



# Council Agenda Report

**From:** Thomas Frutchey, City Manager

**Subject:** Potential Service by the Mayor on the CJPIA Executive Committee

**Date:** February 7, 2017

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## **Facts**

1. The City is a member of the California Joint Powers Insurance Authority (CJPIA). The City obtains its liability and workers compensation insurance (as well as property, pollution, cyber liability, crime protection, and airport insurance) through the Authority.
2. The Mayor is the City's appointed member of the CJPIA Board of Directors.
3. A seat on the Executive Committee will become open as of March 7, 2017 (see Attachment 1). CJPIA has decided to fill the seat by competitive appointment. The term is one year.
4. The Mayor has expressed an interest in applying for the vacant seat on the Executive Committee. Such application should follow approval by the Council, since the City would not want the Mayor to be fortunate enough to be appointed, only for the City to then say it is not willing to approve the appointment.

## **Options**

1. Take no action;
2. Authorize the Mayor to apply for the vacant seat on the Executive Committee;
3. Provide alternative direction.

## **Analysis and Conclusions**

Insurance costs are increasing. In addition, staying abreast of changes in insurance law and best practices are key activities for protecting the City over the long term. Staff stays involved, but is not able to represent the City on the Executive Committee, even as a designee. Assuming the Mayor's willingness and ability to make the monthly meetings in La Palma, City representation would be quite helpful.

## **Fiscal Impact**

None. CJPIA practice would be to reimburse the City for travel and per diem costs for each of 12 monthly meetings.

## **Recommendation**

Authorize the Mayor to apply to represent the City on the CJPIA Executive Committee.

## **Attachments**

1. CJPIA letter dated January 12, 2017 announcing opening on Executive Board.



January 12, 2017

Mr. Steven W. Martin, Mayor  
City of Paso Robles  
1000 Spring Street  
Paso Robles, CA 93446

Dear Mr. Martin:

RE: Executive Committee Vacancy

As you know the California Joint Powers Insurance Authority is governed by a Board of Directors composed of a representative of the governing body of each of the member agencies. Members of the Board annually elect an Executive Committee of nine that meets monthly to conduct the affairs of the Authority.

Executive Committee Member Carol Chen will have reached the term limits for her seat on the Cerritos City Council on March 7, 2017. As she will no longer be on the City Council, she will no longer be eligible to serve on the Executive Committee. The Executive Committee has decided to fill the upcoming vacancy by appointment. Any member of the Board of Directors may apply.

As a member of the Authority's Executive Committee, all prospective candidates must be willing to commit a least one evening monthly for the Executive Committee meetings, which are usually held on the fourth Wednesday of the month, commencing at 5:30 p.m. Special circumstances may require additional meetings. All meetings of the Executive Committee are held at the Authority's office in La Palma, with the exception of the annual workshop held in the spring, which is held in varying locations. The next Executive Committee workshop will be held April 27 – April 29, 2017. Executive Committee members receive a per-meeting attendance fee as compensation.

The California JPIA is a leader among municipal self-insurance pools, and continues to innovate new ways to effectively serve its members. The Executive Committee sets policy for the Authority, approves the self-insurance programs for the members, and addresses issues that influence the financial strength of the pool.

The ideal candidate will possess a willingness to learn, a commitment to the concept of self-insurance pooling for municipal exposures, and an ability to work effectively in a group of equally dedicated public officials. A background in insurance is not required to serve effectively on the Executive Committee.

The process, which has served well in the past, consists of résumé screening, interviews, and appointment by the Executive Committee. The Executive Committee encourages the submission of a letter of interest and a résumé from members of the Board of Directors who would like to serve on the Executive Committee. Individuals **must** be the duly appointed Director representative of their agency at the time of the interviews. Alternates are not eligible for consideration.

The schedule for this process is:

Notice to the Board of Directors mailed	January 12, 2017
Letters and résumés returned by	February 9, 2017
Interviews held	March 1, 2017
Appointment on	March 22, 2017

The interviews on March 1, 2017, will be held beginning in the late afternoon or early evening.

Letters of interest and résumés should be addressed to Curtis Morris, President of the California JPIA, 8081 Moody Street, La Palma, CA 90623. They should be received at the Authority office by 5:00 p.m. on February 9, 2017.

Sincerely,



Curtis Morris  
President

