



CLAIMS COMMITTEE MEETING AGENDA

[Via Microsoft Teams](#)

(331) 256-5069 / 136-340-475#

May 8, 2024

10:00 A.M.

1. CALL TO ORDER

2. ESTABLISHMENT OF QUORUM/INTRODUCTIONS

3. 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.

4. APPROVAL OF AGENDA AS POSTED OR AMENDED

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

5. CONSENT CALENDAR

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

- A. Minutes of the March 2024 Claims Committee Meeting..... 3
- B. Claims Committee Attendance Record as of March 2024 8
- C. Workers' Compensation Claims Auditor Contract..... 9
- D. Liability Program Claims Audit Follow-up..... 10
- E. Property Claim Payment Notification 12

Actions: Approve item A; receive and file items B-E.

6. OPEN SESSION

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

- A. Election of Claims Committee Vice Chair (Dani) 13
Action: Elect a Claims Committee Vice Chair effective July 1, 2024.
- B. Approval of Meeting Dates for the 2024-25 Program Year (Amber)..... 14
Action: Review and approve the proposed meeting dates.
- C. Claims Committee Membership Discussion (Dani) 15
Action: Review and provide direction as needed.
- D. Request to Add Attorney to the Liability Defense Panel (Louise) 16
Action: Consider and recommend to the Board the addition of Priscilla George to the Liability Defense Panel on behalf of City of Glendora.

7. CLOSED SESSION

Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss any or all claims listed on the agenda. Members must destroy any closed session materials following the meeting.

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

- Brady v. Whittier
- Coulter v. Azusa

8. 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.

9. CLOSING COMMENTS

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

10. ADJOURNMENT

TBD

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact ICRMA's staff at (949) 349-9604. 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).

The open session portion of this meeting may be recorded. The recording may be destroyed after 30 days.

Notice of teleconference meeting pursuant to Government Code Section 54953 (b) teleconferencing facilities will be available in the office of the risk manager at the following locations:

City of Adelanto
11600 Air Expressway
Adelanto, CA 92301

City of El Monte
11333 Valley Boulevard
El Monte, CA 91731

City of Fullerton
303 W. Commonwealth Avenue
Fullerton, CA 92832

City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

City of San Fernando
117 Macneil Street
San Fernando, CA 91340

MINTUES OF THE CLAIMS COMMITTEE MARCH 20, 2024

A meeting of the Claims Committee was held via teleconference.

Members Present

Adelanto	Jessie Flores
El Monte	Rigoberto Gutierrez
Fullerton	Pamela Mackie, Chair
Huntington Park	Eduardo Sarmiento (<i>arrived at 10:23 a.m.</i>)
San Fernando	Erica Melton

Members Absent

Others Attendees

Adelanto	Brenda Lopez, City Clerk
AdminSure	Kristen Vanscourt (<i>left at 11:18 a.m.</i>)
Frost Brown Todd	Raymond Sakai (<i>joined at 11:47 a.m., left at 12:05 p.m.</i>)
Frost Brown Todd	Ricardo Navarrette (<i>joined at 12:23 p.m., left at 12:30 p.m.</i>)
Huntington Park	Ricardo Reyes, City Manager (<i>left at 11:45 a.m.</i>)
Johnson Schachter & Lewis	Kellie Murphy
Kutak Rock, LLP	Edwin Richards (<i>joined at 12:08 p.m., left at 12:23 p.m.</i>)
Mainstream Unlimited	Bob May
One Source	Louise Edler
RPA	Danielle Rogacki
	Amber Anderson
	Nilsa Quandt (<i>left at 11:18 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

A roll call determined a quorum was present.

3. PUBLIC COMMENTS

None.

4. APPROVAL OF AGENDA AS POSTED

Motion by Jessie Flores (Adelanto), seconded by Rigoberto Gutierrez (El Monte) to approve the agenda as posted. Motion passed unanimously via roll call vote, with representatives from Adelanto, El Monte, Fullerton, and San Fernando voting "aye". Huntington Park was not present.

5. CONSENT CALENDAR

Motion by Rigoberto Gutierrez (El Monte), seconded by Jessie Flores (Adelanto), to approve Consent item A) Minutes of the January 24, 2024 Claims Committee Meeting. Motion passed unanimously via roll call vote, with representatives from Adelanto, El Monte, Fullerton, and San Fernando voting "aye". Huntington Park was not present.

6. OPEN SESSION**A. Liability Claims Audit Follow-up**

Dani Rogacki, Interim Executive Director, reminded the Committee that Ken Maiolini of Risk Management Services (RMS) presented the claims audit of the Liability Program to the Board of Directors on February 8, 2024. This audit included a review of the members' primary third party claims administrators (TPAs), Carl Warren and AdminSure, as well as OneSource, ICRMA's Liability Program Manager.

Following the report, wherein Mr. Maiolini reviewed 223 claim files and surveyed all ICRMA members to gauge member satisfaction, the Board requested that the Claims Committee monitor progress in regards to the recommendations made for OneSource. Ms. Rogacki presented a status on all recommendations and advised that a follow-up audit was scheduled by Old Republic, ICRMA reinsurer. Once completed, she noted, the Administration Team will review and share pertinent results with the Committee.

Information only.

B. Benchmark Analytics: Discussion of Next Steps

Amber Anderson, Assistant Executive Director, recapped discussions from the Board meeting held on February 8, 2024 in regards to Benchmark Analytics (Benchmark) online law enforcement management system. A demo was provided of their platform at the Board meeting, and in coordination with the Administration Team and Loss Control Director, Benchmark analyzed ICRMA loss data and opined that over 33% of ICRMA's incurred liability claims are law enforcement related and stem from the same adverse events that their platform can predict.

Ms. Anderson advised that the Administration Team met with Benchmark to review contract options available to ICRMA members, and discussed identifying which member cities would benefit from participating in a pilot program. Erica Melton (San Fernando) and Eduardo Sarmiento (Huntington Park) volunteered to speak with their respective police departments to gauge interested in participating in a pilot of the program.

Information only.

C. Request to Add Attorneys to the Liability Defense Panel

Louise Edler, Liability Program Manager, presented a request to add two attorneys to the approved Liability Defense Panel (Panel) in conjunction with Bruce A. Lindsay of Jones & Mayer (a current member of the Panel engaged as counsel for an ICRMA case involving the City of Whittier, a former Member). Ms. Edler advised that she reviewed the credentials provided, and recommended their addition to the Panel.

Motion by Rigoberto Gutierrez (El Monte), seconded by Erica Melton (San Fernando) to recommend Board approval of the addition of Nicole Castronovo and Janet Keuper to the Liability Defense Panel.

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

D. Property Memorandum of Coverage for 2024-25

Ms. Rogacki presented the following suggested revisions to the Property Memorandum of Coverage (MOC) to the Board:

- Policy dates and references to the Allianz policy will be updated.
- Updated the section on Inspections, Audits and Appraisals: the appraisal process should be part of the Underwriting and Administration policy as it applies to all members of the pool and not just those participating in the Property program.
- Language was added to clarify that that members agree to allow ICRMA to conduct appraisals.
- For newly acquired property, language was added to state it needs to be added to the Statement of Values within four (4) months of acquisition.
- Cancellation and Termination: removed the last sentence as it was redundant and could not point to a specific provision in the Bylaws.
- Other Governing Documents: as a member of ICRMA the Governing documents apply to all members. This does not need to be restated in the MOC.
- Reporting Claims and Member Cooperation: did not reference Section 4, which applies to loss reporting notice – added this and the stipulation that members should cooperate with appraisals and scheduling of newly acquired property.
- Added language that the TPA Adjuster could appeal a decision by the Claims Committee.

Motion by Pamela Mackie (Fullerton), seconded by Jessie Flores (Adelanto), to recommend approval to the Board for adoption of the revised Property MOC. Motion passed unanimously via roll call vote, with representatives from Adelanto, El Monte, Fullerton, Huntington Park and San Fernando voting “aye”.

E. Auto Physical Damage Memorandum of Coverage for 2024-25

Ms. Rogacki presented the following suggested revisions to the Auto Physical Damage MOC:

- Policy dates and references to the Hanover policy will be updated.
- For newly acquired/leased vehicles clarified the language that they need to be added to the Statement of Values within 4 months of acquisition.
- Cancellation and Termination: removed the last sentence as it was redundant and could not point to a specific provision in the Bylaws.
- Other Governing Documents: as a member of ICRMA the Governing documents apply to all members. This does not need to be restated in the MOC.
- Reporting Claims and Member Cooperation: did not reference Section 4, which applies to loss reporting notice – added this and the stipulation that members should cooperate with scheduling of newly acquired vehicles.
- Added language that the TPA Adjuster could appeal a decision by the Claims Committee.

Motion by Eduardo Sarmiento (Huntington Park), seconded by Pamela Mackie (Fullerton), to recommend approval to the Board for adoption of the revised Auto Physical Damage MOC. Motion

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

F. Workers’ Compensation Memorandum of Coverage for 2024-25

Ms. Rogacki presented the following suggested revisions to the Workers’ Compensation MOC:

- Updated date references to reflect new coverage period
- Updated the language in the Settlement section to be consistent with the bylaws and practices.

Motion by Rigoberto Gutierrez (El Monte) seconded by Eduardo Sarmiento (Huntington Park), to recommend approval to the Board for adoption of the revised Auto Physical Damage MOC. Motion passed unanimously via roll call vote, with representatives from Adelanto, El Monte, Fullerton, Huntington Park and San Fernando voting “aye”.

G. Liability Memorandum of Coverage for 2024-25

Ms. Rogacki presented the following suggested revisions to the Liability MOC:

- Updated date references to reflect new coverage period
- Updated the name of the Department of Fair Employment and Housing to Civil Rights Department (Section VI- Conditions, 3. Duties in the Event of an Occurrence or Claim, o. WRONGUL EMPLOYMENT PRACTICES) to reflect name change of administrative agency

Motion by Eduardo Sarmiento (Huntington Park) seconded by Jessie Flores (Adelanto), to recommend approval to the Board for adoption of the revised Liability MOC. Motion passed unanimously via roll call vote, with representatives from Adelanto, El Monte, Fullerton, Huntington Park and San Fernando voting “aye”.

H. Consideration of Appeal to Coverage Denial: Regla v. Huntington Park

Kelly Murphy, Coverage Counsel, provided a brief review of the Regla v. Huntington Park claim.

The Committee took a break from 11:05 a.m. to 11:22 a.m.

7. CLOSED SESSION

The Committee entered into closed session at 11:24 a.m. to discuss the following items:

- A. Discussion of Open Claims and Conference with Legal Counsel pursuant to Government Code Sections 54956.95(a) and 54956.9(d)(2):
- Regla v. Huntington Park – Coverage Appeal (GL)

8. REPORT FROM CLOSED SESSION

The Committee reconvened to Open Session at 11:43 a.m. and Legal Counsel advised that no reportable action was taken.

H. Consideration of Appeal to Coverage Denial: Regla v. Huntington Park

The Committee resumed discussion of the Regla v. Huntington Park claim in Open Session.

Motion by Jessie Flores (Adelanto) seconded by Pamela Mackie (Fullerton), to impose a one percent (1%) increase in Huntington Park's MRL as a late reporting penalty in the matter of Regla v. Huntington Park. Motion passed unanimously via roll call vote, with representatives from Adelanto, El Monte, Fullerton, Huntington Park and San Fernando voting "aye".

9. CLOSED SESSION

The Committee entered into closed session at 11:46 a.m. to discuss the following items:

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

- Coulter v. Azusa (GL)
- Bonfield v. El Segundo (GL)
- Roberson v. Hawthorne (GL)
- Faris v. Hermosa Beach (GL)
- Enache v. South Gate (GL)
- Lopez v. South Gate (GL)
- Brady v. Whittier (GL)

10. REPORT FROM CLOSED SESSION

The Committee reconvened to Open Session at 12:37 p.m. and Legal Counsel advised that no reportable action was taken in any matter listed.

11. CLOSING COMMENTS

None.

12. ADJOURNMENT

The Chair adjourned the meeting at 12:39 p.m.



Subject: Claims Committee Attendance Record as of March 2024

Action for consideration: Receive and file.

Prepared by: Amber Anderson, Assistant Executive Director

Background:
Pursuant to Bylaw Article IX, Section B.4, a Committee member missing two (2) meetings in a program year shall be subject to Board review. On an annual basis, the Committee reviews the attendance record for presentation at the final Board meeting of each program year and addresses any issues when necessary.

**ICRMA
CLAIMS COMMITTEE ATTENDANCE RECORD
2023/24**

Member	City	7/12/23	7/25/2023 (Special)	8/29/2023 (Special)	11/8/23	1/24/24	3/20/24	5/8/24	% of Attendance
Jessie Flores	Adelanto	1	1	1	1	Absent	1		83%
Sergio Ibarra	Bell	1	1	1	Absent	N/A	N/A	N/A	75%
Rigoberto Gutierrez	El Monte	N/A	N/A	N/A	N/A	1	1		100%
Pamela Mackie	Fullerton	1	1	1	1	1	1		100%
Alison Stevens	Hawthorne	1	1	1	1	N/A	N/A	N/A	100%
Eduardo Sarmiento	Huntington Park	N/A	N/A	N/A	N/A	1	1		100%
Erica Melton	San Fernando	N/A	N/A	N/A	N/A	1	1		100%
Debbie Scott-Leistra	Santa Ana	Absent	1	1	N/A	N/A	N/A	N/A	67%
Total:		4	5	5	3	4	5	0	

N/A = Not serving on Claims Committee for this meeting

Rows in grey represent those who no longer serve on the Committee.

Attachment: None



Subject: Workers' Compensation Claim Auditor Contract

Action for consideration: Receive and file.

Prepared by: Dani Rogacki, Interim Executive Director

Background:

As per our established practice, Workers' Compensation Program claims audits are conducted every other year, specifically in the even years. In line with this schedule, it is now time to engage an auditor for the upcoming program year.

In the past, we have engaged North Bay Associates to conduct these audits, and based on their previous performance, the Administration Team recommends continuing our partnership with them for this year's audit.

North Bay Associates has proposed a flat fee of \$42,000 for conducting the audit. It is worth noting that during the previous audit, the fee charged by North Bay Associates was \$40,000. While the contract amount for this service falls within the Executive Director's authority as per the Purchasing Policy, we wanted to provide this information to the Committee for transparency purposes.

Considering the expertise and experience North Bay Associates brings to the table, we believe their proposed fee is reasonable and justifiable. Their thoroughness and attention to detail have proven invaluable in the past, and we expect the same level of professionalism from them this time as well.

Attachments: None



Subject: Liability Program Claims Audit Follow-up

**Action for
Consideration:** Receive and file.









Prepared by: Dani Rogacki, Interim Executive Director

Background:

On February 8, 2024, Ken Maiolini of Risk Management Services presented the Liability Program Claims Audit Report to the Board. Following an in-depth review, the Board requested that the Claims Committee monitor progress on the audit recommendations Mr. Maiolini provided for OneSource, ICRMA's Liability Program Management service provider.

Additionally, a supplementary liability claims audit is being conducted by ICRMA reinsurer Old Republic Specialty Insurance Underwriters (ORSIU). Praxis Claims Consulting was engaged by ORSIU to conduct its audit the first week of April. Any additional information from that audit will be shared as applicable.

Attachment: GL Audit Recommendations Status Report

ONESOURCE		
RECOMMENDATION	STATUS	RESPONSE
Acknowledgement letters should be sent to the Member TPA on all reported Excess claims. This acknowledgement should include instructions regarding investigation reports being provided to OneSource, have assigned Defense Counsel cc: the OneSource LPM on all correspondence/reports and provide 90-day updates to OneSource.		5/08 update: Acknowledgement letters have been added on a going forward basis. We are working with the frequency of the data updates so it will be easier to manage this component. We need to know which claims did not have acknowledgment letters. NOTE: OneSource has been currently doing this. This issue was addressed when new LPM came on board in September/October of 2023 and is currently being done.
The new OneSource claims staff should review the current open loss run and reduce the number of claims that do not have Excess potential; from our review that number seems to be substantial. A memo should go to the Member TPA advising them that the matter has been determined to not have Excess exposure and that OneSource is closing their file.		5/8 update: We have added the field and continue to work through any open claims to see if they can be closed for ICRMA. 3/20 Claims update: Dani and Louise are planning to meet on 3/28 to review this list. We are in the process of completing now that we are fully staffed. We will add a feature in Origami that will allow us to indicate that the file is closed as to ICRMA.
OneSource should develop a "Watchlist" designation for claims with high exposure that need special close monitoring and provide the Pool 90-day updates on status and review these "Watchlist" matters at appropriate Pool meetings. These "Watchlist" claims should have a well vetted evaluation at the OneSource level to determine appropriate Reinsurer reporting, reserving and litigation strategy. All other claims can have a "Monitor Only" designation, until such a time it is determined they need to move to the "Watchlist" or closed. Loss runs capability should be formatted to run all open, "Watchlist" only and "Monitor" only claims.		Over \$1 million have this field now. Admin Team Note: working on creation of the report in Origami.
OneSource needs to utilize the Origami claims system more effectively, timely and consistently by inputting notes, filing attachments and using more information fields. The Origami system needs to be a more standalone claims management system for OneSource/ICRMA to manage Excess exposure matters in a more effective manner. The Origami system should allow independent reserving of Excess matters, ability to close files that no longer represent an exposure to ICRMA, add fields that will assist the LPM in management of Excess claims and run reports for ICRMA that give a true representation of the overall Pool exposure, related to "Watchlist" and "Monitor Only" claims.		3/20 Claims Update: We have added fields for ICRMA Status and ICRMA closed date so the LPM can close out claims. Admin Team Note: We have started with the addition of our Origami super user. We have an Origami Project Plan we are working off to address the process flow of claims management. OneSource: The new LPM is inputting notes, filing attachments and completing information fields. We will work with the Origami Super User to incorporate adding fields to allow for ICRMA to set independent reserves, close files and run reports based on the Watchlist files and Monitor only claims.
Reserve rationale by the OneSource claims staff should be part of the Origami input on all claims reserved in the Pool layer. The Pool should be notified any time a reserve in the Pool layer is set or adjusted.		5/08 update: Louise and Dani met with the Carl Warren adjusters and look to schedule time with Adminsure to facilitate this communication . Communication with TPA adjuster on reserves. Document the origami notes to reflect communication
OneSource should be more consistent in reporting matters to Reinsurers and providing status updates. The new LPM staff has a great opportunity here to establish a solid relationship with the Reinsurers and erase history.		3/20 Claims Update: At our carrier meetings the reinsurers provided positive feedback on the communication. Agree. We have open communications with Reinsurers and will take a more proactive approach to that communication.
We anticipate that a more collaborative approach to dealing with the Members will be established by the new OneSource staff. Working together on Excess claims only benefits all stakeholders. Consistent communication is key.		DONE, we continue to monitor.
OneSource needs to recognize its role as gatekeeper to the Pool exposure and be more proactive in working with the Members, Pool and Reinsurers. Based on the audit and the short time the new LPM staff has been involved, this appears to be the current trend in handling by OneSource.		We will continue to improve our proactive approach in working with the Members, Pool and Reinsurers.

Subject: Property Claim Payment Notification

Action for consideration: Receive and file.

Prepared by: Amber Anderson, Assistant Executive Director

Background:

According to the Bylaws Section L. 2., the Third Party Administrator (TPA) has the authority to settle any claim up to \$50,000 in excess of the Member Deductible, and the Executive Director has authority in excess of the TPA’s authority and up to the Self-Insured Retention.

Admisure, ICRMA’s Property Program TPA, recently notified the Administration Team of a fire damage claim for City of Downey Fire Station No. 4, stemming from a 2022 incident in which considerable damage was done to the building. The extent of the damage was such that the fire station was rendered uninhabitable and personnel were forced to temporarily relocate, split between fire stations No. 1 and 3.

Initial estimates suggested repairs could cost upwards of \$700,000, with the lowest construction bid coming in at \$143,888. Work commenced in late 2022, however recent rains uncovered more extensive damage than initially anticipated, necessitating additional work estimated at \$158,688.

The TPA has provided Staff with an estimated total cost \$545,000 for repairs, broken down as follows:

Item	Amount
Original Construction Contract	\$143,888
Original Contingency	\$36,112
Change Order No. 1- Roof Replacement	\$158,688
Change Order No. 1 – Contingency	\$21,312
Subtotal Construction Cost	\$360,000
Design	\$56,000
Construction Inspection	\$20,000
Construction Engineering and Contract Administration	\$20,000
Misc. Expenses (storage containers, transporters, etc.)	\$14,000
Building Restoration Abatement and Environmental Analysis	\$35,000
Electrical System Improvements	\$40,000
Grand Total	\$545,000

Following review and discussion, Danielle Rogacki, Interim Executive Director, has authorized payment of the full SIR, upon which the TPA will work with Fireman’s Fund and the City on open items above \$250,000.00.

Attachment: None



Subject: Election of Claims Committee Vice Chair

Action for Consideration: Elect a Claims Committee Vice Chair effective July 1, 2024.

Prepared by: Dani Rogacki, Interim Executive Director

Background:

With the departure of Sergio Ibarra, City of Bell, from the claims committee the position of Vice Chair has become vacant. Per the Bylaws, the Claims Committee elects the Chair and Vice Chair from among its membership.

To fill this vacancy, Rigoberto Guterrez has expressed interest in the Vice Chair role. Mr. Gutierrez possesses an extensive background in claims and has shown commitment to the Committee since joining. The Administration Team recommends him as a great addition to the leadership team.

Attachment: None



Subject: Approval of Meeting Dates for the 2024-25 Program Year

Action for Consideration: Review and approve the proposed meeting dates.

Prepared by: Amber Anderson, Assistant Executive Director

Background:
In recent years, the Committee has met virtually on Wednesdays of odd-numbered months (alternating with Board meetings in even months) from 10:00 a.m. to 1:00 p.m. For the coming program year, the Board has approved an alteration to the historical meeting cadence, with a move toward a more quarterly meeting schedule. This change is in part to allow time for increased marketing of the pool via industry conference attendance and sponsorships. In turn, the Administration Team is proposing corresponding updates for the Claims Committee’s consideration:

- July 24, 2024
- October 30, 2024
- January 29, 2025
- April 16, 2025

UPCOMING INDUSTRY CONFERENCES:

EVENT	DATES	LOCATION
RIMS RISKWORLD	May 5-9, 2024	San Diego, CA
PRIMA Annual Conference	June 16-19, 2024	Nashville, TN
CAJPA Conference	September 10-13, 2024	South Lake Tahoe, CA
AGRiP Staff Forum	October 6-8, 2024	San Antonio, TX
League of CA Cities Conference	October 16-18, 2024	Long Beach, CA
CALPELRA Conference	November 12-15, 2024	Monterey, CA
CSMFO Annual Conference	February 18-21, 2025	San Jose, CA
LCW Annual Conference	February 2025	TBD
PARMA Conference	February 23-26, 2025	TBD
AGRiP Governance Conference	March 9-12, 2025	TBD
PRIMA Annual Conference	June 1-4, 2025	Seattle, WA

Attachment: None



Subject: Claims Committee Membership Discussion

Action for Consideration: Review and provide direction as needed.

Prepared by: Dani Rogacki, Interim Executive Director

Background:

Article IX, Section B.3 of the Bylaws provides for the composition guidelines of the Claims Committee, as follows:

- a The Claims Committee consists of twenty (20) to forty (40) percent of the Board up to a maximum of seven (7) members.
- b The Claims Committee recommends Directors to its available seats, making efforts to include:
 - i A balanced mix of Members from each program, and
 - ii At least one (1) individual working in each of the following: Risk Management, Finance, Legal, Human Resources, and Administration.
- c The Board approves Committee appointments ensuring that no Member holds more than one representative appointee to the Committee at any given time.
- d The Claims Committee members serve three-year terms.

Committee Member	Representing	Area of Expertise	Term Expiration
Jessie Flores	Adelanto	Administration	June 2025
Eduardo Sarmiento	Huntington Park	Administration	June 2025
Pamela Mackie, Chair	Fullerton	Risk Mgmt.	June 2025
Rigoberto Gutierrez	El Monte	HR/Risk Mgmt.	June 2026
Erica Melton	San Fernando	Finance	June 2026

As of June 2024, there are no members of the claims committee terming out. Please note we have had interest from two members interested in filling any vacancies as they may arise.

Attachment: None



Subject: Request to Add Attorney to the Liability Defense Panel

Action for consideration: Consider and recommend to the Board the addition of Priscilla George to the Liability Defense Panel on behalf of City of Glendora.

Prepared by: Amber Anderson, Assistant Executive Director

Background:

On January 20, 2023, Dwight Kunz, Adminsure Liability TPA submitted a request to add an attorney to ICRMA's approved Liability Defense Panel (Panel) in conjunction with the City of Glendora. Upon appointment of a new Liability Program Manager in late 2023, the submission was uncovered as previously overlooked and is now being resubmitted for consideration.

According to ICRMA's Litigation Management Policies and Procedures (LMPP), Approved Panel Counsel, Section 1.A., firms proposed for addition to the Panel must meet and/or agree to the following provisions before the Board will consider their inclusion:

1. **Nomination.** The attorney must be nominated, in writing, by one of the current ICRMA Members, Third Party Administrator (TPA) or by ICRMA. The Governing Board shall have the responsibility of approving the panel of defense attorneys and the authority to add or delete individual counsel from time to time pursuant to recommendations from the Member or Executive Director.
2. **Justification.** The Board strongly encourages Members to select attorneys from the ICRMA defense panel. If a Member finds it necessary to nominate a new attorney for inclusion on the panel, a brief description shall be submitted justifying why the attorney should be considered for addition to the panel.
3. **Application.** Upon application to ICRMA, the attorney shall provide a resume setting forth his/her experience as applicable to the handling of ICRMA claims and his/her areas of expertise. As part of the process, the attorney shall affirmatively agree to all provisions of this Litigation Management Policies & Procedures in order for his/her application to be considered by the ICRMA Board of Directors.
4. **Experience.** The attorney on an ICRMA claim must have at least five years of civil litigation practice, which includes substantial and significant defense experience in the area of public sector litigation in California, unless otherwise approved by ICRMA.
5. **Insurance.** The attorney must carry liability insurance appropriate to the legal profession, and in an amount not less than \$2,000,000 per claim.

The Nomination for Ms. George has been provided, and Louise Edler, Liability Program Manager, will be in attendance to address the Justification provision with the Committee. The firm provided a signed LMPP, along with a bio and resume for Ms. George to address the Application and Experience. Similarly, the firm's insurance meets ICRMA's requirements, proof of which will be provided at the next Board of Directors meeting.

Attachment: Nomination Packet for Priscilla George



January 20, 2023

VIA ELECTRONIC MAIL ONLY

Marie Ricci
Administrative Services Director
City of Glendora
116 E. Foothill Boulevard
Glendora, CA 91741
E-Mail: mricci@cityofglendora.org

Dwight Kunz
Liability Administrator
AdminSure
3880 Shelby Street
Ontario, CA 91764
E-Mail: dkunz@adminsire.com

Michael Gates
Sr Claims Examiner
Carl Warren/ICRMA
PO Box 2411
Tustin, CA 92781
E-Mail: michael_gates@onesourcecms.com

RE: Approval as ICRMA Board Approved Counsel

Dear Gentilepersons:

We would like to propose and recommend Attorney Priscilla George as an ICRMA Board approved attorney. Ms. George (see attached resume), is an experienced litigator, has worked for the City of Glendora and is very effective. She is well organized and communicates in a clear concise matter; and her analysis of legal issues is well crafted. She maintains a professional demeanor with her peers, opposing counsel and the courts. She has been effective on advising partners on the financial ramification of the legal matters to which she has been assigned.

Ms. George will be an effective and outstanding addition to the ICRMA's Board approved attorneys.

Very truly yours,
ALESHIRE & WYNDER, LLP

Glen E. Tucker

GET:rao
Attachment: Agreement and Resume
cc: William W. Wynder, City Attorney (*via email only*)
Priscilla George, Attorney (*via email only*)

AGREEMENT TO COMPLY WITH PROCEDURES

I AGREE TO ABIDE BY THE ICRMA'S LITIGATION MANAGEMENT POLICIES AND PROCEDURES. I UNDERSTAND THE CITY AND ICRMA HAVE THE RIGHT TO ENFORCE THE TERMS OF THIS AGREEMENT AS TO THE UNDERSIGNED ATTORNEY.

Dated: January 17, 2023

Aleshire & Wynder, LLP

[Attorney's Law Firm]

By: _____



[Signature of Individual Attorney]

Priscilla George

[Print Name]



Priscilla George

Priscilla George is an associate in the Riverside office. Ms. George assists the firm with a broad range of legal matters, representing public entities in litigation and transactional matters.

Her experience prior to joining the firm includes both private practice insurance defense and in-house representation, during which she used her litigation experience to counsel companies on methods to limit potential liability exposure in areas of labor and employment law as well as overall corporate governance. Ms. George has represented public entities, privately owned and publicly held companies, individuals, and multinational corporations. She has successfully defended claims in California state courts, federal district courts, appellate courts, before state and federal administrative agencies, and in arbitrations and mediations. Notably, Ms. George second-chaired three trials prior to joining the firm, ultimately obtaining favorable outcomes for her clients.

Ms. George received a B.A. in Communication, Magna Cum Laude, from California State University, San Marcos in 2011. She received her J.D., from Chapman Fowler School of Law where she served as a Legal Research & Writing and Legal Writing Skills Academic Fellow for two years. She was the recipient of a Merit Scholarship, Commitment of Public Service Award, and National Order of Scribes award for outstanding legal writing and professionalism. While attending law school, Ms. George gained broad legal experience serving as an extern for Superior Court of California, Orange County Judge James Di Cesare during which she researched and drafted "work ups" of motions, memoranda, and tentative rulings.

Priscilla George

Associate

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INLAND EMPIRE

(949) 223-1170 ext. 5612

PRACTICE AREAS

Cannabis

Code Enforcement

Contracts & Public Works

Labor & Employment

Litigation

Risk Management & Torts

PUBLIC OFFICES

DEPUTY DISTRICT COUNSEL

South Montebello Irrigation District

EDUCATION

CHAPMAN UNIV SCHOOL OF LAW

JD 2015

CAL STATE UNIVERSITY, SAN

MARCOS

BA 2011

Priscilla George

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BAR MEMBERSHIP: **State Bar of California**, Admitted December 2015, California State Bar No. 307001
United States District Court, Central District of California, Admitted December 2015
United States District Court, Northern District of California, Admitted January 2020
United States Court of Appeals, for the Ninth Circuit, Admitted February 2021

EDUCATION: **Chapman University, Dale E. Fowler School of Law**, Orange, CA. J.D., May 2015

- Ranked 20 out of 132, Top 15.15%, Merit Scholarship Recipient
- Commitment to Public Service Award
- National Order of Scribes Award, awarded for outstanding legal writing and professionalism
- CALI Excellence for the Future Awards (Top Grades): Trial Practice (4.0), Law and Motion (3.9), Employment Law (3.9), Select Topics in American Law (3.9), Legal Analysis Workshop (3.7)
- Courses and Grades: Legal Research & Writing II (3.9), Fundamentals of In-House Corporate (3.9)
- Academic Fellow, Legal Research & Writing I & II (2013-2015); Legal Writing Skills (Fall 2014)

CSU, San Marcos, San Marcos, CA. B.A. Communication, *magna cum laude*, Dec. 2011

- GPA 3.78, Dean's List (7 semesters), Seabee Memorial Scholarship Recipient
- Journalism Internship

EXPERIENCE: **Aleshire & Wynder, LLP**, Riverside, CA. *Litigation Associate*, July 2021 – Present

- Represent public entities in counseling, litigation, and transactional matters
- Handle cases from pre-litigation, case initiation, through jury or bench trial, for a broad range of legal matters including labor and employment, personal injury, code enforcement, unlawful detainer, CEQA, CERCLA, cannabis, ADA compliance, breach of contract, fraud,
- Deputy District Counsel for South Montebello Irrigation District

Medical Investor Holdings, Agoura Hills, CA. *Managing Litigation In-House*, Nov. 2020 – May 2021

- Independently handled all litigation and pre-litigation matters in-house including breach of contract, employment, fraud, elder abuse, misrepresentation, negligence, and other matters in state court, federal court, and appellate court.
- Analyzed complex legal and factual issues, conducted extensive legal research, as well as independently developed, recommended and presented defense strategies on behalf of Company.
- Corresponded with other parties' attorneys to discuss cases and negotiated for the dismissal or resolution of cases at all stages in the litigation process.
- Provided a broad range of legal analysis and counsel, primarily in the areas of litigation matters, in addition to other general transactional, corporate, and compliance matters.
- Represented Company in legal proceedings and zealously advocated for Company in all written proceedings, depositions, arbitrations, mediations, and trial, including first chair trial preparation.
- Responded to Complaints, Discovery Requests, and filed other Motions with the Court, as needed.
- Stayed apprised and reported findings and trends on litigation matters affecting the industry to CEO and assisted with the development of policies as needed.
- Assessed current handbooks, policies, and procedures and assisted with supervision of HR Department to ensure compliance with employment law and HR standards.
- Assisted with the development of revised handbooks, policies, and procedures to ensure compliance with employment law and HR standards.
- Assisted with negotiation and review of contracts, NDAs, agreements, and business deals.
- Worked closely with other counsel and staff in the Legal Team to ensure a consistent approach across the Company and provided support for areas outside of the Legal Team as needed.
- Managed the workflow of direct reports up to but not limited to time card approval, performance evaluation and disciplinary actions as needed.
- Cost-effectively oversaw, managed, supervised, and partnered with outside litigation counsel.
- Trained, mentored, and supervised ongoing development of direct reports.
- Appeared *pro hac vice* in Colorado for pre-trial, and prepared for jury trial

Freedom Forever LLC, Temecula, CA. *Junior Litigation In-House Counsel*, Oct. 2019 – Nov. 2020

- Provided a broad range of legal analysis and counsel, primarily in the areas of litigation matters, in addition to other general transactional, corporate, and compliance matters.
- Litigation matters included breach of contract, employment, labor law, personal injury, TCPA violations, fraud, elder abuse, misrepresentation, negligence, and class action matters in state/federal court, and various state/federal agencies such as DFEH, EEOC, CSLB, NSCB, AG office, and OSHA.
- Carried out multifaceted legal assignments requiring substantive legal knowledge in diverse practice areas, including drafting demand letters and cease and desist demands.
- Drafted, negotiated, and advised on a wide range of litigation matters, assessing financial impact and potential liability exposure, preparing for and second-chairing Arbitrations and Trials.
- Analyzed complex legal and factual issues, conducted legal research, independently developed and recommended defense strategies, and negotiated the dismissal or resolution of cases.
- Reviewed, analyzed, prepared, and negotiated leases, releases, settlement agreements, third-party contracts, corporate minutes, board resolutions, and other commercial documents.
- Responded to Complaints, Discovery Requests, and filed other Motions with the Court.
- Stayed abreast of and advised on changes in laws/regulations and industry trends affecting the parent company and its subsidiaries, and assisted with the development of policies as needed.
- Cost-effectively managed, supervised, and partnered with outside counsel in various states.
- Utilized exceptional written and oral communication skills to effectively communicate with colleagues at various levels within the Company, including close collaboration with HR.
- Independently managed a substantial workload in cooperation with and support of other attorneys on a variety of time-sensitive legal matters, with the ability to prioritize multiple projects.

Wood Smith Henning & Berman, Rancho Cucamonga, CA. *Senior Associate*, Jan. 2018 – Sept. 2019

- Litigated and defended cases relating to employment, personal injury, and construction defect.
- Drafted various complaints, mediation briefs, client/carrier reports, demand letters, and discovery.
- Took and defended depositions, attended mediations, negotiated settlements, and prepared for trial.
- Advised corporate clients on potential liability exposure, employment and corporate policies to be improved, and provided in-house counsel services for private (non-insurance) clients.
- Drafted and/or appeared for hearings on various state motions such as motions for summary judgment, demurrers, motions to set aside defaults, and motions in limine.
- Drafted various pleadings, mediation briefs, client/carrier reports, demand letters, correspondence, and discovery requests and responses.
- Independently and efficiently handled a heavy caseload while giving personalized client attention.

Disenhouse Law APC, Riverside, CA. *Associate Attorney*, Jan. 2016 – Dec. 2017

- Sat second-chair for an 11 week employment defense jury trial in San Bernardino and sat second-chair for a 4 week defense jury trial in Riverside. Both jury trials reached favorable verdicts.
- Sat second-chair for a 1 week defense bench trial in San Bernardino during which a motion for nonsuit as to all claims was granted in client's favor.
- Conducted voir dire, assisted with opening and closing statements, and conducted direct and cross examination of witnesses and expert witnesses.
- Prepared special and form jury instructions, verdict forms, exhibit lists, and witness lists.
- Prepared visuals and powerpoints for opening and closing statements.
- Took and defended depositions. Attended mediations and MSCs. Negotiated settlements.
- Appeared in civil court, criminal court, family law court, as well as probate and estate court.
- Drafted and/or appeared for hearings on various state and federal motions such as motions for summary judgment, motions to strike, Rule 12(b)(6) motion to dismiss, demurrers, motions to compel, motions in limine, and requests for judicial notice.
- Appeared for CMC, OSC, TSC, and TRC. Engaged in meet and confer discussions.
- Propounded and responded to discovery, prepared privilege logs, and redacted documents.
- Prepared notices of hearings and hearing summary updates for clients.
- Drafted various complaints, mediation briefs, trial briefs, defense counsel evaluation reports, letters to clients and opposing counsel, demand letters, and respondent's appellate briefs.
- Participated in client meetings, client conference calls, and internal firm case strategy meetings.

Law Offices of Tina Locklear, Irvine, CA. *Post-Bar Law Clerk*, Aug. 2015 – Dec. 2015

- Drafted various motions on contractor and employment law matters, such as demurrers, motions to strike, requests for judicial notice, motions for bifurcation, and *ex parte* applications.
- Filed bond claims, bates-stamped evidence, organized documents, and bookmarked exhibits.
- Drafted demand letters, settlement agreements, letters of representation or termination, trial briefs, first and second amended complaints, notices, timelines, and memoranda on legal issues.
- Participated in client meetings, client conference calls, and internal firm strategy meetings.
- Attended judgment debtor exams, performed new client intake, and negotiated settlements.
- Propounded and responded to discovery in employment, fraud, and breach of contract cases.
- Co-managed Clio, the firm’s management software, and oversaw firm’s case task management.

Quest Law Firm, Tustin, CA. *Certified Law Clerk*, Dec. 2013 – Nov. 2014

- Drafted various motions on plaintiff employment law-related matters, such as disability and age discrimination, hostile work environment, wrongful termination, and sexual harassment.
- Participated in client meetings, performed client-intake, and created document production logs.
- Composed mediation briefs, deposition questioning outlines, and deposition summaries.
- Drafted discovery requests and responses for employment interrogatories, form interrogatories, special interrogatories, requests for production of documents, and requests for admissions.
- Participated in focus groups, mediations, and depositions as well as bates-stamped evidence.
- Drafted memoranda on legal issues and oppositions to motions for summary judgment.
- Prepared subpoenas, stipulations for protective orders, and confidentiality agreements.
- Selected as the Summer 2014 Employee Justice Fellow by the Foundation for Advocacy Inclusion & Resources, an opportunity provided through the California Employment Lawyers Association.

Amezcu-Moll & Associates, Orange, CA. *Law Clerk*, June 2013 – June 2014

- Conducted document review and gained familiarity with plaintiff employment law cases.
- Drafted summary of clients’ cases, bates-stamped and organized files, and researched legal issues.

Superior Court of California–County of Orange, Santa Ana, CA. *Extern*, Aug. 2013–Nov. 2013

- Researched and drafted “work-ups” of motions, memoranda, and tentative rulings on various motions for Judge James Di Cesare.
- Observed civil bench and jury trials, mandatory settlement conferences, law and motion calendars, *ex parte* hearings, small claims appeals, case management conferences, and criminal hearings.

Legal Aid Society of Orange County, Santa Ana, CA. *Clinic Intern*, Jan. 2013–Aug. 2013

- Utilized I-CAN! system to assist family law clinic clients in preparing court paperwork for dissolutions and paternity suits.
- Organized client files, contacted clients for follow-up appointments, and researched legal issues.

Superior Court of California–County of San Diego, Vista, CA. *Intern*, Sept. 2011– July 2012

- Instructed litigants on Small Claims procedures; worked with JusticeCorps through AmeriCorps.
- Ensured case files were properly prepared and contacted litigants to check notice of service.
- Calendared court dates, organized case files, updated hearing calendars, and worked with clerk.

SKILLS: Westlaw Certified, LexisNexis, DRPA Certified Mediator (40 hours), Clio Pro Certified

ORGANIZATIONS: Former Secretary of the Riverside County Barristers Association (2016-2018). Current Member of the Riverside County Bar Association and Association of Corporate Counsel. Former member of the Orange County Bar Association, the William P. Gray Legion Lex American Inn of Court, and California Employment Lawyers Association

COMMITTEES: A&W Mentorship Committee Chair, Member of the A&W Social Committee, Recruiting Committee, Education Committee, Benefits Committee, and Law Clerk Committee

INTERESTS: Fictional writing, karaoke, musical theater, canvas painting, directing, and interior design