



1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833
(800) 541-4591 Fax (916) 244-1199
<https://www.planjpa.org/>

**EXECUTIVE COMMITTEE MEETING
AGENDA**

**Thursday, July 27, 2023
10:00 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; Town of Atherton; 91 Ashfield Road, Atherton, CA 94027; City of Burlingame, 501 Primrose Rd, Burlingame, CA 94010; Town of Colma, 1198 El Camino Real, Colma, CA 94014; City of Half Moon Bay, 501 Main Street, Half Moon Bay, CA 94022; Town of Los Gatos, 110 East Main St., Los Gatos, CA 95030; City of Morgan Hill, 17575 Peak Ave, Morgan Hill, CA 95037; City of Pacifica, 170 Santa Maria Avenue, Pacifica, CA 94044; City of San Carlos, 600 Elm St, San Carlos, CA 94070; and Town of Woodside, 2955 Woodside Road, 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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- 1. CALL TO ORDER**
 - 2. INTRODUCTIONS**
 - 3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)**

* Reference materials enclosed with staff report.

- 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 Executive 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.
- 5. ADMINISTRATION MATTERS**
- 3 A. Consideration of Location for the PLAN JPA Annual Workshop
Recommendation: Staff recommends the Executive Committee select a location for the PLAN JPA Annual Workshop in December 2023.
- 4 *B. Consideration of Resolution No. 2023-03: Travel and Expense Reimbursement Policy
Recommendation: Staff recommends the Executive Committee recommend approval of Resolution No. 2023-03: Travel and Expense Reimbursement Policy to the Board of Directors.
- 6. CLOSED SESSION**
- A. Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss the following claims:
- Tony Chan, et al v. Town of Atherton
 - Anil Bhatnager v. City of Milpitas
 - Estate of Santosh Jain v. City of Milpitas
 - Carl McCormick v. City of Suisun City
 - Town of Atherton v. Valley Forge Insurance Company
- 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 Executive Committee members and/or staff and to identify matters for future Executive Committee business.
- A. Executive Committee
B. Staff
- 8. ADJOURNMENT**

* Reference materials enclosed with staff report.

July 27, 2023

Agenda Item 5.A

ADMINISTRATION MATTERS

SUBJECT: Consideration of Location for the PLAN JPA Annual Workshop

BACKGROUND AND HISTORY:

At the June 2023 Board of Directors meeting, the Board approved to schedule the first Annual Board of Directors Meeting and Workshop for PLAN JPA. Other Joint Powers Authorities have used workshops to bring together the members of the Authority to network and conduct business in a desirable location. This Workshop will be held in-person over the course of two days and will consist of meetings of the Risk Management and Executive Committees, a Strategic Planning Session, and a Board of Directors meeting.

Staff was tasked to research hotels within a member agency's jurisdiction that would satisfy all of PLAN JPA's requirements and submit a Request For Proposal (RFP). Staff reached out to five hotels centrally located in the Bay Area and received responses from four of the five (the fifth hotel could not accommodate the total number of attendees). Staff reviewed the four submissions received and have selected the top three to present to the Executive Committee.

Listed below are the three hotels that will be presented during the meeting:

- Toll House
- Hotel Los Gatos
- Juniper Hotel

John Burdette, Sedgwick, will be in attendance to provide a presentation of the hotels for consideration.

STAFF RECOMMENDATION:

Staff recommends the Executive Committee select a location for the PLAN JPA Annual Workshop in December 2023.

REFERENCE MATERIALS ATTACHED:

None.

July 27, 2023

Agenda Item 5.B

ADMINISTRATION MATTERS

SUBJECT: Consideration of Resolution No. 2023-03: Travel and Expense Reimbursement Policy

BACKGROUND AND HISTORY:

Many joint powers authorities (JPAs) establish a policy which delineates reimbursable expenses for members of the Board of the Directors and underlying Committees. In PLAN JPA's Bylaws, Article III, Section 12 states:

“Reimbursement: Directors and members of committees may receive such reimbursement of expenses as may be determined by a resolution of the Board of Directors to be just and reasonable.”

The benefit of such policy encourages member participation by eliminating financial factors that may deter involvement and participation at in-person events. Additionally, establishing a formal Travel Expense and Reimbursement Policy provides staff with clear guidelines on what the Board of Directors qualifies as reimbursable without having to obtain approval for each expense by calling special meetings.

Draft Resolution No. 2023-03: Travel and Expense Reimbursement Policy is presented to the Executive Committee for review prior to the first Annual Board of Directors Meeting and Workshop.

Eric Dahlen, General Manager, and Katie Sullivan, Assistant General Manager, will be present to discuss and answer any questions of the Committee.

STAFF RECOMMENDATION:

Staff recommends the Executive Committee recommend approval of Resolution No. 2023-03: Travel and Expense Reimbursement Policy to the Board of Directors.

REFERENCE MATERIALS ATTACHED:

- Draft Resolution No. 2023-03: Travel and Expense Reimbursement Policy

Pooled Liability Assurance Network Joint Powers Authority

Resolution No. 2023-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE POOLED LIABILITY ASSURANCE NETWORK JOINT POWERS AUTHORITY – TRAVEL AND REIMBURSEMENT EXPENSE POLICY

WHEREAS, members and alternate members of the Board of Directors, Executive Committee, Risk Management Committee, and/or Finance Committee of the Pooled Liability Assurance Network Joint Powers Authority, hereinafter referred to as the Authority, are required to attend meetings of the Authority such as the Annual Board of Directors' Meeting, regularly scheduled Executive, Risk Management, and Finance Committee meetings, and other various conferences, meetings, and seminars which relate directly to the Authority's general business, programs, policies, operations, and activities;

WHEREAS, the Authority recognizes that attendance at such meetings serves a vital forum for the exchange of ideas and methods in all areas of risk management administration, and, presenting and receiving information for the benefit of the Authority;

WHEREAS, the Authority encourages participation in these activities; and

WHEREAS, the Authority will reimburse Board members, Executive, Risk Management, and Finance Committee members, Board Alternates, and others as appropriate for expenses incurred while traveling to meetings held by the Authority or other official business of the Authority.

NOW, THEREFORE BE IT RESOLVED, Resolution No. 2023-03 establishing a travel and meeting attendance and expense policy shall be established as follows:

1. It is the responsibility of each Board, Alternate Board, Executive, Risk Management, and Finance Committee member to accomplish Authority-related travel as economically as feasible. The Administrator of the Authority shall first determine if these amounts are valid. If rejected, the final decision shall then be made by the Executive Committee.
2. Board members attending Authority-related business meetings, conferences, and seminars by automobile shall be reimbursed for mileage if a private or agency vehicle is used. Proper documentation will be required evidencing roundtrip mileage. Mileage reimbursement for privately owned automobiles shall be at the then current IRS rate.
3. The Authority will only reimburse members of the Executive Committee or other persons specifically authorized by the Authority for travel-related expenses associated with attending the regularly scheduled Executive Committee meetings.

4. The Authority will only reimburse members of the Risk Management Committee or other persons specifically authorized by the Authority for travel-related expenses associated with attending the regularly scheduled Risk Management Committee meetings.
5. The Authority will only reimburse members of the Finance Committee or other persons specifically authorized by the Authority for travel-related expenses associated with attending the regularly scheduled Finance Committee meetings.
6. The Authority will reimburse expenses incurred by Board, Alternate Board members, or any other persons authorized by the member agency to attend the Annual Board of Directors Meeting. Only one representative per agency is authorized to attend the Annual Board meeting on a reimbursable basis.
8. The Authority will seek reimbursement for any applicable charges from the member agency for the Annual meeting when reservations are not cancelled within the time period as stipulated by the Authority. Any attendees who do not notify the Authority of a cancellation or provide notice of a cancellation subsequent to the cancellation deadline, will be responsible for paying all fees incurred by the Authority on their behalf and will be billed accordingly.
9. The Authority will reimburse Board of Director's representatives for related conference, meeting, or seminar expenditures for events held in California so long as the member is attending on PLAN JPA's behalf, not on their agency's behalf, with prior approval being granted by the Executive Committee and/or Program Administrator.

The covered expenditures include the following:

- Registration
- Lodging
- Meals
- Airfare
- Tips (up to 15%)
- Bus/Taxi/Rideshare (i.e. Uber, Lyft, etc) fares
- Parking fees
- Toll bridges
- Mileage or rental car expenses

Ineligible expenses, or non-conference related costs, include the following:

- In-room movies
- Laundry services (for conferences of less than a three-day duration)
- Entertainment outside of those activities offered as a part of the conference registration package
- Personal services, such as beauty parlor, hair cuts, etc.

10. The cost of meals and miscellaneous expenses should not exceed the daily amount outlined by the United States General Service Administration (GSA), unless otherwise approved by the President. Breakfast should not exceed 20%, lunch should not exceed 30%, and dinner should not exceed 50% of the total GSA per diem amount. Incidentals are limited to \$10/day. GSA rates are found at www.gsa.gov and are updated annually. Meal reimbursement rates are based on the city/region traveled to.

Meal receipts are required for reimbursement and must show an itemized listing of food and beverages purchased. In addition, please include the name of each person for which the meal was purchased. The Authority does not pay for the purchase of alcoholic beverages.

11. After returning from a conference, meeting, or seminar, the attendee is to complete a travel expense form available from the Authority. The signed expense form, with all air/travel, meal, and lodging receipts attached, is to be submitted to the Authority no later than two weeks after returning from the event. Completed forms are to be signed by the member. For ineligible expenses, if funds from the Authority are used directly, the item is to be designated ineligible on the expense form and either added to any amount due to the Authority or deducted from any amount due the attendee.

Passed and adopted by the PLAN JPA Board of Directors at a regular meeting thereof held on this 30th day of November, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Rebecca Mendenhall, PLAN JPA President

ATTEST:

Eric Dahlen, PLAN JPA General Manager