

RISK CONTROL COUNCIL MEETING
Thursday, April 14, 2016
AGENDA SUMMARY

1. MPA Risk Control Best Practices for Effective Programs

Carol Barake has developed Risk Control Best Practices to serve as road maps for members seeking to improve their risk management programs. The building blocks for the best practices were gathered during the course of many risk assessment site meetings conducted in 2015. Carol provided handouts on: Best Practices for Injury and Illness Prevention Program, Best Practices for Ergonomics Program, and Best Practices for Workers' Compensation Program. The best practices were reviewed with Risk Control Council members along with specific examples from member cities. She stated that the next step is to formulate Best Practices for Public Works Maintenance Operations, as well as Law Enforcement Operations with input from member Public Works managers and Police command staff.

Another key indicator of program success was the level of communication between the Board members, city managers and employees. Board members who work with their Safety Committees and interact with Police and Public Works Departments, ensure best practices are being implemented. Also, cities with strong Safety Committees fared well in the assessments, as this provides a more formal structure for ongoing risk management and safety communication.

Board members who are not communicating risk management best practices within their organizations, especially with Police and Public Works Department managers, cannot hope to implement effective programs. This is reflected in low risk assessment scores for those members.

Mike Chandler from the City of Martinez was invited to share his experience on implementing best practices within his organization. Mike stated he is not only a member of our Risk Control Council, but also serves as an Executive Committee member and Board Member for his agency. As the Risk Manager in his city, he encourages the management team to implement solid safety and risk management programs, and has developed methods to hold each department accountable. Mike had to start from scratch when he first joined the City, and has built a strong risk management program over many years.

Barbara Esquivel, MPA's Workers' Comp Claims Manager stated that recordkeeping at department levels are important as well. Barbara reviewed records retention for Workers' Comp records/files and a brief discussion ensued on this topic. Barbara also reviewed the handout on Best Practices for Workers' Comp Program. She mentioned that she and Carol are available to deliver Workers' Comp 101 and Accident Investigation training so that new managers and supervisors understand their roles and responsibilities with regard to injured workers' under their supervision and control.

Carol commented that the Advanced Training for Ergonomics Coordinators was held on March 17 and that we had a great turnout. Twelve (12) member cities participated in the trainings. Thirty-five designated Ergonomics Coordinators participated in the classes, and seventeen coordinators attended both the beginners and the advanced classes. A handout outlining member participation was provided. She also advised that Creative Supports has partnered with MPA to develop an ergonomics equipment catalog that members can use when specifying ergonomic equipment based on their evaluations. Attendees at the classes were provided with this catalog, and the classes included demonstrations of the workstation equipment in the catalog. Members are not required to use this catalog, but it effectively narrows the options to a reasonable level for new Ergonomic Coordinators specifying equipment, while providing equipment discounts to MPA members.

MPA Risk Control has also developed an agreement with two local certified ergonomists to work with members when an injured worker has ergonomics claim or a non-work related injury that requires a more complex evaluation. Again, members are not required to use the consultants, but they are available at discounted pricing for our members and have excellent recommendations from other public entities in our area. Ergonomic evaluations provided for work-related injuries will be covered in the claim cost.

2. MPA Risk Control Grant Fund Utilization

Carol reminded members they are eligible for grants in the amount of \$15,000 through the Risk Control Grant Program. Eight members have taken advantage of the grants thus far. Carol reviewed the application process and how the funds have been utilized to date. Grant applications must be received

no later than June 30, 2016. Carol encouraged those who have yet to apply, to do so at their earliest opportunity.

3. MPA Risk Control Training Update:

Carol provided members with an updated 2016 Training Events calendar. Michael Groff, MPA's Liability Claims Manager, discussed the Police Liability Training we have scheduled for May 17th. The instructor for this training is Craig Fries, CEO of Precision Simulations, who will review the application of 3D Animation and 3D Laser Scanning technology to re-create the scene in liability cases such as officer-involved shootings.

4. Risk Manager Introduction:

Ric Burwell, MPA's Interim CAO, introduced himself to Council members. Rick updated members on the selection of a recruitment firm for the new CAO. He also advised members that the Board of Directors has formed a sub-committee to decide the next steps with regard to the MPA facility which requires extensive renovation. Specifically, the sub-committee will be researching the cost effectiveness of renovation and repair of the Napa earthquake damage to the MPA building versus selling the property and relocating to other office space in the area.

5. Liability Claims Manager Introduction:

Michael Groff, MPA's Liability Claims Manager, introduced himself and spoke about his role at MPA. Michael is a civil litigation defense attorney and has worked mainly with public entities. He is the contact for members for liability claims, transfer of risk, contracts and questions on coverage issues.

6. Workers' Compensation Manager Introduction:

Barbara Esquivel, MPA's Workers' Comp Claims Manager re-introduced herself to members. She spoke about her experience, 26 years in the Workers' Comp field, and what she envisions for our Workers' Compensation Department in the future. She is working on integrating electronic Medicare reporting, evaluating our pool of defense attorneys, as well as researching the use of a Medical Provider Network. She encourages members to reach out to her with questions or concerns.

7. Important Dates

The 2016 remaining Risk Control Council Meetings are scheduled for the following dates at 10:00 AM:

- **Sept. 8**
- **Dec. 1 – Annual Christmas Luncheon**

Meeting was adjourned at 11:50 a.m.

Attachments:

- MPA Risk Control Best Practices for Injury and Illness Prevention Program
- MPA Risk Control Best Practices for Ergonomics Program
- MPA Risk Control Best Practices for Workers' Compensation Program
- MPA Ergonomics Coordinator Program Update
- MPA Risk Control Grant Program Guidelines and Request Form
- 2016 Training Events Calendar