

<u>CONTACT INFORMATION</u>	<u>MANAGEMENT TEAM</u>
P.O. Box 67 Walnut Creek, CA 94597 Phone: (925) 943-1100 Fax: (925) 946-4183 <a href="http://www.mpa-nc.com">www.mpa-nc.com</a>	Chief Administrative Officer – Linda Cox General Liability Claims Manager – Erwin Chang Workers’ Compensation Claims Manager – Barbara Esquivel Finance Manager – Frank Williamson Administrative Services Supervisor – Victoria Thomas

SERVICES	CONTACT	EXT#	DIRECT #	EMAIL
<b>Administration Department</b>				
<b>CHIEF ADMINISTRATIVE OFFICER:</b>	<b>Linda Cox</b>	160	925-482-0016	<a href="mailto:lcx@mpa-nc.com">lcx@mpa-nc.com</a>
<b>ADMINISTRATIVE SERVICES SUPERVISOR:</b> Supervision of Administration Dept. staff, Point Person for Members, Manages Wellness Program and trainings, MPA HR/employee benefits, MPA website administrator; Clerk of the Board: prepares Board meeting agendas and generates minutes, manages office, property, and special	<b>Victoria Thomas</b>	210	925-482-0002	<a href="mailto:vthomas@mpa-nc.com">vthomas@mpa-nc.com</a>
<b>ADMINISTRATIVE ASSISTANT:</b> Supports CAO and Administrative Services Supervisor, assists with office, website, and property management.	<b>Jasmin Intravaia</b>	240	925-482-0003	<a href="mailto:jintravaia@mpa-nc.com">jintravaia@mpa-nc.com</a>
<b>OFFICE ASSISTANT:</b> Supports Administrative Services Supervisor, assist with coordination of Wellness Program and trainings, assists the office with administrative needs, filing, check deposits, reception and mail	<b>Maddie Heaton</b>	330	925-943-1100	<a href="mailto:mheaton@mpa-nc.com">mheaton@mpa-nc.com</a>
<b>Finance Department</b>				
<b>FINANCE MANAGER:</b> Supervision of Finance Dept. staff and responsible for annual audit; oversees investment and accounting transactions, assists CAO.	<b>Frank Williamson</b>	250	925-482-0009	<a href="mailto:fwilliamson@mpa-nc.com">fwilliamson@mpa-nc.com</a>
<b>ACCOUNTANT:</b> Responsible for accounts payable/receivable, banking reconciliations, journal entries and month end, assists Finance Manager.	<b>Amy Johnson</b>	350	925-482-0017	<a href="mailto:ajohnson@mpa-nc.com">ajohnson@mpa-nc.com</a>
<b>RISK ANALYST:</b> Analyzes data and provides quarterly, semi-annually, and annual reports; creates performance report cards for all lines of business, distributes annual Declarations, supports premium calculations.	<b>Michael Pattenau</b>	180	925-482-0007	<a href="mailto:mpattenau@mpa-nc.com">mpattenau@mpa-nc.com</a>
<b>PROGRAM COORDINATOR:</b> Assists Finance Department with A/P and Payroll, assists member cities with benefits, generates newsletters.	<b>Kimberly Lim</b>	280	925-482-0008	<a href="mailto:klim@mpa-nc.com">klim@mpa-nc.com</a>
<b>General Liability Department</b>				
<b>GENERAL LIABILITY CLAIMS MANAGER:</b> Supervision of General Liability Dept. and staff, coordinates defense of lawsuits against Members, supervises vehicle damage program, leads Risk Management Police Committee, IT.	<b>Erwin Chang</b>	170	925-482-0015	<a href="mailto:echang@mpa-nc.com">echang@mpa-nc.com</a>
<b>GENERAL LIABILITY CLAIMS ADJUSTERS:</b> Claim investigations, site settlement/disposition recommendations, subrogation recovery issues, advise Members on liability cases and/or issues, attend mediations and court hearings.	<b>Melene Doty</b>	150	925-482-0006	<a href="mailto:mdoty@mpa-nc.com">mdoty@mpa-nc.com</a>
	<b>Janice Yardley</b>	110	925-482-0005	<a href="mailto:jyardley@mpa-nc.com">jyardley@mpa-nc.com</a>
	<b>Linh Andren</b>	220	925-482-0001	<a href="mailto:landren@mpa-nc.com">landren@mpa-nc.com</a>
<b>GENERAL LIABILITY CLAIMS ADJUSTER I:</b> Manages vehicle damage program including claims and inventory, processes claim payments, handles small claims and supports liability claims adjusters.	<b>Karisa Bohon</b>	120	925-482-0004	<a href="mailto:kbohon@mpa-nc.com">kbohon@mpa-nc.com</a>
<b>Workers' Compensation Department</b>				
<b>WORKERS' COMPENSATION CLAIMS MANAGER:</b> Supervision of the Workers' Compensation Dept. and staff, coordinates litigation, investigation, and medical evaluations; leads Public Works and Safety Committee	<b>Barbara Esquivel</b>	130	925-482-0010	<a href="mailto:besquivel@mpa-nc.com">besquivel@mpa-nc.com</a>
<b>WORKERS' COMPENSATION ADJUSTERS:</b> Administration of workers' compensation claims and benefits.	<b>Lisa Italia</b>	200	925-482-0011	<a href="mailto:litalia@mpa-nc.com">litalia@mpa-nc.com</a>
	<b>Sue Lamberts</b>	290	925-482-0012	<a href="mailto:slamberts@mpa-nc.com">slamberts@mpa-nc.com</a>
	<b>Marylu Irizarry</b>	270	925-482-0014	<a href="mailto:mirizarry@mpa-nc.com">mirizarry@mpa-nc.com</a>
<b>WORKERS' COMPENSATION CLAIMS ASSISTANT:</b> Assists workers' compensation examiners; benefit payments and notices.	<b>Sarah Taylor</b>	320	925-482-0018	<a href="mailto:staylor@mpa-nc.com">staylor@mpa-nc.com</a>
<b>WORKERS' COMPENSATION CLAIMS CLERK:</b> New claim set up and processing claim payments.	<b>Theresa Vohra</b>	100	925-482-0013	<a href="mailto:tvohra@mpa-nc.com">tvohra@mpa-nc.com</a>
<b>WORKERS' COMPENSATION OFFICE ASSISTANT:</b> Assists workers' compensation adjusters, manage filing and mail	<b>Azalea Laws</b>	260	925-482-0019	<a href="mailto:alaws@mpa-nc.com">alaws@mpa-nc.com</a>
<b>Risk Control - Outsourced to York</b>				
Safety program coordination, loss prevention, coordination, ergonomic evaluations.	<b>Henri Castro</b>		916-244-1107	<a href="mailto:enriqueta.castro@yorkrisk.com">enriqueta.castro@yorkrisk.com</a>