



Association of Bay Area Governments

Claims Committee Teleconference
Summary Minutes

March 26th, 2015
 1:30pm – 2:30pm

101 Eighth Street
 Oakland, CA 94607
 James Hill's Office

Staff Present: James Hill PLAN Risk Manager
 Jill Stallman PLAN Claims Supervisor
 Kim Chase PLAN Administrative Assistant

Committee Member Participating Teleconference Locations:

Committee Participant	Member City	State	Street Address
Presiding: Marc Zafferano	San Bruno	CA	567 El Camino Real
Heather McLaughlin	Benicia	CA	250 East "L" Street
Scott Corey	Suisun City	CA	701 Civic Center Drive
Kathy Leroux	Hillsborough	CA	1600 Floribunda Avenue
Robert Schultz	Los Gatos	CA	110 East Main Street
Kathleen Kane	Burlingame	CA	501 Primrose Road
LeeAnn McPhillips	Gilroy	CA	7351 Rosanna Street

YORK Teleconference Locations:

York Participant	Teleconference Location	State	Street Address
Alex Davis	Concord	CA	1390 Willow Pass; Ste 400
Cynthia Gordon	Concord	CA	1390 Willow Pass; Ste 400
Tiffany Roduit	Concord	CA	1390 Willow Pass; Ste 400

1. Call To Order:

Meeting was called to order at 1:32 p.m. by Marc Zafferano. A quorum was present.

2. Public Comments:

None

3. **Approval of Minutes, Meeting of** – November 25th, 2014:
Minutes were approved as presented. /M/Leroux/S/McLaughlin /C/1 abstention –
McPhillips; Not present at referenced meeting

Committee agreed on changes to the order of presentation of agenda items given the fact Mark Zafferano will be recused from the closed session discussion. TPA Updates and Other Business agenda items will precede the close session. Heather McLaughlin will Chair the closed session and meeting after Mark's recusal.

5. **TPA Updates / Other Business** –

- York Claims Supervisor's role is changing and Alex will be handling some of the more complex claims and higher exposure losses.
- Defense assignments – reminder that ABAG staff or TPA staff are responsible in assigning defense counsel. Member input is considered but assignments are to be made after consultation with PLAN/York staff. Other factors are taken into consideration in making defense counsel assignments and considerations need to be made with respect to current counsel claim volume and court calendar activity.
- Liability audit to begin March 31st. RFP issued and vetted. Results to be shared when audit is completed.
- A Member Satisfaction Survey is being developed. Survey planned around the Board Meeting in June.

Item #4 was discussed in closed session pursuant to the requirements of the Ralph M. Brown Act. All actions taken were announced in open session prior to the adjournment of the meeting.

4. **Closed Session**, announced at 1:42 p.m. by Marc Zafferano

a. **Claims Advisory Notices**

Large Loss Advisory

Chairman Marc Zafferano recused at this point

b. **Claims Settlement Discussion**

Shelter Creek et al v. City of San Bruno

Heather McLaughlin reconvened the meeting and No reportable action was taken in closed session

6. **Adjournment:**

Meeting was adjourned at 2:31pm by Heather McLaughlin

Respectfully Submitted,



Jim Hill
ABAG PLAN
Risk Management Officer