



Board of Directors’ Meeting
AGENDA
Tuesday, December 6, 2016
10:00 AM

Best Best & Krieger LLP 300 South Grand Avenue, 25th Floor Los Angeles, California 90071	City of West Covina 1444 West Garvey Avenue South West Covina, CA 91790
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All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). The teleconferencing locations are the following: Best, Best & Krieger LLP, 300 South Grand Avenue, 25th Floor, Los Angeles, CA 90071; and the City of West Covina, 1444 West Garvey Avenue South, West Covina, CA 91790. Each location is accessible to the public, and members of the public may address the Board of Directors from any teleconference location.

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 September 1, 2016, through November 18, 2016.	6
	*B. Treasurer’s Report as of September 30, 2016.....	7
	*C. Internal Financial Statements as of June 30, 2016.....	27
	*D. Monthly Invoice Billing – Informational	29
	*E. Approved Conflict of Interest Code.....	35
	*F. Travel Reimbursement Policy.....	40
	*G. CAJPA Accreditation Process & Requirements	43

Recommendation: Staff recommends approval of the Consent Calendar

*Reference material attached

V. FINANCIAL MATTERS

- *A. Draft Audited Financial Statements as of and for Fiscal Year Ended June 30, 2016,
Mr. Bill Patterson – Sampson, Sampson & Patterson, LLP109
Recommendation: Receive and file the draft audited financial statements and direct staff to work with the auditor to finalize the document.
- *B. Operating Bank Account, Ms. Nancy Broadhurst - Bickmore145
Recommendation: Approve Resolution 2016-02, Revising Authorized Signers on the Operating Bank Account.

VI. JPA ADMINISTRATIVE MATTERS

- *A. Draft Minutes from the September 28, 2016, Strategic Planning Session, Mr. Rob Kramer -
Bickmore147
Recommendation: Review and approve the September 28, 2016, Minutes of the BICEP Strategic Planning Session.
- *B. Draft Minutes from the September 29, 2016, Board of Directors’ Meeting, Mr. Rob Kramer -
Bickmore 151
Recommendation: Review and approve the September 29, 2016, Minutes of the BICEP Board of Directors’ Meeting.
- *C. Draft BICEP Strategic Plan 2016-2018, Mr. Rob Kramer – Bickmore..... 163
Recommendation: Review and approve the proposed BICEP Strategic Plan 2016-2018
- *D. Update on BICEP Governing Documents Review, Mr. Rob Kramer – Bickmore.....167
Recommendation: None.
- *E. Draft Litigation Management Guidelines, Mr. Rob Kramer – Bickmore.....168
Recommendation: None.
- *F. Status of Request for Proposals (RFP’s), Mr. Rob Kramer – Bickmore191
Recommendation: None.
- *G. Draft Conference and Training Reimbursement Policy, Mr. Rob Kramer – Bickmore196
Recommendation: Staff recommends approval of the Conference and Training Reimbursement Policy.
- *H. Proposal for Actuarial Services by Aon Risk Solutions, Mr. Rob Kramer – Bickmore.....200
Recommendation: Provide direction to staff
- *I. Amendment Resolution 2015-4, Establishing Meeting Dates for 2016-17 Fiscal Years,
Mr. Rob Kramer – Bickmore201
Recommendation: Approve the amended Resolution 2015-04, Establishing Meeting Dates for the 2016-2017 Fiscal Year.

VII. COVERAGE MATTERS

- *A. Insurance Report, Ms. Courtney Ramirez, and Ms. Renetta Poncy – Alliant Insurance
Services, Inc.203
Recommendation: None.

VIII. 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. 1907272
- Huntington Shorecliff LLP v. Huntington Beach OCSC, Case No. 30-2011-00463995
- Megan Wallace v. Oxnard, Case No. 1923352
- Zabala v. Oxnard, Case No. 1902927
- Zuniga v. Santa Ana, Case No. 1879684
- Quintanilla v. Santa Ana, Case No. 1947308
- Banuelos, Javier v. San Bernardino, Case No. 1599523

***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.

IX. 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

X. ADJOURNMENT

NOTICES:

1. The next regularly scheduled Board of Directors' meeting will be held Tuesday, April 11, 2017, 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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