**Agenda Item #.#**

**Board of Directors**

**June 7, 2010**

**MINUTES OF THE**

**MBASIA BOARD OF DIRECTORS MEETING**

**Friday, October 29, 2010 at 8: 30 AM**

**Hotel Pacific, Monterey, CA**

**MEMBERS PRESENT**

Lisa Murphy, City of Capitola

Jaime Goldstein, City of Capitola

Daniel Dawson, City of Del Rey Oaks

Rene Mendez, City of Gonzales

Michael Compton, City of Greenfield

Robert Galvan, City of Hollister

James Larson, City of King City

Anthony Atfeld, City of Marina

Kathy McFall, City of Marina

Steve Ando, City of Scotts Valley

Adela Gonzales, City of Soledad

Stephen Compton, City of Soledad

**MEMBERS ABSENT**

Steve Matarazzo, City of Sand City

**GUESTS AND CONSULTANTS**

Conor Boughey, Alliant Insurance Services

Monica Sandbergen-Izo, Alliant Insurance Services

Michael Simmons, Alliant Insurance Services

Ken Maiolini, Risk Management Services

**A. CALL TO ORDER**

 MBASIA Chair Rene Mendez called the meeting to order at 8:30 A.M.

**B. CONSENT CALENDAR**

**B1. Approval of Minutes of Meeting of September 13, 2010**

A motion was made to approve the minutes.

**MOTION:** Stephen Compton **SECOND**: Michael Simmons **MOTION CARRIED**

**B2. Transition Milestone Report**

The members were presented with the updated Transition Milestone Report.

No action necessary.

**C. ORAL COMMUNICATIONS & PUBLIC COMMENTS**

There were no public comments.

**D. BOARD OF DIRECTORS**

**D1. Bills and Correspondence**

**D1a. Ratification of Disbursements**

A motion was made to ratify the disbursements for the months ending July 31, 2010, August 31, 2010 and September 30, 2010.

MOTION: Steve Ando SECOND: Robert Galvan MOTION CARRIED

**D2. Unfinished Business**

**D2a. Contract Update between MBASIA and JT2**

Conor Boughey advised that the current accounting arrangement with JT2 will allow us to change the accounting structure. Mr. Boughey also advised that the Authority no longer needs to update the contract but if this is done in the near future, JT2 may ask for more compensation. Michael Simmons advised that if the accounting contract is amended in the future, a cancellation date should be added.

No action necessary.

**D2b. Liability Memorandum of Coverage**

Conor Boughey informed the members that when the Liability Memorandum of Coverage was updated, there were a couple of issues that Vince Hurley noted. Conor advised that the MOC was modified based on Mr. Hurley’s findings. Alliant has not heard back from Mr. Hurley that we will wait to discuss the resolution of these issues at the next Board meeting. It was recommended that a conference call be scheduled since the next Board meeting is not until April, 2011.

**D3. Committee Reports**

**D3a. Executive and Finance Committee**

**D3a1. Report from the October 14, 2010 Executive and Finance Committee Meeting**

**D3a2. Accounting Agreement between City of Scotts Valley and MBASIA**

A motion was made to approve the Scotts Valley Accounting Coordinator fee.

MOTION: Stephen Compton SECOND: James Larson MOTION CARRIED

**D3a3. AGRIP Membership and Membership Fee**

Conor Boughey updated the Board members and advised that the Executive Committee decided to pay one last membership fee to AGRIP for the current year and then to non-renew MBASIA’s membership.

**D3a4. MBASIA’s Actuarial Reports**

Conor Boughey advised the members that the most important findings of the actuarial reports are on page 30 of the agenda packet. Conor reported that the Workers’ Compensation rate increase was driven by the discount factor being lowered from 3% to 2%.

A motion was made to approve the actuarial reports and report to the auditors that MBASIA will be using the 2% discounted claims and expected values.

MOTION: Daniel Dawson SECOND: Kathy McFall MOTION CARRIED

**D3a5. MBASIA’s Financial Audit**

Conor Boughey advised the members that the financial audit provided in the agenda packet is a draft version. Steve Ando reported that the draft version is very close to the final version.

No action necessary.

**D3b. Safety Committee**

Rene Mendez confirmed to the members that a checklist will be sent out to the members for them to complete to see where each member is at. The safety committee will then sit down and review areas and Kent Rice will collate the information. Mr. Mendez also advised the members that a grant program will be utilized and $2,000 will be used to attend PARMA.

**A motion was made at 9:00 a.m. to enter into closed session pursuant to Government Section Code 54956.95.**

MOTION: Adela Gonzales SECOND: Robert Galvan MOTION CARRIED

A motion was made to come out of closed session at 9:12 a.m.

MOTION: Daniel Dawson SECOND: Steve Ando MOTION CARRIED

**D3c. Coverage and Claims Committee**

**D4. New Business**

Nothing to report.

**D5. Loss Report**

**D5a. Workers’ Compensation Administrator’s Report**

Nothing to report.

**D5b. Liability Third Party Administrator’s Report**

Nothing to report.

**E. PROGRAM ADMINISTRATORS REPORT**

**E1. FAQ Sheet – Who you going to call?**

Conor Boughey informed the members that this sheet was created for the members so that they would know who to call if they have questions. The members expressed that they would like this fact sheet posted on the MBASIA website.

No action necessary.

**F. CORRESPONDENCE/INFORMATION**

**F1. Risk Report – September 2010**

**F2. PARMA Conference Information**

Conor Boughey advised the members that the PARMA conference is a great conference to attend. He also reported that the Leadership track will be given a Certificate at the end of the conference that shows you have taken leadership training.

**G. GENERAL RISK MANAGEMENT ISSUES**

There were no issues discussed.

**ADJOURNMENT**

A motion was made to adjourn the meeting at 9:30 a.m.

MOTION: Daniel Dawson SECOND: Kathy McFall