



**California JPIA**  
**El Capitan Room**  
**8081 Moody Street**  
**La Palma, California 90623**  
(Teleconference Locations Listed Below)

**AGENDA**

**RISK MANAGERS COMMITTEE**

**REGULAR MEETING**

**May 20, 2024**

**12:00 P.M.**

**CALL TO ORDER**

Brad McKinney, Chairman, Risk Managers Committee

**ORAL COMMUNICATIONS**

Any persons present desiring to address the Risk Managers Committee on any proper matter may do so at this time.

**CONSENT CALENDAR**

All items under Consent Calendar may be enacted by one motion. Any item may be removed from the Consent Calendar and acted upon separately by the Managers Committee.

1. APPROVAL

Joint Managers, Finance Officers, and Risk Managers Committee Minutes for the meeting of March 21, 2024

**REPORTS AND RECOMMENDATIONS**

2. RECEIVE AND FILE

Contractual Risk Transfer (CRT) E-Learning Tool

3. RECEIVE AND FILE

Praesidium Abuse Prevention Resources

**ADJOURNMENT**

To a regular Risk Managers Committee meeting on August 19, 2024 at 12:00 p.m. in the El Capitan Room of the California JPIA 8081 Moody Street, La Palma, CA 90623.

In compliance with Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Agency Clerk at (562) 467-8736. Notification 48 hours before meeting will

enable the Authority to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

### **TELECONFERENCE PARTICIPATION**

To be a voting participant in action items appearing on the agenda, the participant's teleconference location must appear below, and the participant must have posted the agenda in a location accessible to the general public no less than 72 hours prior to the announced meeting time, in accordance and within the requirements of the Brown Act (Gov. Code, § 54950 et seq.). At the announced time of the meeting, teleconference participants (unless otherwise instructed) shall call the California JPIA's teleconference number at **1(253) 215-8782, enter Meeting ID: 893 2441 2569 and Password 208314**, and identify themselves for the record.

To access the video conferencing and view the meeting online, go to  
<https://cjpia.zoom.us/j/89324412569?pwd=LBV8xNiaJqMxy44SgzlpDTHcTbi6RX.1&from=addon>.

If you have any problems with the meeting link or connecting to the meeting, please call Veronica Ruiz at (562) 455-0321.

### **TELECONFERENCE LOCATIONS**

City of Alhambra, 111 South First Street, Alhambra, CA 91801 | (626) 570-5007

City of Aliso Viejo, 12 Journey, Suite 100, Aliso Viejo, CA 92656-5335 | (949) 425-2500

Big Bear City Community Services District, 139 East Big Bear Blvd., Big Bear City, CA 92314 | (909) 585-2565

City of Big Bear Lake, 39707 Big Bear Boulevard, Big Bear Lake, CA 92315 | (909) 866-5831

City of Calabasas, 100 Civic Center Way, Calabasas, CA 91302 | (818) 224-1600

City of Camarillo, 601 Carmen Drive, Camarillo, CA 93010 | (805) 388-5300

City of Cerritos, 18125 Bloomfield Avenue, Cerritos, CA 90703 | (562) 860-0311

City of Chino Hills, 14000 City Center Drive, Chino Hills, CA 91709 | (909) 364-2600

City of Claremont, 207 Harvard Ave., Claremont, CA 91711 | (909) 399-5460

City of Dana Point, 33282 Golden Lantern, Dana Point, CA 92629 | (949) 248-3500

City of Goleta, 130 Cremona Drive, Goleta, CA 93117 | (805) 961-7500

City of Indio, 100 Civic Center Mall, Indio, California 92201 | (760) 391-4000

City of La Cañada Flintridge, One Civic Center Drive, La Cañada Flintridge, CA 91011 | (818) 790-8880

City of La Verne, 3660 "D" Street, La Verne, CA 91750 | (909) 596-8726

City of Lake Forest, 100 Civic Center Drive, Lake Forest, CA 92630 | (949) 461-3511

City of Mission Viejo, 200 Civic Center, Mission Viejo, CA 92691 | (949) 470-3000

City of Moorpark, 799 Moorpark Avenue, Moorpark, CA 93021 | (805) 517-6200  
City of Morro Bay, 595 Harbor Street, Morro Bay, CA 93442 | (805) 772-6200  
City of Paramount, 16400 Colorado Ave., Paramount, CA 90723 | (562) 220-2000  
City of Paso Robles, 1000 Spring Street, Paso Robles, CA 93446 | (805) 227-7276  
City of Pismo Beach, 760 Mattie Road, Pismo Beach, CA 93449 | (805) 773-4657  
City of Poway, 13325 Civic Center Drive, Poway, CA 92064 | (858) 668-4400  
City of Rosemead, 8838 E. Valley Boulevard, Rosemead, CA 91770, (626) 569-2171  
City of San Luis Obispo, 990 Palm Street, San Luis Obispo, CA 93401 | (805) 781-7253  
City of San Marino, 2200 Huntington Drive, San Marino, CA 91108 | (626) 300-0700  
City of Santa Clarita, 23920 Valencia Blvd Ste 300, Santa Clarita, CA 91355 | (661) 259-2489  
City of Santa Fe Springs, 11710 E. Telegraph Road, Santa Fe Springs, CA 90670 | (562) 868-0511  
City of Seaside, 440 Harcourt Avenue, Seaside, CA 93955 | (831) 899-6700  
City of Solvang, 1644 Oak Street, Solvang, CA 93463 | (805) 688-5575  
City of South El Monte, 11333 Valley Boulevard, El Monte, CA 91731 | (626) 580-2001  
City of Stanton, 7800 Katella Avenue, Stanton, CA 90680 | (714) 379-9222  
City of Vista, 200 Civic Center Drive, Vista, CA 92084 | (760) 726-1340  
City of West Covina, 1444 West Garvey Ave South, West Covina, CA 91790 | (626) 939-8400  
City of West Hollywood, 8300 Santa Monica Blvd, West Hollywood, CA 90069 | (323) 848-6400  
Midpeninsula Regional Open Space District, 5050 El Camino Real, Los Altos, CA 94022-1404 | (650) 691-1200  
Southern California Association of Governments, 900 Wilshire Blvd., Ste. 1700, Los Angeles, CA 90017 | (213) 236-1800  
Town of Mammoth Lakes, 437 Old Mammoth Road, Mammoth Lakes, CA 93546 | (760) 965-3600

Dated: May 16, 2024

Posted: May 16, 2024

s/Veronica Ruiz  
Veronica Ruiz, CMC  
Agency Clerk

#### AFFIDAVIT OF POSTING

I, Veronica Ruiz, declare as follows: That I am the duly designated Agency Clerk for the California Joint Powers Insurance Authority, and that I caused to be posted the foregoing agenda in accordance with the Brown Act. Dated this 16th day of May, 2024.

By: Veronica Ruiz, CMC, Agency Clerk

# CALIFORNIA JPIA

## MINUTES

### MANAGERS, FINANCE OFFICERS AND RISK MANAGERS COMMITTEE

#### JOINT MEETING

March 21, 2024

12:00 P.M.

---

#### CALL TO ORDER

Chairman McCormack called to order the joint meeting of the Managers, Finance Officers and Risk Managers Committees of the California Joint Powers Insurance Authority at 12:07 p.m. in the El Capitan Room at the California JPIA, 8081 Moody Street, La Palma, CA 90623.

#### ATTENDANCE

A quorum was established by roll call.

#### PRESENT:

Managers Committee Chairman Thaddeus McCormack, Lakewood  
Finance Officers Committee Chairman Jose Gomez, Lakewood  
Risk Managers Committee Chairman Brad McKinney, San Dimas  
Adrian Fajardo, Artesia  
Mary Ann Laquian, Artesia  
Tanisha Ureno, Arroyo Grande (*Teleconference*)  
Lara Christensen, Atascadero (*Teleconference*)  
Talika Johnson, Azusa (*Teleconference*)  
Andrew Tse, Bell Gardens  
Jeanette Prickett, Big Bear CSD (*Teleconference*)  
Rachel Bowman, Big Bear Lake (*Teleconference*)  
Patricia Leyva, Cerritos (*Teleconference*)  
Susan Shaker, Chino Hills (*Teleconference*)  
Katie Wand, Claremont (*Teleconference*)  
Sea Shelton, Dana Point (*Teleconference*)  
Kristen Smith, Imperial (*Teleconference*)  
Tony Moreno, La Mirada  
Conal McNamara, La Palma  
James Ranells, La Verne (*Teleconference*)  
Edianne Rodriguez, Lakewood

Portland Bates, Lemon Grove (*Teleconference*)  
Sonia Fabela, Loma Linda (*Teleconference*)  
Alexis Brown, Malibu (*Teleconference*)  
Susan Knudson, Mission Viejo  
Heather Campbell, Mission Viejo  
(*Teleconference*)  
Carina Montes, Norwalk (*Teleconference*)  
Devon Jimenez, Norwalk (*Teleconference*)  
Andrea Staehle, Palm Desert (*Teleconference*)  
Joe Barron, Palm Desert (*Teleconference*)  
Jorge Garcia, Pismo Beach (*Teleconference*)  
Mike James, Pismo Beach (*Teleconference*)  
Frank Lee, Port Hueneme (*Teleconference*)  
Jamie Lapham, Port Hueneme (*Teleconference*)  
Kate Weihe, Poway (*Teleconference*)  
Karina Banales, Rolling Hills  
Chris Constantin, San Dimas (*Teleconference*)  
James Ramirez, SCAG  
Rene Salas, South El Monte (*Teleconference*)  
Bryan Cook, Temple City  
Stephanie Sikkema, West Covina  
(*Teleconference*)  
Lorena Quijano, West Hollywood  
(*Teleconference*)  
Melissa Crowder, West Hollywood  
(*Teleconference*)

ATTENDEES: Michael Manduca, James Marta & Co.  
(*Teleconference*)  
Richard Babbe, PFM Asset Management  
(*Teleconference*)

STAFF: Alex Smith, Chief Executive Officer  
Habib Ali, Accounting Specialist  
(*Teleconference*)  
Olga Berdial, Communications Director  
(*Teleconference*)  
Lucy Brockmeier, Senior Risk Manager  
(*Teleconference*)  
Melaina Francis, Senior Risk Manager  
(*Teleconference*)  
Abe Han, Senior Risk Manager  
Tim Karcz, Senior Risk Manager  
(*Teleconference*)  
Tony Leite, Senior Risk Manager  
(*Teleconference*)

Jason McBride, Finance Director  
Alex Mellor, Senior Risk Manager  
Veronica Ruiz, Agency Clerk  
Nikki Salas, Administrative Services Director  
Ryan Thomas, Senior Training Specialist  
Jennifer Torres, Administrative Assistant  
Paul Zeglovitch, Claims and Insurance Director

**ORAL  
COMMUNICATIONS**

There were no comments from the audience.

**CONSENT CALENDAR**

Chairman McCormack presented the items appearing on the Consent Calendar.

The Consent Calendar included:

- Managers, Finance Officers and Risk Managers Committee Minutes for the joint meeting of November 13, 2023
- Treasurer's Monthly Compliance Reports for November 2023, December 2023, and January 2024
- Local Agency Investment Fund Quarterly Reports as of December 31, 2023
- Los Angeles County Pooled Investment Fund Report as of December 31, 2023
- Preliminary Financial Statements for the Quarters Ended September 30, 2023 and December 31, 2023
- 2024 Executive Committee Workshop Call for Items
- October 2023 Retrospective Computations

It was moved by Gomez, that the Consent Calendar items be approved in one action. The motion was seconded by McKinney. The motion carried unanimously by roll call vote.

**RECEIVE AND FILE**  
Draft Financial Statements as  
of June 30, 2023

Chairman McCormack presented the Draft Financial Statements as of June 30, 2023 item.

Jason McBride, Finance Director, introduced Michael Manduca of James Marta & Company. Mr. Manduca presented a report and findings of the 2023 Draft Financial Statements.

There being no objection, Chairman McCormack received and filed the Draft Financial Statements as of June 30, 2023.

**RECEIVE AND FILE**

Chairman McCormack presented the Investment Performance Review for the Quarter Ended December 31, 2023 item.

Investment Performance Review  
for the Quarter Ended December  
31, 2023

Jason McBride, Finance Director, introduced Richard Babbe of PFM Asset Management. Babbe presented a market update and review of the Authority's investment portfolio for the quarter ended December 31, 2023. For the quarter ended December 31, 2023, the portfolio returned 3.37%, while the benchmark returned 3.36%.

There being no objection, Chairman McCormack received and filed the Investment Performance Review for the Quarter Ended December 31, 2023.

**RECEIVE AND FILE**  
Supervisor Essential Skills  
Training Program Update

Chairman McCormack presented the Supervisor Essential Skills Training Program Update item.

Alex Smith, Chief Executive Officer, gave an overview on the task force which was formed to evaluate the effectiveness of EPL prevention resources available to members and to research potential untapped resources that could lower EPL exposure which could have a significant impact on preventing claims. Ryan Thomas, Senior Training Specialist, reported that registration opened in January 2024, with a total of 98 member employees currently participating across four locations.

There being no objection, Chairman McCormack received and filed the Supervisor Essential Skills Training Program Update report.

**ADJOURNMENT**

The meeting adjourned at 12:51 p.m. to a regular Finance Officers Committee meeting on May 9, 2024 at 12:00 p.m., Managers Committee meeting on May 13, 2024 at 12:00 p.m., and Risk Managers Committee meeting on May 20, 2024 at 12:00 p.m.

Respectfully submitted,

---

Thaddeus McCormack, Chairman of the Managers Committee

---

Jose Gomez, Chairman of the Finance Officers Committee

---

Brad McKinney, Chairman of the Risk Managers Committee

# CALIFORNIA JPIA

## AGENDA REPORT

**To:** RISK MANAGERS COMMITTEE

**From:** Alexander Smith, Chief Executive Officer

**By:** Alex Mellor, Risk Services Director

**Date:** May 20, 2024

**Subject:** Contractual Risk Transfer (CRT) E-Learning Tool

---

### Background

The ability to transfer risk when entering into contracts is a powerful risk management tool for public agencies. When practiced correctly, contractual risk transfer places financial responsibility for losses with the party best positioned to manage the exposure (e.g. vendor, contractor, permittee). This helps to protect the agency against loss and safeguards valuable resources.

Effective contractual risk transfer requires knowledge of how to assess risk, review indemnity language, select appropriate types and limits of insurance, and verify compliance by reviewing certificates of insurance and policy endorsements. The Authority educates and supports members in this regard via regular in-person training, a Contractual Risk Transfer Manual, and the availability of seven Senior Risk Managers to answer questions and support member efforts.

### Discussion

Contractual risk transfer-related inquiries represent a large number of member contacts with the Authority's Senior Risk Managers. Many of the inquiries are variations on a theme, with the same fundamental questions coming up again and again. To make more efficient use of the Senior Risk Managers' time, and to provide members with a tool to get answers to their most pressing contractual risk transfer questions whenever they need it, the Authority has developed an online, self-paced, e-learning tool.

The tool is a primer on contractual risk transfer for those new to the practice, and provides just-in-time information on the following frequently asked questions:

- Do I need a written agreement?
- How do I determine what types and limits of insurance to require for a given contract?
- What are my options if a vendor or other party cannot meet our agency's insurance requirements?
- How do I know if the certificate of insurance is acceptable?



CRT E-Learning Tool  
May 20, 2024  
Page 2

- How do I know if the additional insured and other endorsements I received are acceptable?
- How do I conduct a contractual risk assessment?
- What should I consider before signing a vendor-provided agreement?

In many cases, answers to these questions, as well as scenarios illustrating the answers, are customized to the following functional areas: Administration, Community Development, Community Services, Information Technology, and Public Works. Users first select the question they want answered and then select the appropriate functional area to receive contractual risk transfer information tailored to that specific part of the city's operation.

The contractual risk transfer e-learning tool is currently live and available for members to access via myJPIA. Members are encouraged to share the tool with all staff in their agencies who are involved in the contractual risk transfer process.

### **Recommended Action**

Receive and file.

# CALIFORNIA JPIA

## AGENDA REPORT

**To:** RISK MANAGERS COMMITTEE

**From:** Alexander Smith, Chief Executive Officer

**By:** Melaina Francis, Senior Risk Manager  
Alex Mellor, Risk Services Director

**Date:** May 20, 2024

**Subject:** Praesidium Abuse Prevention Resources

---

### Background

The Authority has partnered with Praesidium, Inc. to provide abuse prevention resources to members. Praesidium is a national leader in abuse risk management and works with organizations across the United States and other countries to help prevent abuse of children and vulnerable adults, prevent false allegations of abuse, and manage reputational risk. Since 1991, Praesidium's mission has been "*to help you protect those in your care from abuse and to help preserve trust in your organization.*"

The Authority's goal in partnering with Praesidium is to prevent abuse from occurring pool-wide by educating and empowering members, providing tools to assess new employees and volunteers, teaching members how to respond appropriately to allegations and incidents of abuse, and providing in-depth training and policy templates.

### Discussion

The following Praesidium resources are now available for members to access via myJPIA and the Authority's [Praesidium informational webpage](#):

- 26 modules of online, self-paced training. Topics include *Foundations of Abuse Prevention for Youth-Serving Organizations*, *Basics of Youth Behavior Management*, and *Keeping Your Day Camp Safe*.
- Model policies that set the stage for safe environments by defining acceptable and unacceptable employee and volunteer conduct. Policies also facilitate effective monitoring and supervision by helping others to recognize and act when they see policy violations.

- A Screening and Selection Toolkit complete with the tools your agency needs to effectively screen employees and caregivers. The toolkit includes “red flag” indicators for identifying high-risk applicants and hundreds of examples of high- and low-risk applicant responses.
- A Crisis Response Toolkit which includes guidance on how to navigate crisis response before, during, and after an incident. This toolkit provides guidelines for assembling a crisis response team, considerations for the first few days and weeks, how to create a transparent, victim-centered response, sample media holding statements, sample community communications for participants and families, and other response considerations.
- A telephone helpline that provides agency leadership with a confidential mechanism to discuss abuse concerns or allegations and receive support to navigate the next steps. Available seven days a week, Praesidium’s team can provide immediate recommendations to ensure the safety of all parties, external reporting, internal reporting, mid-term recommendations to course correct, and long-term recommendations to support a culture of safety.

Member access to the above Praesidium resources is fully funded by the California JPIA. Members are strongly encouraged to share this information with their leadership and community services teams.

### **Recommended Action**

Receive and file.