

<u>CONTACT INFORMATION</u>	<u>MANAGEMENT TEAM</u>
P.O. Box 67 Walnut Creek, CA 94597 Phone: (925) 943-1100 Fax: (925) 946-4183 www.mpa-nc.com	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
Administration Department				
CHIEF ADMINISTRATIVE OFFICER:	Linda Cox	160	925-482-0016	lcx@mpa-nc.com
ADMINISTRATIVE SERVICES SUPERVISOR: Supervision of Administration Dept. staff, Point Person for Members, manages Wellness Program and trainings, HR responsibilities for MPA, MPA website administrator; Clerk of the Board: prepares Board meeting agendas and generates minutes, manages office, property, and special projects.	Victoria Thomas	210	925-482-0002	vthomas@mpa-nc.com
ADMINISTRATIVE ASSISTANT: Assists CAO and Administrative Services Supervisor, provides administrative support to staff, website maintenance, property and facility management, researches on special projects, and generates newsletters.	Jasmin Intravaia	240	925-482-0003	jintravaia@mpa-nc.com
OFFICE ASSISTANT: Supports Administrative Services Supervisor, preparer for all meetings, assists with administrative needs, filing, check deposits, reception, and mail	Madison Heaton	330	925-943-1100	mheaton@mpa-nc.com
Finance Department				
FINANCE MANAGER: Supervision of Finance Dept. staff and responsible for annual audit; oversees investment and accounting transactions, assists CAO.	Frank Williamson	250	925-482-0009	fwilliamson@mpa-nc.com
ACCOUNTANT: Responsible for accounts payable/receivable, banking reconciliations, journal entries and month end, assists Finance Manager.	Amy Johnson	350	925-482-0017	ajohnson@mpa-nc.com
RISK ANALYST: 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.	Michael Pattenau	180	925-482-0007	mpattenau@mpa-nc.com
PROGRAM COORDINATOR: Assists Finance Department with A/P, A/R and Payroll, assists member cities with benefit programs,	Austin Muto	280	925-482-0008	amuto@mpa-nc.com
General Liability Department				
GENERAL LIABILITY CLAIMS MANAGER: Supervision of General Liability Dept. and staff, coordinates defense of lawsuits against Members, supervises vehicle damage program, leads Risk Management Police Committee, IT.	Erwin Chang	170	925-482-0015	echang@mpa-nc.com
GENERAL LIABILITY CLAIMS ADJUSTERS: Claim investigations, site inspections, settlement/disposition recommendations, subrogation recovery issues, advise Members on liability cases and/or issues, attend mediations and court hearings.	Melene Doty Linh Andren Yvonne Ho-Piamonte	150 220 110	925-482-0006 925-482-0001 925-485-0005	mdoty@mpa-nc.com landren@mpa-nc.com yho-piamonte@mpa-nc.com
GENERAL LIABILITY CLAIMS ADJUSTER I: Manages vehicle damage program including claims and inventory, processes claim payments, handles small claims and supports liability claims adjusters.	Karisa Bohon	120	925-482-0004	kbohon@mpa-nc.com
Workers' Compensation Department				
WORKERS' COMPENSATION CLAIMS MANAGER: Supervision of the Workers' Compensation Dept. and staff, coordinates litigation, investigation, and medical evaluations; leads Public Works and Safety Committee	Barbara Esquivel	130	925-482-0010	besquivel@mpa-nc.com
WORKERS' COMPENSATION ADJUSTERS: Administration of workers' compensation claims and benefits.	Sue Lamberts Marylu Irizarry Sarah Taylor	290 270 320	925-482-0012 925-482-0014 925-482-0018	slamberts@mpa-nc.com mirizarry@mpa-nc.com staylor@mpa-nc.com
WORKERS' COMPENSATION CLAIMS ASSISTANT: Assists workers' compensation examiners; benefit payments and notices.	Desiree Ruiz	200	925-482-0011	druiz@mpa-nc.com
WORKERS' COMPENSATION CLAIMS CLERK: New claim set up and processing claim payments.	Theresa Vohra	100	925-482-0013	tvohra@mpa-nc.com
WORKERS' COMPENSATION OFFICE ASSISTANT: Assists workers' compensation adjusters, manage filing and mail	Azalea Laws	260	925-482-0019	alaws@mpa-nc.com
Risk Control - Outsourced to Sedgwick				
Safety program coordination, loss prevention, coordination, ergonomic evaluations.	Henri Castro		916-244-1107	enriqueta.castro@sedgwick.com

