



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by WMM
General Manager

Date 1/8/10

DATE: January 8, 2010
 TO: General Manager
 FROM: Administrative Services Manager
 SUBJECT: Request for Board Director Participation at Special District Risk Management Authority (SDRMA) Approved Training Programs To Receive Discounts on Insurance Premiums

RECOMMENDATION: That members of the Board of Directors individually attend SDRMA approved training programs in 2010 to maximize the discounts applied to the District's workers compensation, liability, and property insurance premiums.

BACKGROUND

For many years, the District has been a member of SDRMA and purchased the insurance programs offered for liability, property, and workers compensation coverage. Through the years, SDRMA has offered various ways for members to receive discounts on their premiums. Generally, reductions could be realized with designated staff attendance at various training venues; compliance with administrative guidelines for renewals and early payments; and adoption of various policies related to personnel and safety.

Several years ago, SDRMA added a "Governance Track" to the credit incentive program which largely involves attendance of individual Directors at selected training programs and the adoption of policies related to board processes such as rules of order for meetings. Initially, there was greater flexibility on how the discounts could be earned and the maximum credit did not require involvement in the Governance Track. However, the current credit incentive program (attachment) has been structured so that member agencies can realize the full discount only with Director involvement. Such participation would provide up to 4 discount points or 4% of the premium. Last year, the District received the 13 discount points available in the Administration and Safety/Risk Management Tracks and saved about \$92,000 to the cost of coverage. This year staff is working to receive all of the discounts available, including the 4% available with Board member participation.

DISCUSSION

There are several different ways Directors can earn the Governance Track discounts. Significant savings, approximately \$7,000/point can be realized. In order to receive credit applicable to the current fiscal year, participation has to occur by March 31, 2010 for the Property/Liability Program and by June 30, 2010 for the Workers Compensation Program.

Staff believes that the most convenient way to achieve as much as \$28,000 in savings is by the participation of two Directors at a two-hour internet based seminar, "Must Have Communication Protocols For District

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Boards & Staff” to be offered on March 19th and by attendance at the SDRMA Education/Claims Workshop to be held in Sacramento on March 30th. Each Director earns one point per event with a maximum of 2 points available for each event.

Other training options are available including 2-hour internet based seminars for AB 1234 Ethics Training and Understanding the Brown Act but the discount value is less as credit would be applied to the Property/Liability Program only. In addition, points can be earned with participation in the California Special District Association Leadership Academy. Students can attend four 6-hour modules (Please see description attached) to complete the academy but only one is necessary to receive a discount.

The Board may wish to consider developing and adopting a written Board policy manual earning 2 points (if the 4 points are not already credited by attending training sessions); however, it would be difficult to do so before June 30, 2010 and would not be applied to the current year premium.

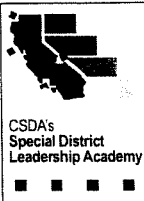
FISCAL/BUDGETARY

The District can expect to receive savings in a range from \$20,000 to \$30,000 with the full application of the governance track.




Rich Norton

Attachments



CSDA Special District Leadership Academy

Co-sponsored by  SDRMA

Program participants attend four 6-hour modules.

CSDA's Special District Leadership Academy is a groundbreaking and curriculum-based continuing education program that recognizes the necessity for the board and general manager to work closely toward a common goal. If you are a special district professional, you must include this training in your schedule. It is important. It is your responsibility. Completion of the Leadership Academy training program marks a hallmark in your special district career. This training is the signature of professionalism for special district leadership and special district governance.

Program participants attend four 6-hour modules.

Agenda

- 8:30 – 9:00 a.m.
Registration &
Continental Breakfast
- 9:00 a.m. – 12:00 p.m.
Workshop
- 12:00 – 1:00 p.m.
Lunch on your own
- 1:00 – 4:00 p.m.
Workshop

Agenda is the same for each module.

Cost per class

CSDA member	\$ 225
SDLF Spons. Org.	\$ 250
Non-member	\$ 300

Sign up for all four academy courses and save \$\$\$

CSDA member	\$ 820
SDLF Spons. Org.	\$ 920
Non-Member	\$1,180

Module 1 - Governance Foundations

Governance Foundations, the first of four modules and the core of the Special District Leadership Academy series, provides the basic information needed by board members, general managers and staff to build an effective and functional governance team. This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on critical elements of governance:

- Effective Trustees
- Board Mindset
- Structure, Process and Protocols
- Individual / Team Standards
- Board's Role and Responsibilities

Directors/Trustees will learn to:

- Develop a unity of purpose.
- Understand the board's role in the district.
- Build a strong, positive, functional board culture.
- Organize the formal structure of the board.

Module 1 - Locations

Sacramento – MARCH 30, 2010 – Red Lion Hotel - **With SDRMA Safety/Claims Education Day!**
SPECIAL RATE! SAVE \$100.00 ONLY \$125.00

Monterey – APRIL 1, 2010 – Pebble Beach Community Services District

Ventura – JULY 14, 2010 – Oxnard Harbor District

Newport Beach – SEPTEMBER 20, 2010 – Newport Beach Marriott

Module 2 - Setting Direction/Community Leadership

To understand the board's responsibility in setting the direction of the district, this presentation provides a step-by-step discourse of the board and senior management's position in establishing the vision, mission and strategic goals of the district. It will define and investigate the success indicators used by districts to measure performance. Participants will:

- Discuss why the process of setting direction is important and how it benefits the district.
- Understand the importance of being future-oriented and to think strategically.
- Learn to transition from individual board members to members of a governance team.
- Understand the sequence of steps needed to set the direction of the governance team.

This module will also address the importance of board leadership and duty to provide information to the public on the essential services offered by the special district in its community. Participants will learn the importance of being connected with the community, how to interact with the public about district business, how to set protocols for public involvement in board meetings and how to develop a board communication plan.

Module 2 - Locations

San Diego – FEBRUARY 4, 2010 – San Diego County Water Authority

Sacramento – MAY 10, 2010 – CA District Attorneys Association

Monterey – JUNE 10, 2010 – Pebble Beach Community Services District

Ventura – AUGUST 5, 2010 – Oxnard Harbor District

Module 3 - Board's Role In Finance And Fiscal Accountability

The third module in the series takes a close look at how the special district board carries out its fiduciary responsibilities. A fundamental discussion of district budgets, arguably the most significant policy document in a special district, shows how district goals are conveyed in their budgets and why boards must do more than just adopt budgets, but must also monitor them; receive and evaluate audit reports; and understand the principles of facility development. Now, more than ever, special district boards must understand and fulfill fiscal supervision and oversight in a responsible manner.

This course will focus on how to:

- Develop a method for approving the district's annual budget.
- Communicate budget information to the public.
- Establish financial goals for the district.
- Review district finances.
- Develop and analyze capital improvement plans and reserve guidelines.
- Comprehend the relationship between district finance and district belief and values as set forth in the district mission and strategic goals.



See page 14 for recommended reading.

Module 3 - Locations

Sacramento – JUNE 17, 2010 – California District Attorneys Association

San Luis Obispo – JUNE 30, 2010 – Templeton Community Center

Ventura – AUGUST 26, 2010 – Oxnard Harbor District

San Diego – OCTOBER 14, 2010 – San Diego County Water Authority

Module 4 - Board's Role In Human Resources

The Board's Role in Human Resources, the fourth and final module in the CSDA Leadership Academy series, puts the spotlight on how special district boards interface with district personnel. This module addresses the board's ongoing relationship with the general manager, a key employee hired by the board; senior staff, and other district staff. It discusses the board's role in evaluating support personnel and the rules and practices regulating its relations with its human resources.

Participant will learn:

- To develop guidelines for assessing the performance of the general manager.
- To determine a protocol for approving personnel policies.
- To create a process for approving job descriptions and organizational structure.
- The confidentiality and legal liabilities of a district board member.

Module 4 - Locations

Sacramento – JULY 15, 2010 – California District Attorneys Association

Monterey – JULY 29, 2010 – Pebble Beach Community Services District

Ventura – OCTOBER 28, 2010 – Oxnard Harbor District

San Diego – NOVEMBER 4, 2010 – San Diego County Water Authority

Workers' Compensation 2009-2010 Credit Incentive Program

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property and liability and workers' compensation coverage through the Credit Incentive Program.

Credit incentives of up to 15 points (excluding bonus points) can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Workers' Compensation net premium. Within each track, participating members may choose among various options to reach the maximum points allowable within that track. Please note the maximum total a member can receive is 15 points (excluding bonus points), and points earned after June 30, 2010 will be applied to the next program year. Options allowing a member to earn points for both Workers' Compensation and Property/Liability are designated with **(Credit will be applied to Both Programs)**. Points are currently awarded as follows:

ADMINISTRATION TRACK (4 POINTS MAXIMUM)

- 2-points** For developing, adopting and following written personnel policies or an employee handbook, which include hiring, handling harassment and discrimination complaints, Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA) accommodations and disciplinary and termination procedures. NOTE: the foregoing policies or employee handbook must be reviewed by Agency counsel and ratified by the Governing Body at least once every two years.
- (Documentation Required - The minutes recording the governing body action and the attorney certification must be submitted to SDRMA for credit this year)**
(Credit will be applied to Both Programs)
- 1-point** For Implementing SDRMA's recommended Return to Work Policy Program that incorporates a Job Safety Analysis for each position.
- (Documentation Required - Certification by your governing body or delegated representative on an SDRMA provided form must be submitted to SDRMA)**
- 2-points** For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Education/Claims Workshop(s) during the program year (Each attendee earns 1 point per workshop. Maximum 2-points).
- (No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet)**
(Credit will be applied to Both Programs)
- 1-point** For each full-session attendance by the Agency's Executive staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops (SDRMA approved), Special District Leadership Foundation and/or Special District Leadership Academy (Maximum 1-point).
- (No Documentation Required - Will be confirmed by CSDA training attendance sheet)**
(Credit will be applied to Both Programs)

GOVERNANCE TRACK – GOVERNING BODY RELATED (4 POINTS MAXIMUM)

- 2-points** For each full-day attendance by a member of the Agency's governing body at an SDRMA Education/Claims Workshop(s) during the program year (Each attendee earns 1 point per workshop. Maximum 2-points).
- (No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet)**
(Credit will be applied to Both Programs)

Credit Incentive Program

- 2-points For developing, adopting and following a written Board policy and procedure manual, including bylaws, board conduct and an ethics section. NOTE: the foregoing policy or procedure manual must be reviewed by Agency counsel and ratified by Board action at least once every four years.
- (Documentation Required - The minutes recording the governing body action must be submitted to SDRMA for credit this year)
(Credit will be applied to Both Programs)
- 2-points For full-session attendance by a member of the Agency's governing body in a California Special Districts Association (CSDA) sponsored training programs, such as CSDA annual conference workshops (SDRMA approved), Board Leadership Training, Special District Leadership Foundation and/or Special District Leadership Academy (One point per board member, maximum 2-points).
- (No Documentation Required - Will be confirmed by CSDA training attendance sheet)
(Credit will be applied to Both Programs)

SAFETY AND RISK MANAGEMENT TRACK (7 POINTS MAXIMUM)

- 3-points For staff participation in SDRMA's on-line safety training program - PreventionLink. NOTE: 25% of member employees (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual e-training modules by June 30, 2010.
- 2-points If 30% of member employees (FT, PT and volunteer firefighters) successfully complete a minimum of six individual e-training modules by June 30, 2010, then the member will receive an additional 2 points.
- (No Documentation Required - Will be confirmed by SDRMA)
(Credit will be applied to Both Programs)
- 2-points For utilizing SDRMA's Video Safety Library. NOTE: 25% of member employees must review a minimum of one (1) videotape/dvd during the quarter, in order to earn 1 point for that quarter (Maximum 2-points).
- (Documentation Required - Include employee sign in sheet when returning videos to SDRMA)
(Credit will be applied to Both Programs)
- 1-point For developing, adopting and following a written Employee Safety Orientation Program which includes a checklist identifying potential safety hazards and recommended use of personal protective equipment (PPE) for all new employees.
- (Documentation Required - Certification by your governing body or delegated representative on an SDRMA provided form must be submitted to SDRMA)
- 3-points For staff participation in SDRMA's on-line PreventionLink FleetSMART Motor Vehicle Safety Program. NOTE: 25% of member employees driving company vehicles (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual driver training modules by June 30, 2010.
- (No Documentation Required - Will be confirmed by SDRMA)
(Credit will be applied to Both Programs)

A total of 15-points can be earned for participation in the Workers' Compensation Credit Incentive Program (CIP). Bonus points are in addition to the 15 point limit.

LONGEVITY BONUS

- 1-point For an agency remaining in the program for 5 continuous years – 1 point
 or
 2-points For an agency remaining in the program for 10 continuous years – 1 point
 (this can be added to the 5 continuous years bonus point above)