



Risk Control Committee Standard Operating Procedures

Table of Contents

INTRODUCTION	2
COMPOSITION	3
ROLES	3
RESPONSIBILITIES	4
MEETINGS	5
GLOSSARY OF TERMS.....	7

Introduction

In every conversation we have, every initiative we explore, and every action we take, we must hold them up against Public Risk Innovation, Solutions, and Management's (PRISM) Mission, Vision and Core Values. Together, the Mission, Vision and Core Values are our strategic framework and clarify why PRISM exists and what we aim to be. As you review this document, please keep these in mind:

Mission:

PRISM is a member-directed risk sharing pool of public agencies committed to providing risk coverage programs and risk management services, which drive member stability, efficiency, and best practices.

Vision:

PRISM will continue to be internationally recognized as a leading risk sharing pool for its member-directed operating philosophy and commitment to member fiscal sustainability. PRISM will continue to influence and shape the future of the risk management profession.

Core Values:

PRISM is dedicated to preserving a member-directed culture, defining standards for quality and performance throughout the industry, and ensuring programs and services are:

- **C**ompetitive in scope and price over the long term
- **A**daptable and customized to meet member needs, based on high-quality standards
- **R**esolute in delivering timely solutions that address present and emerging risks
- **E**quitable in allocating costs and services between various members in a fair and consistent manner
- **S**table in supporting cost-effective, fiscally prudent operations *and* long-term solvency, and in building long-term relationships with members and program/service partners.

Composition

The Committee consists of eleven (11) members, of which nine (9) are voting members and two (2) are alternates who are eligible to vote at any meeting where a voting member is absent. Four (4) members serve a two (2) year term, and three (3) members serve a one (1) year term. Each of the alternate members serve a one (1) year term. Individuals serving on the Risk Control Committee are appointed by the Executive Committee and ideally have varied expertise, such as risk control, risk analysis/management, occupational safety & health, and other skill sets.

Committee members are selected from member agencies that participate in at least one PRISM program.

Reference: [Committee Composition](#)

Roles

Committee:

The Risk Control Committee is responsible for providing guidance to Risk Control staff on the creation and implementation of new risk control programs and services. The Committee shall serve in an advisory capacity to the Executive Committee and Board, and recommend policies, procedures and practices to be implemented regarding various member related risk control matters.

Pursuant to the Bylaws, the Committee shall:

- Advise and make recommendations to the Executive Committee or the Board of Directors regarding new and/or existing programs; and,
- Perform such other functions as the Board of Directors and/or Executive committee may direct.

Chair:

- Call/Authorize additional meetings as needed to be scheduled
- Call the meeting to order
- Orchestrate agenda items
- Recognize members to facilitate orderly debate
- Preside over voting
- Enforce rules of the group
- Expedite the business of the group
- Declare meeting adjournment
- Reports Committee activity to the Board of Directors
- Represent the Risk Control Committee at the Annual PRISM Strategic Planning Retreat
- Conduct meetings in according to Robert's Rules of Order and the Brown Act

Vice Chair:

- Assume the responsibilities of the Chair in her/his absence

Staff:

- Staff will contact Chair to arrange date, time, location (in-person or Web/Video Meeting)
 - Once authorized, staff will notify the Committee members via e-mail
- Assist Chair in facilitating meeting, preparing agendas, taking minutes, and summarizing meetings for those not in attendance
- Advisory to the Committee
- Will make recommendations to assist the Committee
- Executes Committee's directions

Responsibilities

- Gather insight from loss data, PRISM Program Committees, other PRISM departments, professional references/affiliations, surveys, and member agencies when considering the continuation of existing services, and/or the development of new services/resources
- Review ideas and evaluate model programs presented by staff to determine expected scope, utilization and whether they are viable cost saving opportunities
- Recommend service providers and assist PRISM staff in vendor selection
- Make recommendations to other Committees regarding issues that may have an impact on PRISM members. For example, the Committee would make recommendations to:
 - The Legislative Committee regarding related legislative issues
 - The Executive Committee regarding policy changes

Reference: [Risk Control Services](#)

Reference: [Risk Control Toolbox](#)

Reference: [Partner Programs](#)

Reference: [Non-Member Participation](#)

Reference: [Fees for Inspection Services](#)

Meetings

An agenda will be prepared for each meeting, and distributed to the Committee 7 days prior to the meeting. The Chair establishes the order of business to be conducted. Items requiring action are generally addressed before the bulk of informational reports, in order to ensure a quorum is present for items needing a vote.

Reference: [Resolution No. 10-004 – Agency Policy & Conduct of Meetings](#)

Code of Conduct/Ethics Policy:

The Board has adopted a Code of Conduct, which is applicable to all members, staff, committees, and the Board.

Reference: [Code of Conduct](#)

Scheduling:

The Risk Control Committee generally meets 4 times per year at the PRISM office, unless the Committee chooses a different location, or via Web/Video Meeting. Additional meetings may be called by the Chair. The Chair will attempt to schedule meetings at the first meeting of the calendar year. The general schedule of meetings is:

- **January**
 - The Committee reviews PRISM's Strategic Planning Retreat results and incorporates direction provided into planning discussion
 - Reviews and makes a determination regarding expiring business partner relationships.
 - Review projects-in-progress, and discusses future needs of the membership
 - Reviews related proposed/pending legislation and provides direction to staff if warranted
 - Set meeting Calendar
- **May**
 - The Committee reviews on-going projects and makes recommendations if necessary
 - Reviews proposed/pending legislation and provides direction to staff
- **August**
 - In addition to a review of services, project progress, and legislation, the Committee entertains new products/services that may require Executive Committee and/or Board approval
- **December**
 - Review annual activity and status reports
 - New Business

Reference: [Bylaws, Article IV.5.](#)

Quorum:

Pursuant to the Bylaws, a quorum consisting of a majority of the Committee (at least 5 members) is required to start and conduct a meeting.

Reference: [2021 Scheduled Risk Control Meeting Schedule](#)

Reference: [Travel Reimbursement Policy](#)

Voting Requirements:

Pursuant to the Bylaws, the voting requirement is a majority of the Committee (at least 5 members) for all actions of the Risk Control Committee.

Conflicts

Pertinent PRISM Code of Conduct Provisions:

2. We are committed to the concepts of democratic, effective and efficient governance by responsible, knowledgeable members of the Board of Directors and Committees with an understanding that official decisions made and actions taken by PRISM are always made in the best interests of PRISM's membership, as opposed to the interests of PRISM's staff, service providers, or other outside interests.

9. We are committed to the principle that conflicts of interest (defined as situations in which a person has a financial or other interest or the appearance of a conflicting interest that would call into question the person's ability to act in an impartial manner with respect to a matter affecting PRISM) should be avoided and where present shall be fully disclosed. This includes situations when a member of the Board, a Committee, staff, or vendor has personal interests (including those of his/her family) that are contrary to his/her loyalty to PRISM.

Vote on behalf of PRISM or the Entity I Represent?

Attorney General Opinion No. 00-708 dated 12/8/00 concluded that a member of the governing board (in this case the Risk Control Committee) of a joint powers agency may cast a valid vote on a matter before the agency that is inconsistent with the position by the legislative body which appointed the member.

Reference: [Attorney General Opinion No. 00-708](#)

Voting When Conflict Arises:

According to FPPC:

- Disqualification
 - For financial interest (exception when action required)
- Abstention
 - Conflicting loyalties
 - Perception you can't be fair
 - Ethical dilemmas (exception for necessity to take action)

According to Robert's Rules of Order:

- Duty to vote if you have an opinion

- Right to abstain
- Personal interest - must abstain except
 - Vote for self in an election
 - Vote if other's interests are included in the motion

Glossary of Terms

American Society of Safety Professionals (ASSP): The American Society of Safety Professionals (ASSP) is a global association for occupational safety and health professionals. Founded in 1911, ASSP represents members in over 80 countries around the world, connecting OSH professionals to a vast community of peers, resources and opportunities. <https://www.assp.org/>

CAJPA (California Association of Joint Powers Authorities): The California Association of Joint Powers Authorities (CAJPA) was formed in 1981. The pooling concept for insurance purposes was relatively new and fairly obscure. JPAs ventured alone in uncharted waters as they wrestled new and perplexing problems. CAJPA was formed to meet the need for communication and cooperation among the newly formed JPAs. Its founders structured an association that serves as an information and educational network; one that has grown to also promote unique insurance and risk management concepts and services for its members. <https://www.caipa.org/default.aspx>

Drug and Alcohol Testing Consortium: PRISM, in partnership with Plexus Global has formed a drug and alcohol testing consortium to help control costs and facilitate testing requirements. Participation in the consortium is voluntary.

<https://www.prismrisk.gov/services/risk-control/partner-programs/drug-alcohol-testing-consortium/dot-consortium/>

PRISMtv: A web-based portal for live webcasts and a repository for recorded programs. Provided by Intrado.

<https://onlinexperiences.com/scripts/Server.nxp?LASCmd=AI:4:F:QS!10100&ShowKey=26843>

Employer Pull Notice Program (EPN): An automated service (Driver's Direct) delivered by A-Check Global to subscribed PRISM members. A-Check Global is approved by the California Department of Motor Vehicles to deliver EPN services. www.acheckglobal.com

Loss Analysis: Assessing the extent of loss by analyzing facts and statistics. This is a predictive tool used in risk control.

TargetSolutions: Web-based training and risk management platform available to all members. It features:

- An extensive library of courses and on-line training management services
- Flexible tools to monitor key compliance tasks
- Easy-to-use communication solutions for exchanging information

- Powerful risk identification and mitigation technologies
- An automated system to monitor employee driving records
- Services for streamlining employee and applicant screening
- Custom activities builder
- Test builder
- Community resources
- Certification tracker – Anything with an expiration date

<http://prism.vectorsolutions.com/>

Public Agency Safety Management Association (PASMA): PASMA is a non-profit organization that consists of occupational safety, health and risk management professionals from a variety of public agencies throughout California.
<http://pasmaonline.org/>

Public Risk Management Association (PRIMA): The Association's mission is to promote effective risk management in the public interest as an essential component of public administration. <https://primacentral.org/>

Regional Training: Training sessions sponsored by PRISM, held on various topics at locations throughout California. Regional training programs are open to staff of member entities.

Risk Assessment Tool: A leading edge Risk Assessment Platform that consists of online surveys which generate customized action plans designed to assist in program improvement. Provides links to pertinent Risk Control Toolbox resources and best practices in addition to benchmarking against other survey takers.
<https://www.in2vate.com/prismrisksurvey/>

SWOT Analysis: Strengths, Weaknesses, Opportunities, Threats: A systematic way of seeing where an organization has been in order to help guide it into the future.

PRISM Toolbox: A compendium of risk control resources predominantly housed on the PRISM website.