



**MINUTES**  
**ICRMA BOARD OF DIRECTORS**  
**STRATEGIC RETREAT & BOARD MEETING**  
**OCTOBER 11-12, 2023**

A meeting of the Board of Directors was held Wednesday, October 11 and Thursday, October 12, 2023 in Hawthorne, California.

**MEMBERS PRESENT:**

Adelanto	Jessie Flores
Bell	Sergio Ibarra
Downey	James McQueen
El Monte	Rigoberto Gutierrez
Fullerton	Pamela Mackie
	Veronica Gutierrez (10/12: left at 1:03 p.m.)
Glendora	Rita Wendling
Hawthorne	Samuel English (10/11: arrived at 11:48 a.m.; 10/12: not present)
Huntington Park	Eduardo Sarmiento (10/11: left at 2:00 p.m.)
Inglewood	Debra Carter (10/11: arrived at 10:18 a.m.)
Lynwood	Patrick Matson
	Ernie Hernandez (10/11: arrived at 10:54 a.m.; 10/12: not present)
San Fernando	Nick Kimball (10/12: not present)
	Erica Melton
Santa Ana	Samantha Lambert (10/11: left at 4:15 p.m.; 10/12: arrived at 11:50 a.m.)
	Tracy Jacobs (10/12: left at 11:53 a.m.)
South Gate	Jon Hamilton (10/12: left at 1:03 p.m.)
	Thurman Green

**MEMBERS ABSENT:**

El Segundo

**OTHERS PRESENT:**

Adelanto/Rutan & Tucker, LLP	Todd Liftin (10/11: absent; 10/12: joined at 1:31 p.m., left at 1:50 p.m.)
AdminSure	Kristen Vanscourt (10/12: left at 1:03 p.m.)
Alvarez-Glasman & Colvin	Christy Garcia (10/11: absent; 10/12: joined at 1:04 p.m., left at 1:30 p.m.)
	Roger Colvin (10/11: absent; 10/12: joined at 1:04 p.m., left at 1:30 p.m.)
Burke, Williams & Sorensen, LLP	Michael Nebenzahl (10/11: absent; 10/12: joined at 1:31 p.m., left at 1:50 p.m.)
Eide Bailly	Brent Mason (10/11: not present; 10/12: left at 1:03 p.m.)
El Segundo	Sheryl Higa (10/12: left at 1:03 p.m.)
Gallagher	Natalie Bates (10/12: left at 1:03 p.m.)
Johnson Schachter & Lewis	Kellie Murphy
Mainstream Unlimited	Bob May
One Source	Louise Edler
	Shari Huff (10/11: not present)

RPA	Amber Anderson Cindy LaMantia (10/11: left at 1:00 p.m.; 10/12: not present) Tyler LaMantia (10/12: not present) Dani Rogacki Nilsa Quandt
San Fernando	Michael Okafor (10/12: left at 1:03 p.m.)

## 1. CALL TO ORDER

President Sergio Ibarra called the meeting to order at 10:08 a.m. on Wednesday, October 11.

## 2. ESTABLISHMENT OF QUORUM/INTRODUCTIONS

A quorum was established.

## 3. PUBLIC COMMENTS

None.

## 4. APPROVAL OF AGENDA AS AMENDED

Item 5B: Appointment of Interim Executive Director was moved to Item 5A.

*Motion by Eduardo Sarmiento (Huntington Park), seconded by Jon Hamilton (South Gate, to approve the agenda as amended. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Hawthorne, Huntington Park, Lynwood, San Fernando, Santa Ana, and South Gate voting "aye". Inglewood was not present.*

## 5. INFORMATIONAL ITEMS

### A. Appointment of Interim Executive Director

Cindy LaMantia, RPA, stated that pursuant to RPA's contract with ICRMA and based on direction of ICRMA General Counsel, Danielle Rogacki has been designated by RPA as Interim Executive Director following John Nielsen's departure. RPA requested the Board ratify this appointment, intended to prevent any interruption of pool business. Discussion ensued amongst the Board.

*Motion by Rita Wendling (Glendora), seconded by Samuel English (Hawthorne) to appoint Danielle Rogacki to the role of Interim Executive Director effective October 11, 2023. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Hawthorne, Huntington Park, Lynwood, San Fernando, Santa Ana, and South Gate voting "aye". Inglewood was not present.*

### B. Strategic Planning Session

Andrew Ranson, Magellan Executive Partners, led the Board through strategic orienteering exercises for the remainder of the day. Topics of focus as previously determined through a survey of members were: member engagement, growing the JPA and financial stability.

*Information only. No action required.*

The Board recessed from its deliberations at 4:30 p.m. on Wednesday, October 11 and reconvened at 8:38 a.m. on Thursday, October 12.

## 6. STRATEGIC PLANNING SESSION RECAP

Andrew Ranson continued the strategic orienteering session and provided the Board with a summary of the main takeaways from the previous day's exercises, noting specific strategic priorities to serve as a focus for planning efforts: growth, member engagement and financial stability. In the coming weeks, Mr. Ranson will deliver a document outlining ICRMA's final Strategic Filters for presentation to the Board at its December 7, 2023 meeting for review and approval.

The Board took a break at 10:20 a.m. and reconvened at 10:30 a.m.

## 7. CONSENT CALENDAR

Motion by Jon Hamilton (South Gate), seconded by Jessie Flores (Adelanto), to approve items: A) Minutes of the August 10, 2023 Board of Directors Meeting and B) Liability Memoranda of Coverage – 2020/21, 2021/22, 2022/23 & 2023/24, and C) Request to Waive Surcharge: South Gate; and to receive and file items: D) Disbursement Registers for August and September 2023, E) Vendor Satisfaction Survey Update, F) Quarterly Risk Management Fund Balance as of September 30, 2023, G) Quarterly Risk Control Education, Promotion and Training Opportunities, H) RPA Contract Deliverables Status Report and I) Annual Calendar Overview. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana, and South Gate voting "aye".

## 8. OPEN SESSION

### A. Year in Review

Dani Rogacki, Interim Executive Director, presented ICRMA's accomplishments for the 2022-23 program year.

*Motion by Debra Carter (Inglewood), seconded by Jon Hamilton (South Gate), to receive and file ICRMA's Year in Review. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana, and South Gate voting "aye".*

### B. Liability Program Management Services Update

Dani Rogacki provided an overview of the process for engaging a new Liability Program Manager. Louise Edler of OneSource was selected as the new Liability Manager replacing Michael Gates effective September 18, 2023. The Administration Team is working closely with OneSource to ensure a smooth transition.

*Information only. No action required.*

### C. Workers' Compensation Program Claims Analysis

Kristen Vanscourt, Workers' Compensation Program Manager, presented an analysis of ICRMA's workers' compensation claims trends.

*Information only. No action required.*

D. Liability Program Claims Analysis

Louise Edler, Liability Program Manager, presented an analysis of ICRMA's liability claims trends.

*Information only. No action required.*

E. Risk Management Recommendations & Discussion of University Sessions

As a follow up to the reports of Ms. Vanscourt and Ms. Edler, Bob May, Director of Loss Control provided recommendations intended to reduce the frequency and severity of claims including those relating to premises liability, excessive force, employment practices, and improper road design/dangerous conditions.

*Information only. No action required.*

F. Risk Control Director Contract: Mainstream Unlimited

Dani Rogacki presented changes made to the existing contract with Mainstream Unlimited. At the Board meeting held August 10, 2023, the Administration Team was directed to review the contract and related fees for the impending term. The contract was effective July 1, 2021 for a one-year term with the option to extend up to four (4) additional term years. ICRMA had already extended the contract for one (1) year, and the Board was asked to extend the contract an additional three (3) years, which would result in the contract terminating as of June 30, 2026.

*Motion by Thurman Green (South Gate), seconded by James McQueen (Downey), to approve the contract extension for Mainstream Unlimited. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, El Segundo, Fullerton, Glendora, Huntington Park, Inglewood, Lynwood, San Fernando, and Santa Ana voting "aye"*

G. Fall Conference Attendance Recaps

Amber Anderson, Program Manager, provided a summary of fall conferences attended by staff and Board members. Board members who attended the conferences referenced by Ms. Anderson gave a summary of what they learned/gained from attending those conferences.

*Information only. No action required.*

H. Bottomline/Legal-X Workflow Discussion

Ms. Anderson reminded the Board that as part of the 2023-24 RPA contract deliverables, RPA was directed to provide a workflow for the legal bill review services process, including standard timelines for the life of the invoices. Ms. Anderson reviewed the initial assessment of the current workflow and shared some suggestions that the team has developed to potentially enhance it.

*Motion by Debra Carter (Inglewood), seconded by Jon Hamilton (South Gate) to delegate to the Claims Committee to finalize the process of exploring options for legal bill review services and report back to the Board when completed. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana, and South Gate voting “aye”.*

I. Origami Super-user Action Plan

Dani Rogacki stated that as part of the contract deliverables for 2023-24 program year, the Administration Team has been assigned the task of developing a priority and project list for an Origami Super-user. Ms. Rogacki reviewed the initial list, organized and ranked in terms of priority. The Administration Team is currently working with RPA to secure a resource and will coordinate with the Origami team to develop a detailed statement of work.

*Motion by Sergio Ibarra (Bell), seconded by Jessie Flores (Adelanto) to direct Staff to initiate the utilization of an Origami Super-user by January 2024. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana, and South Gate voting “aye”.*

J. Third Party Administrator Contracts

Ms. Rogacki reviewed Third Party Administrator (TPA) contracts up for renewal in June 2024 and requested the Board grant authority initiate contract discussions with Carl Warren for Liability TPA services and AdminSure for Property, APD, and Workers’ Compensation TPA and Program Management services contracts. Ms. Rogacki will bring the terms, including rate changes, back to the Board for approval in December.

*Motion by Debra Carter (Inglewood), seconded by Patrick Matson (Lynwood) to approve Staff to negotiate with Carl Warren and AdminSure for four-year extensions for Liability TPA Services. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana, and South Gate voting “aye”.*

*Motion by Debra Carter (Inglewood), seconded by Thurman Green (South Gate) to approve staff to negotiate with AdminSure for a three-year agreement for Property and APD TPA services. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana, and South Gate voting “aye”.*

*Motion by Erica Melton (San Fernando), seconded by Debra Carter (Inglewood) to approve staff to negotiate with AdminSure to separate the Workers’ Compensation Program Management Services contract from the Workers’ Compensation TPA Services contract. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana, and South Gate voting “aye”.*

**K. Administrative Services Contract: Risk Program Administrators**

Ms. Rogacki reminded the Board that at the August 10, 2023 meeting, the RPA Performance Measures for the July 1, 2023–June 30, 2024 contract year were approved and reviewed updates made by RPA to the Second Amended Addendum. The Board requested further discussion be had at a later date regarding the physical office location of ICRMA. The Second Amended Addendum expires June 30, 2024.

In addition, it was requested that the Board authorize the Board President to negotiate the preliminary terms of a two-year extension to the RPA contract.

*Motion by Sergio Ibarra (Bell), seconded by Jessie Flores (Adelanto), to approve a two year extension (July 1, 2024- June 30, 2026) with RPA for pool administration services. Motion passed unanimously by all voting members present, with representatives from Adelanto, Bell, Downey, El Monte, Fullerton, Glendora, Huntington Park, Inglewood, Lynwood, San Fernando, Santa Ana, and South Gate voting “aye”.*

*Lunch break was taken from 12:17 p.m. to 1:00 p.m.*

**L. Report on Granted Settlement Authority**

Kellie Murphy reported on all granted settlements finalized as of September 30, 2023.

*Information only. No action required.*

**8. CLOSED SESSION**

*The Board entered into closed session at 1:03 p.m. to discuss the following items:*

- A. Discussion of Open Claims and Conference with Legal Counsel pursuant to Government Code Section 54956.95.
- Barba v. Huntington Park (GL)
  - Beal v. Adelanto (GL)
  - Enache v. South Gate (GL)
  - Negrete v. South Gates (GL)

**9. REPORT FROM CLOSED SESSION**

*The Board reconvened to open session at 2:04 p.m.*

Kellie Murphy, General Counsel, reported in the matter of Barba v. Huntington Park, settlement authority was granted. For all other matters, Ms. Murphy noted no reportable action was taken.

**10. CLOSING COMMENTS**

None

**11. ADJOURNMENT**

President Sergio Ibarra adjourned the meeting at 2:08 p.m.