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Date: March 30, 2012  
To: Chair Stephen Albers and Members of the Board of Trustees  
From: Clifford Jo, Finance & Business Director  
Subject: Claims for Damages Policy and Resolution

Attached are two documents:

- Finance policy on handling Claims for Damages
- Resolution to appoint the agent to receive claims for damages

During our review of policies of this nature, our attorney Don Cohen discovered that our Claims for Damages policy modified in August last year required Board approval so that it may be filed with the County Auditor; however, according to records no Board action was taken. The Claims for Damages policy addresses the process and contact for delivering tort claims. It is unchanged from the version included in your September Board meeting packet.

Don recommended that the Board take formal action on this via resolution. As soon as we have your approved resolution, we will file the documents to replace the 2001 version listed with the County Auditor.