SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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"To Enrich Lives Through Effective And Caring Service"

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March 08, 2016

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

13 March 8, 2016

LORI GLASGOW
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL OF REVISED BOARD POLICY NUMBER 8.020 – PROCEDURES FOR INCLUDING CORRECTIVE FOLLOW-UP REPORTS AS PART OF THE CLAIMS SETTLEMENTS PRESENTED TO THE BOARD
(ALL DISTRICTS) (3 VOTES)

SUBJECT

The Chief Executive Office (CEO) seeks the Board's approval for revisions made to Board Policy 8.020: Procedures for Including Corrective Follow-Up Reports as Part of the Claims Settlements Presented to the Board.

IT IS RECOMMENDED THAT THE BOARD:

Approve the attached Board of Supervisors Policy Number 8.020, Procedures for Including Corrective Follow-up Reports as Part of the Claims Settlements Presented to the Board (Policy), revised to include modification of the current process for all departments to prepare Corrective Action Plans (CAPs) and Summary Corrective Action Plans (SCAPs) for all proposed tort or tort-like liability settlements.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The revised Policy was approved by the Audit Committee on December 17, 2015, and language was deleted, added, or modified to accomplish the following:

All departments must prepare a CAP and a SCAP for all proposed tort or tort-like liability settlements in excess of $100,000 that are presented to the Claims Board or Board of Supervisors, or if required by the CEO.

As directed by the CEO, all departments should submit a draft CAP and SCAP to the CEO's Risk Management Inspector General (RMIG) within 30 business days from County Counsel's notification of settlement, respond to questions from RMIG, and finalize the CAP and SCAP within 90 business days of the notification.

Because County Counsel is involved in the settlement process and the review of CAPs in order to provide legal assistance to the Board of Supervisors, Board Deputies, or departments, the CAP should be marked confidential and not disclosed.

Implementation of Strategic Plan Goals

Approval of the revised Policy supports the County's Strategic Plan Goal One, Operational Effectiveness/Fiscal Sustainability, by providing Countywide CAP and SCAP timelines, implementing a settlement threshold, and requiring CAPs to be marked confidential which will improve the effectiveness of Countywide liability loss control efforts and fiscal responsibility.

FISCAL IMPACT/FINANCING

No fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Currently, there are no timeline requirements for completion of CAPs and SCAPs other than they need to be formalized for claim presentation. Therefore, absent any timeline requirements, departments become overwhelmed and must prioritize which CAPs and SCAPs will be completed first.

Implementing the revised Policy will mandate settlement thresholds, institute specific timelines, and define CAP confidentiality which will have a positive impact on both the corrective actions and settlements. The changes will be effective upon the Board's approval.

County Counsel reviewed the revised Policy and concurs with these changes.

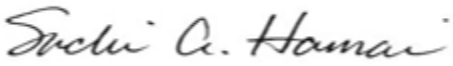
IMPACT ON CURRENT SERVICES (OR PROJECTS)

No negative impact on services (or projects) is foreseen.

CONCLUSION

Upon Board approval, please return two adopted stamped copies of the Board letter to Steven T. Robles, Assistant Chief Executive Officer/County Risk Manager.

Respectfully submitted,



SACHI A. HAMAI

Chief Executive Officer

SAH:JJ
STR:RLC:DC:sg

Enclosures

c: Executive Officer, Board of Supervisors
Auditor-Controller
County Counsel

Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
8.020	**Procedures For Including Corrective Follow-Up Reports As Part of The Claims Settlements Presented To The Board**	12/10/96

PURPOSE

Establishes a requirement for corrective action follow-up reports as part of the claims settlement letter forwarded to the Board of Supervisors.

REFERENCE

December 10, 1996 Board Order, Synopsis 48

April 29, 2015 Chief Executive Office Memo, "Modification of Current Process for Corrective Action Plans and Summary Corrective Action Plans"

October 1, 2015 Chief Executive Office Memo, "Corrective Action Plans and Summary Corrective Action Plans for Tort-Like Settlements"

POLICY

~~All department heads must include a proposed corrective action follow-up report as part of any claims settlement letter forwarded to the Board.~~

All departments must prepare a corrective action plan (CAP) and a summary corrective action plan (SCAP) for all proposed tort or tort-like liability settlements in excess of $100,000 that are presented to the Claims Board or Board or Supervisors, or if required by the Chief Executive Office (CEO).

As directed by the CEO, all departments should submit a draft CAP and SCAP to the CEO's Risk Management Inspector General (RMIG) within 30 business days from County Counsel's notification of settlement, respond to questions from RMIG, and finalize the CAP and SCAP within 90 business days of the notification.

Because County Counsel is involved in the settlement process and the review of CAPs in order to provide legal assistance to departments, the Board of Supervisors, or Board Deputies, the CAP should be marked confidential and not disclosed.

RESPONSIBLE DEPARTMENT

Auditor-Controller

Chief Executive Office

County Counsel

DATE ISSUED/SUNSET DATE

Issue Date: December 10, 1996
Review Date: November 20, 2003
Review Date: July 16, 2009
Review Date: September 15, 2011
Review Date: November 16, 2015

Sunset Review Date: December 10, 2003
Sunset Review Date: December 10, 2007
Sunset Review Date: December 10, 2011
Sunset Review Date: December 10, 2015
Sunset Review Date: December 10, 2020