



**Agenda Item B.1
Board of Directors
October 17 & 18, 2013**

**MINUTES OF THE
ACCEL BOARD OF DIRECTORS
THURSDAY, JUNE 20, 2013
FRIDAY, JUNE 21, 2013
Burbank, CA**

MEMBERS PRESENT

Tom Vance, City of Anaheim
Betsy Dolan, City of Burbank
Claudia Koob, City of Mountain View
Sandra Blanch, City of Palo Alto
Ann Richey, City of Ontario
Mark Howard, City of Santa Barbara
Patty Haymond, City of Santa Cruz
Deb Hossli, City of Santa Monica
Charlotte Dunn, City of Visalia

MEMBERS ABSENT

Jena Covey, City of Bakersfield
Mary Akin, City of Modesto
Rhonda Combs, City of Monterey

GUESTS AND CONSULTANTS

Conor Boughey, Alliant Insurance Services
Daniel Howell, Alliant Insurance Services
Michael Simmons, Alliant Insurance Services
Monica Sandbergen-Izo, Alliant Insurance Services
Keyan Aghili, Carl Warren & Company
Tim Farley, Farley Consulting Services
Arlene Gallardo, City of Burbank
Ted Piorkowski, Chandler Asset Management
John Chaquica, George Hills Company
Kathleen Williams, George Hills Company

A. CALL TO ORDER

President Ann Richey called the meeting to order at 2:33 p.m. on Thursday, June 20th.



B. CONSENT CALENDAR

B1. Approval of Minutes for the April 11th and 12th, 2013 Board of Directors Meeting

A motion was made to approve the minutes.

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

B2. Monterey Alternate Member Assignment

Ann advised that Monterey will be providing an alternate member assignment. Conor Boughey advised that Rhonda Combs would like Julie Porter, the Assistant Finance Director appointed as the alternate. Julie will be attending ACCEL's October, 2013 Board of Directors Meeting.

No action needed.

C. GENERAL RISK MANAGEMENT ISSUES

Betsy Dolan introduced Arlene Gallardo from City of Burbank. Arlene will be succeeding Ann Lozano's position. Arlene will be taking over the coordination of liability claims and will be working on Burbank's insurance.

Mark Howard asked if any member having a difficult time renegotiating franchise agreement with Southern California Gas Company. Mark Howard advised that Santa Barbara is having a hard time getting them to acknowledge general insurance principals. Santa Barbara advised that they charge them a franchise fee. Mark Howard advised that the Southern California Gas Company stated that they don't issue Additional Insured Endorsements to anyone.

D. REPORTS

D1. President's Report

None.

D2. Claims Committee's

D2a. The ACCEL Board of Directors entered into Closed Session pursuant to Government Section Code 54956.95

A motion was made to enter into closed session at 3:21 PM pursuant to Government Section Code 54956.95.

MOTION: Tom Vance **SECOND:** Mark Howard **MOTION CARRIED**

A motion was made to come out of closed session at 3:49 PM.



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

Claims Committee Chair Mark Howard reported that no reportable action took place during closed session.

D2b. Carl Warren Contract Amendment

Conor Boughey advised that at the April Board Meeting, Alliant was given instruction to send the contract from ACCEL to Carl Warren and let them know that they had until April 30th to sign the proposal. Carl Warren has signed the contract amendment – it's included in the agenda packet. Carl Warren has agreed to all the terms, however, there was some push back on the rate. Carl Warren signed the contract and sent it back to Alliant.

Deb Hossli from the City of Santa Monica asked why does the Board have to set the service fee? Conor advised that that is just the Budget for that year based on what Carl Warren is expecting to bill out in Claims Management. It's a not to exceed figure. The Admin Fee is \$12,000 and the service fee is set annually at \$80,000.

A motion was made to give the Board President authorization to countersign the contract amendment.

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

D2c. 2013 Liability Claims Audit

Conor Boughey introduced Tim Farley to the Board. Tim proceeded to present his report to the Board by walking through the report included in the agenda packet. Mr. Farley advised that this is a draft report– any changes that should be made he can make and will send the final to Conor Boughey. Mr. Farley advised that the City of Bakersfield's audit was done remotely this year. This was the only audit done remotely this year. Mr. Farley further stated that the Claims Audit Exit Meeting Forms were signed by all the members and sent to Conor. Mr. Farley advised that the timely reporting of claims to Carl Warren has been improving. Litigation Status Update reporting has been improving as well, but is still an area of inconsistency.

Mr. Farley advised that the following cities had staffing changes - Santa Cruz, Anaheim, and Burbank. Burbank had some issues with Diary Maintenance, however, Mr. Farley pointed out the fact of the staffing change most likely affected their Diary Maintenance. Mr. Farley advised that he gave recommendations for improvement.

All cities had well organized data in their files and everything was chronologically in order.

As of May 1, 2013, there were some claims that were not reported to Yani or had been reported but had late follow-up. Considering the number of claims, the performance in this area is still considered excellent.



A motion was made to receive and file the 2013 Liability Claims Audit.

MOTION: Tom Vance **SECOND:** Mark Howard **MOTION CARRIED**

D3. Financial and Treasurer's

Conor Boughey presented the Treasurer's items.

D3a. Ratification of Disbursements for months ending March 31, 2013 and April 30, 2013

ACCEL's Treasurer Betsy Dolan reported that on page 52 ACCEL's notable payments were Tim Farley's down payment is in March, and Bickmore's Fee for the Actuarial Study was on April.

D3b. Report of Investments for months ending April 30, 2013 and May 31, 2013 – Pursuant to Gov't Section Code 53646(b)(1)

Betsy Dolan stated that April's report indicated positive interest received, however the Authority had negative interest in May.

D3c. Quarterly Financial Report as of March 31, 2013

Conor reported that the Financial Report is as of March 31, 2013. The quarterly snap shot is on page 72; on page 74, budget vs. actual is listed. Anything that is exactly at 75% is a prepaid expense, such as the Program Admin Fee.

D3d. Member Account Summary as of March 31, 2013

Conor Boughey advised that the following changes are listed in the Member Account Summary: Interest earned of \$138,552; Claims Payments (Morataya v. Bakersfield and Schmidlin v. Palo Alto); and Update to IBNR and Reserves from the new Actuarial Study.

MOTION: Tom Vance **SECOND:** Jena Covey **MOTION CARRIED**

D3e. ACCEL's June 30, 2013 IBNR

Conor Boughey advised that John Alltop and David Kim were not able to complete the IBNR update for the Financial Audit. Mike Simmons advised that Alliant will have to bring this item back at the October Board meeting and adopt it prior to the acceptance of the Financial Audit.

D3f. ACCEL Projected Cash Flow Obligations as of March 31, 2013

Conor Boughey advised that this is the item that Alliant continues to bring back for discussion to make sure ACCEL is meeting its short term obligations for future claims payments. There really



is nothing to discuss as long as ACCEL is keeping so much of its funds in LAIF. ACCEL has 42% of its funds in LAIF. Ideally, that would be around 20%, but LAIF is out performing any alternative that Chandler has to offer.

A motion was made to accept all Financial Items except Item D & E.

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

D4. Program Administrator's

D4a. ACCEL's Alliant Connect Site Presentation

D5. Ad Hoc Committee

D5a. Capital Surplus Fund

Conor Boughey reported that at the April Board meeting, Alliant presented an idea of creating a Capital Surplus Fund for the Authority that would basically move the group's funds that are in the retrospectively rated refund program, and once they are posted as a Liability, Alliant is going to try to figure out a program to move those Liabilities back into the Authority as an asset to help reduce future year funding. At the April Board meeting, this item got assigned to an Ad Hoc Committee of Tom Vance, Deb Hossli, Mary Akin and Marc Pimentel. There was not a chair of the Ad Hoc Committee.

Tom Vance reported that the whole idea is that ACCEL is in a great place right now to hold back money for a number of purposes but the main one was so that ACCEL doesn't end up with a zero asset on its balance sheet, which ACCEL has. Once we declare money available on the retro, it's no longer an asset. It becomes a liability on the balance sheet.

Mr. Vance advised that the Committee recommendation is to not move forward with creating a CAT Funded Layer. Some of the issues were that the money would become an asset of the pool and not assets of the individual members. The Committee felt that if it came back to the Board with a recommendation, it would be difficult process even convincing the members to go ahead with the creation of a CAT Funded Layer.

The discussion on what amount should be held back for refunds will be discussed at tomorrow's meeting.

Mark Howard stated that he liked the standard white paper idea that members could give to their Finance Department.

No Action was taken.



D6. Underwriting Committee's

D7. Nominating Committee's

D7a. Election of Officers

Conor Boughey advised that at the last meeting in April, ACCEL appointed the Nominating Committee. Claudia Koob and Betsy Dolan were appointed to the Nominating Committee. They have surveyed to members and have a report today. Conor advised that ACCEL is looking for nominations for the 13-14 term.

Betsy Dolan surveyed the members and advised that Ann Richey is interested in running for President, Mark Howard is interested in running for Vice President, and Claudia Koob is interested in running for Treasurer. Claudia Koob advised that Mark Akin stated that if no one is interested in being Secretary, she will be Secretary.

A motion was made to appoint Ann Richey as President, Mark Howard as Vice President, Claudia Koob as Treasurer and Mary Akin as Secretary.

MOTION: Tom Vance **SECOND:** Deb Hossli **MOTION CARRIED**

Conor Boughey reminded Mark Howard that if he's appointed as Vice President, he's the Underwriting Chair.

Conor Boughey advised that Alliant will hold an Executive Committee Meeting to select the Committee Assignments.

E. UNFINISHED BUSINESS

E1. Adopting the 2013/2014 Administration Budget & Resolution 1314_01

Conor Boughey advised that at the April Board meeting, Alliant presented a draft of the Admin Budget. The Budget in the agenda packet is unchanged as presented. Alliant goes through the Budget and makes sure it matches all the contracts that ACCEL has in place and any upcoming services that are appropriate for this term. The adjustments in the 2013-2014 budget are as follows: 1) Program Admin Fee was increased to match the contract; 2) The Legal budget was decreased to reflect the change in utilization; 3) the Account services budget was decreased to reflect the change in utilization; 4) The CAJPA Accreditation fee was increased, a fee that is only included every third year; 5). Safety Services Budget was decreased to reflect the change in utilization.

Conor advised that ACCEL doesn't use Safety Services because ACCEL is an Excess Pool. However, ACCEL has to have a budget for it in order to be accredited with excellence. Alliant gives back a credit on its Excess Invoice. Anything that goes unused on the budget, an admin fee credit will be seen on the invoices – should be around \$3000 - \$8,000.



Tom Vance asked where ACCEL would get the money from if ACCEL needed coverage work to be done. Conor Boughey advised that ACCEL would go over budget.

A motion was made to approve the 2013/2014 Administration Budget as presented.

MOTION: Tom Vance **SECOND:** Patty Haymond **MOTION CARRIED**

E2. 2013 Retrospective Rating Plan Adjustment Calculation

Conor Boughey advised that this was presented at the April Board Meeting. At that time, Alliant didn't have Tim Farley's review of members' claims. That was the last piece of information we needed to make sure that this was an accurate calculation and that it reflected the appropriate information.

The fiscal impact is if ACCEL approves this retro in full, ACCEL will post a liability on its financial statements of \$11,887,223.

The allocation is on page 119. The top box is what ACCEL would be approving. The bottom box is what was available and what was taken last year. Conor explained that the retro goes all the way through 2007-2008 and creates the total and then 2008-2009 is shown as a "test" year of what will be available next year.

Conor reported that 2007-2008 is the first year under the new calculation – new calculation looks at one year and that year stands on its own; the old formula looked at 4 years. The new formula looks at each year by itself.

Conor stated that what was discussed yesterday, by Board action, is that ACCEL could state that these are the results of the calculation, but we only want to "declare \$8,000,000 available for refund". That would be okay by the financial auditor if ACCEL wants to do that.

A motion was made to reduce the \$11,887,223 by \$6,000,000 and declare \$6,000,000 as an asset and \$5,887,223 as a Liability.

MOTION: Tom Vance **SECOND:** None **MOTION NOT CARRIED**

An amended motion was made to reduce the \$11,887,223 by \$3,000,000 and declare \$3,000,000 as an asset and \$8,887,223 as a Liability.

MOTION: Deb Hossli **SECOND:** None **MOTION NOT CARRIED**

A motion was made to declare \$11,887,223 as a liability.

MOTION: Tom Vance **SECOND:** Mark Howard **MOTION CARRIED**

Direction was give to table this item until the Long Range Planning Meeting.

E3. ACCEL Excess Liability Program Renewal

Dan Howell advised we that not all indications provided are final, and that we are still negotiating the excess program. Alliant has received quotes on the first two layers. There is a slight decrease in the rate this year of \$.56 per \$100 of payroll versus \$.57 from last year. Administrative costs are up slightly from the year before. In regards to the 1st Excess layer, Mr. Howell reminded the members that last year Frank Tanabe from SILC came and met with the Board and promised ACCEL a flat renewal last year, but that SILC would need an increase the following year. Mr. Howell advised that ACCEL is looking at a 4.6% increase for 2013-2014 on the \$10M xs. \$5M layer.

With regards to the \$10M xs. \$15M layer, Mr. Howell advised that this year, this layer was written with W.R. Berkley Insurance Group. Last year, this layer was underwritten by Endurance. The underwriting team that wrote the Public Entity Excess all left Endurance and went to W.R. Berkeley. Endurance came back with a quote of \$510,000, which would have been a 10% increase. The underwriters at W.R. Berkley quoted the \$10M xs. \$15M layer at \$497,049. This is a 5.5% increases from last year.

Mr. Howell advised that with regards to Lexington, they came back in May with serious increases. The underwriters wanted at least a 10% increase across the board from everybody. They also wanted to put an aggregate of 1 x the \$25M limit for all the members of ACCEL. Alliant is in the final negotiations to replace Lexington. Mr. Howell advised that we have a quote from Arch to drop down and Alliant also has a quote from Berkshire Hathaway. Alliant will end up with two final quotes – one from Lexington and one from 3 A rated insurers without the aggregate. Mr. Howell advised that Alliant's recommendation is that ACCEL delegate authority to bind with insurers that are A rated that will follow the underlying aggregates or at least offer more than Lexington and make the move from Lexington.

Mr. Howell advised that Alliant may Arch down into the \$25M XS \$25M layer, in which case, Alliant will find an A-rated replacement for them.

Mr. Howell advised that CV Starr has put some subjectivities on the renewal which are as follows: premium payment is due and payable within 20 days; verification of final named insured; verification of claims reserves (updated Loss Run from Carl Warren); they want to verify that there have been changes in Burbank's Police Department. CV Starr also wants to do a claims review – they will send someone out to Carl Warren and the City of Burbank. CV Starr would also like a coverage opinion regarding application of the SIR to the Rodriguez v. Burbank claim.

Mr. Howell reported that the good news is that ACCEL is going to have terms that represent around a 5% increase year over year on average for the whole program on the Excess Placement.

Dan Howell advised that Alliant is hoping to get the full \$50M on the CAT Layer.



Tom Vance and Deb Hossli advised that they are committed to buying \$40M in limits at the premium listed.

Conor Boughey advised that there are 4 things ACCEL needs to take action on.

A motion was made to adopt the pool layer rate of \$.56 at an 80% confidence level.

MOTION: Tom Vance **SECOND:** Mark Howard **MOTION CARRIED**

A motion was made to adopt the Pool Administration Fee of \$464,350.

MOTION: Tom Vance **SECOND:** Deb Hossli **MOTION CARRIED**

A motion was made to approve the \$10M XS \$5M layer.

MOTION: Tom Vance **SECOND:** Patty Haymond **MOTION CARRIED**

A motion was made to approve the \$10M XS \$15M layer.

MOTION: Tom Vance **SECOND:** Charlotte Dunn **MOTION CARRIED**

Conor Boughey advised that the rest of the layers are estimated layers.

A motion was made to delegate authority to the President or in the President's absence, the Vice President, to review the final quotes for the layers attaching at \$25M and above and to bind coverage as appropriate with a cost not to exceed 10% as per expiring.

MOTION: Deb Hossli **SECOND:** Charlotte Dunn **MOTION CARRIED**

A motion was made to delegate authority to the cities of Anaheim and Santa Monica and any other cities who wish to participate in the CAT layer to bind the CAT layer at their discretion.

MOTION: Tom Vance **SECOND:** Patty Haymond **MOTION CARRIED**

Sandra Blanch advised that Palo Alto may go up to CAT layer.

A motion was made to give Alliant authority to bind coverage per requesting member any additional limits if necessary provided it doesn't impact the group.

MOTION: Patty Haymond **SECOND:** Charlotte Dunn **MOTION CARRIED**

E4. Optional Excess Workers Compensation Program

Conor Boughey advised that Alliant has walked through the different rounds of estimates delivered by CSAC EIA. This year in the time for the Board Agenda mailing, Alliant has the



final proposals for each of the member's *estimated* deposit premiums. These are still subject to change and the reason for that is that certain members can change SIR's which may change the allocations for members. Each member is included with the retention option of their expiring policy at expiring. Conor advised that he has sent each of the members an email advising that CSAC EIA wants to know what's going on so that they can finalize their invoicing.

Conor Boughey advised that Alliant has gone out independently and looked for carriers in case members wanted a substitute option. In California, there is not a carrier outside of CSAC EIA that will attach less than \$1,000,000 if a city has police and fire.

Mr. Boughey further stated that through ACCEL's contract with Alliant, its Broker fee to join CSAC EIA is half of what it would be if a member was an independent city outside of ACCEL.

No action needed.

E5. Fiduciary Liability Insurance Program (FLIP)

Conor Boughey advised that Alliant endeavored to give ACCEL an option at 7/1. Alliant sent out applications. Alliant received one application back, which wasn't enough to create a program.

Alliant's goal is for ACCEL to join with as many members as possible for \$60,000 - \$70,000. Average would be around \$6,000 per city.

No action needed.

E6. Investment Policy – Annual Review

Conor Boughey advised that at the April Board Meeting, the Investment Policy was brought up for review. Revisions to sections 5.13 and 5.14 were not approved by the Board. Section 5.13 was adding Municipal Securities as allowed under the new state code. Section 5.14 was adding Mortgage Backed Securities, Collateralized Mortgage Obligations and Asset Backed Securities as allowed under the state code. Ted clarified that he wanted to add these because now the code would allow it. Ted put percentages on there and it wasn't something that the Board was comfortable with. Alliant asked the members to talk with their finance directors about the proposed changes to the policy. Members advised that their finance directors had a problem with the percentages.

After a long discussion, a motion was made to include these with a 5% per issuer and a 10% total percentage of our portfolio to start.

MOTION: Tom Vance **SECOND:** Claudia Koob **MOTION CARRIED**

OPPOSED: Sandra Blanch and Mark Howard



Conor reported to Ted that starting July 1, 2013, ACCEL is going to have a new Treasurer – Claudia Koob from the City of Mountain View.

Conor Boughey advised that Alliant did some administrative/clerical cleanup of the Investment Policy and removed items that are no longer relevant, such as items that the FDIC is no longer insuring.

A motion was made to approve the changes to the Investment Policy (clerical cleanup and .

MOTION: Tom Vance **SECOND:** Mark Howard **MOTION CARRIED**

F. NEW BUSINESS

F1. George Hills Presentation – Subrogation Recovery Practice

John Chaquica, President of George Hills, presented with Kathleen Williams on the benefits of a subrogation program that George Hills is offer to municipalities in California. The program has enjoyed great success at several other cities and offers lower than average commission rates.

ACCEL discussed this report and decided that a group approach did not make sense, but members should engage George Hills if they have interest in the program.

No action was taken.

F2. Retrospective Rating Plan Refund Requests

Conor Boughey advised that City of Mountain View has requested \$300,000. Sandra Blanch from the City of Palo Alto has requested \$500,000.

Alliant will send out an email to absent members to see if they will be requesting funds.

Conor Boughey advised that Alliant needs a letter reserving the right to declare funds up until December 30th from the member’s Finance Director.

F3. Approval of ACCEL’s Declarations Page

Conor Boughey reported that this group has decided each year to look at, review and approve the Declarations Pages. The key to the Declarations Page is that there are no aggregate limits listed.

Included in the agenda packet is each members Additional Named Parties. Conor asked the members to review the list. If there is an agency that is part of the city that has a different governing body than city council, it needs to be named as an Additional Named Party or it is not covered.



Patty Haymond advised that she will send Alliant an email with the exact legal name of Successor Agency.

A motion was made to approve the Declarations Page as a form with the list of Additional Named Insureds and the addition of the Successor Agency for the City of Santa Cruz and the possibility of the addition of Got Wheels for the City of Burbank.

MOTION: Tom Vance **SECOND:** Mark Howard **MOTION CARRIED**

F4. Other Insurance Renewals

F4a. Public Employee Dishonesty Insurance

Conor Boughey advised that this is the policy that covers ACCEL, not the individual members. Last year, there was an issue because the incumbent carrier Hartford decided that ACCEL was no longer an insurance pool, but an insurance company. Therefore, Hartford tried to triple the retention and triple the premium. Last year, Alliant marketed the policy to Alliant's Crime Insurance Program (ACIP). ACCEL's premium last year with Hartford came in at \$1,971, and the premium through ACIP came in at \$760. ACIP is offering a flat renewal for 2013-2014. Conor advised that the premium is actually \$950, but Alliant will be rebating the commission back bringing the premium down to \$760.

A motion was made to bind coverage and pay the invoice.

MOTION: Tom Vance **SECOND:** Mark Howard **MOTION CARRIED**

F4b. Trustees Errors & Omissions Insurance

Conor Boughey advised that ACCEL recently triggered this coverage once. There have not been any substantial claims. At the July 1, 2011 renewal, coverage was moved from Brokers Risk (Lloyds of London placement) to a newly formed Alliant Program, APPL. APPL has offered a flat renewal of \$10,325 for 2013-2014 with a \$1,000,000 limit and a \$10,000 deductible. Alliant will be rebating the commission back bringing the premium down to \$9,325.

A motion was made to bind coverage.

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

F4C. General Liability Discussion for ACCEL

Conor Boughey advised that this item came up for discussion during the Accreditation. Mr. Boughey stated that the issue is that ACCEL itself does not have a Primary General Liability Policy. If someone were to trip and fall at a Board meeting, basically ACCEL self-insures that exposure.



Mike Simmons advised that the last time this item was brought up for discussion was in 1989. Most Primary Pools add themselves as Named Insureds on their Memorandum, so they give themselves a \$25,000 SIR. Mr. Simmons further stated that the things that have happened recently revolve around non-owned autos where a Board Member representing ACCEL goes to a meeting and gets into an accident and opens up the possibility of ACCEL getting sued. Alliant wants to make sure that ACCEL is conscious that there would be a \$1,000,000 retention before any coverage would apply. If ACCEL as a legal entity gets sued, it has to defend itself. Coverage is for cost of defense.

Mike asked the members if they would like to purchase this coverage.

Tom Vance stated that ACCEL can afford to defend itself. The members agreed.

No action was taken.

F5. CAJPA Accreditation with Excellence

Conor Boughey reported that Alliant has been working with CAJPA on ACCEL's accreditation over the last 3 months. Two weeks ago, Conor met with the CAJPA Board. The Board conditionally passed ACCEL to be accredited with excellence, but with two conditions that ACCEL has to meet within 6 months. The two recommendations are:

1) Investment Advisor Oversight – CAJPA recommended that ACCEL update our contract with Chandler Asset Management to have them disclose any conflicts of interest or regulatory issues. ACCEL has updated its contract to reflect this new requirement, but an internal policy is needed to request Chandler to disclose any issues annually. CAJPA would like ACCEL to add a reminder to its Annual Calendar, which will satisfy this requirement.

2) Claims Audit Scope of Services – This item requires a change in the Bylaws. Alliant didn't know about this item in time to properly notice changing the Bylaws. The change is proposed in the Agenda Packet and Alliant will bring it to the Board in December with the 30 days notice requirement. To be accredited with excellence, the Authority and its members must have a claims audit performed annually. We have a contract with Tim Farley that specifically states that. However, ACCEL's Bylaws says that it will have a claims audit of all its members, but the Bylaws do not state that ACCEL will have a claims audit. ACCEL is not specifically stated in the Bylaws.

If ACCEL does change its JPA agreement, it has to go back to every city council. Mike Simmons advised that Alliant will do a thorough review of the Bylaws and JPA agreement. At the Long Range Planning in December.



F6. Next Two Meetings Schedule

Ann Richey advised that the October meeting will be held in October and the December Meeting will be held in December.

Conor advised that CAJPA stated that once the agenda is posted, the location of the meeting can't be changed. If the location is changed, it now has to be called a "special" meeting.

G. Correspondence/ Information

None.

G1. Risk Report – May 2013

No discussion.

H. Public Comments

There were no public comments.

Ann Richey adjourned the meeting at 12:05 p.m. on Friday, June 21, 2013.