
MINTUES OF THE APRIL 16, 2025 CLAIMS COMMITTEE MEETING

A meeting of the Claims Committee was held via teleconference on April 16, 2025.

VOTING MEMBERS PRESENT:

Bell	Rickey Manbahal
El Monte	Rigoberto Gutierrez
Huntington Park	Eduardo Sarmiento
Lynwood	Patrick Matson
San Fernando	Sergio Ibarra

OTHERS PRESENT:

AdminSure	Kristen Vanscourt
	Stacy Goopio
Downey (Guest)	James McQueen
Johnson Schachter & Lewis	Jason Sherman
Mainstream Unlimited	Bob May
One Source	Louise Edler
	Tyler Conlin
Sedgwick	Eric Dahlen
	Marina Acosta
	Ramon Hernandez

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Committee Chair Rigoberto Gutierrez called the meeting to order at 10:04 a.m.

2. INTRODUCTIONS

Roll call was taken, and a quorum was established.

3. PUBLIC COMMENTS

None.

4. APPROVAL OF AGENDA AS POSTED OR AMENDED

Motion by Eduardo Sarmiento (Huntington Park), seconded by Sergio Ibarra (San Fernando), to approve the agenda as posted. Motion passed unanimously via roll call vote, with representatives from Bell, El Monte, Huntington Park, Lynwood, and San Fernando voting "aye."

5. CONSENT CALENDAR

Motion by Eduardo Sarmiento (Huntington Park), seconded by Sergio Ibarra (San Fernando) to approve items:

A) Minutes of the January 29, 2025 Claims Committee Meeting

Motion passed by majority via roll call vote, with representatives from El Monte, Huntington Park, Lynwood, and San Fernando voting "aye". Bell abstained from voting.

6. OPEN SESSION

A. Approve Attorney Panel Nomination

Louise Edler, Liability Program Manager, presented a request dated March 20, 2025, from Steve Rolon of Carl Warren & Company, the third-party administrator (TPA) for City of Huntington Park, to add attorneys Brian Moore, Meridith Stewart, Roberta Kraus, and Whitney Tantiswanna to the Liability Defense Panel.

Ms. Edler explained the City's previous attorney had resigned, creating an urgent need to appoint additional attorneys to the Defense Panel.

Motion by Rickey Manbahal (Bell), seconded by Sergio Ibarra (San Fernando), to approve the recommendation for Board approval of additions to the Liability Defense Panel on behalf of City of Huntington Park. Motion passed unanimously via roll call vote, with representatives from Bell, El Monte, Huntington Park, Lynwood, and San Fernando voting "aye."

B. Property Memorandum of Coverage

Eric Dahlen, Executive Director, informed the Committee that items 6.B – 6.E all have to do with the Memorandum of Coverage (MOC) for each of the coverage programs, but have been separated into different items for ease of visibility and any potential discussion.

Mr. Dahlen advised the Committee that after consulting with Board Counsel and the program managers, no content changes have been made to the MOCs besides updating the dates to reflect the 2025-26 program year.

A Board member pointed out errors regarding the program year dates and gave direction to staff to revise the errors before finalizing the MOCs.

Motion by Patrick Matson (Lynwood), seconded by Rigoberto Gutierrez (El Monte), to review and recommend Board adoption of the updated Property MOC with direction to staff that the errors regarding the program year dates be revised. Motion passed unanimously via roll call vote, with representatives from Bell, El Monte, Huntington Park, Lynwood, and San Fernando voting "aye."

C. Liability Memorandum of Coverage

Staff was directed to revise the errors regarding the program year dates before finalizing the Liability MOC.

Motion by Sergio Ibarra (San Fernando), seconded by Patrick Matson (Lynwood), to review and recommend Board adoption of the updated Liability MOC with direction to staff that the errors regarding the program year dates be revised. Motion passed unanimously via roll call vote, with representatives from Bell, El Monte, Huntington Park, Lynwood, and San Fernando voting “aye.”

D. Workers' Compensation Memorandum of Coverage

Staff was directed to revise the errors regarding the program year dates before finalizing the Workers' Compensation MOC.

Motion by Sergio Ibarra (San Fernando), seconded by Rigoberto Gutierrez (El Monte), to review and recommend Board adoption of the updated Workers' Compensation MOC with direction to staff that the errors regarding the program year dates be revised. Motion passed unanimously via roll call vote, with representatives from Bell, El Monte, Huntington Park, Lynwood, and San Fernando voting “aye.”

E. Auto Physical Damage Memorandum of Coverage

Staff was directed to revise the errors regarding the program year dates before finalizing the Auto Physical Damage MOC.

Motion by Sergio Ibarra (San Fernando), seconded by Rickey Manbahal (Bell), to review and recommend Board adoption of the updated Auto Physical Damage MOC with direction to staff that the errors regarding the program year dates be revised. Motion passed unanimously via roll call vote, with representatives from Bell, El Monte, Huntington Park, Lynwood, and San Fernando voting “aye.”

F. City of Downey-Vandalism/Theft – Coverage Decision Appeal

Mr. Dahlen reported the City of Downey's property claim was denied by AdminSure due to late reporting, consistent with the 2024–25 Property Program MOC. The City submitted a timely appeal the same day, which was acknowledged by the previous Executive Director and included in the April 16, 2025, Claims Committee meeting.

Ms. Stacy Goopio of AdminSure confirmed the denial, noting the claim was late with no valid justification at the time of initial reporting.

A representative from Downey (James McQueen), explained the delay stemmed from the lack of an alarm system, unclear date of loss, underestimated damage, and unavailable data needed for the notice of loss. The facility also requires redesign to meet current codes. The initial estimate was \$50,000, but final costs are pending bids.

Motion by Rickey Manbahal (Bell), seconded by Sergio Ibarra (San Fernando), to approve the appeal. The motion passed unanimously via roll call, with representatives from Bell, El Monte, Huntington Park, Lynwood, and San Fernando voting “aye.”

G. Claims Committee Meeting Dates for FY 2025/26

Staff presented Claims Committee meeting dates for the 2025/26 fiscal year:

- July 23, 2025

- October 29, 2025
- January 28, 2026
- April 22, 2026

There was direction to meet on odd number months and have the Board approve the more frequent Claims Committee meeting schedule.

Motion by Sergio Ibarra (San Fernando), seconded by Rickey Manbahal (Bell), to meet on odd number months with a recommendation to the Board to approve the schedule. Motion passed unanimously via roll call vote, with representatives from Bell, El Monte, Huntington Park, Lynwood, and San Fernando voting “aye.”

7. CLOSED SESSION

All guests and vendor partners not involved in claim matters exited the meeting prior to the start of closed session. The Committee entered closed session at 10:40 a.m.

- A. Discussion of Open Claims and Conference with Legal Counsel pursuant to Government Code Sections 54956.95:
- Ramirez v. City of Santa Ana (GL)

8. REPORT FROM CLOSED SESSION

The Committee reconvened to open session at 11:09 a.m.

General Counsel advised that no reportable action was taken.

9. CLOSING COMMENTS

Board President, Sergio Ibarra, thanked staff for their work and for being open to hearing the concerns of the members.

10. ADJOURNMENT

The Chair adjourned the meeting at 11:10 a.m.