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**SPECIAL CLAIMS COMMITTEE MEETING
AGENDA**

**Wednesday, May 10, 2023
11:00 a.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; City of Burlingame, 501 Primrose Rd, Burlingame, CA 94010; Town of Los Gatos, 110 East Main St., Los Gatos, CA 95030; City of Morgan Hill, 17575 Peak Ave, Morgan Hill, CA 95037; and City of San Carlos, 600 Elm St, San Carlos, CA 94070.

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 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) 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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| <u>Page</u> | 1. CALL TO ORDER |
| | 2. INTRODUCTIONS |
| | 3. APPROVAL OF AGENDA AS POSTED (OR AMENDED) |

- Page**
- 4.** **PUBLIC COMMENTS** - The Public may submit any questions in advance of the meeting by contacting Katie Sullivan at: katie.sullivan@sedgwick.com. This time is reserved for members of the public to address the Committee relative to matters of the Claims Committee 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.
- 3** **5.** **CONSENT CALENDAR**
- 4** *A. Minutes from the March 16, 2023, Claims Committee Meeting
Recommendation: Staff recommends the Claims Committee approve the Consent Calendar.
- 6.** **CLOSED SESSION**
- A. Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss the following claims:
- Michael Martuscello v. City of Benicia
 - Paper and Petals Bridal et al. Claims v. City of Burlingame
 - Hanhong Chen v. City of Milpitas
 - Jose Mendiola v. City of Newark
- B. Pursuant to Government Code Section 54957.1, the Committee will report in open session any reportable action taken in closed session.
- 7.** **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
- 8.** **ADJOURNMENT**

NOTICES:

- The next Claims Committee meeting will occur on Thursday, June 22, 2023, at 1:30pm via videoconference.

CONSENT CALENDAR

SUBJECT: Consent Calendar

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 Claims Committee approve the Consent Calendar.

REFERENCE MATERIALS ATTACHED:

A. Minutes from the March 16, 2023, Claims Committee Meeting

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

**MINUTES OF THE CLAIMS COMMITTEE
MEETING OF MARCH 16, 2023**

A regular meeting of the Claims Committee was held on March 16, 2023, via videoconference.

MEMBERS PRESENT: Donald Larkin, Chair, Morgan Hill
Michael Guina, Burlingame
Rebecca Mendenhall, San Carlos

MEMBERS ABSENT: Ann Ritzma, Hillborough
Gabrielle Whelan, Los Gatos

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

1. CALL TO ORDER:

The Regular Meeting of the PLAN JPA Claims Committee meeting was called to order at 1:31 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):

Michael Guina moved to approve the amended agenda. Donald Larkin seconded the motion. A roll call vote was taken and the motion passed unanimously by Donald Larkin, Rebecca Mendenhall, and Michael Guina.

4. PUBLIC COMMENTS:

None.

5. CONSENT CALENDAR:

Rebecca Mendenhall moved to approve the following items: A) Minutes from the January 26, 2023, Claims Committee Meeting. Michael Guina seconded the motion. A roll call vote was taken and the motion passed unanimously by Donald Larkin, Rebecca Mendenhall, and Michael Guina.

6. CLAIMS MATTERS:

A. Review of PLAN JPA Governing Documents Related to Executive and Claims Committee Consolidation

At the June 2022 Board of Directors meeting, staff brought forward the idea of consolidating the Claims Committee with the Executive Committee for more efficient review of claims. The Board of Directors requested staff bring the topic back in December 2022 for further discussion. During that December 2022, the Board of Directors authorized staff and Board Counsel to review PLAN JPA's governing documents and update to reflect the consolidation of the two committees.

Eric Dahlen, General Manager, informed the Committee staff and Board Counsel reviewed the Bylaws, Master Program Document for the Liability Program, and the Claims Policy, and made the necessary updates.

The Committee directed staff to move forward with presenting the updated governing documents to the Executive Committee and Board of Directors.

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:

- Jason Burleo v. Town of Atherton
- Richard Giddens v. City of Suisun City
- Town of Hillsborough (Police Department Building) 4A2301LFLMS – 0001
- Gregory and Jennifer Holmes v. City of San Carlos

B. Pursuant to Government Code Section 54957.1, the Committee reconvened to open session at 1:52 p.m. The following actions were taken under closed session:

No reportable action was taken during closed session.

8. GENERAL MANAGER'S REPORT

A. Report from PLAN JPA's General Manager

Mr. Dahlen informed the Committee representatives from Sedgwick Third-Party Administrator will be present at the March 23, 2023, Special Board of Directors meeting to discuss their stewardship report and provide updates.

9. CLOSING COMMENTS:

A. Claims Committee

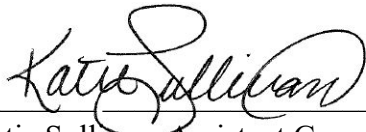
None.

B. Staff

None.

10. ADJOURNMENT

The Regular Meeting of the PLAN JPA Claims Committee was adjourned at 1:55 p.m.



Katie Sullivan, Assistant General Manager