los Angeles, California.
2. If you would like to discuss an agenda item with staff prior to the meeting, please feel free to contact us.
3. In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact Rob Kramer at (800) 541-4591, ext. 1117 or at rkramer@bickmore.net. Requests must be made as early as possible and at least one full business day before the start of the meeting.
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