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Attorneys for Plaintiff

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
THE COUNTY OF LOS ANGELES – SPRING STREET COURTHOUSE**

MARYA CORTEZ, individually, and on
behalf of other members of the general public
similarly situated,

Plaintiff,

v.

BARKSDALE, INC., a Delaware
Corporation; and DOES 1 through 50,
inclusive,

Defendants.

Case No: 21STCV29193

Honorable Carolyn B. Kuhl
Department 12

CLASS ACTION

**DECLARATION OF MICHAEL E. MOORE
ON BEHALF OF ADMINISTRATOR WITH
RESPECT TO QUALIFICATIONS OF
CLASS ADMINISTRATION**

1 I, Michael E. Moore, hereby declare:

2 1. I am the President and Managing Partner at Phoenix Settlement Administrators
3 (“PSA”). I have personal knowledge of the facts stated herein and, if called upon to testify, I
4 could and would testify competently to such facts.

5 2. I personally have over nine years of experience in claims management and
6 administration of class and collective action matters. To date PSA has administered over 1,900
7 cases and an additional 1,100 Pre and Post Certification Privacy Notices and Survey Mailings.

8 3. PSA has extensive experience administering class action matters. PSA has
9 administered complex wage and hour, labor and employment, consumer/ product liability,
10 Telephone Consumer Protection Act, Fair Labor Standards Act, Fair and Accurate Credit
11 Transactions Act, Employment Retirement Income Security Act and Private Attorneys General
12 Act class action matters, through final approval and distribution. PSA has developed a system of
13 quality assurance measures, to ensure the highest quality service is provided in our cases and to
14 class members.

15 4. PSA’s Claims Management Group has extensive experiences in all aspects of
16 Notification and Identification of Class Members, Claims Processing, Formulation and
17 Calculation Methodologies, Award Distribution and Taxation, Accounting and Reconciliation.

18 5. PSA is committed to Class Member security. We have developed Phoenix Server
19 Security Protocols(“PSSP”). PSSP allows PSA’s Proprietary Database to store Class Member
20 private information in a double password protected section that only Case Managers and
21 Programmers can access. Redundant to this measure, this section times out every minute if data
22 is being downloaded outside the Database, unless a daily specific passcode is entered. All Class
23 Data is digitally backed up daily and tracked for changed to a CM Identifier.

24 6. PSA has extensive experience in and are experts at all aspects of complex class
25 action matters including; (i) preparing, printing, mailing and tracking privacy notices; (ii)
26 operation of a 24/7/365 multi-lingual call center; (iii) establishing settlement websites; (iv)
27 claims management; (v) USPS processes and systems, third party tracing, including the use of
28 reverse telephone directory services; (v) database management, programming and security

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1 protocols; which included Class Member Privacy and National Change of Address Security of
2 personal information and Social Security Numbers. PSA has a proprietary Database that allows
3 us to run NCOA and Skip Tracing Searches behind our secure servers and network secure IP;
4 (vii) calculating and issuing settlement payments; (viii) tax management, filings, and account
5 reconciliation; and (ix) final approval. At no time is there access to this information outside of
6 our proprietary servers.

7 7. PSA has been appointed as a Claims Administrator in both State and Federal
8 Courts in over 1,900 Class Action Settlements.

9 8. PSA demonstrates industry leading value on every case. We offer the highest
10 level of customer care and service regarding our cost or value; on every case we work on. In this
11 case specifically, we were able to give back more money to the class, because we have lower
12 hourly rates and perform all production in house. A true and correct copy of PSA's Curriculum
13 Vitae is attached hereto as Exhibit A.

14 9. PSA has agreed to administer the Class Action in this matter for the capped
15 amount of \$ 7,000.00. This is based on hourly rates with a cap for the type of class action
16 administration the parties have contemplated. This amount was calculated based on hourly rates
17 for various tasks, at anticipated the anticipated time spent on those tasks, and per-unit costs for
18 postage and other expenses, and then discounted for PSA's value pricing. We have automated
19 this process to be able to pass on the savings to our clients. Deviation of this automation,
20 whereas manual, folding, stuffing, sealing and adding postage, would be a significant price
21 increase. Attached as Exhibit "B" is PSA's bid for the matter, with detailed descriptions of the
22 various Automated tasks and related fee/cost amounts.

23 10. Phoenix Class Action Administrators has Occurrence, Error and Omissions
24 Insurance, which covers our cases, for the benefit of protection in the event, Phoenix, is
25 responsible for a Data Breach or Settlement Fund Misappropriations.

26 11. Phoenix Class Action Administrators is an S Corporation owned by its Employees
27 and has no professional affiliation with any of the parties involved in this matter.
28

1 12. Phoenix has extensive Data Security Protocols set in place for the transfer of data, as
2 well as the secure storage of class data. Phoenix has been vetted by Littler Mendelson for
3 Security and Data Storage Protocols.

4 13. Phoenix has no actual or potential conflicts of interest or financial relationship with
5 Class Members, Plaintiff, Class Counsel, or Defendant's Counsel, other than professional
6 relationships with Class Counsel and Defendant's Counsel, arising out of prior administrations of
7 settlements.

8 14. Phoenix has no interest or involvement in the governance or work of the proposed cy
9 pres recipient, Legal Aid Foundation of Los Angeles.

10 I declare under the penalty of perjury and under the laws of the State of California that
11 the forgoing is true and correct. This document was executed on September 29, 2002, in the
12 County of Orange.

13 
14 Michael E. Moore

Exhibit A



CLASS ACTION ADMINISTRATION SOLUTIONS

1411 N. Batavia Street, Suite 105, Orange, CA 92867

800.523.5773

www.phoenixclassaction.com

CURRICULUM VITAE

Phoenix, Class Action Administrators, PSA Overview

Phoenix Settlement Administrators, PSA, is an emerging, National, Class Action Notification and Claims Administration firm, located in Orange County, California. PSA's core competencies ensure delivery of the highest quality and accuracy to its Clients and Class members. With a combined 22 years of expert experience, PSA's Managing Partners, Case Supervisors, Managers and Associates, Data Programming, and Certified Secure Strategic Partners possess all the qualities that our Clients expect throughout the Noticing and Administration process to Final Approval. It is our Value Pricing, Efficiency, Experience, Consultative Expertise and Delivery, that has perpetuated PSA, as an emerging leader in Class Action Settlement Administration. Expert PSA staff members are currently managing, Consumer and Product Liability, TCPA, Complex Labor & Employment, FLSA, ERISA and PAGA cases.

PSA has over 100 Attorney & Law Firm Clients, which have entrusted us with the management of their claims administration, because of the "Boutique" attention every case receives. PSA is value driven on all size cases. Large or small, cases receive expert management, secure data custody, neutral communication and a dedicated team. This seamless process maintains superior case continuity to ensure our clients receive timely final approval and conclusion to their actions. Phoenix Settlement Administrators implements its successful C.A.S.E. solutions on all our class action matters.

With tens of Millions of dollars in award distributions currently under management since our inception, PSA has the ability and strengths to manage all levels of Complex Cases. PSA's Staff "Synergy" is our greatest attribute. It allows our people to work closely together and solve our client's case issues. PSA prides itself as a true "Third Party Administrator" and holds Neutrality and Service as a mantra. Because of this approach, both Defense and Plaintiff Clients, experience fairness, trust and confidence in us, and allows for continued business from both parties. PSA has been appointed Third Party Administrator in State and Federal Courts.

We look forward to working with you on your next Class Action Noticing Campaign or Claims Administration. Let us design a C.A.S.E. solution, which will allow us to showcase the difference you'll experience. Superior Service, Class Savings Value Pricing and Timely Outcomes is why our clients come back to PSA.



Expert Core Services

Initial Planning and Consultative Service on Class Action Cases and Noticing Plans.

State/Nationwide Noticing Expertise: Privacy, Media, Publication, Internet & Email Campaigns.

Attorney General(s) CAFA Notification

Claims Programming, Administration, Processing and Reporting.

24/7/365 Multi-Lingual Call Center Support and Claims Processing

Secure Data Management Environment, Individual Firewalls, Encrypted Data and Storage

Settlement Fund Calculations, Solutions, Award Distribution, Award Reconciliation

Tax Filings: State, Federal, EDD, ETT, FUTA, PAGA Payments

Partial PSA Client List, Defense and Plaintiff

Fisher & Phillips
Gordon & Rees
Paul Plevin Sullivan & Connaughton
Call & Jensen
Seyfarth Shaw
McKenna Long & Aldridge
Greenberg Traurig
Manning & Kass
Littler Mendelson
Perkins Coie
Orrick Herrington & Sutcliffe
Ogletree Deakins Nash Smoak & Stewart
Perkins Coie
Ulwelling Siddiqui
Winston & Strawn
Sheppard Mullins
Lewis Brisbois Bisgaard & Smith
Morgan Lewis & Bockius
Paul Hastings
Snell & Wilmer
Sidley Austin
Higgs Fletcher & Mack
Jackson Lewis
Norton Rose Fulbright

The Arns Law Firm
The Nourmand Law Firm
Mahoney Law Group
Law Office of Thomas Rutledge
Lawyers for Justice PC
Remedy Law Group
Rastegar Law Group
Diversity Law Group
Righetti & Glugoski
Cohelan, Khoury & Singer
Moon & Yang, APC
Moss & Moss
The Spivak Law Firm
Law Offices of Kenneth Yoon
Paul Haines Law Group
Kearney Littlefield, LLP
Markham Law Firm
Chandler Law Firm
David Yeremian & Associates
Aegis Law Firm
Lauby, Mankin & Lauby, APC
Jones Law Firm
Short Legal, APC
Levine Law Group, APC

Exhibit B



CLASS ACTION ADMINISTRATION SOLUTIONS

July 7, 2022

CASE ASSUMPTIONS

Class Members	241
Opt Out Rate	1%
Opt Outs Received	2
Total Class Claimants	239
Subtotal Admin Only	\$8,724.35

Not-to-Exceed Total \$7,000.00

For 241 Class Members

Pricing Good for Scope of Estimate Only

Spanish Translation, Printing & Mailing Included

Case: Cortez v. Barksdale Inc., Opt-Out Administration

Phoenix Contact: Michael E. Moore
Contact Number: 949.331.0131
Email: mike@phoenixclassaction.com

Requesting Attorney: Jill J. Parker
Firm: Lawyers for Justice, PC
Contact Number: 818-Call Justise
Email: jill@parkerminne.com

Assumptions and Estimate are based on information provided by counsel. If class size changes, PSA will need to adjust this Estimate accordingly. Estimate is based on **241** Class Members. PSA assumes class data will be sent in Microsoft Excel or other usable format with no or reasonable additional formatting needed. A rate of \$150 per hour will be charged for any additional analysis or programming.

Case & Database Setup / Toll Free Setup & Call Center / NCOA (USPS)

Administrative Tasks:	Rate	Hours/Units	Line Item Estimate
Programming Manager	\$100.00	2	\$200.00
Programming Database & Setup	\$100.00	2	\$200.00
Toll Free Setup*	\$150.00	1	\$150.00
Call Center & Long Distance	\$2.00	29	\$58.00
NCOA (USPS)	\$60.25	1	\$60.25
Total			\$668.25

* Up to 120 days after disbursement

Data Merger & Scrub / Notice Packet, Opt-Out Form & Postage / Spanish Translation / Website

Project Action	Rate	Hours/Units	Line Item Estimate
Notice Packet Formatting	\$100.00	2	\$200.00
Spanish Translation	\$800.00	1	\$800.00
Data Merge & Duplication Scrub	\$0.10	241	\$24.10
Notice Packet & Opt-Out Form	\$1.45	241	\$349.45
Estimated Postage (up to 2 oz.)*	\$0.75	241	\$180.75
Static Website	\$100.00	1	Included
Check Cashing Reminder Postcard	\$0.60	50	\$30.11
Postage Included			
Total			\$1,584.41

* Prices good for 90 days. Subject to change with the USPS Rate or change in Notice pages or Translation, if any.



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Skip Tracing & Remailing Notice Packets / Tracking & Programming Undeliverables

Project Action:	Rate	Hours/Units	Line Item	Estimate
Case Associate	\$55.00	4		\$220.00
Skip Tracing Undeliverables	\$0.85	60		\$51.21
Remail Notice Packets	\$0.75	57		\$42.94
Estimated Postage	\$0.55	57		\$31.49
Programming Undeliverables	\$50.00	1		\$50.00
			Total	\$395.64

Database Programming / Processing Opt-Outs, Deficiencies or Disputes

Project Action:	Rate	Hours/Units	Line Item	Estimate
Programming Claims Database	\$150.00	2		\$300.00
Non Opt-Out Processing	\$200.00	1		\$200.00
Case Associate	\$55.00	5		\$275.00
Opt-Outs/Deficiency/Dispute Letters	\$10.00	8		\$80.00
Case Manager	\$85.00	4		\$340.00
			Total	\$1,195.00

Calculation & Disbursement Programming/ Create & Manage QSF/ Mail Checks

Project Action:	Rate	Hours/Units	Line Item	Estimate
Programming Calculations	\$135.00	2		\$270.00
Disbursement Review	\$135.00	1		\$135.00
Programming Manager	\$95.00	2		\$190.00
QSF Bank Account & EIN	\$135.00	1		\$135.00
Check Run Setup & Printing	\$135.00	3		\$405.00
Mail Class Checks *	\$1.10	239		\$262.90
Estimated Postage	\$0.55	239		\$131.45
			Total	\$1,529.35

* Checks are printed on 8.5 x 11 in. sheets with W2/1099 Tax Filing



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Tax Reporting & Reconciliation / Re-Issuance of Checks / Conclusion Reports and Declarations				
Project Action:	Rate	Hours/Units	Line Item	Estimate
Case Supervisor	\$115.00	4		\$460.00
Remail Undeliverable Checks (Postage Included)	\$1.50	48		\$71.70
Case Associate	\$55.00	4		\$220.00
Reconcile Uncashed Checks	\$85.00	4		\$340.00
Conclusion Reports	\$115.00	4		\$460.00
Case Manager Conclusion	\$85.00	4		\$340.00
Final Reporting & Declarations	\$115.00	4		\$460.00
IRS & QSF Annual Tax Reporting * (1 State Tax Reporting Included)	\$1,000.00	1		\$1,000.00
Check to Cy-Pres	\$150.00	1		Included
Uncashed Checks to the State of California Controllers Office Estimated 9 Total Class Members	\$300.00	1		TBD
Total				\$3,351.70

* All applicable California State & Federal taxes, which include SUI, ETT, and SDI, and FUTA filings. Additional taxes are Defendant's responsibility.

Estimate Total: \$8,724.35



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TERMS AND CONDITIONS

Provisions: The case estimate is in good faith and does not cover any applicable taxes and fees. The estimate does not make any provision for any services or class size not delineated in the request for proposal or stipulations. Proposal rates and amounts are subject to change upon further review, with Counsel/Client, of the Settlement Agreement. Only pre-approved changes will be charged when applicable. No modifications may be made to this estimate without the approval of PSA (Phoenix Settlement Administrators). All notifications are mailed in English language only unless otherwise specified. Additional costs will apply if translation into other language(s) is required. Rates to prepare and file taxes are for Federal and California State taxes only. Additional charges will apply if multiple state tax filing(s) is required. **Pricing is good for ninety (90) days.**

Data Conversion and Mailing: The proposal assumes that data provided will be in ready-to-use condition and that all data is provided in a single, comprehensive Excel spreadsheet. PSA cannot be liable for any errors or omissions arising due to additional work required for analyzing and processing the original database. A minimum of two (2) business days is required for processing prior to the anticipated mailing date with an additional two (2) business days for a National Change of Address (NCOA) update. Additional time may be required depending on the class size, necessary translation of the documents, or other factors. PSA will keep counsel apprised of the estimated mailing date.

Claims: PSA's general policy is to not accept claims via facsimile. However, in the event that facsimile filing of claims must be accepted, PSA will not be held responsible for any issues and/or errors arising out of said filing. Furthermore, PSA will require disclaimer language regarding facsimile transmissions. PSA will not be responsible for any acts or omissions caused by the USPS. PSA shall not make payments to any claimants without verified, valid Social Security Numbers. All responses and class member information are held in strict confidentiality. Additional class members are \$10.00 per opt-out.

Payment Terms: All postage charges and 50% of the final administration charges are due at the commencement of the case and will be billed immediately upon receipt of the data and/or notice documents. PSA bills are due upon receipt unless otherwise negotiated and agreed to with PSA by Counsel/Client. In the event the settlement terms provide that PSA is to be paid out of the settlement fund, PSA will request that Counsel/Client endeavor to make alternate payment arrangements for PSA charges that are due at the onset of the case. The entire remaining balance is due and payable at the time the settlement account is funded by Defendant, or no later than the time of disbursement. Amounts not paid within thirty (30) days are subject to a service charge of 1.5% per month or the highest rate permitted by law.

Tax Reporting Requirements

PSA will file the necessary tax returns under the EIN of the QSF, including federal and state returns. Payroll tax returns will be filed if necessary. Under the California Employment Development Department, all taxes are to be reported under the EIN of the QSF with the exception of the following taxes: Unemployment Insurance (UI) and Employment Training Tax (ETT), employer-side taxes, and State Disability Insurance (SDI), an employee-side tax. These are reported under Defendant's EIN. Therefore, to comply with the EDD payroll tax filing requirements we will need the following information:

1. Defendant's California State ID and Federal EIN.
2. Defendant's current State Unemployment Insurance (UI) rate and Employment Training Tax (ETT) rate. This information can be found in the current year DE 2088, Notice of Contribution Rates, issued by the EDD.
3. Termination dates of the class members, or identification of current employee class members, so we can account for the periods that the wages relate to for each class member.
4. An executed Power of Attorney (Form DE 48) from Defendant. This form is needed so that we may report the UI, SDI, and ETT taxes under Defendant's EIN on their behalf. If this form is not provided we will work with the EDD auditors to transfer the tax payments to Defendant's EIN.
5. Defendant is responsible for reporting the SDI portion of the settlement payments on the class member's W-2. PSA will file these forms on Defendant's behalf for an additional fee and will issue an additional W-2 for each class member under Defendant's EIN, as SDI is reported under Defendant's EIN rather than the EIN of the QSF. The Power of Attorney (Form DE 48) will be needed in order for PSA to report SDI payments.