

December 13, 2023

Plan of Operation Committee Meeting Minutes

A Plan of Operation Committee meeting for the Surplus Lines Stamping Office of Texas was held in-person at 1601 E. Pflugerville Pkwy, Suite 3301, Pflugerville, TX 78660 on December 13, 2023.

Agenda

The following subjects will be discussed or considered and may be subject of formal action by the Board.

December 13, 2023 Plan of Operation Committee Meeting Agenda		
Item 1.	Call to order; Establishment of Quorum	Penni Chambers, Committee Chair
Item 2.	Discussion and Appropriate Action: - Committee Charter Review	Penni Chambers, Committee Chair
Item 3.	Adjournment	Penni Chambers, Committee Chair

Item 1. Call to Order | Penni Chambers, Committee Chair

Penni Chambers, Chair of the Plan of Operation Committee, called meeting to order on December 13, 2023, at 12:04 p.m.

Meeting was held in-person and a conference call-in number was provided in the Public Meeting Notice. Written notice of this meeting proposed agenda, and all related meeting materials were provided to the Texas Department of Insurance Deputy Commissioner of the Financial Regulation Division and designees on December 1, 2023, in accordance with the Plan of Operation, Section 2(c)(2).

Written notice of this meeting and related agenda was provided to the Board Training & Orientation Committee and submitted for publication to the Office of the Secretary of State on December 6, 2023, in accordance with the Plan of Operation, Section 2(c)(1) and the Chapter 551 of the Tex. Gov't Code. Chambers called roll to determine participating members pursuant to the Plan of Operation Section 2(c)(6):

Committee Members Present:

- Penni Chambers, Committee Chair
- Pete Harrison, via teleconference
- Jeff Klein, via teleconference

Other Attendees:

Greg Brandon, Executive Director, SLTX
Donna Aug, Director of Finance, SLTX
Sholonda Stone, Director of IT, SLTX
Cheyenne Herrera, Director of Operations, SLTX
Denisse Amezcuita, Director of Human Resources, SLTX
Marissa Gamez, Administrative Assistant, SLTX
Stanton Strickland, General Counsel, Mitchell, Williams, Selig, Gates & Woodyard, P.L.L.C
Barbra Hernandez, Office of Financial Counsel, Texas Department of Insurance
John Carter, Office of Financial Regulation, Texas Department of Insurance

Minutes were taken by SLTX staff.

Chambers made the following administrative housekeeping announcements before moving forward with agenda:

1. Antitrust activity or discussion are prohibited at all Stamping Office functions. This prohibition includes the exchange of information concerning individual company rates, coverages, market practices, claims settlement practices, expenses, or any other competitive aspect of an individual company's operation.
2. We will not have a public comments session. Public and media attendees listening by telephone should always mute lines.
3. Representatives of state agencies and members of the public are welcome to observe or record this Board meeting; however, must refrain from asking questions or interjecting comments during the committee's deliberations.
4. State agency personnel present may be asked questions about agency policies if those questions relate to an agenda item.
5. Members, counsel, and staff participating by conference call should identify themselves when speaking. Please mute lines when not speaking.

Item 2. Discussion and Appropriate Action: Committee Charter Review**Presenter: Penni Chambers, Committee Chair**

Chambers begin by going over the requirement of the Plan of Operation Section 2(C)(11) which states: each board committee must have a charter and review the charter at least annually. Chambers state that all members were provided with a copy.

The current charter was reviewed, and the committee members were given the opportunity to suggest revisions or discuss any items related to the charter. One committee member, Jeff Klein, suggested revising the date and the name of the chair on the last page of the document.

After some discussion, a motion was made and seconded to revise the date and name of the chair on the last page of the document.

MOTION: Jeff Klein

SECOND: Pete Harrison

TEXT OF MOTION: To recommend the revision of the date and name of the chair of the committee to the board.

The motion passed unanimously.

Item 3. Adjournment**Presenter: Penni Chambers, Committee Chair**

Chambers makes a motion to adjourn.

MOTION: Penni Chambers

SECOND: Pete Harrison

TEXT OF MOTION: The motion is approved, and meeting adjourned at 12:10 p.m.

Peter C Harrison

Pete Harrison, Committee Secretary