

**RISK CONTROL COUNCIL MEETING**  
**Thursday, September 8, 2016**  
**AGENDA SUMMARY**

**1. What's New! Meet and Greet the New CAO**

Carol Barake welcomed everyone to today's meeting and introductions were made around the table. Carol introduced the new Chief Administrative Officer, Linda Cox. Linda is looking forward to working with our members and appreciated the opportunity to join the meeting.

**2. MPA Risk Control Grant Fund Utilization**

Barake reviewed the grant program and provided members with a chart depicting utilization of the grant monies to date. Barake stated that the program got off to a slow start but all members have now applied for and received grant funds. The deadline for requesting grants was extended from June 30<sup>th</sup> to August 31<sup>st</sup> and funds must be utilized by April 1, 2017. The next round of risk assessments will begin in April 2017. The Risk Control Committee Executive Meeting scheduled in January 2017 will consider various methods for continuing the funding for the grant program.

**3. MPA Website Update**

Dixie Sala gave members a preview of the new MPA website which went live on September 1. Sala explained that she will continue to work with Civic Ventures to resolve problems, but that the website is up and running. Sala showed members how to request a username and password to access the site and proceeded to give them a tour. Members can sign up for e-mail alerts when new information is posted to the site; meeting agendas, for example. The training resources page in the Risk Control section was introduced, including the calendar of upcoming events and the section dedicated to forms. Sala explained that Board members have a secure section dedicated to them where they can find loss information, report cards and premium calculations that are specific to their agency. Sala ended the demonstration by informing members that the website is designed to provide MPA members with the resources and tools they need to make their interaction with MPA staff, as well as their own jobs, easier. Members were encouraged to visit the website at their leisure and to share their suggestions and thoughts with Sala.

**4. MPA Risk Control Training Update**

Barake provided committee members with an updated 2016-17 Training Events Calendar and reviewed upcoming trainings. Michael Groff, Interim Liability Manager, is working with Barake to develop a Recreation Liability Workshop scheduled for November 2, 2016 with Attorney Claudia Leed (Leone & Albers). Groff advised that Recreation Program managers have had concerns about Epi pen administration by recreation staff, and the use of waivers to limit liability. The workshop will provide attendees with sample waivers to be used in a general recreational setting, as well as guidance for after school programs.

On January 25, 2017, we will be repeating the Introduction to Ergonomics in the Workplace with Susan Tingley to support the MPA Ergonomic Coordinator Program. This will be an opportunity for members to send designated Ergonomic Coordinators for training, or to provide a refresher for previously trained coordinators.

The MPA Risk Control contract for on-site services remains in effect with Willis Pooling. Mel Lida's September visit was cancelled due to low demand. He will be scheduling member site visits on October 3- 4 and November 8-10. His next scheduled site visit will be in January 2017.

Members have access to a wealth of training opportunities through our CSAC-EIA membership. A handout showing the various communications available to members was reviewed, as well as the message board that has a wide range of discussion topics. Barake asked members to let her know if they are interested in being added to the distribution list for any of the communications from CSAC-EIA. Currently members have free access to: E-link, Message Board, Member Services E-mail and a Monthly Training Newsletter; all good resources.

**5. Liability Program Update**

Michael Groff announced he will be retiring from his position as Interim Liability Manager on October 5, 2016. Michael will continue his relationship with MPA on a contract basis, assisting with contractual risk transfer and coverage questions. Melene Maxfield, MPA's Senior Liability Claims Adjuster, will be acting as Liability Manager upon Michael's departure.

Groff also advised members that one of his jobs as Liability Claims Manager is to chair the Coverage and Governance Committee. The Committee meets once a year but there are plans to meet twice a year to review coverage issues. The Committee recently met on August 23, 2016 to review drone coverage, and to revise Memorandum of Coverage to be consistent with FAA definitions and rules. Groff advised that any claims for bodily injury or property damage caused by drones are covered if the owner complies with FAA regulations.

The Committee also reviewed the use of bounce houses by members for events in their cities. The Committee clarified that bodily injury claims occurring from using bounce houses are excluded. Bubble soccer is also excluded from coverage. Aquatic inflatable devices are covered unless they have a trampoline component included.

**6. Workers' Compensation Update**

Barbara Esquivel, MPA's Workers' Compensation Claims Manager, reported that even though the Coverage and Governance Committee rarely deals with workers' compensation issues, they did recently vote on an updated Memorandum of Coverage relating to volunteers at member cities. Esquivel reminded members that injuries to volunteers are covered by MPA.

She also advised that at the last Board meeting, there was discussion on future medical care claims, mainly related to police and fire. These claims can be hard to settle and close out, as injured workers would rather keep the claims open than to accept a buyout. She has made some progress with claimants accepting settlement offers at the end of the year. Esquivel also reported that her staff recently completed an administrative closure project where they went through the books and closed 30 future medical claims, removing approximately \$515,000 from the books.

**7. December 1, 2016 Risk Control Council Meeting – Mark Your Calendar**

Barake reminded members that our annual Christmas Luncheon will be held at our next Risk Control Meeting on December 1<sup>st</sup>. The members unanimously approved the continuation of the White Elephant Gift Exchange and set a limit of \$15 for gifts.

Meeting was adjourned at 11:19 a.m.