

**Minutes of the  
MBASIA Coverage and Claims Committee Meeting  
Monday, December 5, 2022 at 10:30 AM**

**LOCATION:**

**Video Teleconference**

**Link:**

**<https://alliantinsurance.zoom.us/j/92212592498?pwd=aHl1aExBOFpzKzVRZ>**

**UhRdHpLOEVCUT09**

**Meeting ID: 922 1259 2498**

**Passcode: 546393**

**Dial: (669) 900-6833**

**MEMBERS PRESENT**

Brett Miller, City of Hollister

Steve Adams, City of King City

Layne Long, City of Marina

**MEMBERS ABSENT:**

Jamie Goldstein, City of Capitola

**GUESTS & CONSULTANTS**

John Chaquica, George Hills Company

Rose Melchor, George Hills Company

Neil Callahan, George Hills Company

Lynn Cavalcanti, AIMS (*left at 10:59 AM*)

Jennifer White, AIMS (*left at 10:59 AM*)

Conor Boughey, Alliant Insurance Services

Lorissa Huey, Alliant Insurance Services

**A. CALL TO ORDER & ROLL CALL**

Layne Long called the meeting to order at 10:30 AM.

**B. ORAL COMMUNICATIONS & PUBLIC COMMENTS**

No public comments were made.

**C. CONSENT CALENDAR**

**C1. Approval of Minutes for the March 15, 2021 Claims Committee Meeting**

A motion was made to approve the consent calendar.

**MOTION:** Layne Long

**SECOND:** Brett Miller

**MOTION CARRIED**

	Jamie Goldstein	Brett Miller	Steve Adams	Layne Long
Aye		X	X	X
Nay				
Abstain				

**D. COVERAGE & CLAIMS COMMITTEE**

**D1. George Hills - Neil Callahan Introduction**

John Chaquica, George Hills reported that Neil Callahan has joined the MBASIA claims team and walked through the Succession PowerPoint.

Neil Callahan introduced himself to the Claims Committee and the Committee welcomed him.

Direction was given to the Program Administrators to send out the PowerPoint Slide Page 5, “How to Contact Us” to the Board so the Members know who to report claims to.

**D2. Proposed Changes: Claims Handling & Settlement Authority Policy and Procedure:**

**D2i. Liability**

**D2ii. Workers’ Compensation**

Lorissa Huey reported that the Board directed the Coverage and Claims Committee (CC) to review and add conflict language. The Program Administrators worked with MBASIA’s Legal Counsel, Byrne Conley to propose language when there is a claim that involves the Board Member/City Manager, there are clear instructions on the ability to exclude that Board Member from Closed Session and allow them to make a statement before being excused, and to ensure that when the City Manager is the defendant of the claim, MBASIA works directly with the City Attorney, or their designee.

A motion was made to propose to the Board to adopt the proposed changes subject to amending in the Workers’ Compensation Claims Handling & Settlement Authority Policy and Procedure, last

paragraph to delete “is named a defendant” and amend to “For any claim in which a Board Member or City Manager is involved.”

**MOTION:** Layne Long

**SECOND:** Brett Miller

**MOTION CARRIED**

	Jamie Goldstein	Brett Miller	Steve Adams	Layne Long
Aye		X	X	X
Nay				
Abstain				

### D3. Liability Claims Handling: Defense Panel Instruction Packet

Lorissa Huey reminded the Committee that at the November 2022 Strategic Planning, John Chaquica, George Hills suggested MBASIA utilize a Defense Panel Instruction Packet, which is a guide for the attorneys on the defense panel to ensure that the defense counsel are cooperating and reporting to MBASIA, since MBASIA is the one who pays the bills. John walked through the draft Defense Panel Instruction Packet also known as the Litigation Management Guidelines.

Direction was given to George Hills to draft a letter of engagement of the defense panel’s fee disclosure. The Claim Committee will review at a future meeting to discuss and may take further action.

A motion was made to recommend to the Board to approve adopting the Litigation Management Guidelines.

**MOTION:** Steve Adams

**SECOND:** Brett Miller

**MOTION CARRIED**

	Jamie Goldstein	Brett Miller	Steve Adams	Layne Long
Aye		X	X	X
Nay				
Abstain				

**D4. LOSS REPORT**

**D4a. Liability Third Party Administrator’s Report**

A motion was made to enter into Closed Session at 11:00 AM.

**MOTION:** Brett Miller      **SECOND:** Layne Long      **MOTION CARRIED**

	Jamie Goldstein	Brett Miller	Steve Adams	Layne Long
Aye		X	X	X
Nay				
Abstain				

A motion was made to come out of Closed Session at 11:26 PM.

**MOTION:** Brett Miller      **SECOND:** Steve Adams      **MOTION CARRIED**

	Jamie Goldstein	Brett Miller	Steve Adams	Layne Long
Aye		X	X	X
Nay				
Abstain				

Conor Boughey reported out of Closed Session that direction was given to the Liability Claims Administrator and no action was taken.

**E. CORRESPONDENCE/INFORMATION**

**E1. Next Two Board Meetings and Open Tasks for the Claims Committee**

Conor Boughey commented that included in the agenda packet were the next two Board Meetings so that the Committee is be able to set deadlines for any of the Claims Committee’s open tasks.

The Program Administrators will send out a Doodle Survey to schedule another Claims Committee Meeting to focus on the closed session claims with Neil and Rose’s attendance prior to December 14, 2022 or in January 2023.

**ADJOURNMENT**

Conor Boughey adjourned the meeting at 11:29 AM.