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EXECUTIVE SEARCH

Redwood Empire Municipal Insurance Fund (REMIF)

GENERAL MANAGER

INTRODUCTION

Throughout California, many variations of JPA's have been formed for the benefit of their members. A risk-sharing JPA is a government-regulated public entity formed by two or more public agencies for the purpose of pooling their assets to promote loss control and pay claims on behalf of its members. Of California's 482 incorporated cities, nearly 90% are members of a liability risk-sharing JPA.

THE COMMUNITY

The Redwood Empire Municipal Insurance Fund (REMIF) office is located in Sonoma, California in the heart of one of the world's premier wine-producing regions. The beautiful community of Sonoma offers its 10,933 residents a vibrant lifestyle and rich, cultural heritage. Just 45 minutes north of the Golden Gate Bridge, Sonoma spans approximately 2.8 square miles. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.

Sonoma serves as the economic hub for the rural Sonoma Valley, which has a population of about 39,000. Residents and numerous visitors enjoy shopping in the historic square, wine tasting, golf, spas, hiking, as well as a vibrant restaurant scene with choices ranging from casual cafes to five-star restaurants.

For more information about Sonoma, please visit: www.sonomacity.org.

THE ORGANIZATION

The Redwood Empire Municipal Insurance Fund (REMIF) is a self-insured Joint Powers Authority (JPA) created in 1976 through the provisions in the Labor, Government and Education Codes. It handles the insurance and workers' compensation claims, benefit programs and risk management needs for fifteen member agencies (the cities of Arcata, Cloverdale, Cotati, Eureka, Fort Bragg, Fortuna, Healdsburg, Lakeport, Rohnert Park, Sebastopol, Sonoma, St. Helena, Ukiah, Willits and the Town of Windsor). REMIF's office is located at 414 W. Napa Street, in Sonoma, California and has a total of eleven employees including the General Manager.

REMIF's goal is to protect the members' assets by helping moderate the effects of claims, lawsuits and losses through the use of education, prevention, training, advocacy, and insurance/self-insurance programs. In addition, REMIF

helps provide cost effective employee benefit programs through the use of group coverage purchasing or self-insurance. Members are assessed contributions for participation in REMIF's programs. REMIF also acts as a contract third party claims administrator for handling the workers' compensation claims for two cities that are not members of REMIF. REMIF generates approximately \$4.8 million in annual revenues.

REMIF has a governing board comprised of fifteen voting members and an Executive Committee composed of the President, Vice-President and three Directors. The Board appoints a General Manager who serves at the pleasure of the Board.

THE POSITION

The General Manager is the Secretary and Chief Administrative Officer of the Authority and administers the operations of REMIF. The General Manager may not be an employee or an officer of a member agency. The General Manager is responsible for administering the operations of the Authority and has the duty to maintain all accounting and other financial records of the Authority, file financial reports of the Authority, and perform other such duties as the Board may specify. In REMIF's history there have been only three General Managers.

The General Manager is assisted by a Claims Administrator who oversees and coordinates the workers' compensation program; a Finance Director who oversees all financial operations for REMIF; and an Administrative Assistant who coordinates training, risk transference, general/auto liability claims handling, acts as a receptionist, performs other clerical functions and is the JPA's confidential Board Assistant. Outside providers are retained by REMIF to investigate, adjust and defend against claims, conduct annual financial audits and actuarial studies, provide payroll services, safety training, and contracts with health providers, and perform biannual workers' compensation and liability claims audits.

The Board is seeking a replacement for current General Manager Mark Ferguson who will retire on June 30, 2017.

For more information about REMIF, please visit: www.remif.com.

THE IDEAL CANDIDATE

In this lean and high-performing organization, the General Manager is a working manager who is responsible for the planning and direction of REMIF's day-to-day operations to meet the

organization's fiscal and service goals as established by the Board of Directors.

The selected candidate will possess significant knowledge regarding risk management practices and training, the structure and operation of public organizations, safety and risk control programs for local government agencies, safety and risk control standards, computer and RMIS systems, and principles

of public sector human resource management.

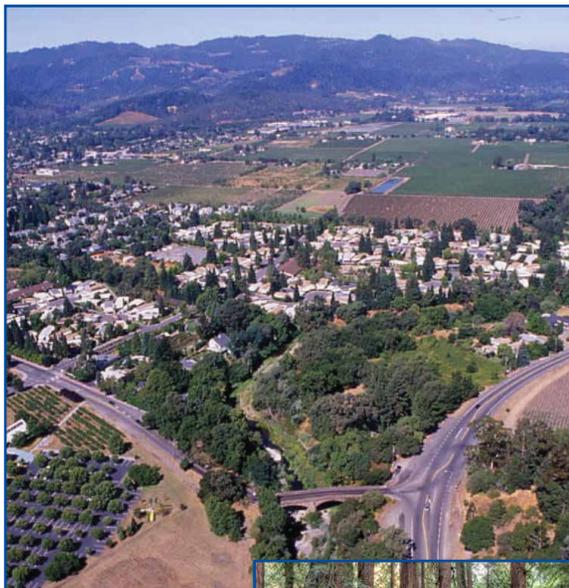
The next General Manager must be sensitive to maintaining a balance between the needs of individual members and the pool as a whole and must have the ability to evaluate where REMIF is now and have a vision for the future. Communication skills, both written and verbal, are key to the success of the next General Manager as are being an effective listener and having the ability to evaluate complex data and issues and provide clear recommendations for the Board's consideration. Also necessary is the ability to explain technical information in laymen's terms to a variety of audiences.

The new General Manager will be an excellent manager. He/she will be collaborative, flexible, tactful and thoughtful with both members and staff. She/he will know how to delegate, teach and mentor, and will inspire trust, provide sound and strategic fiscal leadership, and will be open to new ideas from staff and Board members. He/she will be politically aware and will partner with the Board in designing the future of REMIF.

This is an excellent opportunity for the right person, a true leader able to guide REMIF into the future while maintaining a superior, quality, customer-service based organization. REMIF desires a team player to take them to the next level.

Any combination of education and experience that would provide the knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position will be qualifying. Ideally the new General Manager will possess a Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field, and five years of increasingly responsible risk management, or governmental administrative experience.





THE COMPENSATION

The salary range for this opportunity is from \$150,000 to \$185,000 annually DOQE. REMIF also provides benefits such as vacation, administrative leave, sick leave, holidays, pay during jury duty, bereavement leave, health and dental coverage, payroll deduction plans, deferred compensation, health savings account, life insurance, long term disability, workers compensation, retirement (CalPERS), severance, retiree medical, and other benefits as determined by the REMIF Board of Directors.



SEARCH SCHEDULE

Filing DeadlineMay 22, 2017
Preliminary InterviewsMay 24 through June 9, 2017
Recommendation of CandidatesJune 13, 2017
Finalist Interview ProcessJune 22, 2017
These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney

apply@peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



www.peckhamandmckenney.com