



## MINUTES OF THE ACCEL CLAIMS COMMITTEE TELECONFERENCE MEETING

**Wednesday, September 26, 2018 at 1:00 PM**

### PRIMARY TELECONFERENCE LOCATION:

**Alliant Insurance Services, Inc., 100 Pine St, 11th Fl, San Francisco, CA 94111**

#### MEMBERS PRESENT:

Tracey Matthews, City of Anaheim Alternate (*joined the teleconference at 1:09 PM*)  
Jena Covey, City of Bakersfield  
Betsy McClinton, City of Burbank  
Jeannette Chavez, City of Ontario  
Oles Gordeev, City of Santa Monica Alternate  
Charlotte Dunn, City of Visalia

**MEMBERS ABSENT:** None.

#### GUESTS AND CONSULTANTS:

Michael Simmons, Alliant Insurance Services  
Conor Boughey, Alliant Insurance Services  
Lorissa Huey, Alliant Insurance Services  
Ken Maiolini, Risk Management Services

#### A. CALL TO ORDER

Betsy McClinton called the meeting to order at 1:03 PM.

#### B. Consent Calendar

##### B1. Approval of Minutes for the July 23, 2018 Claims Committee Meeting

A motion was made to approve the consent calendar.

**MOTION:** Charlotte Dunn    **SECOND:** Jena Covey    **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Jeannette Chavez	Oles Gordeev	Charlotte Dunn
Aye		X		X	X	X
Nay						
Abstain			X			



**C. REPORTS**

**C1. Claims Committee’s Report**

**C1a. Closed Session – Pursuant to Gov’t Code 54956.95**

A motion was made to enter into Closed Session at 1:05 PM.

**MOTION:** Charlotte Dunn                      **SECOND:** Jeannette Chavez    **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Jeannette Chavez	Oles Gordeev	Charlotte Dunn
Aye		X	X	X	X	X
Nay						
Abstain						

A motion was made to come out of Closed Session at 1:46 PM.

**MOTION:** Betsy McClinton                      **SECOND:** Charlotte Dunn    **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Jeannette Chavez	Oles Gordeev	Charlotte Dunn
Aye	X	X	X	X	X	X
Nay						
Abstain						

Betsy McClinton, Claims Committee Chair reported out of Closed Session that no action was taken.

**C1b. Claims Reporting Handling Policy and Procedure – Proposed Changes**

Conor Boughey reported that at the last Claims Committee Meeting held on July 23, 2018, the Program Administrators were directed to draft a new section about the “Duty to Disclose a Potential Conflict of Interest” in the Claims Reporting Handling Policy and Procedure. The Committee Members reviewed and discussed ways to improve the proposed language.



Direction was given to the Program Administrators to reword the section, “Duty to Disclose a Potential Conflict of Interest” in the Claims Reporting Handling Policy and Procedure and to bring this item to the Board at the October 2018 Board Meeting.

Also, direction was given to the Program Administrators to add another new section about Claims Reimbursement Requests regarding what the Member Agency is required to provide to the Third Party Administrator when seeking a claims reimbursement, and propose three options to the Board at the October 2018 Board Meeting.

### **D. CORRESPONDENCE / INFORMATION**

#### **D1. Claims Denial Letters**

Conor Boughey explained that the City of Modesto wanted to update their Claims Denial Letter. The Program Administrators collected a majority of the Member Cities’ and Risk Management Services’ Claims Denial Letters and attached them to the agenda packet for reference.

**E. PUBLIC COMMENTS** - No Public Comments were made.

### **ADJOURNMENT**

Betsy McClinton adjourned the meeting at 2:26 PM.