



1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833
(800) 541-4591 Fax (916) 244-1199
<https://www.planjpa.org/>

**EXECUTIVE COMMITTEE MEETING
AGENDA**

**Thursday, January 23, 2025
10:00 a.m.**

[Zoom Meeting Link](#)

Local Dial-in Number: +1 669 444 9171

Meeting ID: 867 7949 6983

No Passcode

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: Sedgwick, 1750 Creekside Oaks Dr., Suite 200, Sacramento, CA 95833; Town of Atherton; 91 Ashfield Rd., Atherton, CA 94027; City of Burlingame, 501 Primrose Rd., Burlingame, CA 94010; Town of Colma, 1198 El Camino Real, Colma, CA 94014; City of Half Moon Bay, 501 Main St., Half Moon Bay, CA 94022; Town of Los Gatos, 110 East Main St., Los Gatos, CA 95030; City of Morgan Hill, 17575 Peak Ave., Morgan Hill, CA 95037; City of Pacifica, 170 Santa Maria Ave., Pacifica, CA 94044; City of San Carlos, 600 Elm St., San Carlos, CA 94070; and Town of Woodside, 2955 Woodside Rd., Woodside, CA 94062.

Each location is accessible to the public, and members of the public may address the Executive Committee from any teleconference location.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Kassandra Batista at kassandra.batista@sedgwick.com (916) 244-1103 or (916) 244-1199 (fax). Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Documents and materials relating to an open session agenda item that are provided to the Pooled Liability Assurance Network Joint Powers Authority (PLAN JPA) Executive Committee less than 72 hours prior to a regular meeting will be available for public inspection at 1750 Creekside Oaks Dr., Suite 200, Sacramento, CA 95833.

- Page**
- 1. CALL TO ORDER**
 - 2. INTRODUCTIONS**
 - 3. APPROVAL OF AGENDA AS POSTED (OR AMENDED)**

* Reference materials enclosed with staff report.

4. **PUBLIC COMMENTS** - The Public may submit any questions in advance of the meeting by contacting Cassandra Batista at kassandra.batista@sedgwick.com. This time is reserved for members of the public to address the Committee relative to matters of the Executive Committee not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

- 3 5. **GENERAL MANAGER'S REPORT**
 - A. Report by PLAN JPA's General Manager
Recommendation: Staff recommends the Executive Committee provide feedback, input, and direction.

- 4 6. **CLAIMS MATTERS**
 - A. Update on PLAN JPA Third-Party Administrator Carl Warren
Recommendation: None.

7. **CLOSED SESSION**
 - A. Pursuant to Government Code Section 54956.95(a), the Committee will hold a closed session to discuss the following claims:
 - Carrete v. City of Campbell
 - Hussein v. City of Millbrae
 - Diermier v. City of Milpitas
 - Etzel Williams v. City of Burlingame
 - Sanchez v. Town of Atherton
 - DeAquino v. Town of Hillsborough
 - Chintalapanl v. City of San Carlos

 - B. Pursuant to Government Code Section 54957.1, the Committee will report in open session any reportable action taken in closed session.

8. **CLOSING COMMENTS**

This time is reserved for comments by Executive Committee members and/or staff and to identify matters for future Executive Committee business.

 - A. Executive Committee
 - B. Staff

9. **ADJOURNMENT**

NOTICES:

- The next PLAN JPA Board of Directors Meeting will be held on March 12, 2025, at 10:00am, San Carlos Library, San Carlos, CA.
- The next PLAN JPA Executive Committee Meeting will be held on April 24, 2025, at 10:00am, via Zoom.

* Reference materials enclosed with staff report.

GENERAL MANAGER'S REPORT

SUBJECT: Report from PLAN JPA's General Manager

BACKGROUND AND HISTORY:

Eric Dahlen, General Manager, will be present to discuss the following items:

- Captive Study cost and progress
- Individual member SIR study
- Incorporating a Workers' Compensation program into PLAN

STAFF RECOMMENDATION:

Staff recommends the Executive Committee provide feedback, input, and direction.

REFERENCE MATERIALS ATTACHED:

None.

CLAIMS MATTERS

SUBJECT: Update on PLAN JPA Third-Party Administrator Carl Warren

BACKGROUND AND HISTORY:

TPA Transition Update:

On September 26, 2024, the Board of Directors approved a professional services agreement with Carl Warren & Company to assume the Third-Party Administrator (TPA) services for PLAN JPA effective January 1, 2025. Both, Carl Warren & Company and the outgoing TPA immediately began working together for a smooth transition of services. Carl Warren has been working to transition the data from the prior TPA's claims system to its own. All claims data shall be in Carl Warren's system by the end of January 2025.

Eric Dahlen, General Manager, and Susan DeNardo, Litigation Manager, have also been meeting regularly with the Carl Warren team to ensure a smooth transition with respect to data conversion, trust accounting, and claims handling. Carl Warren is meeting with members to introduce them to the new claims software and its application.

Litigation Management and Carl Warren have also worked with PLAN JPA members and carrier representatives to ensure a smooth transition including updating relevant claim handling forms and procedures. The teams are also finalizing the TPA Program Claim Handling Guidelines and Best Practices.

Mr. Dahlen and Ms. DeNardo will be present to answer questions from the Executive Committee.

RECOMMENDATION:

None.

REFERENCE MATERIALS ATTACHED:

None.