

**MINUTES OF THE  
ACCEL UNDERWRITING COMMITTEE MEETING  
MONDAY, APRIL 9, 2012 AT 1:00 PM  
OFFICE OF THE PROGRAM ADMINISTRATOR  
SAN FRANCISCO, CA**

**MEMBERS PRESENT**

Tom Vance, City of Anaheim  
Mary Akin, City of Modesto (*1:13 p.m.*)  
Rhonda Combs, City of Monterey  
Ann Richey, City of Ontario  
Sandra Blanch, City of Palo Alto  
Barbara Choi, City of Santa Cruz

**MEMBERS ABSENT**

Mary Akin, City of Modesto

**GUESTS & CONSULTANTS**

Deb Hossli, City of Santa Monica  
Conor Boughey, Alliant Insurance Services, Inc.  
Michael Simmons, Alliant Insurance Services, Inc.  
Monica Sandbergen-Izo, Alliant Insurance Services, Inc.

**A. CALL TO ORDER**

Tom Vance called the meeting to order at 1:03 p.m.

**B.1. APPROVAL OF MINUTES – January 25, 2012 Underwriting Committee Meeting**

A motion was made to approve the minutes as posted.

**MOTION:** Ann Richey      **SECOND:** Mary Akin      **MOTION CARRIED**

**C. UNDERWRITING COMMITTEE**

**C1. Santa Monica Pier Corporation**

Deb Hossli advised that the city has had a pier corporation since 1973. Corp is its own legal entity, and city is a member of pier corp. PRC is required to have \$1M of GL insurance. City staff will taking over leasing agreements on the pier. The corporation has an executive director (independent contractor) and 5 staff employees that are employees of the pier corporation (not city employees). The city appoints all Board Members, but the Pier Corporation has always had its own employees. Tom Vance advised that he would prefer that since it's a private employer with its own employees, that it should get its own insurance.

A motion was that this entity is not covered through ACCEL and that they are not going to be an additional named insured because they are a separate legal entity with their own employees.

**MOTION:** Ann Richey      **SECOND:** Mary Akin      **MOTION CARRIED**

**C2. Policy & Procedure for Underwriting Standards Regarding Service Agreements with Other Entities**

Tom Vance discussed the need for ACCEL to have a policy that outlines the standard for reporting changing exposures to ACCEL. Tom noted that the attached draft is more focused on service agreements. Tom Vance's concern with making this document a broad reporting document is that it gives the impression that if it's not on this list, then it doesn't need to be reported. Tom advised that he thinks he needs two documents are needed – one on general exposures to be reported and the other on just service agreements.

Rhonda Combs advised that she is looking for guidelines for when a change at the City of Monterey should be reported to ACCEL. Tom advised that # 3 of the draft policy & procedure should help clarify that for her. Rhonda advised that # 3 may not address everything that city takes on – Rhonda provided example of the City of Monterey taking on vehicle maintenance program that will be shared with Pacific Grove.

Rhonda advised that ACCEL's MOC does not have any language that would lead her to believe that certain exposures are not covered – ACCEL's MOC provides for broad contractual liability. Mike Simmons advised that it doesn't have an automatic additional insured language – that it must be submitted to ACCEL for review along with a copy of the agreement.

Mike Simmons advised bringing the draft Policy & Procedure to the Board so that something is on the table.

A motion was made to make amend title of policy & procedure to address just service agreements.

**MOTION:** Ann Richey      **SECOND:** Mary Akin      **MOTION CARRIED**

**D. PUBLIC COMMENTS**

There were no public comments.

**E. ADJOURNMENT**

Tom Vance adjourned the meeting at 2:00 pm.

**MOTION:**              **SECOND:**              **MOTION CARRIED**