



CLAIMS COMMITTEE MEETING AGENDA

Via Webinar/Teleconference
(844) 368-3855, Access Code – 998 218 908

Wednesday, September 20, 2017
9:30 A.M.

CALL TO ORDER

ESTABLISHMENT OF QUORUM/INTRODUCTIONS

PUBLIC COMMENTS

This time is reserved for members of the public to address the Committee relative to matters of ICRMA that are not on the agenda. Persons wishing to address items on the agenda will be permitted to do so during the discussion of the item. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person, twenty minutes in total.

APPROVAL OF AGENDA AS POSTED OR AMENDED

As a matter of procedure, the Committee should approve the agenda.

CONSENT CALENDAR

If the Committee would like to discuss any item listed, it may be pulled from the Consent Calendar.

- A. Minutes of the May 11, 2017 Claims Committee Meeting.....3
 - B. 2016/17 Claims Committee Attendance Record.....6
- Action: Approval of the Consent Calendar; approve item A and direct staff to finalize, review and file item B.*

OPEN SESSION

As to each agenda item, the Committee may take action and/or receive informational reports as appropriate.

- A. Liability Claim Auditor Selection (Beth).....7
- Action: Authorize the Executive Director to negotiate and execute a contract for liability program claims auditing services at an amount not-to-exceed \$21,615.*

CLOSED SESSION

The Committee will hold a closed session to discuss any or all claims listed on the agenda. Members are reminded to destroy closed session materials after the meeting.

Discussion of Open Claims and Conference with Legal Counsel pursuant to Government Code Section 54956.95(a):

- Kitahara v. Monterey Park

REPORT FROM CLOSED SESSION

Report from Closed Session: Pursuant to Government Code Section 54957.1, the Committee must report in open session any action taken in closed session.

CLOSING COMMENTS

This time is reserved to identify matters for future Committee business.

ADJOURNMENT

FUTURE MEETINGS

Claims Committee, November 8, 2017

Claims Committee, January 10, 2018

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact ICRMA at (949) 349-9882. Notification 48 hours before the meeting will enable ICRMA to make reasonable arrangements to ensure accessibility (28 CFR 35.102.35.104 ADA Title II).

*Notice of teleconference meeting pursuant to Government Code Section 54953 (b):
WebEx/Teleconferencing facilities will be available at the following locations:*

City of Downey
11111 Brookshire Ave.
Downey, CA 90241

City of Glendora
116 E. Foothill Blvd.
Glendora, CA 91741

City of Hawthorne
4455 West 126th St.
Hawthorne, CA 90250

City of Inglewood
One Manchester Blvd.
Inglewood, CA 90301

City of Bell
6330 Pine Avenue
Bell, CA 90201



INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY

MINUTES OF THE CLAIMS COMMITTEE MEETING MAY 11, 2017 1:00 P.M.

A meeting of the Claims Committee was held on May 11, 2017, via web conference.

Name	Member/Agency	Present	Absent
Jill Buchholz	Redondo Beach	X	
Vicki Cross	Glendora	X	
Yvette Abich Garcia	Downey	X	
Sergio Ibarra	Bell	X	
Sara Nazir	Inglewood	X	
Alison Stevens	Hawthorne	X	
Chu Thai	Monterey Park		X

Others in Attendance:

RPA	Beth Lyons Ashley O'Brian Christina Floe
Johnson Schachter & Lewis	Luther Lewis
Carl Warren & Company	John Beringer Todd Johnson Sean Rasmussen Estelle Freeman
City of San Fernando	Nick Kimball

1. CALL TO ORDER

Chair Jill Buchholz called the meeting to order at 1:08 p.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, and unanimously carried by roll call vote to approve the agenda as presented.

5. CONSENT CALENDAR

Motion was made by Jill Buchholz, Redondo Beach, seconded by Alison Stevens, Hawthorne, and unanimously carried by roll call vote to approve the consent calendar as presented.

6. OPEN SESSION

A. Claims Committee Appointments for Expiring Terms and Appointment of Chair and Vice Chair

Motion was made by Sara Nazir, Inglewood, seconded by Yvette Garcia, Downey, and unanimously carried by roll call vote to elect Vicki Cross as Claims Committee chair with a term expiring 2020, elect Yvette Garcia as vice chair, recommend Board approval for Alison Stevens to serve a term expiring 2020, and solicit membership to maintain quorum and ensure better representation.

B. Proposed 2017/18 Claims Committee Meeting Dates

Motion was made by Vicki Cross, Glendora, seconded by Yvette Garcia, Downey, and unanimously carried by roll call vote to adopt the following 2017-18 meeting dates:

July 12, 2017

September 20, 2017

November 8, 2017

January 10, 2018

March 14, 2018

May 9, 2018

7. CLOSED SESSION

The Committee convened in closed session at 1:32 p.m.

8. REPORT FROM CLOSED SESSION

The Committee convened in open session at 1:52 p.m. and reported the following:

- Coughlin v. San Fernando
The Committee approved settlement authority.
- Hadsell v. Baldwin Park
The Committee granted authority to make a CCP 998 offer as requested.

9. CLOSING COMMENTS

There were no closing comments.

10. ADJOURNMENT

The meeting was adjourned by general consensus at 1:53 p.m.

DRAFT



Subject: 2016/17 Claims Committee Attendance Record

Action for consideration:
Review and file

Background:
The Claims Committee (Committee) Attendance Record is presented for review. Pursuant to Section 3.2.5.2 of the Program Bylaws, attendance of Committee members is essential to conducting the Authority’s claims management, and a Committee member missing a maximum of two meetings in a fiscal year (July 1 to June 30), shall be subject to review by the Governing Board or Administrative Committee concerning forfeiture of his/her membership on the Committee. Committee members may not appoint a delegate to attend the meetings in his/her place.

Member	City	7/14 2016	9/1 2016	10/10/ 2016	11/15 2016	1/12 2017	3/13 2017	5/11 2017	% Attendance
Jill Buchholz	Redondo Beach	X	X	X	X	X	X	X	100%
Vicki Cross	Glendora	Absent	X	X	X	X	Absent	X	71%
Yvette Abich Garcia	Downey	X	X	X	Absent	X	X	X	86%
Sergio Ibarra	Bell	X	X	Absent	X	Absent	X	X	71%
Sara Nazir	Inglewood	-	-	-	-	-	NA	X	100%
Haydee Sainz	Lynwood	X	X	Absent	X	X	X	NA	83%
Alison Stevens	Hawthorne	X	X	Absent	X	X	X	X	86%
Chu Thai	Monterey Park	X	X	X	Absent	X	X	Absent	71%

Prepared by: Christina Floe, Administrative Assistant



Subject: Liability Claim Auditor Selection

Action for consideration:

Authorize the Executive Director to negotiate and execute a contract for liability program claims auditing services at an amount not-to-exceed \$21,615.

Background:

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.

Because the auditing contract was for a one-year term, the Claims Committee is asked to provide direction regarding the 2017 program audit. Options include:

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 2017-18)

Following is a summary of the respondents from the 2015 RFP:

Firm	Principal Auditor	Proposed Pricing in RFP response	Notes
Risk Management Services	Ken Maiolini	\$19,650	Performed 2015 audit
Praxis Claim Consulting	Brian Stiefel	\$26,500	200 files @ \$110 = \$22,000 2 mtgs @ \$2,200 = \$4,500
Strategic Claims Direction	Gary Jennings	\$27,000	
Farley Consulting Services	Tim Farley	\$31,200	Performed audits from early 2000's through 2014
ICRMS	Mark Nester	\$44,180	\$35,680 + \$8,500 travel for 4 people

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.

Attachments: None

Prepared by: Beth Lyons, Executive Director