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**CLAIMS COMMITTEE MEETING
AGENDA**

**Thursday, November 29, 2018
1:30 p.m.**

Teleconference

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: Bickmore, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833; City of Benicia, 250 East L Street, Benicia, CA 94510; City of Burlingame, 501 Primrose Road, Burlingame, CA 94010; Town of Los Gatos, 110 East Main Street, Los Gatos, CA 95030; City of San Bruno, 567 El Camino Real, San Bruno, CA 94066; City of San Carlos, 600 Elm Street, San Carlos, CA 94070; and City of Suisun City, 701 Civic Center Boulevard, Suisun City, CA 94585.

Each location is accessible to the public, and members of the public may address the Claims Committee from any teleconference location.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Katie Sullivan at (916) 244-1164 or (916) 244-1199 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Documents and materials relating to an open session agenda item that are provided to the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) Claims Committee less than 72 hours prior to a regular meeting will be available for public inspection at 1750 Creekside Oaks Dr., Suite 200, Sacramento, CA 95833.

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| <u>Page</u> | 1. CALL TO ORDER |
| | 2. INTRODUCTIONS |
| | 3. APPROVAL OF AGENDA AS POSTED (OR AMENDED) |

* Reference materials attached with staff report.

- Page** **4. PUBLIC COMMENTS** - This time is reserved for members of the public to address the Committee relative to matters of the PLAN JPA not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.
- 5. CONSENT CALENDAR**
If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.
- 4** *A. Minutes from the October 25, 2018, Claims Committee Meeting
 Recommendation: Staff recommends the Committee approve the Consent Calendar.
- 6. CLOSED SESSION**
A. Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss the following claims:
- Patton v. Morgan Hill
 - Valencia v. Newark
 - Wessell v. Pacifica
 - Niland v. Pacifica
 - O’Neil v. South San Francisco
 - Hedman v. Pacifica
- B. Pursuant to Government Code Section 54957.1, the Committee will report in open session any reportable action taken in closed session.
- 7. CLOSING COMMENTS**
This time is reserved for comments by Claims Committee members and/or staff and to identify matters for future Claims Committee business.
A. Claims Committee
B. Staff
- 8. ADJOURNMENT**

NOTICES:

- The next Board of Directors meeting will be held on December 5, 2018, at 9:30 a.m. at the Hilton Garden Inn, 670 Gateway Boulevard, South San Francisco, CA.
- The next Claims Committee meeting will be held on December 27, 2018, at 1:30 p.m. via teleconference.

* Reference materials attached with staff report.

November 29, 2018

Agenda Items 5.A.

CONSENT CALENDAR

SUBJECT: Consent Calendar

BACKGROUND AND HISTORY:

The Consent Calendar consists of items that require approval or acceptance but are self-explanatory and require no discussion. If a Committee member would like to discuss any item listed, it may be pulled from the Consent Calendar.

STAFF RECOMMENDATION:

Staff recommends the Committee approve the Consent Calendar.

REFERENCE MATERIALS ATTACHED:

A. Minutes from the October 25, 2018, Claims Committee Meeting

**POOLED LIABILITY ASSURANCE NETWORK JOINT
POWERS AGREEMENT
(PLAN JPA)**

**MINUTES OF THE CLAIMS COMMITTEE
MEETING OF OCTOBER 25, 2018**

A regular meeting of the Claims Committee was held on October 25, 2018, via teleconference.

MEMBERS PRESENT: Kathleen Kane, Chairperson, Burlingame
Marc Zafferano, San Bruno
Heather McLaughlin, Benicia
Jesse Takahashi, Campbell
Rebecca Mendenhall, San Carlos
John Mullins, Hillsborough (*Arrived during Agenda Item 6.A*)
Robert Schultz, Los Gatos

MEMBERS ABSENT: Scott Corey, Suisun City
Brenda Olwin, East Palo Alto

OTHERS PRESENT: Jon Paulson, Acting General Manager, Bickmore
Yahaira Martinez, Assistant General Manager, Bickmore
Will Portello, Director of Litigation Management, Bickmore
Katie Sullivan, Analyst, Bickmore
Jennifer Emmaneel, Defense Counsel (*Left after Agenda Item 6.A*)
Michael Taylor, Saratoga (*Arrived during Agenda Item 6.A, Left after Agenda Item 6.A*)

1. CALL TO ORDER:

The October 25, 2018, Claims Committee meeting was called to order at 1:34 p.m. by Chairperson Kathleen Kane.

2. INTRODUCTIONS:

Roll call was taken of those present.

3. PUBLIC COMMENTS:

None.

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED):

The agenda was approved as posted.

5. CONSENT CALENDAR:

Marc Zafferano moved to approve the following items: A) Minutes from the September 27, 2018, Claims Committee Meeting. Heather McLaughlin seconded the motion. Motion passed by majority vote by Kathleen Kane, Rebecca Mendenhall, Marc Zafferano, Heather McLaughlin, and Jesse Takahashi. Robert Schultz abstained from voting.

6. CLOSED SESSION:

A. The Committee convened to closed session, pursuant to Government Code sections 54956.95(a) and 54956.9(c), at 1:39 p.m. to discuss:

- Graham v. City of Saratoga

B. The Committee reconvened to open session at 2:26 p.m. The following actions were taken under closed session:

No reportable action was taken during closed session.

7. CLOSING COMMENTS

A. Claims Committee

After a brief discussion, the Committee directed staff to provide them with an email notification stating the outcome of settlements, as well as monthly updates during closed sessions regarding active claims.

B. Staff

It was noted the November Claims Committee meeting was scheduled on Thanksgiving. The Committee Chairperson agreed to reschedule the meeting to November 29, 2018.

8. ADJOURNMENT

The Meeting of the PLAN JPA Claims Committee was adjourned at 2:37 p.m.

A handwritten signature in cursive script that reads "Katie Sullivan". The signature is written in black ink and is positioned above a horizontal line.

Katie Sullivan, Assistant Board Secretary