

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: April 23, 2024

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To: Honorable Mayor and City Councilmembers
From: City Attorney Larry McLaughlin
Subject: Representative for California Intergovernmental Risk Authority (CIRA) and Redwood Empire Municipal Insurance Fund (REMIF) Board

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RECOMMENDATION: This item is to request appointment of a City Representative for the City of Sebastopol on the California Intergovernmental Risk Authority (CIRA) and Redwood Empire Municipal Insurance Fund (REMIF) Board upon the retirement of City Attorney Larry McLaughlin. The representative can either be a Staff Member or Councilmember.

EXECUTIVE SUMMARY:

California Intergovernmental Risk Authority (CIRA): California Intergovernmental Risk Authority (CIRA) is a collaborative group of public agencies providing risk financing programs. CIRA is a joint powers authority formed under California government code and governed by a Board of Directors representing every member. The Board meets twice per year to determine program budget and funding, consider new programs and services, and guide the direction of the organization. An Executive Committee, elected from the Board, meets quarterly to develop strategic goals and recommendations for the Board's consideration. Subcommittees comprised of member subject matter experts support the Executive Committee.

Redwood Empire Municipal Insurance Fund (REMIF): Redwood Empire Municipal Insurance Fund (REMIF) is a self-insured joint powers authority (governmental entity) established in 1976 to handle the insurance claims, benefit programs, and risk management needs of fifteen (15) member cities, of which Sebastopol is one. While REMIF administers the self-insured medical, dental and vision programs, as well as fully insured employee benefits, the other programs (general liability, workers' compensation, etc.) merged to become CIRA (as listed above).

BACKGROUND:

CIRA and REMIF will be conducting meetings on May 22nd and May 23rd 2024. Unfortunately due to the upcoming retirement of City Attorney Larry McLaughlin (current representative) and a schedule conflict with both the representative and the alternate representative (Assistant City Manager/City Clerk), neither the representative or alternate will be able to attend these meetings.

In anticipation of the upcoming Executive Committee meeting on May 22, 2024 and the Board Meeting of May 23, 2024, City staff is recommending that the City Council consider a representative to take the place of Larry McLaughlin and that the representative be able to attend the in person meetings scheduled to be held at the Embassy Suites in Sacramento, CA. A copy of the itinerary for each meeting day is listed below:

- Wednesday, May 22, 2024
2:30 PM – CIRA Executive Committee Meeting

- Thursday, May 23, 2024
7:00 AM – CIRA Program Orientation and Overview Seminar / Continental Breakfast (provided by hotel)
8:00 AM – CIRA Board of Directors Meeting
12:00 PM – Lunch (on-site)

1:00 PM – CIRA Board of Directors Meeting (cont.)

2:00 PM (approx.) – REMIF Legacy Board of Directors Meeting

A room block has been secured for attendees who need overnight accommodations. Amy Conley, CIRA General Manager, is facilitating an informational seminar to review CIRA's programs and current service offerings, goals and objectives, and Board responsibilities prior to the Board meeting on Thursday, May 23rd (7:00 AM). While this seminar will be geared toward new Board members, tenured members are encouraged to attend and provide valuable insight into the pool's strategic objectives and directives.

The item tonight is to request a representative to take the place of the current representative City Attorney Larry McLaughlin who will be retiring in June and to request the representative attend the May meetings as listed above.

A background of each board is listed below.

REMIF: The REMIF Board's roles have changed and will change this upcoming year. At last year's strategic planning, the Board had a goal of program unification - meaning wrapping down the legacy claims and moving the health plan to CIRA. So, primarily right now, the REMIF Board's focus is on the legacy claims and the health plan. However, if the health plan moves to CIRA, REMIF likely will not continue to have separate REMIF Board meetings. Currently, the REMIF Board meets twice yearly, following the CIRA Board meetings, and as needed. The meeting later this month will be by telephone and is required to approve next year's healthcare rates. The bylaws require members to attend at least one CIRA meeting a year.

CIRA: Each CIRA member appoints a representative to the board of directors. This allows each member input to direct and control the organization. Members work toward common goals and objectives to minimize loss exposures, expand coverage, and, ultimately, reduce costs. Regardless of size, each member is afforded one vote. An alternate Director may cast a vote only in the absence of the Director. Each Director and alternate Director must be an officer or employee of the Member. A Member may change any of its representatives to the Board only by written notification to the Authority from the Member's governing body or the Member's Chief Executive Officer or equivalent.

The Board shall provide policy direction for the General Manager, the Executive Committee, any other standing committees, and any administrative or legal service providers to the Authority. The Board may delegate any or all of its responsibilities, except those requiring a vote by the Board as specified in the Governing Documents.

Every Member is expected to have its Director or alternate attend Board meetings.

ANALYSIS:

City staff believe it is critical to have a representative for the Board meetings as Boardmembers vote on items that can impact our City. City Managers are appropriate representatives but the Sebastopol City manager cannot attend the May 2024 meetings due to the need to focus on the upcoming City budget.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

There is no fiscal impact with approval of the appointment tonight.

OPTIONS:

1. That the Council appoint a City Representative for the City of Sebastopol on the California Intergovernmental Risk Authority (CIRA) and Redwood Empire Municipal Insurance Fund (REMIF) Board; and that the representative attend the May 2024 meetings; or
2. That the Council appoint a City Representative for the City of Sebastopol on the California Intergovernmental Risk Authority (CIRA) and Redwood Empire Municipal Insurance Fund (REMIF) Board and not require attendance at the May 2024 meetings; or
3. Not appoint a representative; maintaining the current representative, therefore, no City representative will be attending the CIRA/REMIF Board meetings in May.

ATTACHMENTS:

None

APPROVALS:

Department Head Approval: Approval Date: 4-18-2024

CEQA Determination (Planning): Approval Date: 4-18-2024

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: 4-18-2024

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable) _____

City Attorney Approval: Approval Date: 4-18-2024

City Manager Approval: Approval Date: 4-18-2024