

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

**MINUTES OF THE CLAIMS COMMITTEE  
MEETING OF JANUARY 26, 2023**

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A regular meeting of the Claims Committee was held on January 26, 2023, via videoconference.

**MEMBERS PRESENT:** Donald Larkin, Chair, Morgan Hill (*Arrived during Closed Session*)  
Michael Guina, Burlingame  
Ann Ritzma, Hillborough (*Arrived during Agenda Item 3*)  
Gabrielle Whelan, Los Gatos  
Rebecca Mendenhall, San Carlos

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Eric Dahlen, PLAN JPA General Manager  
Katie Sullivan, PLAN JPA Assistant General Manager  
Susan DeNardo, PLAN JPA Litigation Manager  
Greg Rubens, Board Counsel  
Todd Master, Howard, Rome, Martin & Ridley, LLP

**1. CALL TO ORDER:**

The Regular Meeting of the PLAN JPA Claims Committee meeting was called to order at 1:30 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):**

Susan DeNardo, PLAN JPA Litigation Manager, informed the Committee the matter of *Burkleo v. Town of Atherton* would not be discussed.

*Michael Guina moved to approve the amended agenda. Gabrielle Whelan seconded the motion. A roll call vote was taken and the motion passed unanimously by Michael Guina, Gabrielle Whelan, and Rebecca Mendenhall. Ann Ritzma abstained from voting.*

**4. PUBLIC COMMENTS:**

None.

**5. CONSENT CALENDAR:**

*Michael Guina moved to approve the following items: A) Minutes from the November 17, 2022, Claims Committee Meeting, and B) Minutes from the December 8, 2022, Claims Committee Meeting. Ann Ritzma seconded the motion. A roll call vote was taken and the motion passed unanimously by Michael Guina, Ann Ritzma, Gabrielle Whelan, and Rebecca Mendenhall.*

**6. CLAIMS MATTERS:**

**A. Update from PLAN JPA Litigation Manager**

Susan DeNardo, PLAN JPA Litigation Manager, provided the following updates to the Claims Committee:

- Government Claims Manual – the Litigation Management Department has updated its Government Claims Manual. The manual provides information and forms for members and PLAN JPA’s Third Party Administrator to reference when handling a government claim. Ms. DeNardo advised members should still consult with their City Attorney’s Office for legal advice.
- Danielle Lewis – PLAN JPA Defense Panel Counsel Danielle Lewis joined Hawkins Parnell as of January 1, 2023. She brought her existing PLAN JPA case load with her to the new firm and would like to continue to represent members as panel counsel. She is not currently requesting a rate increase.

**7. CLOSED SESSION:**

A. The Committee convened to closed session, pursuant to Government Code section 54956.95(a) at 1:37 p.m. to discuss the following claims:

- Giddens v. City of Suisun City
- Moore v. City of Suisun City
- Glorioso v. City of Millbrae, et al

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.



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Katie Sullivan, Assistant General Manager