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**SPECIAL EXECUTIVE COMMITTEE MEETING
AGENDA**

**Thursday, November 17, 2022
3:00 P.M**

Zoom

Please Contact Katie Sullivan for Videoconference Information

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: Sedgwick, 1750 Creekside Oak Drive, Suite 200, Sacramento, CA 95833; Town of Atherton, 91 Ashfield Rd, Atherton, CA 94027; City of Burlingame, 501 Primrose Rd, Burlingame, CA 94010; Town of Colma, 1198 El Camino Real, Colma, CA 94014; City of Foster City, 610 Foster City Blvd, Foster City, CA 94404; Town of Hillsborough, 1600 Floribunda Ave, Hillsborough, CA 94010; City of Morgan Hill, 17575 Peak Ave, Morgan Hill, CA 95037; City of Pacifica, 170 Santa Maria Ave, Pacifica, CA 94044; City of San Carlos, 600 Elm St, San Carlos, CA 94070; and Town of Woodside, 2955 Woodside Rd, Woodside, CA 94062.

Each location is accessible to the public, and members of the public may address the Executive 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 katie.sullivan@sedgwick.com (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) Executive 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) |
| 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. CLOSED SESSION

A. Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss the following:

- Appointment of General Manager for PLAN JPA

B. Pursuant to Government Code Section 54957.1, the Committee will report in open session any reportable action taken in closed session.

6. ADMINISTRATIVE MATTERS

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*A. Consideration of Appointment of PLAN JPA General Manager

Recommendation: Staff recommends the Executive Committee recommend the appointment of Eric Dahlen as PLAN JPA Executive Director to the PLAN JPA Board of Directors.

7. CLOSING COMMENTS

This time is reserved for comments by Executive Committee members and/or staff and to identify matters for future Executive Committee business.

- A. Executive Committee
- B. Staff

8. ADJOURNMENT

NOTICES:

- The next PLAN JPA Strategic Planning Session will be held on December 8, 2022, at 9:00am at the Embassy Suites SFO South San Francisco, 250 Gateway Blvd, South San Francisco, CA 94080.
- The next PLAN JPA Board of Directors Meeting will be held on December 8, 2022, at 1:00pm at the Embassy Suites SFO South San Francisco, 250 Gateway Blvd, South San Francisco, CA 94080.

November 17, 2022

Agenda Item 6.A.

ADMINISTRATIVE MATTERS

SUBJECT: Consideration of Appointment of PLAN JPA General Manager

BACKGROUND AND HISTORY:

In the Fall of 2020, Jon Paulsen, PLAN JPA General Manager, was promoted to Vice President of Pooling at Sedgwick. As stability of staff within PLAN JPA remained a top priority, Mr. Paulsen retained all his responsibilities as General Manager for PLAN JPA. Sedgwick has recently gone through an extensive recruitment process and filled vacant positions across the entire pooling practice as well as increased resources in key strategic areas (i.e Pool Administration, Litigation Management).

As such, Mr. Paulsen is requesting the PLAN JPA Executive Committee approve the proposed appointment of Eric Dahlen, Senior Consultant, as the new General Manager for PLAN JPA (subject to Board approval). Mr. Dahlen has been working with PLAN JPA under the direction of Mr. Paulsen and alongside Katie Sullivan, PLAN JPA Assistant General Manager, since April 2022. Mr. Dahlen has been a very positive new resource for PLAN members as well as Sedgwick overall. Going forward, Mr. Paulsen will support Mr. Dahlen and the PLAN Board in a consultative role for at least the remainder of the 2022/23 program year.

RECOMMENDATION:

Staff recommends the Executive Committee recommend the appointment of Eric Dahlen as PLAN JPA Executive Director to the PLAN JPA Board of Directors.

REFERENCE MATERIALS ATTACHED:

- Eric Dahlen Resume

D. Eric Dahlen, ARM
Director, Pool Administration

www.linkedin.com/in/eric-dahlen-arm-71534914

Eric Dahlen brings over 20 years of safety and risk management with expertise specific to k-12 school districts, service with a county wide public agency, and an institution of higher education. He currently serves as the Director of Pool Administration for Sedgwick.

EXPERIENCE

Prior to joining Sedgwick, Eric served at the Director of Risk Management for Cal Poly Pomona, a California State University campus. It was here, that Eric represented the campus to their Joint Powers Authority, CSURMA through annual insurance policy renewals, claims management, and locally, conducted risk assessments regarding campus activities and international travel.

Prior to his service at Cal Poly, Eric worked with the San Bernardino County Transportation Authority in conducting contract risk assessments for heavy civil infrastructure construction projects. In doing so, Eric protected the interests of the various member agencies representing each municipality within the county. With a focus on contractual risk transfer and loss financing through enhanced insurance requirements, there was an equal emphasis on indemnification of the agency to ensure compensation to make the losses whole again.

Eric has also held positions of managerial responsibility serving a county-wide joint power authority for k-12 school districts and community colleges. It was here he developed implementation strategies necessary for good governance and establishment of best practices while respecting the individuality of the member as part of a larger group. Dealings with the JPA's insurance brokers, third party administrators, and key vendor partners was crucial to the JPA's success.

EDUCATION

Bachelor of Arts, Intelligence Studies – American Military University

PROFESSIONAL CERTIFICATIONS

Associate in Risk Management (ARM) – Insurance Institute of America