



MINTUES OF THE OCTOBER 30, 2024 CLAIMS COMMITTEE MEETING

A meeting of the Claims Committee was held via teleconference.

Members Present

El Monte	Rigoberto Gutierrez, Vice Chair
Fullerton	Pamela Mackie, Chair
Huntington Park	Eduardo Sarmiento (<i>arrived at 10:36 a.m.</i>)
San Fernando	Sergio Ibarra

Absent

Bell

Others Present

AdminSure	Kristen Vanscourt (<i>left at 10:49 a.m.</i>)
Johnson Schachter & Lewis	Kellie Murphy
Mainstream Unlimited	Bob May
One Source	Louise Edler
	Tyler Conlin
Risk Program Administrators	Danielle Rogacki
	Amber Anderson
	Nilsa Quandt (<i>left at 10:49 a.m.</i>)

1. CALL TO ORDER

Committee Chair Pamela Mackie called the meeting to order at 10:03 a.m.

2. ESTABLISHMENT OF QUORUM/INTRODUCTIONS

3. PUBLIC COMMENTS

None.

4. APPROVAL OF AGENDA AS POSTED

Motion by Sergio Ibarra (San Fernando), seconded by Rigo Gutierrez (El Monte), to approve the agenda as posted.

Motion passed unanimously via roll call vote, with representatives from El Monte, Fullerton and San Fernando voting “aye.” Huntington Park was not present.

5. CONSENT CALENDAR

Motion by Rigoberto Gutierrez (El Monte), seconded by Sergio Ibarra (San Fernando), to approve Consent item: A) Minutes of the July 24, 2024 Claims Committee Meeting.

Motion passed unanimously via roll call vote, with representatives from El Monte, Fullerton and San Fernando voting “aye.” Huntington Park was not present.

6. OPEN SESSION

A. Workers' Compensation Claims Audit – Draft Report

Alan Fleming (North Bay & Associates) gave a brief review of the biennial audit of the Workers' Compensation Program. Mr. Fleming stated the audit covered claims from October 1, 2022, to September 14, 2024. In the first stage of the audit, Mr. Fleming reviewed 75 primary claims and 15 excess claims. He noted that El Segundo's claims were not yet audited as they had been in the process of changing their third party claims administrator; however, a supplemental audit was underway for the El Segundo files and would be included in the final report to the Board of Directors.

Primary Claim Handling by AdminSure:

The audit data showed an overall composite score of 95%, an improvement from the prior audit score of 89%. Each member will receive a detailed score sheet of their audit points, and the following recommendations were made:

1. Examiners should use the diary system and ensure that employees are contacted every 30 days while they are missing time.
2. Examiners should review and complete reserve worksheets for all reserve changes.
3. Examiners should promptly report claims once they become excess reportable.
4. Examiners should use the diary system to ensure subrogation claims are moved toward recovery.
5. Examiners and supervisors should closely track all ongoing diary reviews to ensure claims are handled per the ICRMA standards.

Excess Reportable Claims Oversight by the Program Manager

A focus of the audit was to determine whether the Program Manager is reporting all claims to the excess carrier. The audit found only one claim that was not reported because it appeared it would not become excess reimbursable at the time.

No vote necessary - information only.

B. Liability Defense Panel Additions

Louise Edler, Liability Program Manager, requested the addition of attorneys: Michelle Sassano of Aleshire & Wynder, Valerie Escalante Troesh of Civica Law Group APC and Daniel J. Carobini of the Law firm of Engle Carobini to the Liability Defense Panel. Ms. Edler advised that the City of Glendora submitted a request to add Michelle Sassano, noting that Ms. Sassano is a former member of the Panel and was removed only due to past inactivity. Secondly, the City of Hawthorne had submitted the request to add attorneys Valerie Escalante Troesh and David Carobni: Ms. Escalante Troesh for her work on various matters regarding administrative, civil enforcement and land use litigation and Mr. Carobini in relation to his expertise in civil litigation, namely medical malpractice, municipal tort defense and serious personal injury and wrongful death cases.

Motion by Rigoberto Gutierrez (El Monte), seconded by Sergio Ibarra (San Fernando), to approve the recommendation for Board approval of additions to the Liability Defense Panel on behalf of Glendora and Hawthorne.

Motion passed unanimously via roll call vote, with representatives from El Monte, Fullerton and San Fernando voting “aye.” Huntington Park was not present.

C. Workers’ Compensation Defense Panel Additions

Kristen Vanscourt, Workers’ Compensation Program Manager, advised the Committee that the City of Glendora requested the addition of Segovia Phan of Misa, Stefen & Koller to the Panel due to her specialization in Workers’ Compensation litigation.

Motion by Rigoberto Gutierrez (El Monte), seconded by Eduardo Sarmiento (Huntington Park), to approve the recommendation for Board approval of the addition to the Workers’ Compensation Defense Panel on behalf of Glendora.

Motion passed unanimously via roll call vote, with representatives from El Monte, Fullerton, Huntington Park and San Fernando voting “aye.”

D. Member Retained Limits Actuarial Study

Ms. Rogacki provided an update on the Member Retained Limit (MRL) study the pool had recently engaged Bickmore Actuarial Services to perform, reminding the Committee that ICRMA conducts an MRL study every 3-5 years. The study, last conducted based on data as of December 31, 2019, is periodically performed to ensure optimal and equitable MRLs for each Member.

The actuary did not recommend any changes as a result of the study, Ms. Rogacki advised, and she added that the study results would be shared with the Board as well.

Information Only.

7. CLOSED SESSION

The Committee entered into closed session at 10:49 a.m. to discuss the following item:

- Tomita v. Hawthorne (GL)

8. REPORT FROM CLOSED SESSION

The Committee reconvened to Open Session at 11:09 a.m. and Legal Counsel advised that no reportable action was taken in any matter listed.

9. CLOSING COMMENTS

None.

10. ADJOURNMENT

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