



MINUTES OF THE ACCEL EXECUTIVE COMMITTEE MEETING

Thursday, October 12, 2017 at 11:00 AM

**Modesto City Hall
1010 10th Street
Modesto, CA 95354
Meeting Room #2008 – 2nd Floor**

MEMBERS PRESENT:

Dave Nunley, City of Anaheim
Beverly Jensen, City of Modesto
Sandra Blanch, City of Palo Alto
Mark Howard, City of Santa Barbara

MEMBERS ABSENT: None

GUESTS AND CONSULTANTS:

Conor Boughey, Alliant Insurance Services
Lorissa Huey, Alliant Insurance Services

A. CALL TO ORDER

Mark Howard called the meeting to order at 11:00 AM.

B. Consent Calendar

B1. Approval of Minutes for the July 6, 2017 Executive Committee Meeting

A motion was made to approve the consent calendar.

MOTION: Beverly Jensen **SECOND:** Sandra Blanch **MOTION CARRIED**

	Dave Nunley	Beverly Jensen	Sandra Blanch	Mark Howard
Aye		X	X	X
Nay				
Abstain	X			



C. EXECUTIVE COMMITTEE

C1. Annual Board and Committee Scheduling

Mark Howard opened with the suggestion of restructuring the Board Meeting calendar and assigning annual tasks and meeting dates for the three other Committees (Claims Committee, Finance Committee and Underwriting Committee).

Dave Nunley stated that meetings should continue to be in person and the rest of the Executive Committee members concurred.

Members discussed about regionalizing the Board Meetings by having 3 main hubs: Northern California (San Jose is a possibility); Central Valley; and Southern California. The December Board Meeting will always continue to be in San Francisco at the Program Administrators' office. The goal is to have the meeting in a City near an airport where the taxi fare will be short and feasible to and from the airport.

The Executive Committee discussed the following ideas for the following committees:

Claims Committee

- Meet before Claims Audit is presented to the Board.
- 4 weeks prior to the Board Meeting (3 weeks before the Agenda Mail Date), the Claims Committee will have a teleconference Closed Session to discuss what will go on the Watch List for the Board Meeting's Closed Session. The Liability TPA will need to provide the loss run to the Claims Committee prior to their teleconference.

Finance Committee

- 2 meetings – around the Financial Audit.

Underwriting Committee

- Meet at least annually in December the day of the December Board Meeting starting at 8 AM in San Francisco. Also, maybe have a telephonic call prior to the meeting.

Executive Committee

- Continue to have the July Meeting to assign the Claims Committee, Finance Committee and Underwriting Committee.
- Dave proposed the idea that it would be good to have the 2nd Executive Committee Meeting sometime after CAJPA because it is fresh in everyone's minds.

The Executive Committee directed the Program Administrators to schedule an Executive Committee Teleconference Meeting on November 15, 2017 at 3:00 PM using WebEx. At this meeting, the Committee will discuss when and where their 2nd annual meeting will be and assign significant annuals tasks to meetings based on calendar requirements.

No reportable action took place.



C2. Job Descriptions for Executive Committee Members

Members discussed the draft Resumes that were included in the Agenda Packet. For the President's resume, the responsibility to "Attend the CAJPA conference" should be moved to "Additional Assignments".

While discussing the Treasurer's resume, members pointed out that the Program Administrators should send the Treasurer the check run to review before the President and Vice President (or Secretary) signs. Also, the Treasurer should be approving the check for claim reimbursements, not the Claims Committee Chair.

The Accounting Guide Policy & Procedure needs to be amended and the Executive Committee directed the Program Administrators to bring this to the next Committee Meeting.

The Executive Committee members will send the Program Administrators their job descriptions from their respective cities.

The Committee directed the Program Administrators to bring this Item back to the next Executive Committee Meeting on November 15, 2017 at 3:00 PM, along with amending the Accounting Guide Policy & Procedure. Also, once the resumes are fully finalized to post on the ACCEL website; share with the Board; and put in the April and June Agenda Packets.

No reportable took place.

C3. Timeline for Adoption of Policies & Procedures

Members discussed standardizing a timeline of when ACCEL's Policies & Procedures are adopted.

The Committee directed the Program Administrators to put on the June 2018 Board Agenda that each Committee (Claims Committee, Executive Committee, Finance Committee and Underwriting Committee) report back on their process for the ACCEL's Policies & Procedures that fall under their purview. If a Policy & Procedure falls under two Committees' purviews, one of the Committees leads.

No reportable action took place.



C4. Timeline for Service Providers Performance Evaluations

The Executive Committee discussed creating a standardize process of when Performance Evaluations occur.

The Committee decided to assign each of the other 3 Committees (Claims, Finance, and Underwriting) to evaluate the Service Providers. Each individual Committee will discuss the details of when, the frequency, process, and content. For example, the Claims Committee will evaluate the Claims Auditor and the Liability Third Party Administrator.

At the December 2017 Long Range Planning, the Executive Committee wants all Board Members to provide, (1) "What are their top 3 benefits of ACCEL?", and (2) "What do they want ACCEL to add?" The Executive Committee discussed a potential retreat to discuss these issues.

No reportable action took place.

D. PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Mark Howard adjourned the meeting at 12:46 PM.