



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

**Thursday, October 17, 2019 at 1:00 PM**

**Friday, October 18, 2019 at 8:30 AM**

**City of Visalia  
City Administration Building  
220 N. Santa Fe  
Visalia, CA 93292**

**MEMBERS PRESENT:**

Tracey Matthews, City of Anaheim

Jena Covey, City of Bakersfield

Betsy McClinton, City of Burbank

*(arrived at 1:15 PM on Thursday, October 17, 2019)*

Michael Andersen, City of Monterey

Claudia Koob, City of Mountain View

Kathy Garozzo, City of Ontario

Sandra Blanch, City of Palo Alto

Rhonda Combs, City of Salinas

Mark Howard, City of Santa Barbara

Patty Haymond, City of Santa Cruz

*(arrived at 1:33 PM on Thursday, October 17, 2019)*

Deb Hossli, City of Santa Monica

*(Thursday, October 17, 2019 only, left at 3:45 PM)*

Oles Gordeev, City of Santa Monica Alternate

*(Friday, October 18, 2019 only)*

Charlotte Dunn, City of Visalia

**MEMBERS ABSENT:**

Christina Alger, City of Modesto Alternate

**GUESTS AND CONSULTANTS:**

Anthony Galagaza, City of Bakersfield Fire Chief

*(Friday, October 18, 2019 only, joined at 10:25 AM and left at 11:15 AM)*

Trever Martinusen, City of Bakersfield Fire Deputy Chief

*(Friday, October 18, 2019 only, joined at 10:25 AM and left at 11:15 AM)*

Jeremy Grimes, City of Bakersfield Police Captain

*(Friday, October 18, 2019 only, joined at 10:25 AM and left at 11:15 AM)*

Jason Matson, City of Bakersfield Police Captain

*(Friday, October 18, 2019 only, joined at 10:25 AM and left at 11:15 AM)*

James Andrews, City of Visalia Police Lieutenant

*(Friday, October 18, 2019 only, joined at 10:25 AM and left at 11:15 AM)*



Danny Wristen, City of Visalia Fire Battalion Chief  
*(Friday, October 18, 2019 only, joined at 10:25 AM and left at 11:15 AM)*  
Christina Casola, First Alarm Wellness  
*(Thursday, October 17, 2019, left at 2:10 PM; Friday, October 18, 2019, left at 11:15 AM)*  
Ken Maiolini, Risk Management Services  
*(Thursday, October 17, 2019 only)*  
Charles Raibley, Crowe LLP  
*(Friday, October 18, 2019 only, left at 9:15 AM)*  
David Black, Cordico  
*(Friday, October 18, 2019 only, arrived at 10:25 AM and left at 11:15 AM)*  
Michael Simmons, Alliant Insurance Services  
Daniel Howell, Alliant Insurance Services  
*(left at 12:00 PM on Friday, October 18, 2019)*  
Conor Boughey, Alliant Insurance Services  
Lorissa Huey, Alliant Insurance Services

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

Jena Covey called the meeting to order at 1:03 PM on Thursday, October 17, 2019.  
Jena Covey called the meeting to order at 8:30 AM on Friday, October 18, 2019.

### **B. CONSENT CALENDAR**

- B1. Approval of Minutes for the June 20 & 21, 2019 Board Meeting**
- B2. Approval of Minutes for the July 16, 2019 Special Board Meeting**
- B3. Approval of Minutes for the July 29, 2019 Special Board Meeting**
- B4. Evidence of Coverage and Disclosure:**
  - B4i. Alliant Crime Insurance Program (ACIP)**
  - B4ii. Alliant Public Pool Liability (APPL)**
  - B4iii. Alliant Deadly Weapon Response Program (ADWRP)**

A motion was made to approve the consent calendar with the correction to the June 20 and 21, 2019 Board Meeting Minutes, Item C., General Risk Management Issues by deleting “traffic signals” and replacing with “small value maintenance services.”



**MOTION:** Mark Howard    **SECOND:** Sandra Blanch    **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X		X	X
Nay													
Abstain													

**C. GENERAL RISK MANAGEMENT ISSUES**

Sandra Blanch, City of Palo Alto asked if other Members take hair sampling when performing drug tests. Also, she asked if any of the Members have preventative foot injury training in addition to providing safety shoes to employees.

Deb Hossli announced that she will retire on December 2, 2019 from the City of Santa Monica.

Michael Andersen, City of Monterey inquired if other Members have a homeless encounter training policy.

Jena Covey, City of Bakersfield asked if other Members have in their Cities’ Police Department, a Police Department Diversity Group to give a voice when needed.

Jena commented she had a discussion with an attorney about the recent Post Traumatic Stress Disorder legislation that California safety officers can claim post-traumatic stress as an injury under Workers’ Compensation. Some safety officers do not realize or do not feel comfortable filing a stress claim because it may have negative effects such as potentially losing their firearms permit.

Jena also reported that the City is discussing opening a homeless center and she believes one will be created within twelve months.

**D. REPORTS**

**D1. President's Report**

**D1a. Committee Assignments**

Conor Boughey reminded the Board that at the June 2019 Board Meeting, the Board Members stated their preference of whether they would like to be a member of the Claims, Finance, or Underwriting Committee. After July 1, 2019, the Executive Committee met to affirm and approve the committee assignments.



Mark Howard reminded the Board that since ACCEL has grown and the Board receives all the individual committee agendas, to please be mindful if a committee already has six Committee Members. If a Board Member that is not on that committee and joins a Committee Meeting as a member of the public, there would be a majority of the Board at that meeting, and therefore it would be a Board Meeting.

**D1b. First Alarm Wellness – Kristina (Tina) Casola**

Jena Covey introduced Tina Casola from First Alarm Wellness. Tina presented to the Board First Alarm Wellness’ services that address mental health concerns for first responders.

Members asked questions which were addressed.

**D2. Executive Committee’s Report – None.**

**D3. Claims Committee's Report**

**D3a. Claims Administrator Contract**

Betsy McClinton, Claims Committee Chair reported that the current Claims Administrator Contract with Risk Management Services (RMS) expires June 30, 2020.

Ken Maiolini, RMS was excused from the meeting room briefly and invited back in.

The Board expressed its satisfaction with the service that Ken provides.

A motion was made to delegate Betsy McClinton to send Ken a request for a renewal contract and propose changes, if any, to the contract.

**MOTION:** Mark Howard    **SECOND:** Patty Haymond    **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	X	X
Nay													
Abstain													

**D3b. Claims Audit Status**

Conor Boughey reported that Rob Powers, ACCEL’s Claim Auditor is in the process of the 2019 Claims Audit. The audit report will be due to ACCEL on December 15, 2019. The Claims Committee



will convene before the January 2020 Board Meeting to review the audit report with Rob Powers and make a recommendation to the Board at the January 2020 Board Meeting.

Included in the agenda packet is a Claims Audit schedule of Rob Powers' in person visit to each Member and the Claims Administrator.

**D3c. CLOSED SESSION – Pursuant to Gov't Code 54956.95**

A motion was made to enter into Closed Session at 2:29 PM.

**MOTION:** Michael Andersen      **SECOND:** Mark Howard      **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	X	X
Nay													
Abstain													

A motion was made to come out of Closed Session at 4:05 PM.

**MOTION:** Charlotte Dunn      **SECOND:** Sandra Blanch      **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X		X
Nay													
Abstain													

Betsy McClinton, Claims Committee Chair reported out of Closed Session that the Board took action on an agendized claim.

**D4a-e. Financial and Treasurer's Report**

Michael Andersen and Conor Boughey walked through the financial items.

Conor Boughey pointed out that this is the first time that ACCEL's custodial account statements with US Bank are presented in the agenda packet with the Chandler investment statements. He noted that the ending market value at the end of the month for each statement will never match, but should be



similar. The Program Administrators reached out to Carlos Oblites at Chandler, ACCEL’s Investment Manager who explained that there are various market value interpretations of the same asset.

The Board requested that the Program Administrators annually send to the Board after the June Board Meeting a formal letter stating the final retro amount.

A motion was made to accept the financial reports.

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

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X		X
Nay													
Abstain													

**D4f. Financial Audit as of June 30, 2019**

Charles Raibley, Crowe LLP presented the draft Financial Audit as of June 30, 2019 to the Board.

Members asked questions which were addressed.

A motion was made to accept the Financial Audit as presented in the agenda packet. The Program Administrators will distribute the final Financial Audit via e-mail to the Board and post it on the ACCEL Website in the members’ only section.

**MOTION:** Mark Howard      **SECOND:** Sandra Blanch      **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Oles Gordeev	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	X	X
Nay													
Abstain													



**D4g. ACCEL Financial Audit Contract Renewal – Crowe LLP**

Conor Boughey reported that ACCEL’s Financial Audit Contract with Crowe LLP for two audit years ending in June 30, 2018 and 2019 has expired. The audit fee for each of the years ending in June 30, 2018 and 2019 was \$28,000.

Included in the agenda packet is an engagement letter from Crowe LLP for two years ending in June 30, 2020 and 2021. The fee for each of the years ending in June 30, 2020 and 2021 has increased to \$29,750.

The Finance Committee met on October 2, 2019 to review the engagement letter. Direction was given to the Program Administrators to include in the October 17 and 18, 2019 Board Meeting agenda packet a survey of other JPAs’ Financial Audit fee and the 2009 Request for Proposal (RFP) Financial Auditor Summary.

A motion was made to direct the Program Administrators to request from Crowe LLP a revised engagement letter for two years at a flat renewal rate. If Crowe LLP does not agree to this request, direction was given to the Program Administrators to bring this item back at the January 2020 Board Meeting.

**MOTION:** Rhonda Combs    **SECOND:** Mark Howard    **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Deb Hossli	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X		X
Nay													
Abstain													

**D4h. Local Agency Investment Fund (LAIF) Performance Update**

Michael Simmons and Conor Boughey reported that the Local Agency Investment Fund (LAIF) rates are slowly declining, but continue to lag the market.

No reportable action took place.

**D5. Underwriting Committee’s Report**

**D5a. Modesto Fire Services**

Mark Howard reported that the City of Modesto requested the Underwriting Committee review a new activity of the City which is providing fire services to the City of Oakdale. The City of Modesto



completed the New Exposure Questionnaire and provided the agreement related to the fire services provided to the City of Oakdale.

The Underwriting Committee Meeting met on June 27, 2019 and a motion was made to report to the Board that the Underwriting Committee convened and determined that no exclusion applies in ACCEL's Memorandum of Coverage.

No reportable action took place.

**D5b. City of Fremont - Application to ACCEL**

Mark Howard provided a verbal update that the City of Fremont has decided not to submit a formal application to join ACCEL.

**D5c. ACCEL's Underwriting Standards Policy & Procedure and New Exposure Questionnaire Proposed Changes**

Mark Howard reported that the Underwriting Committee met on September 17, 2019 to conduct the annual review of the Underwriting Standards Policy and Procedure and New Exposure Questionnaire.

At that meeting, direction was given to Rhonda Combs to review the Underwriting Standards Policy and Procedure and New Exposure Questionnaire and provide edits to the Program Administrators in redline, which are included in the agenda packet.

A motion was made to accept as presented in the agenda packet.

**MOTION:** Michael Andersen      **SECOND:** Tracey Matthews      **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Oles Gordeev	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	X	X
Nay													
Abstain													

**D5d. Marine Liability**

Mark Howard reported that at the September 17, 2019 Underwriting Committee Meeting, the Committee met to discuss the four Members that participate in CSAC EIA's Watercraft Program which are the Cities of Monterey, Santa Barbara, Santa Cruz, and Santa Monica. The City of Santa Barbara purchases excess insurance of \$5 million while the other three Cities purchases excess insurance of \$1 million.





The Board discussed whether a group purchase for all the Members who have a watercraft exposure is feasible.

Direction was given to the Program Administrators to research if an excess marine liability policy is a cost effective solution to this risk.

**D5e. ACCEL’s Memorandum of Coverage (MOC): Proposed Change**

Mark Howard explained that ACCEL’s Memorandum of Coverage (MOC) contains a duplicate exclusion for coverage provided by Workers’ Compensation coverage, currently listed as Exclusion E. and V.

At the September 17, 2019 Underwriting Committee Meeting, the Committee took action to make a recommendation to the Board to approve the deletion of Exclusion V.

A motion was made to approve the deletion of Exclusion V.

**MOTION:** Rhonda Combs **SECOND:** Charlotte Dunn **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Oles Gordeev	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	X	X
Nay													
Abstain													

**D5f. Dispensing Prescription Drugs (by EMT and Other Municipal Employees)**

ACCEL’s Memorandum of Coverage (MOC) Exclusion K. excludes medical malpractice, but it gives back coverage for paramedics and other similar personnel.

Members discussed the use and distribution of prescription drugs in their Cities and whether or not ACCEL’s current exclusion creates a coverage issue with common exposures.

Direction was given to the Program Administrators to ask Byrne Conley, ACCEL’s Legal Counsel to write a coverage opinion about the intent of the exclusion and propose revise wording.

**D6. Program Administrator’s Report**

**D6a. CAJPA Conference Update**

Conor Boughey verbally reported that the CAJPA Conference was held on September 12 to 14, 2019 in South Lake Tahoe.



Michael Andersen and Rhonda Combs attended the CAJPA Conference and shared their positive experience with the Board.

### **D6b. CAJPA Accreditation with Excellence Update**

Conor Boughey verbally reported that the Program Administrators attended the CAJPA Accreditation Meeting in Sacramento.

The CAJPA Accreditation Board has granted ACCEL with CAJPA Accreditation with Excellence and a representative from the CAJPA Accreditation Board will be presenting ACCEL with a certificate at the January 2020 Board Meeting.

### **D6c. ACCEL's Retained Layer Early Consideration**

Daniel Howell reported that the California municipal liability market continues to harden since the July 2019 renewals. He explained that California has been experiencing a rapid increase in the severity of claims, with several recent limit losses, as well as a general increase in awards. The Board had a roundtable discussion about self-insuring a greater layer of coverage due to the cost of excess insurance above \$5,000,000.

Direction was given to the Program Administrators to draft a budget letter to each Member about insurance increases for the July 1, 2020 renewal by the end of November 2019.

### **D6d. 2019-20 Summary of Coverage**

Conor Boughey presented the FY 19-20 Summaries of Coverage to the Board. The Excess Liability, Supplemental Liability which is the Alliant Deadly Weapon Response Program (ADWRP), and optional Excess Workers' Compensation shown are the coverages that the Members purchase through ACCEL.

### **D6e. Service Providers Survey – Schedule**

Conor Boughey verbally reminded the Board that at the March 2019 Board Meeting, the Board agreed that the annual Service Providers Survey will be sent on November 1, 2019 with a thirty day deadline and one reminder to the Board.



**D6f. Alliant Disclosure Presentation**

Conor Boughey reported that this is the third year Alliant presented this item with more documentation including the carrier invoices, Alliant invoices, and an export report from Alliant’s Agency Management System with alphabetical letters matching the amounts from each report.

Sandra Blanch volunteered to verify the carrier and Alliant invoices against the Disclosure Presentation Package that was separate from the agenda packet. If Sandra finds any discrepancies, direction was given to bring this item back at the January 2020 Board Meeting.

No reportable action took place.

**D6g. Alliant Service Team Transition**

Michael Simmons announced his retirement and introduced Marcus Beverly who will transition into the Peer Advisor role. Marcus Beverly will be present at the January 2020 Board Meeting.

**D6h. Bank Contracting Officer**

Conor Boughey reported that ACCEL’s contracting officer with Union Bank is Betsy McClinton, ACCEL’s former Treasurer. Since Betsy is no longer the Treasurer and the Treasurer position rotates with some frequency, the Program Administrators requested the Board to authorize changing the Contracting Officer to one of the Program Administrators, Daniel Howell who has no other authority than administrative changes. The Contracting Officer will not have authority to disburse funds, only the check signers have that authority.

A motion was made to approve Daniel Howell, the Program Administrator as the Contracting Officer.

Direction was given to the Program Administrators to update the Disbursement and Transfer Guide Chart attached in the agenda packet, revise the Accounting Guide Policy and Procedure, and provide a side by side comparison of other banks’ pricing. These three documents will be agendized at the January 2020 Board Meeting.

Also, the Board requested that the Program Administrators annually provide Alliant’s Errors and Omissions Liability and Crime certificate of insurance on the consent calendar

**MOTION:** Michael Andersen      **SECOND:** Betsy McClinton      **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Oles Gordeev	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	X	X
Nay													
Abstain													

## **E. UNFINISHED BUSINESS**

### **E1. 2019 Retrospective Rating Plan – Refund Requests**

Conor Boughey reminded the Members that they have until December 31, 2019 to make their retro refund requests and to send a formal letter from the City Finance Director to the ACCEL Treasurer and Program Administrators indicating the amount and which program years to apply the payment to.

At the time of the Board Meeting, no Members have requested a retro refund.

No reportable action took place.

### **E2. Member Cities' Cost Allocation**

Conor Boughey reported that on August 28, 2019, Mike Harrington from Bickmore Actuarial Services presented a webinar about cost allocation for ACCEL. The webinar is posted on the ACCEL Website in the members' only section.

If any of the Members want to share their Cities' cost allocation, direction was given to send it to the Program Administrators who will post it in the Discussion Board on the ACCEL Website in the members' only section.

### **E3. Alliant Deadly Weapon Response Program (ADWRP) – CrisisRisk**

Conor Boughey reminded the Board that it purchased active shooter coverage through the Alliant Deadly Weapon Response Program (ADWRP). Included with the ADWRP insurance coverage is a risk assessment service referred to as the Post Underwriting Consultation. The Post Underwriting Consultation is provided by CrisisRisk and allows ACCEL Members to complete a survey that analyze the Members' strengths and weaknesses in preparation for a targeted attack.

CrisisRisk has agreed to join a future ACCEL Board Meeting by teleconference to review the results of the survey.

Direction was given to the Members that are interested in participating to complete the survey before the March 2020 Board Meeting so that the Program Administrators can agendaize this item for that Board Meeting.

## **F. NEW BUSINESS**

### **F1. Cordico Wellness App**

David Black from Cordico presented to the Board the Cordico Wellness App. The app is customized toward safety officers and offers helpful information such as psychological first aid, stress management, relationship health, and financial fitness.

Members asked questions which were addressed as they arose.



David Black will provide the Program Administrators pricing for an ACCEL group discount. Then, the Program Administrators will distribute it to the Board immediately and agendaize this item for the January 2020 Board Meeting.

## **F2. ACCEL Earthquake Placement**

Conor Boughey verbally asked the Board who is interested in exploring an ACCEL earthquake placement to share risk and premium costs. Conor explained that a Member can schedule which locations it wants to insure. He recommended to schedule public safety, revenue generated, and bonded locations and that additional locations can be added later.

Direction was given to the Program Administrators to conduct an evaluation of the Members who currently buy earthquake insurance and survey those who do not currently buy if they would want to participate. This item will be agendaized at the January 2020 Board Meeting.

## **F3. CSAC EIA: Excess Workers' Compensation: Off-Duty Peace Officer Injury (AB 1749) Resolution**

Conor Boughey reported that the CSAC EIA Excess Workers' Compensation (EWC) Program has endorsed the EWC Memorandum of Coverage (MOC) as a result of Assembly Bill 1749. The endorsement provides that the EWC MOC does not currently provide coverage for injuries that occur to off-duty peace officers while outside the State of California when the officer is not acting under the immediate direction of his or her employer unless, the peace officer was engaging in the apprehension or attempted apprehension of law violators or suspected law violators, or in protection or preservation of life or property, or the preservation of the peace; and prior to the occurrence, the Governing Board of the Member has adopted a resolution, as provided for in California Labor Code Section 3600.2, subdivision (b)(4), accepting liability for such injury.

CSAC EIA recently requested its Members to complete a survey of which entity has adopted or will adopt a resolution. The Program Administrators included in the agenda packet the survey results of the ACCEL Members who participate in the CSAC EIA EWC Program.

## **F4. CSAC EIA Election Results and Update**

Conor Boughey announced that Mark Howard has been elected to sit on the CSAC EIA Board of Directors effective October 1, 2019. The ACCEL Board congratulated Mark. Included in the agenda packet is the list of the other CSAC EIA Board Members.

Mark Howard provided an update from the October 4, 2019 CSAC EIA Meeting that CSAC EIA's net position is positive because of the Excess Insurance Organization (EIO) captive.

## **F5. ACCEL Travel Expense Policy and Procedure**

Conor Boughey reported that the ACCEL Travel Expense Policy and Procedure is intended for Board Member reimbursement and is silent on reimbursement of non-Board Members and/or vendors. Also, the policy does not define which nights can be expensed for travel to Board Meetings.



Rhonda Combs requested that in the Travel Expense Policy and Procedure on page 2, item 5 be updated to reflect that one copy of the Travel Expense Reimbursement Form is required and can be e-mailed to the Program Administrators for reimbursement.

If any Members have any further edits or suggestions to the Travel Expense Policy and Procedure direction was given to send to the Program Administrators.

A motion was made to authorize the travel reimbursement to Tina Casola from First Alarm Wellness.

Also, direction was given to the Program Administrators to allow the hotel room block be available the night before a Board Meeting.

**MOTION:** Rhonda Combs    **SECOND:** Patty Haymond    **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Oles Gordeev	Char/lotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	X	X
Nay													
Abstain													

A further motion was made to direct the Program Administrators to draft language in the Travel Expense Policy and Procedure that in cases needing exceptions or interpretation the Program Administrators will get approval from the ACCEL President and ACCEL Treasurer. This item will be agendized at the January 2020 Board Meeting to review the proposed changes.

**MOTION:** Betsy McClinton    **SECOND:** Michael Andersen    **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Oles Gordeev	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	X	X
Nay													
Abstain													

### F6. 2020 Proposed Calendar of Meetings

Conor Boughey stated that at the October Board Meeting each year the Board adopts a meeting calendar for the following calendar year.



A motion was made to change the location of the October 8 and 9, 2020 Board Meeting from Modesto to Visalia and to move the Long Range Planning to be in conjunction with the October 2020 Board Meeting. The Long Range Planning would start at 8:30 AM and end around 12:00 PM on Thursday, October 8, 2019 and Members would travel to Visalia the night before.

The Program Administrators will send out Board Meeting calendar invites and the revised chart of the Board Meeting dates that includes a section of all the major conferences to the Board.

**MOTION:** Charlotte Dunn    **SECOND:** Mark Howard    **MOTION CARRIED**

	Dave Nunley	Jena Covey	Betsy McClinton	Christina Alger	Michael Andersen	Claudia Koob	Kathy Garozzo	Sandra Blanch	Rhonda Combs	Mark Howard	Patty Haymond	Oles Gordeev	Charlotte Dunn
Aye	X	X	X		X	X	X	X	X	X	X	X	X
Nay													
Abstain													

**F7. Schedule of the Next Two Board of Directors Meetings**

The next two Board Meetings will be in San Francisco on Thursday and Friday, January 23 and 24, 2020 and in Burbank on Thursday and Friday, March 19 and 20, 2020. Both meetings will start at 1:00 PM on Thursdays and 8:30 AM on Fridays unless otherwise stated.

Direction was given to the Program Administrators to work with the ACCEL President regarding the San Francisco hotel room block.

**G. CORRESPONDENCE / INFORMATION**

**G1. PARMA Conference Information** – There was no discussion on this item.

**G2. Inverse Condemnation Article** – There was no discussion on this item.

**H. PUBLIC COMMENTS** – There were no public comments.

**ADJOURNMENT**

Jena Covey adjourned the meeting at 5:04 PM on Thursday, October 17, 2019.

Jena Covey adjourned the meeting at 12:45 PM on Friday, October 18, 2019.