

MINTUES OF THE CLAIMS COMMITTEE

JULY 12, 2023

A meeting of the Claims Committee was held via teleconference on July 12, 2023.

Members Present

Adelanto	Jessie Flores
Bell	Sergio Ibarra, Chair
Fullerton	Pamela Mackie, Vice Chair
Hawthorne	Alison Stevens

Members Absent

Santa Ana	Debbie Scott-Leistra
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Others Attendees

AdminSure	Kristen Vanscourt (<i>left - 11:15 a.m.</i>)
Huntington Park	Eduardo Sarmiento (<i>left - 10:25 a.m.; returned - 11:15 a.m.; left - 11:38 a.m.</i>)
Johnson Schachter & Lewis	Kellie Murphy
Mainstream Unlimited	Bob May (<i>arrived - 10:10 a.m.</i>)
One Source	Michael Gates (<i>left - 10:25 a.m.; returned - 11:15 a.m.</i>)
RPA	Amber Anderson
	Nilsa Quandt
	Danielle Rogacki
	John Nielsen
San Fernando	Nick Kimball (<i>left - 11:15 a.m.</i>)
South Gate	Jon Hamilton (<i>left - 10:25 a.m.; returned - 11:40 a.m.</i>)
Alvarez-Glasman & Colvin	Roger Colvin (<i>left - 10:25 a.m.; returned - 11:15 a.m.; left - 11:38 a.m.</i>)
Carpenter, Rothans & Dumont, LLP	Steve Rothans (<i>arrived - 11:38 a.m.</i>)

1. CALL TO ORDER

Committee Chair Sergio Ibarra called the meeting to order at 9:31 a.m.

2. ESTABLISHMENT OF QUORUM/INTRODUCTIONS

Roll call determined a quorum was present.

3. PUBLIC COMMENTS

None.

4. APPROVAL OF AGENDA AS POSTED

Motion by Jessie Flores (Adelanto), seconded by Pamela Mackie (Fullerton), to approve the agenda as posted. Motion passed unanimously via roll call vote, with representatives from Adelanto, Bell, Fullerton, and Hawthorne voting "aye".

5. CONSENT CALENDAR

Motion by Pamela Mackie (Fullerton), seconded by Alison Stevens (Hawthorne), to approve item A) Minutes of the May 10, 2023 Claims Committee Meeting, and receive and file item B) 2022-23 Claims Committee Attendance Record. Motion passed unanimously via roll call vote, with representatives from Adelanto, Bell, Fullerton, and Hawthorne voting “aye”.

6. OPEN SESSION

A. Chair and Vice Chair Election

The Claims Committee Chair and Vice Chair Elections were presented by Amber Anderson, Program Administrator. Ms. Anderson reminded the Board that at the July 6, 2022 Claims Committee meeting, Sergio Ibarra was elected as Chair, and Pamela Mackie as Vice Chair. Subsequently, at the June 15, 2023 Board of Directors meeting, Mr. Ibarra was elected Board President, with a term beginning July 1, 2023. In order to ensure continuity, Ms. Mackie agreed to consider serving as Chair of the Claims Committee, with Mr. Ibarra stepping into the role of Vice Chair.

In the 2023-24 program year, ICRMA will consist of fourteen (14) Members. Committee size will therefore require between three (3) and five (5) Members total. Additionally, the Bylaws feature a provision that both the Board President and Vice President serve on all committees.

Member	Representing	Area of Experience	Term Expiration
Jessie Flores	Adelanto	City Management	June 2024
Sergio Ibarra	Bell	HR/ Risk Mgmt.	June 2024
Pamela Mackie	Fullerton	Risk Mgmt.	June 2025
Alison Stevens	Hawthorne	Legal	June 2026
Debbie Scott-Leistra	Santa Ana	Risk Mgmt.	June 2026

The Committee was advised to consider appointment of an additional member, ideally with experience in Finance or Administration, with the impending retirement of Debbie Scott-Leistra to complete the expired term.

Motion by Alison Stevens (Hawthorne), seconded by Sergio Ibarra (Bell), to elect Pamela Mackie (Fullerton) as Claims Committee Chair. Motion passed unanimously via roll call vote, with representatives from Adelanto, Bell, Fullerton, and Hawthorne voting “aye”.

Motion by Alison Stevens (Hawthorne), seconded by Pamela Mackie (Fullerton), to elect Sergio Ibarra (Bell) as Claims Committee Vice Chair. Motion passed unanimously via roll call vote, with representatives from Adelanto, Bell, Fullerton, and Hawthorne voting “aye”.

B. Updates to Workers’ Compensation TPA Performance Standards

Kristen Vanscourt, Workers’ Compensation Program Manager, reviewed proposed updates to the Workers’ Compensation Third Party Administrator (TPA) Performance Standards.

Motion by Pamela Mackie (Fullerton), seconded by Sergio Ibarra (Bell), to approve and file Workers’ Compensation TPA Performance Standards revisions. Motion passed unanimously via roll call vote, with representatives from Adelanto, Bell, Fullerton, and Hawthorne voting “aye”.

C. Liability Program Subjectivity Follow-Up

Danielle Rogacki, Senior Program Director, reminded Committee members of a subjectivity by the excess liability carriers that was included in the 2023-24 renewal terms. At the June 15 Board meeting, Claims Committee was directed to review the subjectivity and make recommendations to the Board.

OneSource suggested the addition of Jaclyn Marquez, whose bio was included with Board materials. The Claims Committee directed staff to ask OneSource to provide multiple candidates to be interviewed by the Committee at a Special Meeting to be scheduled.

Motion by Alison Stevens (Hawthorne), seconded by Pamela Mackie (Fullerton), to request OneSource provide multiple candidates for the Liability Program Manager position. Motion passed unanimously via roll call vote, with representatives from Adelanto, Bell, Fullerton, and Hawthorne voting "aye".

D. Legal Bill Review Services Procurement

Danielle Rogacki, Senior Program Director, reminded the Committee that direction was given to staff to replace Bottomline by simplified procurement as soon as practicable. The Administration team suggested initiating procurement later in the fall after the Claims Committee and Board have decided on a new Liability Program Manager.

Motion by Pamela Mackie (Fullerton), seconded by Alison Stevens (Hawthorne), to initiate the procurement process for alternative legal bill review services following the decision regarding a new Liability Program Manager. Motion passed unanimously via roll call vote, with representatives from Adelanto, Bell, Fullerton, and Hawthorne voting "aye".

7. CLOSED SESSION

The Committee entered closed session with Legal Counsel at 10:25 a.m. to discuss the following items:

A. Discussion of Open Claims and Conference with Legal Counsel pursuant to Government Code Sections 54956.95(a)

- Jiron v. San Fernando (WC)
- Aguilar v. Huntington Park (GL)
- Canizales v. South Gate (GL)

8. REPORT FROM CLOSED SESSION

The Committee reconvened to open session at 11:51 a.m., and Legal Counsel advised that no reportable action was taken.

9. CLOSING COMMENTS

None.

10. ADJOURNMENT

The Chair adjourned the meeting at 11:54 a.m.