BOARD POLICY – SECTION NUMBER: 03.03.08.00

SUBJECT: CLAIMS COMMITTEE AUTHORIZATION

EFFECTIVE DATE: JUNE 18, 2014

SUPERCEDES: FEBRUARY 21, 2001

Purpose:

The Claims Committee functions under the authority delegated by the Board of County Commissioners (hereinafter "Board") as the review body for all claims made for or against the County. As prescribed herein, the Claims Committee and the Risk & Safety Manager are authorized to approve claims and make settlements up to the specified limits.

Policy:

I. Members:

The Claims Committee shall consist of the following members, or their alternates that they have appointed. Alternates must be Unclassified Management level employees.

- County Administrator
- County Attorney
- Clerk of Circuit Court
- Risk & Safety Manager
- Chief Financial Administrator

The Risk & Safety Manager shall service as Chairman of the Committee. The Chairman will function as the recorder of each meeting, be responsible for preparing minutes of the meetings, and conducting any other administrative functions necessary to the operation of the Committee. In the absence of the Chairman, the Chairman’s alternate shall function as the Chairman.

II. Meetings:

The Claims Committee shall meet as required to review pending claims. The Chairman, at the request of any member, may call special/emergency meetings when necessary.

III. Quorum:

The Claims Committee shall have a minimum of three members, or their alternates, in attendance to conduct Committee business. Furthermore, the three must include the members, or alternates, from the County Attorney’s Office and the Risk & Safety Manager.
IV. Settlement Authority:

A. The Risk & Safety Manager is given authority to approve settlement of any unlitigated claims payable under the County’s insurance programs in an amount not to exceed $15,000.

B. The Claims Committee is given authority to approve settlement of all claims and lawsuits brought for or against the County in an amount not to exceed $100,000.

C. The Claims Committee shall recommend to the Board settlements of claims and lawsuits that exceed the Committee’s settlement authority, which it believes to be in the County’s interests.

Responsibility:

It shall be the responsibility of the Risk & Safety Manager to provide the following reports to the Board on the claim settlements authorized by this policy:

I. Quarterly, a listing of all settled liability claims, identifying the claimant, the settlement amount and the nature of the claim.

II. Annually, an analysis of the nature and causes of the settled claims, including a summary of the loss control measures taken, or recommended, to reduce claims.

Approved by: Board of County Commissioners
Approval Date: June 18, 2014