

CENTRAL SAN JOAQUIN VALLEY RISK MANAGEMENT AUTHORITY

MINUTES OF THE EXECUTIVE COMMITTEE

MEETING OF JANUARY 28, 2010

AMENDED

A meeting of the Executive Committee of the Central San Joaquin Valley Risk Management Authority (CSJVRMA) was held on January 28, 2010, at the Piccadilly Inn-Shaw, Fresno, California.

COMMITTEE MEMBERS PRESENT: Bill Lewis, President, Woodlake  
Jeff Cardell, First Vice President, Clovis  
Linda Abid-Cummings, Second Vice President,  
Riverbank  
Leon Compton, Past President, Ripon  
Felix Ortiz, Exeter  
Dave Elias, Fowler  
Joe Donabed, Hughson (arrived during item 6.A.2.)  
Tim Przybyla, Kerman  
Wendy Silva, Madera  
Bob Wilburn, Maricopa  
Cleve Morris, Patterson  
Greg Applegate, Sonora

COMMITTEE MEMBERS ABSENT: Jo Barrick, Shafter

ALTERNATE MEMBERS PRESENT: Margee Fallert, Tulare (arrived during item 6.A.2.)

ALTERNATE MEMBERS ABSENT: Cruz Ramos, San Joaquin  
Mike Barrows, Sonora

OTHERS PRESENT: Jeanette Workman, Administrator  
Mary Ann Reilly, Board Secretary  
Linzie Kramer, Litigation Manager  
Tom Kline, Risk Control Manager  
Judy Sullivan, AIMS  
Janine Bowman, AIMS  
Dominic Russo, AIMS

1. CALL TO ORDER

President Bill Lewis called the meeting to order at 10:00 a.m.

2. INTRODUCTIONS

Introductions of those present took place.

3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

**Jeff Cardell moved to approve the agenda as posted. Seconded by Bob Wilburn. Motion passed unanimously.**

4. PUBLIC COMMENTS

None.

5. CONSENT CALENDAR

**Bob Wilburn moved to approve/accept the following items: A) Minutes of the Executive Committee Meeting of October 22, 2009; B) Warrants for September 26, 2009 ~ October 20, 2009, October 21, 2009 ~ November 18, 2009, November 19, 2009 ~ December 10, 2009, December 11, 2009 ~ December 15, 2009, and December 16, 2009 ~ January 8, 2010; C) Treasurer's Report as of September 30, 2009; D) Financial Statements as of September 30, 2009; E) Evaluation Summary for CSJVRMA "CPR/FA/AED/BBP" Workshop; F) Evaluation Summary for CSJVRMA "Safety and Ergonomics in the Office" Workshop; G) Evaluation Summary for CSJVRMA "Managing Civil Liability Cases by Interfacing with Your Districts Attorney's Office" Workshop; H) Evaluation Summary for CSJVRMA "Emergency Management Plan Preparation" Workshop; I) Evaluation Summary for CSJVRMA "Managing Tree Liability" Workshop; J) Evaluation Summary for CSJVRMA "Use of Force" Police Liability Forum; K) Chandler Bond Market Review – September, October, and November 2009; and L) CAJPA Journal – Fall 2009. Seconded by Felix Ortiz. Motion passed unanimously.**

Mr. Jeff Cardell, City of Clovis, commented that the instructor for the "CPR/FA/AED/BBP" workshop was excellent and recommended the Executive Committee consider scheduling this as an annual workshop.

6. LIABILITY PROGRAM

A. Reports by Staff and Service Providers

1. Oral Report by Litigation Manager

Mr. Linzie Kramer, Litigation Manager, reviewed the claims for the month of January with the Executive Committee.

2. Report Regarding the Administration of Medications in Custodial Care Programs

Ms. Jeanette Workman, Administrator, reported that at the May 28, 2009, Memorandum of Coverage Subcommittee meeting, discussion ensued regarding the ADA requirements of providing medication to children by public entities that have day care, swimming programs, and day camping programs and the practice of administering regularly scheduled medication either orally or intravenously to participants of CSJVRMA city programs. Ms. Workman reported that Mr. Linzie Kramer, Litigation Manager, brought this topic to the Executive Committee at the June 25, 2009, meeting and reminded the Executive Committee that only the administration of emergency medication is covered by the Pooled Liability Program. Ms. Workman then asked Mr. Kramer to update the Committee.

Mr. Kramer reported this issue was brought to the Committee's attention because a case had been filed that dealt with this scenario; however, the case has since been dropped. Mr. Kramer continued that with there being no case law concerning the administration of medications, there is no obligation for the CSJVRMA to cover this on behalf of the members; however, three CSJVRMA member cities are currently assisting with the administration of medications.

Mr. Kramer continued that at the June 2009 Executive Committee meeting, Ms. Charlotte Hemker-Smith, Board Counsel, reported that another pool, for which she is legal counsel, was drafting protocols for this practice. It was suggested that once the protocols were drafted, the CSJVRMA review them to determine if they want to endorse this practice subject to protocols. Mr. Kramer pointed out the drafted protocols in the meeting agenda packet to the Committee.

Mr. Kramer noted the CSJVRMA's current Liability Program Memorandum of Coverage excludes coverage for "Furnishing or dispensing of drugs or medical, dental or surgical supplies or appliances." Mr. Kramer reported that should the Executive Committee reach a decision to offer coverage for the administration of medications, staff recommends: 1) the CSJVRMA require members to formally request an endorsement for coverage that would then be reviewed on a case-by-case basis by the Executive Committee, and each issued endorsement would be re-evaluated on an annual basis, and 2) that any endorsements issued clearly state that the coverage will be provided only if the member complies with the terms of the adopted policy.

Should the Committee approve instituting this policy, staff would draft language to ensure the Memorandum of Coverage sections regarding this coverage are clear and consistent.

Discussion ensued regarding the adoption of a formal policy in light of there being no legal requirement to do so. A request was made to add "Custodial/Parent" to the best practices documentation.

**Jeff Cardell moved to request: 1) the Memorandum of Coverage Subcommittee review this issue and bring back a recommendation to the Executive Committee at their March 2010 meeting; and 2) the documentation be amended to included "Custodial/Parent," and once the document has been approved by the Subcommittee, staff send out the documentation to members as a best practice. Seconded by Greg Applegate. Motion passed unanimously.**

3. Report on Coverage Denials

Mr. Kramer reviewed the Report on Coverage Denials, included in the agenda packet, with the Committee.

4. Report by AIMS Regarding Staffing Plan for the CSJVRMA

Mr. Dominic Russo, AIMS, was asked to address AIMS' plans for replacing Mr. David Whiteside's position with AIMS. Mr. Whiteside held the position of Senior Vice President of the TPA Administration Division, and, as such, was responsible for oversight of the CSJVRMA's workers' compensation and liability accounts.

Mr. Russo reported that AIMS is actively working to fill the vacant position as soon as possible and has already conducted interviews; however, Mr. Russo noted it is AIMS' goal to choose the best candidate to meet the needs of both AIMS and the CSJVRMA, and AIMS is being diligent in this regard when reviewing candidates. Mr. Russo promised to update the members as soon as there is news to report.

5. Report by Claims Administrator (AIMS)

Mr. Kramer notified the Committee that Mr. Wilkerson was unable to attend the meeting due to a schedule conflict.

6. Report on California Affiliated Risk Management Authorities (CARMA)

CARMA is the excess pool through which the CSJVRMA obtains excess liability coverage. The Board received a written report regarding recent activity in CARMA.

The CSJVRMA representative on the CARMA Board of Directors is Mr. Joe Donabed, City of Hughson. The alternate representative is Ms. Linda Abid-Cummings, City of Riverbank.

Ms. Workman reported CARMA held their Annual Workshop and Board meeting on January 14, 2010, and January 15, 2010, respectively, and reported on the following items from those meetings:

- The CARMA Board adopted a resolution establishing a claims reserving policy that requires the underlying JPA members to reserve the full value of all current and new claims effective January 1, 2010;
- The CARMA Board approved the CARMA/GENEX contract for Reporting Agent and Medicare Set Aside Services for a period of two years; and
- The Board directed Alliant and CARMA staff to review coverage issues including inverse coverage, uninsured/underinsured motorists, and airport vehicles off airport property.

7. Report on Employment Risk Management Authority (ERMA)

The Employment Risk Management Authority (ERMA) provides employment practices liability coverage to its members. ERMA is an optional program of the CSJVRMA.

The CSJVRMA representative on the ERMA Board of Directors is Mr. Dave Elias, City of Fowler. The alternate representative is Ms. Margaret Silveira, City of Gustine.

Ms. Workman reported that ERMA Loss Run Reports for September, October, and November 2009 were included in the agenda packet.

Ms. Workman informed the Executive Committee that three of the CSJVRMA members, Cities of Kerman; Riverbank; and Sonora, gave notice of intent to withdraw from ERMA effective July 1, 2010.

7. WORKERS' COMPENSATION PROGRAM

A. Reports by Staff and Service Providers

1. Report by Claims Administrator (AIMS)

Prior to the meeting, the Executive Committee received written reports pertaining to claims for October, November, and December 2009, as prepared by Ms. Judy Sullivan. Ms. Sullivan reported that AIMS staff finished the year with a 103% closure rate.

Ms. Sullivan reported that an email was sent out to members the previous evening announcing access to the permanent client portal, NavRisk Central. Many Executive Committee members reported they did not receive the email and Ms. Janine Bowman, AIMS, reported that AIMS will review their distribution list.

Mr. Cardell commented that on the main page of the client portal there is a note directing members to check back for training information. Mr. Cardell requested that

rather than asking members to check back, AIMS provide a list of training opportunities to members. Mr. Dominic Russo, AIMS, replied that is exactly what AIMS will do.

Ms. Wendy Silva, City of Madera, requested an AIMS staff phone list and Ms. Sullivan reported it would be sent out within a week.

B. Local Agency Workers' Compensation Excess JPA (LAWCX)

The Local Agency Workers' Compensation Excess JPA (LAWCX) provides excess workers' compensation coverage to the CSJVRMA.

The CSJVRMA representative to LAWCX is Mr. Leon Compton, City of Ripon. The alternate representative is Mr. Greg Applegate, City of Sonora.

LAWCX held a Board of Directors' meeting on November 17, 2009, and Ms. Workman reported the following activity from the meeting:

- The LAWCX Board approved Ms. Karen Thesing, BRS, as the new manager for LAWCX;
- The LAWCX Board accepted the audited financial statements as of June 30, 2009, provided by Sampson & Sampson; and
- The Board agreed to use a 3% increase in payroll for budgeting for the 2010/2011 program year.

Mr. Cardell reported that LAWCX asked staff to draft a policy to give the Underwriting Committee the authority to review and be in a position to approve a change in the members' Self Insured Retentions (SIRs).

8. ADMINISTRATIVE MATTERS

A. Contract with GENEX for Medicare/Medicaid & State Children's Health Insurance Program (SCHIP) Extension Act 2007 (MMSEA) Reporting of Liability Claims

Previously, the Committee was informed that with new legislation effective July 1, 2009, all liability, no-fault, and workers' compensation insurers, self-insurers, and self-insured groups, as well as group health plans, will be required to determine whether any individual claimants/applicants are entitled to Medicare benefits and begin reporting eligible claims to the Centers for Medicare and Medicaid Services (CMS) effective April 1, 2010. At the October 23, 2009, Board of Directors' meeting, the Board approved GENEX as its service provider for Reporting Agent (RA) and Medicare Set Aside (MSA) services for the Liability Program. A contract for these services was included in the agenda packet for the Committee's review and approval. However, staff discovered after the agenda was posted that part of the contract was not included in the agenda packet and sent out a supplemental contract to the Committee. However, Committee members discovered the omission of one

of the contract schedules; therefore, in order to provide corrected contracts for the Committee's review and approval, this item was postponed until the next Executive Committee meeting.

**Jeff Cardell moved to postpone this item to the February 25, 2010, Executive Committee meeting. Seconded by Dave Elias. Motion passed unanimously.**

- B. Amendment to the Agreement for Liability Claims Adjusting Services between CSJVRMA and Acclamation Insurance Management Services (AIMS)

As this item is related to item 8.A., the Committee suggested it be postponed until the next Executive Committee meeting.

**Jeff Cardell moved to postpone this item to the February 25, 2010, Executive Committee meeting. Seconded by Wendy Silva. Motion passed unanimously.**

- C. Amendment to the Agreement for Workers' Compensation Claims Adjusting Services between CSJVRMA and Acclamation Insurance Management Services (AIMS)

As this item is related to item 8.A., the Committee suggested it be postponed until the next Executive Committee meeting.

**Wendy Silva moved to postpone this item to the February 25, 2010, Executive Committee meeting. Seconded by Jeff Cardell. Motion passed unanimously.**

- D. Request from City of Wasco to Waive the Board Non-Attendance Penalty

This item was placed on the agenda at the request of the City of Wasco. The City of Wasco did not have a representative at the October 23, 2009, Board of Directors' meeting as required and a penalty was assessed.

The Committee discussed the request and asked staff if they were notified by the City of Wasco. Staff replied that the alternate representative left several messages at Bickmore Risk Services (BRS), however, per the Bylaws only written notification that is time stamped (fax or email) is accepted.

**Joe Donabed moved to waive the City of Wasco's Board non-attendance penalty for missing the October 23, 2009, meeting. Seconded by Bob Wilburn. A roll call vote was taken and the following members voted no: Jeff Cardell, Leon Compton, Greg Applegate, Tim Przybyla, Wendy Silva, and Dave Elias. The motion passed by a vote of seven to six.**

- E. Resolution Requiring Policies on Electronic Data Security and Disaster Recovery

Ms. Workman reported that the issue of electronic data security and disaster recovery has recently been incorporated into the California Association of Joint Powers Authorities' (CAJPA) standards for Accreditation with Excellence. In order to be accredited with excellence, JPAs must require that their vendors develop and implement processes and procedures relating to the protection of the JPA's electronic data. Ms. Workman further reported that the CSJVRMA is once again going through the CAJPA Accreditation process in 2010.

Ms. Workman informed the Committee that as this impacts several JPA clients, BRS has developed policies addressing the protection, backup, and recovery of client data. Those policies have been presented to the CAJPA Accreditation Committee for review and comment, and BRS has been notified by CAJPA that the documents are acceptable in meeting the new standards. Ms. Workman referred the Committee to the resolution in the agenda packet requiring all CSJVRMA's vendors to have policies on Electronic Data Security and Disaster Recovery.

Lastly, Ms. Workman reported that CAJPA is suggesting that future contracts with vendors be amended to include language requiring the vendor to develop and implement such policies as well. Thus, as CSJVRMA's contracts for brokerage, financial auditing, actuarial, and claims auditing expire and require renewal, staff will ensure appropriate language regarding these requirements is added at the time of re-negotiation.

**Greg Applegate moved to approve the resolution requiring policies on electronic data security and disaster recovery. Seconded by Bob Wilburn. The motion passed unanimously.**

F. Amendment to the Agreement for Risk Management, Financial, and Administrative Services between Central San Joaquin Valley Risk Management Authority and BRS Regarding Electronic Data Security and Disaster Recovery Requirements

Ms. Workman reported that as a result of the CAJPA requirement detailed in agenda item 8.E. BRS, as CSJVRMA's Administrator, is required to incorporate this provision into its service contract. Ms. Workman referred the Committee to the Amendment to the Agreement for Risk Management, Financial, and Administrative Services between CSJVRMA and BRS, included in the agenda packet, which includes language regarding CAJPA's requirement for an Electronic Data Security and Disaster Recovery Policy.

**Bob Wilburn moved to approve the Amendment to the Agreement for Risk Management, Financial, and Administrative Services between CSJVRMA and BRS regarding Electronic Data Security and Disaster Recovery. Seconded by Felix Ortiz. The motion passed unanimously.**

G. Department of Motor Vehicles, Electronic Pull Notice (EPN) Program

Ms. Workman reported that BRS has handled the Department of Motor Vehicles (DMV) Electronic Pull Notice (EPN) Program for members since 2006. Prior to that date, BRS

handled the manual Pull Notice Program. Ms. Workman reported that staff has spent a great deal of time in working with the DMV to ensure this program is currently running smoothly. Ms. Workman reviewed with the Committee that in response to a request for suggestions to lower administration costs, BRS offered to cease administering this program for CSJVRMA members in August 2008 (to become effective January 1, 2009) with a contract fee reduction of \$24,500. As this would have required each member's staff to work directly with the DMV on this program, the Administration and Financial Services Subcommittee recommended against the suggestion, and their recommendation was ratified by the Executive Committee. Staff agreed to keep the Committee apprised of any further information, positive or negative, regarding this program.

Ms. Workman reported that Target Safety began offering the EPN program to the Local Agency Workers' Compensation Excess JPA (LAWCX) members, the excess pool in which the CSJVRMA participates for workers' compensation coverage, free of charge (LAWCX covers the \$1,000 administration fee). Ms. Workman noted that the major difference between the Target Safety program and the program administered by BRS is the ability to deliver the EPNs via email to CSJVRMA members. Staff asked for volunteers to test the Target Safety program and the City of Riverbank volunteered. Ms. Workman reported that approximately 60 drivers from the City of Riverbank were transferred to the Target Safety EPN Program, and the city reports the program is running very well and they are extremely pleased with the services. Riverbank has used the program for the past nine months. Ms. Linda Abid-Cummings, City of Riverbank, reiterated the City's satisfaction with the program.

Ms. Workman informed the Committee that staff had planned to transfer all cities to the new program if it was found to be effective for Riverbank and that is now staff's recommendation. However, Ms. Workman reported that effective July 1, 2010, this program will no longer be free of charge. Staff was informed that the California State Association of Counties Excess Insurance Authority (CSAC-EIA) from which LAWCX receives the Target Safety services, is currently reviewing their contract to address the allocation of funds for these services. CSAC-EIA informed staff that effective July 1, 2010, the fee based on the current employee count for EPN services will be:

- 2010/2011 - \$1.34 per employee, for a total of \$7,772
- 2011/2012 - \$2.16 for a total of \$12,528
- 2012/2013 - \$3.00 for 2012/2013, for a total \$17,400

Finally, Ms. Workman informed the Committee that if the Committee agrees with staff's recommendation, BRS will discount their contract by \$24,500 as soon as all cities are transferred to the new system, and effective July 1, 2010, a line item will be added to the budget to cover the fees incurred through Target Safety.

**Greg Applegate moved to approve the transfer of the CSJVRMA Electronic Pull Notice Program from BRS to Target Safety. Seconded by Linda Abid-Cummings. Motion passed unanimously.**

H. Lexipol Police Manual for City of Tulare

Ms. Workman reported that the City of Tulare recently hired a new police chief and he would like to develop a police manual through Lexipol. Ms. Workman reported that the City of Tulare contacted Lexipol and was quoted a fee of \$10,750. Staff then contacted Lexipol and received a quote of \$7,950. Hoping to obtain the same fee for the City of Tulare as other CSJVRMA members received in the past, staff contacted Lexipol CEO, Mr. Dan Merkle. Mr. Merkle agreed to a fee of \$4,950 for City of Tulare, and the City is requesting the CSJVRMA pay one-half of the fee, or \$2,475, as has been done for other CSJVRMA members.

Ms. Workman also reported that in light of Lexipol offering the same fee to City of Tulare that they have offered for many years, Lexipol is requesting that the CSJVRMA share liability claims data for law enforcement claims on a biannual basis. Discussion ensued regarding whether any confidential claims data is being requested, and Mr. Kramer replied that AIMS would only supply the basic information such as cause, number of claims, etc.

**Jeff Cardell moved to approve payment of one-half of the development cost for a Lexipol Police Manual for the City of Tulare and authorize the release of liability claims data to Lexipol on a biannual basis. Seconded by Bob Wilburn. Motion passed unanimously.**

9. FINANCIAL MATTERS

A. Budgeted Payroll for the 2010/11 Fiscal Year

Ms. Workman stated that historically the CSJVRMA has inflated member payroll for the purpose of calculating the next year's deposit premiums; however, at the 2009 Retreat, the Committee took action to not inflate the payroll for the 2009/10 budget due to the economic conditions, and layoffs and furloughs, being experienced by the members. Therefore, the payroll used in preparing the 2009/10 budget was the 2008 actual payroll.

Ms. Workman referred the Committee to two spreadsheets included with the agenda packet. One spreadsheet compared the 2007 calendar year payroll to the 2008 calendar year payroll and the second spreadsheet compared 2008/09 budgeted payroll to 2008/09 actual payroll. Discussion ensued and it was pointed out that there was an error in the calculations; however, the Committee noted that payroll was indeed decreasing.

**Jeff Cardell moved to use actual 2009 payroll in the preparation of the 2010/11 annual budget. Seconded by Greg Applegate. Motion passed unanimously.**

B. Retained Limits Actuarial Studies

Ms. Workman reported that at the December 2, 2009, meeting of the Goal Development Subcommittee, a discussion ensued regarding Goal II, Objective/Action1 which reads: "Conduct member city retained limit studies for the Pooled Liability Program and Pooled Workers' Compensation Program and continue to review on an ongoing basis." Ms. Workman reported she contacted the actuaries and requested they include this review as part of the current Liability Program and Workers' Compensation Program actuarial studies. The actuaries quoted a cost of \$1,000 per program to add the review of the member retained limits.

Ms. Workman noted that because the work on the studies was to take place prior to the January Executive Committee meeting, the Goals Development Subcommittee authorized the addition of the member retained limit reviews with the decision to be ratified by the Executive Committee. As the cost for this work is not included in the budget, any overage in the administrative expenses is allocated back to the members through the retrospective adjustment process.

**Greg Applegate moved to ratify the decision of the Goals Development Subcommittee to authorize the review of member retained limits as part of the 2010 actuarial studies. Seconded by Dave Elias. Motion passed unanimously.**

10. RISK CONTROL

A. Development of Aerosol Transmissible Disease (ATD) Plan

Mr. Tom Kline, Risk Control Manager, reported that as part of the CSJVRMA's membership in LAWCX, the excess pool in which the CSJVRMA participates for workers' compensation coverage, the CSJVRMA receives risk control points. There are 61 LAWCX risk control points available to the CSJVRMA. Since LAWCX is a workers' compensation excess pool, the LAWCX points need to be used on a project to reduce the risk of a workers' compensation injury. The Cal/OSHA regulation on Aerosol Transmissible Disease (ATD) affects city staff such as emergency responders. Staff proposed using the 61 LAWCX points to address this regulation.

Mr. Kline noted that at the direction of the Executive Committee at the August 27, 2009, meeting staff developed an ATD Summary and Exposure Control Plan (ECP) outline to help members review and determine how the new ATD standard applies to their operations and services. Mr. Kline reported the ATD materials were distributed to the CSJVRMA members and were included in the agenda meeting packet.

Mr. Kline stated the standard is complicated and requires review of its application to each employer's unique situation, with an analysis similar to that used to comply with the Bloodborne Pathogens standard.

To develop additional ATD materials, Mr. Kline reported staff will work with a CSJVRMA member that has public safety staff in order to further develop the Aerosol Transmissible

Diseases Exposure Control Plan. The additional ATD materials and plan developed during this process will be shared with all CSJVRMA members.

Discussion ensued and a question was raised whether this project would use all 61 risk control points. Mr. Kline reported that this was unknown at this time. It was asked whether the City of Clovis, which is a direct member of LAWCCX, has any risk control points that they would donate for this project in exchange for using the City of Clovis as a test city. Mr. Cardell responded that he is unsure of the number of remaining risk control points for the City. It was determined that one city should be consulted regarding the development of additional ATD materials and that those materials be tested by a second city with the assistance of staff.

**Mr. Cardell moved to authorize the use of the risk control points for the City of Tracy to work with staff to develop additional ATD materials and that a second city be selected for a trial of those materials with the assistance of staff. Seconded by Tim Przybyla. Motion passed unanimously.**

11. CLOSING COMMENTS

A. Executive Committee

Mr. Felix Ortiz, City of Exeter, reported that the Exeter City Manager is no longer with the City and that Mr. Ortiz is the interim City Manager.

The Committee requested an update on Mr. Kenny Walker, Treasurer. Staff reported that Mr. Walker underwent surgery on his back, and staff passed on the information provided by Mr. Walker's staff that he is at home recovering from the surgery.

At the request of President Lewis, staff handed out a draft copy of the February Retreat/Executive Committee meeting for the Committee's review and questions. Mr. Joe Donabed, City of Hughson, asked what items were deleted or shortened to allow for this year's shorter meeting. Ms. Workman replied that staff has created a reference section of the agenda for information on the Property, Auto Physical Damage, Low Value Vehicle, Employment Risk Management Authority, Business Travel Accident, Employee Assistance, Difference in Conditions, and Crime Shield Programs. Ms. Workman stated that this information will not be reviewed in detail during the meeting although questions are welcome; however, the Committee will have the detailed information available in this agenda section for their information.

B. Staff

None.

12. ADJOURNMENT

The January 28, 2010, CSJVRMA Executive Committee meeting adjourned at 11:50 a.m. by general consent.

  
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Mary Ann Reilly, Board Secretary