

CSAC EXCESS INSURANCE AUTHORITY
MEMBER SERVICES COMMITTEE

FINAL AGENDA

CSAC Excess Insurance Authority
75 Iron Point Circle, Suite 200
Folsom, California 95630
916-850-7300

Wednesday, March 29, 2017
10:00 a.m.
First Meeting – 2017

As to each agenda item, the Committee may take action and/or receive informational reports as appropriate.

ROLL CALL/INTRODUCTIONS

- 1.A. Establishment of Quorum/Introductions3

SELECTION OF CHAIR

- 2.A. Selection of Chair and Vice Chair.....4
An action to select a Chair and Vice Chair for the 2017 year.

CONSIDERATION OF OFF AGENDA ITEMS

Pursuant to Government Code Section 54954.2(b), except as provided in this paragraph, no action or discussion shall be taken at a regular meeting on any item which does not appear on the posted Final Agenda. Pursuant to Government Code Section 54954.2 (b)(2) an item may be added to the Final Agenda after the Final Agenda has been posted upon a determination by a two-thirds vote of the Committee (or an unanimous vote if less than two-thirds of the Committee is present); the vote shall be on a motion stating that there is a need to take immediate action and that the need for action came to the attention of the Committee subsequent to the Final Agenda being posted. Any such motion shall be accompanied by distribution of a written statement on a form provided by the office of the Chief Executive Officer/Secretary of the Board, to be included in the record, stating the facts upon which it can be determined that the need to take action arose after the Final Agenda was posted. In addition, action may be taken on an item not on the posted Final Agenda under the circumstances stated in Government Code Section 54954.2 (b)(1) [emergency] and 54954.2 (b)(3) [continued regular meetings].

CONSENT AGENDA

The following Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Committee without discussion. Any Committee member, staff member, or interested party may request that any item be removed from the Consent Agenda for later discussion.

- 3.A. Code of Conduct5
An action to acknowledge receipt of the Code of Conduct.

GENERAL BUSINESS

- 4.A. Establishment of the EIA Member Services Committee9
An informational report regarding the purpose of the creation of this new Committee.

Enterprise Risk Consultants Services

- 4.B.1. Structure of the New Enterprise Risk Consultants (ERC) Services (Rick)..... 12
Provide direction to staff regarding the structure of the new service offering.
- 4.B.2. Independent Consultant Approval Process (Rick)..... 14
Provide direction to staff regarding the process for approving consultants.
- 4.B.3. Independent Consultant Fee and Payment Process (Rick)..... 22
Provide direction to staff regarding the process for paying consultants.
- 4.B.4. Independent Consultant Evaluation Process (Rick)..... 31
Provide direction to staff regarding the process for evaluating consultants.
- 4.B.5. ERC Services Marketing Plan (Maria) 32
Provide direction to staff regarding the plan for marketing the new service.

Risk Management 101 Program

- 4.C. Risk Management 101 Program (Rick)..... 38
An informational report regarding the development of a Risk Management 101 Program.

On the Horizon

- 4.D. Future Projects (Rick)..... 39
Provide direction to staff regarding the process for taking on new projects.

PUBLIC COMMENT

This portion of the agenda is reserved for members of the general public to address the Committee on any matter not on this agenda that is under the jurisdiction of the Committee.

FUTURE MEETINGS

- 5.A. Schedule for Next Committee Meeting of 2017 (Maria) 40
An action to approve the next 2017 Member Services Committee meeting schedule.

ADJOURNMENT

Disability Access: All posted locations for this meeting are wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the Meeting Planner at (916) 850-7300 or (916) 850-7800 (fax). Requests for such modifications or accommodations must be made at least two full business days before the start of the meeting.