**Agenda Item B.1**

**Board of Directors**

**December 7, 2010**

**MINUTES OF THE**

**MBASIA EXECUTIVE AND FINANCE COMMITTEE TELECONFERENCE**

**Tuesday, December 07, 2010**

**Primary Teleconference Location: San Francisco, CA**

**MEMBERS PRESENT**

Daniel Dawson, City of Del Rey Oaks

Robert Galvan, City of Hollister

Rene Mendez, City of Gonzales

Steve Ando, City of Scotts Valley

**MEMBERS ABSENT**

None

**GUESTS AND CONSULTANTS**

Conor Boughey, Alliant Insurance Services

Monica Sandbergen-Izo, Alliant Insurance Services

Michael Simmons, Alliant Insurance Services

**A. CALL TO ORDER**

Rene Mendez called the meeting to order at 11:03 a.m.

**B. CONSENT CALENDAR**

**B1. Approval of Minutes from the Committee Meeting on October 14, 2010.**

A motion was made to approve the minutes.

**MOTION: Daniel Dawson SECOND: Steve Ando MOTION CARRIED**

**C. ORAL COMMUNICATIONS & PUBLIC COMMENTS**

There were no public comments.

**D. EXECUTIVE AND FINANCE COMMITTEE**

**D1. Liability TPA – Contract with RMS**

Conor Boughey advised that Ken Maiolini with Risk Management Services offered to renew contract with same terms and conditions as the current contract but with a minimum 2 year contract date instead of 1 year. It was also noted that the proposed contract also mentions a maximum 3 year renewal date. Ideally, Ken Maiolini would like a 2 year contract date with 2 year optional extension. Mike Simmons advised that Ken is interested in a long-term relationship with MBASIA and has offered this price for 2 year agreement and would include offer to extend contract after 2 years. Ken Maiolini’s price is much lower than Don Ferguson’s price. Conor advised that the term in the contract is the current one because we were unable to get a final draft. The new contract will be for January 1, 2011 -2013 with extension option that is mutual to all parties. Daniel Dawson pointed out that the contract states a 3 year option. Daniel Dawson advised that if we are able to cancel at any time, then why not go for the 3 year option. Rene would like annual review condition to be added to contract.

Motion was made to enter into 3 year contract with RMS with addition of optional 1 year extension and addition of annual review condition.

**MOTION:** Daniel Dawson **SECOND:** Steve Ando **MOTION CARRIED**

**D2. Financial Auditor – Request for Proposal**

Conor reviewed selection time table on page 24 of packet. Steve Ando advised that they are in the middle of the audit and would like to finish the audit before starting an RFP. Steve Ando suggested pushing the selection process back. Mike Simmons suggested pushing schedule back by a month. Steve Ando advised that he hopes to wrap up audit end of January. Mike Simmons suggested waiting until we know that the audit is done.

No action necessary.

**D3. Training Policy and Procedure**

Conor B. advised that sample policy and procedure was drafted and includes $2,000 provision for pool training opportunities. Conor B. advised that policy and procedure was revised to......

Mike advised that it costs $100 per member to join PARMA.

A motion was made to execute revised travel policy

**MOTION:** Steve Ando **SECOND:** Daniel Dawson **MOTION CARRIED**

**D4. Board of Directors Meeting Schedule**

After some discussion, members decided that the next Board meeting will be held on Tuesday, March 1 in Sand City.

**E. CORRESPONDENCE/INFORMATION**

None

**F. GENERAL RISK MANAGEMENT ISSUES**

None

**ADJOURNMENT**

A motion was made to adjourn the meeting at 11:45 a.m.

**MOTION:** Steve Ando **SECOND:** Daniel Dawson **MOTION CARRIED**