



**MINUTES OF THE
CLAIMS COMMITTEE
SEPTEMBER 20, 2017
9:30 A.M.**

A meeting of the Claims Committee was held on September 20, 2017, via webinar/conference call.

Name	Member Agency	Present	Absent
Vicki Cross	Glendora	X	
Yvette Abich Garcia	Downey	X	
Sergio Ibarra	Bell	X	
Sara Nazir	Inglewood	X	
Alison Stevens	Hawthorne	X	

Others in Attendance:

RPA
Beth Lyons
Ashley O'Brian
Christina Floe
Tyler LaMantia (10:02)

Johnson Schachter & Lewis Luther Lewis

Carl Warren & Company John Beringer
Todd Johnson

1. CALL TO ORDER

Chair Vicki Cross, Glendora, called the meeting to order at 9:39 a.m.

2. ESTABLISHMENT OF QUORUM/INTRODUCTIONS

Introductions took place and it was determined a quorum was present.

3. PUBLIC COMMENTS

There were no public comments.

4. APPROVAL OF AGENDA AS POSTED OR AMENDED

Motion was made by Yvette Garcia, Downey, seconded by Alison Stevens, Hawthorne, to approve the agenda as presented. The motion carried by unanimous roll call vote.

5. CONSENT CALENDAR

Motion was made by Yvette Garcia, Downey, seconded by Alison Stevens, Hawthorne to approve the Consent Calendar; approve item A and direct staff to finalize, review and file item B. The motion carried by unanimous roll call vote

6. OPEN SESSION

A. Liability Claims Auditor Selection

Liability program claim audits are performed every other year in the odd years. In 2015, ICRMA issued a request for proposals (RFP) for both liability and workers' compensation claims auditing services. In November 2015, the Claims Committee selected claim auditor Ken Maiolini and entered into a one-year contract for liability program auditing services. Maiolini completed the program audits in the spring of 2016.

Pursuant to the Bylaws for the Liability Program, the Claims Committee has authority to negotiate and approve contracts within its scope of responsibilities, that are \$50,000 or less, and that fall within the approved budget appropriations.

Because the auditing contract was for a one-year term, the Claims Committee was asked to provide direction regarding the 2017 program audit. The following options were presented for discussion:

1. Issue an RFP for liability claim auditing services.
2. Contact Ken Maiolini to determine if he is interested in amending his contract and performing another audit.
3. Review the RFP responses from 2015, contact the next low bidder, and ask if he is willing to perform the audit at a not-to-exceed amount of \$21,615 (the amount budgeted for 2017).

A summary of the respondents from the 2015 RFP was presented for Committee review.

Motion was made by Yvette Garcia, Downey, to authorize the Executive Director to negotiate and execute a contract for liability program claims auditing services at an amount not-to-exceed \$21,615 with Ken Maiolini. If Ken Maiolini is not able to conduct the audit, the committee asked staff to approach the next low bidder and negotiate with him for an amount not to exceed the budgeted amount. Sergio Ibarra, Bell, seconded. The motion carried by a unanimous roll call vote.

7. CLOSED SESSION

The Committee convened in closed session at 10:08 a.m.

8. REPORT FROM CLOSED SESSION

The Committee convened in open session at 10:15 a.m. and reported the following:

Luther Lewis reported that, in the Kitahara v. Monterey Park matter, the Claims Committee gave direction for the Executive Director to enter into a contract as proposed.

9. CLOSING COMMENTS

There were no closing comments.

10. ADJOURNMENT

The meeting was adjourned by general consensus at 10:16 a.m.