



## **MINUTES OF THE ACCEL BOARD OF DIRECTORS TELECONFERENCE MEETING**

**Monday, September 11, 2017 at 3:30 PM**

### **PRIMARY TELECONFERENCE LOCATION:**

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

#### **MEMBERS PRESENT:**

Dave Nunley, City of Anaheim  
Jena Covey, City of Bakersfield  
Beverly Jensen, City of Modesto  
Michael Andersen, City of Monterey  
Claudia Koob, City of Mountain View  
Ann Richey, City of Ontario  
Sandra Blanch, City of Palo Alto  
Mark Howard, City of Santa Barbara  
Patty Haymond, City of Santa Cruz  
Deb Hossli, City of Santa Monica

#### **MEMBERS ABSENT:**

Betsy McClinton, City of Burbank  
Charlotte Dunn, City of Visalia

#### **GUESTS AND CONSULTANTS:**

Michael Simmons, Alliant Insurance Services (*left the teleconference at 4:22 PM*)  
Conor Boughey, Alliant Insurance Services (*left the teleconference at 4:22 PM*)  
Lorissa Huey, Alliant Insurance Services (*left the teleconference at 4:22 PM*)  
Ken Maiolini, Risk Management Services (*left the teleconference at 4:22 PM*)

#### **A. CALL TO ORDER**

Mark Howard called the meeting to order at 3:30 PM.

#### **B. CONSENT CALENDAR – None.**

#### **C. GENERAL RISK MANAGEMENT ISSUES**

Beverly Jensen asked other members if they report 4850 disability as wages or as disability pay. Board Members indicated they pay 4850 as disability payments. Also, she asked if anyone had a policy for staff carrying pepper spray.



Dave Nunley reported that Anaheim’s State WC Audit was completed and received a very positive report.

Michael Andersen asked members if anyone at their respective cities had traffic control guidelines.

Patty Haymond inquired about transient tax audit that may lead to litigation auditing hotels. The City of Monterey has performed similar audits and would be following up with suggested firms.

### D. REPORTS

#### D1. Claims Committee’s Report

##### D1a. Closed Session – Pursuant to Gov’t Code 54956.95

A motion was made to enter into Closed Session.

**MOTION:** Ann Richey      **SECOND:** Dave Nunley      **MOTION CARRIED**

	Dave Nunley	Jena Covey	Betsy McClinton	Beverly Jensen	Michael Andersen	Claudia Koob	Ann Richey	Sandra Blanch	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X		X	X	X	X	X	X	X	X	
Nay												
Abstain												

The Board entered closed session at 3:41 PM.

A motion was made to come out of closed session at 3:58 PM.

**MOTION:** Ann Richey      **SECOND:** Dave Nunley      **MOTION CARRIED**

	Dave Nunley	Jena Covey	Betsy McClinton	Beverly Jensen	Michael Andersen	Claudia Koob	Ann Richey	Sandra Blanch	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X		X	X	X	X	X	X	X	X	
Nay												
Abstain												



Mark Howard reported that the Board took action to direct the Claims Administrators to submit information to the members on the two agenda items.

**D1b. ACCEL Liability Claims Auditing**

**D1bi. Acceptance of Claims Auditing Contract – Tim Farley**

Michael Simmons reminded the Board that at the December 2016 Board Meeting, the Board accepted the 2 year proposal that Tim Farley provided for the 2017 and 2018 Claims Audit. Then, Alliant drafted a new contract with amendments to the 2008 contract, which Tim signed shortly after the June 2017 Board Meeting. The Program Administrators confirmed with Byrne Conley, ACCEL’s General Counsel whether or not accepting the 2 year proposal constituted as a contract. Byrne advised that the most appropriate way to manage the Claims Auditing Contract with Tim would be for the Claims Committee to recommend to the Board to execute the new contract. At the August 9, 2017 Claims Committee meeting, the Committee made a motion to recommend to the Board to accept the contract signed by Tim Farley.

A motion was made to accept the Tim Farley contract and have it signed by ACCEL’s President.

**MOTION:** Beverly Jensen    **SECOND:** Ann Richey    **MOTION CARRIED**

	Dave Nunley	Jena Covey	Betsy McClinton	Beverly Jensen	Michael Andersen	Claudia Koob	Ann Richey	Sandra Blanch	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	
Nay												
Abstain												



**D1bii. Notice of Termination Claims Auditing Contract**

Deb Hossli reported that at the August 9, 2017 Claims Committee meeting, the Committee discussed the need to take the time to re-evaluate a more extensive Scope of Work in what ACCEL needs and wants in a Claims Auditing Contract. At that meeting, the Committee gave direction to the Program Administrators to put this Item on the September 11, 2017 Board Meeting Agenda so the Board can give proper notice to Tim Farley, the current Claims Auditor.

A motion was made to give Notice of Termination to Tim Farley by October 1, 2017; and to direct the Claims Committee to develop a more extensive Scope of Work in order to issue a Request for Proposal (RFP); also to bring the RFP to the October 2017 Board Meeting.

**MOTION:** Ann Richey      **SECOND:** Sandra Blanch      **MOTION CARRIED**

	Dave Nunley	Jena Covey	Betsy McClinton	Beverly Jensen	Michael Andersen	Claudia Koob	Ann Richey	Sandra Blanch	Mark Howard	Patty Haymond	Deb Hossli	Char/lotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	
Nay												
Abstain												



**D2. Board of Director’s Report**

**D2a. Alliant’s Performance Review**

Minutes were taken by ACCEL Secretary, Sandra Blanch. The Board discussed the Program Administrator performance evaluation and discussion focused on how to present feedback. Overall, the ACCEL Board is satisfied with the performance of the Program Administrator, however there are some areas for improvement for both how the Board provides direction to the Program Administrator and the delivery of some items by the Program Administrator. The Board deliberated whether to provide a full assessment in writing, followed by a discussion at Board meeting or a verbal assessment led by ACCEL President. The Board strongly feels it is important to give performance feedback and goal is to come up with some kind of evaluation that can be submitted and included as part of the agenda.

The Board needs to verify from a legal stand point whether performance evaluations for administrators and any other service provider can be a confidential document.

Motion was made for following agenda item to talk about performance evaluation conducted; followed by a conversation with Mark taking lead on discussing strengths, areas of improvement, and future goals/expectations.

**Motion:** Dave Nunley      **Second:** Jena Covey      **MOTION CARRIED**

	Dave Nunley	Jena Covey	Betsy McClinton	Beverly Jensen	Michael Andersen	Claudia Koob	Ann Richey	Sandra Blanch	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X		X	X	X	X	X	X	X	X	
Nay												
Abstain												

- F. UNFINISHED BUSINESS** – None.
- F. NEW BUSINESS** – None.
- G. CORRESPONDENCE / INFORMATION** – None.
- H. PUBLIC COMMENTS** – No Public Comments were made.

**ADJOURNMENT**

Mark Howard adjourned the meeting at 4:58 PM.