

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

**MINUTES OF THE CLAIMS COMMITTEE
MEETING OF JULY 29, 2021**

A regular meeting of the Claims Committee was held on July 29, 2021, via videoconference.

MEMBERS PRESENT: Donald Larkin, Chair, Morgan Hill
Michael Guina, Burlingame
Ann Ritzma, Hillsborough
Marc Zafferano, San Bruno
Rebecca Mendenhall, San Carlos

MEMBERS ABSENT: Robert Schultz, Los Gatos

OTHERS PRESENT: Katie Sullivan, Assistant General Manager
Susan DeNardo, Litigation Manager
Greg Rubens, Board Counsel

1. CALL TO ORDER:

The Regular Meeting of the PLAN JPA Claims Committee meeting was called to order at 1:32 p.m.

2. INTRODUCTIONS:

A roll call was taken, and it was determined there was a quorum present.

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

Marc Zafferano moved to approve the agenda as posted. Rebecca Mendenhall seconded the motion. A roll call vote was taken and the motion passed unanimously by Donald Larkin, Michael Guina, Ann Ritzma, Marc Zafferano, and Rebecca Mendenhall.

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

Ann Ritzma moved to approve the following items: A) Minutes from the May 27, 2021, Claims Committee Meeting. Rebecca Mendenhall seconded the motion. A roll call vote was taken, and the motion passed by majority vote by Donald Larkin, Michael Guina, Ann Ritzma, Marc Zafferano, and Rebecca Mendenhall.

6. CLAIMS MATTERS

A. Review of PRAXIS Audit Results

PLAN JPA sought out coverage from Public Risk Innovation, Solution, and Management (PRISM) to replace the potentially eroded \$5 million excess of \$25 million Arch Insurance layer for liability claims retroactively from July 1, 2020, through June 30, 2021. PRISM agreed to cover PLAN JPA members with the inception date of July 1, 2020.

To obtain coverage, part of the agreement with PRISM was for PLAN JPA to allow and audit of its open liability claims by PRISM. Tim Vincent, PRAXIS, reviewed 51 files and found that while PLAN JPA's claims were be handled appropriately, there were eight claims with noted areas needing improvement. The areas of improvement include timely and consistent reporting per PLAN JPA guidelines, proper documentation of file activity in file notes, proactive handling of claims to move claims to resolution, and timely response to management questions/direction.

Susan DeNardo, Litigation Manager, informed the Committee Jill Petrarca, Sedgwick Third Party Administrator (TPA) Lead, reviewed the audit results and has been meeting with examiners on a weekly basis to assist them in bringing their claims files current and within PLAN JPA standards.

B. Sedgwick Claims Administration Staffing Change

Ms. DeNardo informed the Committee Cynthia Gordon, Sedgwick TPA Team Lead, accepted another job opportunity and is no longer managing Sedgwick's examiners.

Ms. Petrarca is now serving as the interim Team Lead, bringing over 30 years in claims and management experience.

7. CLOSED SESSION:

A. The Committee convened to closed session, pursuant to Government Code section 54956.95(a) at 1:39 p.m. to discuss the following claims:

- Ng/Wu v. City of Burlingame
- Jain v. City of Milpitas
- Robbins v. City of San Bruno
- Awash/Khalif v. Town of Tiburon

B. Pursuant to Government Code Section 54957.1, the Committee reconvened to open session at 2:17 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

None.

9. ADJOURNMENT

The Regular Meeting of the PLAN JPA Claims Committee was adjourned at 2:18 p.m.



Katie Sullivan, Assistant General Manager