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**CLAIMS COMMITTEE MEETING  
AGENDA**

**Thursday, April 25, 2019  
1:30 p.m.**

**Teleconference**

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All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: York Pooling, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833; Aaronson, Dickerson, Cohn & Lanzone, 1001 Laurel Street, San Carlos, CA 94070; City of Burlingame, 501 Primrose Road, Burlingame, CA 94010; City of East Palo Alto, 2415 University Avenue, East Palo Alto, CA 94303; Town of Hillsborough, 1600 Floribunda Avenue, Hillsborough, CA 94010; Town of Los Gatos, 110 East Main Street, Los Gatos, CA 95030; City of San Bruno, 567 El Camino Real, San Bruno, 94066; 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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| <b><u>Page</u></b> | <b>1. CALL TO ORDER</b>                             |
|                    | <b>2. INTRODUCTIONS</b>                             |
|                    | <b>3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b> |

\* Reference materials enclosed 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 March 28, 2019, Claims Committee Meeting  
*Recommendation: Staff recommends the Committee approve the Consent Calendar.*
- 6. CLAIMS MATTERS**
- 6**        A. Staffing Update  
*Recommendation: None.*
- 7**        B. Update on Strategic Planning Deliverables  
*Recommendation: None.*
- 7. 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
  - Chang v. City of Pacifica
  - Aguilar v. City of San Carlos
- B. Pursuant to Government Code Section 54957.1, the Committee will report in open session any reportable action taken in closed session.
- 8. 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
- 9. ADJOURNMENT**

**NOTICES:**

- The next Claims Committee meeting will be held on May 23, 2019, at 1:30 p.m. via teleconference.

\* Reference materials enclosed with staff report.

April 25, 2019

Agenda Items 5.A.

**CONSENT CALENDAR**

**SUBJECT: Consent Calendar**

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**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 March 28, 2019, Claims Committee Meeting

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

**MINUTES OF THE CLAIMS COMMITTEE  
MEETING OF MARCH 28, 2019**

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A regular meeting of the Claims Committee was held on March 28, 2019, via teleconference.

**MEMBERS PRESENT:** Brenda Olwin, East Palo Alto  
John Mullins, Hillsborough  
Marc Zafferano, San Bruno  
Rebecca Mendenhall, San Carlos  
Scott Corey, Suisun City (*Arrived during Agenda Item 6.A*)

**MEMBERS ABSENT:** Kathleen Kane, Chair, Burlingame  
Robert Schultz, Los Gatos

**OTHERS PRESENT:** Jon Paulsen, General Manager  
Will Portello, Interim Litigation Manager  
Katie Sullivan, Assistant Board Secretary  
Greg Rubens, Board Counsel

**1. CALL TO ORDER**

The March 28, 2019, Claims Committee meeting was called to order at 1:36 p.m. by Marc Zafferano.

**2. INTRODUCTIONS**

Introductions were made and it was determined there was a quorum present.

**3. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)**

*The agenda was approved as posted.*

**4. PUBLIC COMMENTS**

None.

**5. CONSENT CALENDAR**

*Brenda Olwin moved to approve the following items: A) Minutes from the February 28, 2019, Claims Committee Meeting. John Mullins seconded the motion. A roll call vote was taken and the motion passed unanimously by Brenda Olwin, John Mullins, Marc Zafferano, and Rebecca Mendenhall.*

**6. CLOSED SESSION**

A. The Committee convened to closed session, pursuant to Government Code section 54956.95(a) at 1:38 p.m. to discuss the following claims:

- Chapa v. Town of Gilroy
- Curi v. City of Saratoga
- Casarotti v. Town of Newark

B. Pursuant to Government Code Section 54957.1, the Committee reconvened to open session at 1:57 p.m. The following actions were taken under closed session:

*No reportable action was taken during closed session.*

**7. CLOSING COMMENTS**

**A. Claims Committee**

None

**B. Staff**

Katie Sullivan, Assistant Board Secretary, informed the committee the next meeting will be held on April 25, 2019, at 1:30 p.m.

**8. ADJOURNMENT**

The Meeting of the PLAN JPA Claims Committee was adjourned at 1:59 p.m.



Katie Sullivan, Assistant Board Secretary

April 25, 2019

Agenda Items 6.A.

**CLAIMS MATTERS**

**SUBJECT: Staffing Update**

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**BACKGROUND AND HISTORY:**

Craig Wheaton, Litigation Manager, resigned from York, with his last day being March 25, 2019. Will Portello, Director of Litigation Management at York, is replacing Mr. Wheaton and will serve as Litigation Manager for PLAN JPA and will be present at the Claims Committee Meetings.

Jon Paulsen, PLAN JPA General Manager, and Mr. Portello will be present at the meeting to answer any questions of the Claims Committee.

**STAFF RECOMMENDATION:**

*None.*

**REFERENCE MATERIALS ATTACHED:**

None

April 25, 2019

Agenda Items 6.B.

**CLAIMS MATTERS**

**SUBJECT: Update on Strategic Planning Deliverables**

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**BACKGROUND AND HISTORY:**

Jon Paulsen, PLAN JPA General Manager, will be present to provide updates regarding topics of interest from the Strategic Planning Session that was held on February 28 – March 1, 2019, regarding claims management.

**STAFF RECOMMENDATION:**

*None.*

**REFERENCE MATERIALS ATTACHED:**

- PLAN JPA Strategic Planning Deliverables 2/28/19-3/1/19 (to be distributed at meeting)