

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

**MINUTES OF THE CLAIMS COMMITTEE
MEETING OF APRIL 25, 2019**

A regular meeting of the Claims Committee was held on April 25, 2019, via teleconference.

MEMBERS PRESENT: Kathleen Kane, Chair, Burlingame
Brenda Olwin, East Palo Alto
John Mullins, Hillsborough (*Arrived during Agenda Item 6.A*)
Robert Schultz, Los Gatos
Marc Zafferano, San Bruno
Scott Corey, Suisun City

MEMBERS ABSENT: Rebecca Mendenhall, San Carlos

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

1. CALL TO ORDER

The April 25, 2019, Claims Committee meeting was called to order at 1:35 p.m. by Chairperson, Kathleen Kane.

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 March 28, 2019, Claims Committee Meeting. Scott Corey seconded the motion. A roll call vote was taken and the motion passed unanimously by Kathleen Kane, Brenda Olwin, Robert Schultz, Marc Zafferano, and Scott Corey.

6. CLAIMS MATTERS

A. Staffing Update

Jon Paulsen, General Manager, informed the Committee of the departure of Craig Wheaton, Litigation Manager, from York Pooling. Mr. Wheaton's last day was on March 25, 2019, and Will Portello, Director of Litigation Management, would serve as Litigation Manager for PLAN JPA going forward.

Mr. Paulsen advised staff would check back in with the Committee regarding staffing to ensure satisfaction.

B. Update on Strategic Planning Deliverables

Mr. Paulsen provided the following information regarding the claims management deliverables:

- Review of the Memorandum of Coverage: Many gray areas regarding civil rights, Americans with Disabilities Act, and drone coverages. Staff will review and clean up the language, send to Board and Legal counsel, and submit to the Executive Committee for review prior to the Board of Directors meeting in June.
- Claims Reporting Manual: Updates to language and contact information to be in line with current practices. This will be presented to the full Board of Directors in June.
- Litigation Management Guidelines: Updated processes and procedures for internal and third party administrator staff. This will be presented to the Claims Committee at their May meeting.
- Developing a solution to ensure members are reporting all claims that fall under their self-insured retention (SIR).

7. CLOSED SESSION

A. The Committee convened to closed session, pursuant to Government Code section 54956.95(a) at 1:49 p.m. to discuss the following claims:

- Patton v. City of Morgan Hill
- Chang v. City of Pacifica
- Aguilar v. City of San Carlos

B. Pursuant to Government Code Section 54957.1, the Committee reconvened to open session at 2:27 p.m. The following actions were taken under closed session:

No reportable action was taken during closed session.

8. CLOSING COMMENTS

A. Claims Committee

None

B. Staff

Mr. Paulsen inquired if the Committee was available for the meeting on May 23rd. Due to scheduling conflicts, the May 23rd Claims Committee meeting was rescheduled to May 30th.

9. ADJOURNMENT

The Meeting of the PLAN JPA Claims Committee was adjourned at 2:27 p.m.



Katie Sullivan, Assistant Board Secretary