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## **BOARD OF DIRECTORS SPECIAL MEETING AGENDA**

**Monday, September 22, 2025  
10:00 a.m.**

**[Zoom](#)**

**Meeting ID: 815 1791 1988  
Password: 325628**

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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 American Canyon, 4381 Broadway St, Ste 201, American Canyon, CA 94503; Town of Atherton, 91 Ashfield Rd, Atherton, CA 94027; City of Benicia, 250 East L St, Benicia, CA 94510; City of Burlingame, 501 Primrose Rd, Burlingame, CA 94010; City of Campbell, 70 North First St, Campbell, CA 95008; Town of Colma, 1198 El Camino Real, Colma, CA 94014; City of Cupertino, 10300 Torre Ave, Cupertino, CA 95014; City of Dublin, 100 Civic Plaza, Dublin, CA 94568; City of East Palo Alto, 2415 University Ave, East Palo Alto, CA 94303; City of Foster City, 610 Foster City Blvd, Foster City, CA 94404; City of Half Moon Bay, 501 Main St, Half Moon Bay, CA 94022; Town of Hillsborough, 1600 Floribunda Ave, Hillsborough, CA 94010; Town of Los Altos Hills, 26379 Fremont Rd, Los Altos Hills, CA 94022; Town of Los Gatos, 110 East Main St, Los Gatos, CA 95030; City of Millbrae, 621 Magnolia Ave, Millbrae, CA 94030; City of Milpitas, 455 East Calaveras Blvd, Milpitas, CA 95035; City of Morgan Hill, 17575 Peak Ave, Morgan Hill, CA 95037; City of Newark, 37101 Newark Blvd, Newark, CA 94560; City of Pacifica, 170 Santa Maria Ave, Pacifica, CA 94044; Town of Portola Valley, 765 Portola Rd, Portola Valley, CA 94028; Town of Ross, 31 Sir Frances Drake Blvd, Ross, CA 94957; City of San Bruno, 567 El Camino Real, San Bruno, CA 94066; City of San Carlos, 600 Elm St, San Carlos, CA 94070; City of Saratoga, 13777 Fruitvale Ave, Saratoga, CA 95070; City of South San Francisco, 400 Grand Ave, South San Francisco, CA 94080; City of Suisun City, 701 Civic Center Blvd, Suisun City, CA 94585; Town of Tiburon, 1505 Tiburon Blvd, Tiburon, CA 94920; 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 Board of Directors 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 Kassandra Batista at [kassandra.batista@sedgwick.com](mailto:kassandra.batista@sedgwick.com) (916) 244-1103. 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) Board of Directors 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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| <b><u>Page</u></b> | <b>1. CALL TO ORDER</b>   |
|                    | <b>2. INTRODUCTIONS/ROLL CALL</b>   |
|                    | <b>3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)</b>   |
|                    | <b>4. PUBLIC COMMENTS</b> - The Public may submit any questions in advance of the meeting by contacting Kassandra Batista at: Kassandra.batista@sedgwick.com. This time is reserved for members of the public to address the Board relative to matters of the Board of Directors 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. |
| <b>3</b>           | <b>5. GENERAL MANAGER'S REPORT</b><br>A. Report from PLAN JPA's General Manager<br><i>Recommendation: Staff requests direction regarding the advancement of the captive.</i>  |
| <b>4</b>           | <b>6. ADMINISTRATIVE MATTERS</b><br>*A. Approval of PLAN JPA Workers' Compensation Third-Party Administrator<br><i>Recommendation: Staff makes no recommendation on this item as there is a financial interest in the outcome.</i>  |
|                    | <b>7. CLOSING COMMENTS</b><br>This time is reserved for comments by Board members and/or staff and to identify matters for future Board business.<br>A. Board of Directors<br>B. Staff  |
|                    | <b>8. ADJOURNMENT</b>   |

**NOTICES:**

- The next Risk Management Committee meeting will be held on October 9, 2025, at 10:00 a.m. via Zoom Video Conference.
- The next Executive Committee meeting will be held on October 16, 2025, at 10:00 a.m. via Zoom Video Conference.
- The next Annual Workshop will be held on December 3-4, 2025, at the Lodge at Tiburon, Tiburon, CA.

\* Reference materials attached with staff report.

September 22, 2025

Agenda Item 5. A

**GENERAL MANAGER'S REPORT**

**SUBJECT: Report from PLAN JPA's General Manager**

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**BACKGROUND AND HISTORY:**

Eric Dahlen, General Manager, will be in attendance to provide updates to the Board of Directors on the following topics:

- Worker's Compensation Program Development
  - General update of the overall status
- Captive Development – In June 2025, the Board of Directors approved the formation of a captive as a financial investment vehicle for the pool's assets. Since then, staff have worked with Bickmore Actuarial to create the captive. However, several questions have surfaced.
- Staff worked with legal counsel, industry resources, and "sister" organizations that have already set up captives in the same or similar structure.
  - **Investment:** Some feedback from industry resources has suggested that if the pool has enough assets to consider starting a captive, should the pool consider returning them in the form of a dividend as opposed to investing. Staff is calculating what the return of dividends would work out to be.
  - **Brown Act:** Board Counsel has provided input on all concerns regarding compliance with the Brown Act.
  - **Insurance Taxation:** Staff has made an effort to obtain clarification from the California State Franchise Tax Board but was directed to speak with a tax professional. No further developments have been made.

Several other "sister" pools have provided feedback that these concerns were not considered at the time of their respective captives and have continued not to be a problem or concern for the operation of the pool, nor the captive itself.

**STAFF RECOMMENDATION:**

*Staff requests direction regarding the advancement of the captive.*

**REFERENCE MATERIALS ATTACHED:**

- None.

September 22, 2025

Agenda Item 6. A.

**ADMINISTRATIVE MATTERS**

**SUBJECT: Approval of PLAN JPA Workers' Compensation Third-Party Administrator**

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**BACKGROUND AND HISTORY:**

In June 2025, the Board of Directors approved the formation of a workers' compensation coverage program. As part of this new program, a third-party administrator with specific expertise and licensing in handling and adjusting workers' compensation claims is required. The Board of Directors also approved the formation of an ad-hoc committee specifically for this purpose.

Staff released a Request for Proposal (RFP) in August and sent it to five (5) well-qualified firms in the industry. In addition, the RFP was posted on the PLAN JPA's website. Three (3) companies responded, one (1) company asked for more time to respond, and another company did not respond. All proposals were reviewed, and each one was deemed qualified. Proposals were received from the following companies:

- Adminsure
- LWP
- Sedgwick

On September 3, 2025, the ad-hoc committee conducted interviews with each of the three proposing companies. After the interviews concluded, the committee discussed the performance and qualifications of each. The Committee utilized a forced ranking system to determine the leading company as the interviews progressed. The committee selected LWP Claims Solutions.

The Committee informed staff of their selection and instructed staff to begin contract discussions with the representative(s) from LWP. The negotiated contract is attached for consideration.

**FISCAL IMPACT:**

The contract between PLAN JPA and LWP has a price structure based on the total number of claims rather than a "flat rate", to save money by reflecting the actual amount of work to be done. The total cost of services will be borne by the participating members in the program through a fair and equitable methodology, taking into consideration risk and experience factors.

**RECOMMENDATION:**

*Staff makes no recommendation on this item as there is a financial interest in the outcome.*

**REFERENCE MATERIALS ATTACHED:**

- Professional Services Agreement – LWP Claims Solution, Inc.