

**MINUTES OF THE
ACCEL BOARD OF DIRECTORS
THURSDAY, APRIL 11, 2012 AT 2:00 PM
FRIDAY, APRIL 12, 2012 AT 9:00AM
Alliant Insurance Services, Santa Cruz, CA**

MEMBERS PRESENT

Tom Vance, City of Anaheim
Jena Covey, City of Bakersfield
Betsy Dolan, City of Burbank
Mary Akin, City of Modesto
Rhonda Combs, City of Monterey
Claudia Koob, City of Mountain View
Ann Richey, City of Ontario
Mark Howard, City of Santa Barbara
Mark Pimentel, City of Santa Cruz
Deb Hossli, City of Santa Monica

MEMBERS ABSENT

Sandra Blanch, City of Palo Alto
Patty Haymond, City of Santa Cruz
Charlotte Dunn, City of Visalia

GUESTS AND CONSULTANTS

Conor Boughey, Alliant Insurance Services
Michael Simmons, Alliant Insurance Services
Daniel Howell, Alliant Insurance Services
Amy Young, Alliant Insurance Services
Keyan Aghili, Carl Warren & Company, April 11, 2013
Ted Piorkowski, Chandler Asset Management- via Teleconference April 12, 2013
John Alltop, Bickmore, April 12, 2013

A. CALL TO ORDER

President Ann Richey called the meeting to order at 2:17 p.m.

B. CONSENT CALENDAR

B1. Approval of Minutes for the February 6, 2013 Board Meeting

A motion was made to approve the minutes as presented.

MOTION: Tom **SECOND:** Rhonda **MOTION CARRIED**

C. GENERAL RISK MANAGEMENT ISSUES

Rhonda Combs, City of Monterey, requested input from Members on their City's Policy and Procedures regarding nut allergies. Rhonda explained currently at the City of Monterey there is a Daycare Children's Program and discussed the issues and questions that arise for Staff Members, Children and Parents when a child attending the program has nut allergies and how to meet specific requests from Parents. Members discussed how similar scenarios with nut allergies are approached in their respective city programs in general, not necessarily specific to children. Members agreed and recommended a well written release form should be used and that further research is needed.

Betsy Dolan, City of Burbank, mentioned the Park & Recreation Department in the City of Burbank will be adding a slide to a Municipal swimming pool and asked Members questions regarding coverage. Members discussed if slides are included in existing coverage and the details necessary to determine coverage options. Betsy stated she may be submitting to Underwriting Committee for review. Tom Vance asked Betsy when submitting information to the Underwriting Committee to list details such as how complicated the design plans of the proposed slide are. Tom explained for example is it only a slide or are there tunnels and or multiple tubes. Jena Covey from City of Bakersfield stated Bakersfield does have city pool with slides with tunnels and multiple tubes.

Conor stated this information should be disclosed on applications. Mike Simmons said this topic should be drilled down further for coverage issues.

Conor Boughey from Alliant introduced Amy Young as new to the Alliant Team focused on JPA Administration for ACCEL. Conor stated Members should continue to interact with Monica Sandbergen-Izo regarding all ACCEL Insurance related issues and Amy Young for all ACCEL JPA Administration issues.

Daniel Howell from Alliant reported of the ongoing developments on coverage of City bike paths and the progress made. The Members stated they were pleased with the progress made.

Mark Pimentel, Director of Finance from the City of Santa Cruz discussed the tragic shooting incident recently in Santa Cruz of Police Officers and the Perpetrator. Ann Richey, Board President, City of Ontario commented on the importance of offering Employee Assistance Programs. Members discussed and gave their condolences.

D. REPORTS

D1. President's Report

D1a. Appointment of Nominating Committee

Ann Richey asked for two volunteers to be on the Nominating Committee.

Ann discussed the duties of the Nominating Committee. Betsy Dolan volunteered to be on the Nominating Committee stating she will not be Treasurer this year. Claudia Koob from the City of Mountain View also volunteered.

Conor Boughey asked Betsy Dolan to explain the duties of Treasurer to the Board Members. Betsy summarized the tasks of the Treasurer.

D1b. Items of general interest

None.

D2. Claims Committee

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 2:42 PM pursuant to Government Section Code 54956.95.

MOTION: Tom **SECOND:** Mary **MOTION CARRIED**

A motion was made to come out of closed session at 3:15 PM.

MOTION: ?Ann **SECOND:** Mark **MOTION CARRIED**

No reportable action took place during closed session.

D2b. Liability Third Party Administration Contract

Conor Boughey reported on the history and current state of the Third Party Administration Contract and Amendment of the Contract found on pages 3 & 4 of the Agenda Packet. Rhonda Combs asked if Carl Warren has agreed to the Contract Amendment. Keyan "Yani" Aghili from Carl Warren reported he does not expect any problems.

A motion was made to Approve and Accept the Two Year Contract Extension Amendment with Carl Warren and Company (CWC) for Liability Third Party Administration Services subject to CWC agreeing to sign Contract as is by April 30, 2013 and upon failure to do so the ACCEL Claims Committee is Authorized to issue Requests for Proposal from Prospects other than Carl Warren and Company for Liability Third Party Administration Services.

MOTION: Tom **SECOND:** Mark **MOTION CARRIED**

D3. Financial and Treasurer's

D3a. Ratification of Disbursements

Betsy Dolan reported nothing unusual for Month Ending January 31, 2013. Conor Boughey reviewed actual Disbursements with the Board Members. Tom Vance questioned the entry of check to Mike Simmons listed on Page 20 of the Agenda packet and stated the entry reads funny.

D3b. Report of Investments

Betsy Dolan reported both February and March were in the positive. Conor Boughey explained Page 39 of the Agenda shows information in a new way.

A motion was made to receive and file items D3a and D3b.

MOTION: Tom **SECOND:** Mark **MOTION CARRIED**

D4. Program Administrator's

D4a. Annual Service Calendar

Ann Richey introduced to the Board Alliant's Annual Service Calendar document and asked Conor Boughey to explain the Annual Service Calendar. Conor stated Alliant uses the Service Calendar as a tool for ACCEL Administration. Mike Simmons further explained the frequency in which the calendar is referred to. Mark Howard, City of Santa Barbara questioned if the Service Calendar is shown as Fiscal Year or Calendar Year. Mike Simmons stated it is based on Alliant's Fiscal Year. Tom Vance, City of Anaheim questioned the quantity of CSAC information listed. Mike explained these are all the tasks and deadlines the Alliant Program Administrators need to meet. Tom Vance, City of Anaheim and Mary Akin, City of Modesto mentioned the items due in the month of May and Conor Boughey agreed some Broker information can be added.

D4b. Account Time Tracking as of December 31, 2012

Conor Boughey reported the calendar year hours on the Account Time Tracking report. He reported the Composite Rate of \$126 and reviewed the amount of hours. Mike Simmons explained the hours are entered manually of how Alliant Employees spend their time on Client Accounts. Tom Vance, City of Anaheim asked how the employees enter hours. Conor explained some employees enter hours daily some enter weekly and some quarterly.

D5. Underwriting Committee

D5a. Report from the March 14, 2013 Underwriting Committee Meeting

Tom Vance asked Rhonda Combs to report to the Board the following topics brought before the Underwriting Committee for the City of Monterey:

City of Monterey-Vehicle Maintenance Services for Other Governmental Agencies

Rhonda Combs reported to the Board the information presented to the Underwriting Committee at the March 14, 2013 meeting. Rhonda explained that for many years the City of Monterey has provided Vehicle Maintenance Services to 7 Entities and now want to provide those same services to 11 Entities. Rhonda further reported Contracts are being reviewed and negotiated. Rhonda stated that the Underwriting Committee has suggested a \$1M Liability Limit and if not agreed to then a well written Indemnification Agreement.

City of Monterey- Public Works for City of Pacific Grove-Street and Pavement Resurfacing

Rhonda Combs reported this item is somewhat tabled as the City of Monterey will be doing Joint Purchasing.

City of Monterey- Police Services by Monterey to Pacific Grove

Rhonda Combs reported the City of Pacific Grove(PG) PG indemnification of PC. Rhonda stated 14 of Pacific Grove's Officers will be taken on by City of Monterey. The payroll of City of Monterey is being increased which offsets. Rhonda stated a \$1M SIR. Mike Simmons stated a project Alliant is working on to produce a matrix that estimates a guideline model.

Tom Vance discussed the Underwriting Committee in the past has set some parameters in these scenarios.

Rhonda also commented this is similar to the City of Monterey's prior request regarding the Fire Fighters.

E. UNFINISHED BUSINESS

TIME CERTAIN: Friday, April 12, 2013 at 10:30 AM

E1. Approval of the 2013 Actuarial Report

On 4/12/2013 John Alltop from Bickmore Risk Services reported to the Board on the draft of the 2013 Liability Actuarial Report. Conor Boughey from Alliant gave handouts of this draft report to each Board Member. Mr. Alltop and Board Members made mention of the updates to the Bickmore logo and letterhead.

John Alltop began reporting that Loss Runs above \$25k are used to calculate rates. He stated the Rate study on Member's Outstanding Liability is based on Pool Losses. Mr. Alltop directed attention to Page 11 of the draft report stating for Program Years 09/10 and 11/12 there were no

losses. He reported estimates of ultimate losses decreasing as much as 2.5 million based on developing history data since last report. He stated overall this is good news. There is surplus this year that was not there last year.

Outstanding Liability the vast majority 09/10 expected loss that there is not much in open case reserve. IBNR loads are across all years. Expected Confidence Level goes over all Outstanding Liability at 12.6 million.

Mr. Alltop continued reporting from Page 12 of the report the \$1-\$5M Expected 50/50 number if funded at that rate Confidence levels show funding levels.

On Page 13 Comparison of Rates were reviewed and discussed. Not varied by layer this year. Daniel Howell asked how it compares to the industry.

Conor Boughey asked about a mid layer pool. Each rate is specific to layer. John stated ACCEL would report the following year what was decided. Deb Hossli asked about rates and John stated it is 3%. Mike Simmons stated it will be looked at each year.

Mike Simmons asked about CARMA study the other excess liability report. ACCEL numbers for 3X1 .42 at 75% 3% discount Confidence level CARMA .456 at 75%. ACCEL pays 3 cents less than CARMA. Mike reaffirmed these positive numbers of ACCEL are due to ACCEL's quality risk management practices and claims management.

A motion was made to approve and accept the 2013 Actuarial Report.

MOTION: Mark

SECOND: Mary

MOTION CARRIED

E2. Excess Liability Program Renewal

Daniel Howell reported on key markets. On January 1st CV Starr informed Alliant they are not covering molestation cases for some clients, however Daniel stated this should not be a concern for ACCEL. CV Starr wants to look at the aggregate. They have stated a 5% increase this year. Mr. Howell stated details still need to be discussed the expiring pricing is different with the changes Starr is making which should bring the price lower even with the 5% increase and Alliant is still researching the market. He reported the limits will be held with Carriers for layers. There are new Public Entity Underwriters with potential in Berkeley. Berkeley Custom for example. Members discussed. Dan reported other Entity scenarios. A favorable Liability Claims Audit satisfies the Carriers and that means a lot to the Market, he stated ACCEL is in a good place. Daniel further reported the Market is changing, there is a chance with the market hardening continuing with the no aggregate policy may not be possible for ACCEL.

E3. & E3a. Optional Excess Workers' Compensation Program Renewal & Estimated Renewal Pricing CSAC EIA 2013/14 Premium Estimates by Member City

Conor Boughey reported on CSAC EIA option. If Members are interested in Crime, Water, or Cyber programs members may access through CSAC EIA. OCIP drives back value to the City saving the City up to 1% in construction costs. Deb Hossli, City of Santa Monica asked about watercraft. Members asked about their individual City's coverage. Conor will find out about

watercraft and crime coverage for City of Monterey. Conor further reported overall markets have been tested and CSAC EIA is the only option with the current retentions. Rhonda asked if based on payroll... Tom discussed reserves. Higher experience mods, the cities who have this type allocation the challenge is to keep rate increases low enough. Conor stated an Ex Mod under 100 is good. Ann Richey reported how she has handled City of Ontario audits. The City of Ontario has under a 5% litigation rate. Joanne Wood was used for City of Ontario Claims Audit. Tom's stated his opinion that comp stats work comp costs per employee made great sense. State Self Insurers' reports were questioned. Conor asked if the Board had any direction on the Excess Workers' Compensation. The Members stated they do not.

E4. Liability Claims Audit – Status

Conor Boughey reminded the Board Members of the Exit Meeting Form. Jena Covey asked how Members were informed when their Audit would take place. Members discussed the communication of scheduling their City's Audit. Mark Howard stated the Auditor should schedule directly with the Board Member. Betsy Dolan asked why the TPA is doing some audits remotely or in person. The Members discussed the lack of communication regarding Audits and scheduling. Mark Howard will address the Board's concerns directly with Mr. Farley, Third Party Claims Auditor.

E5. Fiduciary Liability Insurance Program (FLIP)

Ann Richey introduced Daniel Howell and Conor Boughey to report to the Board on Fiduciary Liability. Conor reported FLIP has been discussed for the past 10 months and that FLIP provides Coverages for Employee's Investments. Daniel reported the odds of Liability of who ACCEL Contracts with. The liabilities lie in bad plan offerings or when industry standards differ from prices paid. Public Entities pay a relatively low premium for FLIP. The reason to buy this coverage is for defense cost coverage and people being sued their right to defense. When separate defenses are needed within the City departments FLIP works well. BELL was discussed in correlation to FLIP. Dan determined in the Orange County case FLIP could have been used. Ann Richey discussed public record requests with the Board. Jena Covey stated the changes in companies for the City of Bakersfield. Ann Richey reported ways to cut overhead Administrative Fees. Mary Akin reported information on your return on money market funds.

Daniel discussed the difference between Crime Bonds vs. FLIP coverages. Jena Covey asked how money is handled in the event of death of employee. Daniel explained a defense is owed through the action through FLIP.

Mike Simmons advised the Board to consider this coverage. Conor Boughey stated the application is 4 pages in length. The members discussed the application. Conor reported the goal to get a JPA Policy. Deb Hossli asked the cost. Conor stated \$5000 per member. Daniel discussed the details. Conor suggested at least 9 members participate. Members discussed their interest in purchasing FLIP coverage.

Daniel Howell advised Alliant will put together a proposal. Conor suggested Alliant to create a sample application. Daniel stated many Entities currently participate in FLIP. Rhonda Combs asked for clarification if Health Plans are included. Daniel confirmed yes, health plans are included.

Ann Richey summarized the Board's requests of Alliant to present the application procedures of FLIP. Samples of exact types of claims, **copy of specimen copy of...** Mike Simmons discussed a Cyber Liability case regarding Social Security Breach. Cyber coverage through Beasley covers up to certain amount if reported correctly.

F. NEW BUSINESS

F1. Cat Funded Layer

Michael Simmons from Alliant reported it takes 18 months to implement a CAT Funded Layer. Mike requested this be focused on by an Ad Hoc Committee retroactively one year to accept by July 1, 2013. He explained the benefits of a \$6 million retro set aside and stated therefore not charge yourself set aside enough to pre fund 3X your SIR take your own retro amount out evenly.

As of 12/31 have new assets of almost \$3million. Mike suggested to find a way out old retro money and take out of deposits in year 2006. .60 cents paid will take 6 cents out set aside in CAT Fund now becomes the organizations not each member. Members can get back monies by taking out. Pre fund the full CAT Fund to cover potential claims. Stand alone fund only replenish of claims reserves or payments dilute the fund. Mike suggested Members adopt retroactive July 1, \$6 million on July 1, charge based on funding refered to Mr. Alltop's report on the top of page 12, funding 80% 4X1 at .54 cents instead use .45 cent 2X3 is funded Fiscal Impact reduce funding by 1.2 million.

Mr. Simmons asked for the Board Member's feedback.

Daniel Howell from Alliant added it is worth the 15% discount on pooled layer may be a 10% discount on renewal premiums.

Tom Vance asked how does it equate regarding risk sharing. Mike Simmons replied it would deplete fund with claim what is the appropriate based on percentage of payroll and that needs to be determined by committee.

Daniel Howell suggested operating as normal with replenishment formula.

Another topic for the Ad Hoc Committee may be the net assets issue.

Members discussed where does the 6 million come from. Mike stated some pools have done 2 million, each year for 3 years and the need to have the plan to place the 6 million.

Tom Vance asked how do the other pools deal if someone would withdraw from the pool? Mike stated you would have to replace their program year money...Money has to be earmarked. SANDPIPA says money stays based on dividend plan. When there is surplus either goes to CAT Fund .

Daniel Howell stated the rating and retro should remain unchanged. Track what percentage each member puts in. Negative number;contribution to CAT Fund. Replace on same percentage as put in.

Mark Howard asked what about new members? Mike stated that process has not been created yet. Daniel Howell explained the retro is how you charge yourself member would pay into CAT Fund. Locks had a buy in layer.

Mike Simmons requested the Board form a Committee. Mary Akin questioned if ACCEL already has a reserve, the CAT fund is a reserve of a reserve? Dan responded the 2.5 million available another 4 million to fund. Still have 8 million as example.

Mike explained this project needs to be done by May 2013. Tom Vance and Mark Howard stated the Ad Hoc Committee needs to present the information. Mark Howard questioned the redistribution of money contributed to CAT fund.

Ann Richey stated she would like the Board to create an Ad Hoc Committee of Board Members and Alliant Representatives to this CAT Fund project. Members discussed and decided Deb Hossli, Tom Vance, Mary Akin, and Marc Pimentel will be the Ad Hoc Committee Members.

MOTION: [] **SECOND:** [] **MOTION CARRIED**

F2. Draft Administration Budget

Conor Boughey presented the 2013-2014 Draft Administration Budget and advised that the 2013 budget has been increased from \$459,500 to \$465,500. Conor advised that the increase is due to adjusting the contracted fees to match estimated costs in the 2013-14 term as well as CAJPA Accreditation payment of \$5000 which is due only every three years. Other adjustments include decreasing the Legal, Accounting Services, and Safety Services budgets to reflect the change in utilization. Conor summarized change and the 1.31 % increase in total budget is due to about \$12,000 back from CSAC EIA every year after the \$5000 every 3 years due for CAJPA accreditation.

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

MOTION: Mary **SECOND:** Tom **MOTION CARRIED**

F2. Draft Retrospective Rating Calculation

Conor Boughey advised that the retro calculation includes the information of claims data from the members, retro payments owed or refunded to ACCEL during FY 12/13, the Actuary's IBNR as of December 31, 2012 and ALAE as of December 31, 2012. Conor further stated that before the June Board Meeting the Retro will be updated with Tim Farley's audit of all claims excess of \$25,000. Conor advised that this is a very close estimate of what will be presented at the June Board meeting.

The members were reminded that if they would like to withdraw funds, they need to submit the request in writing to the Treasurer and the Program Administrators, stating the amount they would like refunded and from which Program Year they want to withdraw the funds from. Mike

Simmons further advised the members to notify the Program Administrators by June if they are planning on withdrawing funds.

0709 is new formula everything before looks at everything. 0708 City of Ontario had two large claims, 0809 City of Bakersfield had claim conceptualize looking at moving money from one year to next year. The report is updated through June. The top numbers of the report are accurate. Conor will update the bottom section of the report. Betsy Dolan mentioned not all Finance Directors are informed of Retro amounts available.

Conor reported there are reserves. The 06/07 is the year that put in \$6.7 million by member.

The finalized version of the retro will be presented at the June Board Meeting.

No action necessary.

F4. Investment Policy – Annual Review

Conor reported there are five items listed on page 83 of the Agenda packet that Ted Piorkowski of Chandler Asset Management is recommending as improvements to this year's Investment Policy; Remove expired Investment options (FDIC Guaranteed Notes), add Municipal Securities as allowed under State Code (Section 5.13), add Mortgage Backed Securities, Collateralized Mortgage Obligations and Asset Backed Securities as allowed under State Code (section 5.14)

Conor stated on Page 90 there are new instruments allowed by State Code that Ted would like to use. Tom Vance asked about 5.14 Mortgage pass-through securities. Conor stated he would get the questions answered by Ted before Friday 4/12/13 meeting. The Members discussed what they think is meant by 5.14 Mortgage pass-through securities. The Board agreed this item needs to be revisited at the following day's Board meeting. Rhonda Combs asked if there are other Public Entities that participate in Mortgage pass-through securities. Rhonda asked if the Board should request alternative options from Ted.

Tom Vance questioned if the items could be invested as items separately. Deb Hossli asked if a Conference Call could be held with Ted Piorkowski from Chandler Asset Management the Friday April 12, 2013.

Ann Richey tabled this item to Friday April 12 Board meeting so that Ted may report to the Board via teleconference their questions of Municipal Securities and Mortgage Pass-Through Securities.

Ted Piorkowski via phone joined the Board Meeting Friday April 12, 2013 via teleconference. Ann Richey asked Ted to explain 5.13. Ted reported that currently allowed under state code conservatorship of housing code Fannie Mae Freddie Mac enhance driver to have more available intent use what is allowable with parameter with municipal bonds 5 year limit through legal counsel buy your own bonds. Ted further explained options of types of bonds ACCEL can purchase. Ann asked with how do you protect our assets when bonds go bad and mentioned cities that are going into bankruptcy. Ted stated due to taxing authorities at the state level there is a low risk. Mike Simmons asked Ted to confirm that ACCEL has no intent to purchase city bonds. Tom Vance asked if it could specify State level only. The way the State Code is written

only Agencies supported fully by the State have unilateral taxing authority. The State of California issues were referenced. Ted stated Municipal Securities provide a low risk similar to Corporations diversifying.

Mr. Piorkowski continued with defining from 5.14 of the Investment Policy, Mortgage Backed Securities and Collateralized Mortgage Obligations. He stated State Code allows you to buy payments and the underlying trust creates ... 5 year maximum maturity there is a very low risk. Asset backed securities can be compared to an auto loan. You have a trust pool loans to create different securities. Ted used Toyota as example. Rated high mortgage assets mortgage pass through are hard to find 5 year...most secure highest structures asset backed securities. He also used a Credit card example to explain cash off of the underlying assets. There are additional investment opportunities for municipalities. Tom Vance asked how credit cards are asset backed. Ted explained asset definition as used in this case. Tom Vance asked percentages of other Entities using this Investment Strategy. 60%. Mary Akin asked what is the percentage contributed per member for the Entities currently using this Investment Strategy. Mike Simmons asked what is the limitation? Conor asked if it is the 5-20% listed on page 90 of the report under 5.13 & 5.14. Ted stated a minimum start with 5% up to 10%.

Ann asked venturing into investments how will communication happen; would ACCEL's Treasurer receive a phone call in the moment before action being taken? ACCEL will receive monthly reporting. Mike stated instead of phone call process lets limit percentage to 10% or 15% for 5.13 and 5.14. Conor asked Ted if those sections can state those percentages.

The Board discussed. Rhonda stated the language on page 90 and 93 needs to be consistent. 5.13 needs to state 10%. Tom Vance discussed the history of Chandler's recommendation and feels confident with safety liquidity. Mark recommended an amended motion 5.13 to only California. Members discussed risks. Ted explained 5.13 strike and "any local agency" covers anything that is not ...Ann questioned utilities investment if that statement would be stricken from the agreement. Ann asked the Board a question as to what is the hiccup of 5.14 exactly. The Board has issue with 5.14 Marc Pimentel, Director of Finance, City of Santa Cruz stated the State of California he does not use CA as an model. Marc's motivation is Safety and Liquidity not what California is doing. Members discussed options. Mark Howard stated what the differences are in dollars.

A motion was made to approve the changes made to ACCEL's Investment Policy. Addition of 15% for 5.13 and 5.14 to 15% not 20%.

Ted Piorkowski left the call and the Members discussed Investment decisions. Mary Akin, City of Modesto stated her opinions to not include the Cities and reduce to 10%.

Rhonda Combs said reduce both to 10% the way it is written now is substantial holdings. Mike Simmons commented on Marc Pimentel's opinions. Deb Hossli, City of Santa Monica stated she thinks there should be more thoughtful Financial Advisement and would like to confer with her City's Finance Director. Tom Vance suggested we table this issue now. Conor mentioned Ted will be at the December Board meeting. The Board agreed to table this matter. Mark Howard mentioned to learn his City's financial planning to be in alignment may be a good idea. Alliant will send out direction to Members.

Both motions were taken off for lack of seconds.

MOTION: Tom **SECOND:** Mary **MOTION CARRIED**

F5. Schedule of the Next Two Board of Directors Meetings

Members discussed that the next Board Meeting is in June in Burbank and the October meeting is scheduled to be in Visalia. Ann Richey asked the Board if they like having meetings in Santa Cruz. It was stated that San Jose airport pick up is needed for Santa Cruz meeting location and Board Members were in agreement with holding meetings more often in Santa Cruz. Ann stated the Santa Cruz meeting location will be rotated into the location schedule for Board Meetings.

The Board Meetings in Burbank are June 20th and 21st. Betsey Dolan is looking into available Hotels. Members discussed if holding a meeting in Santa Barbara would be possible. It was stated if Hotel rates of under \$165 could be found in Santa Barbara it may be possible to hold the October meeting in Visalia. Currently, the October meeting is scheduled for the 17th and 18th in Visalia.

Rhonda Combs asked about the procedure for submitting a request to have an Alternate Member attend a Board meeting.

No action necessary.

G. CORRESPONDENCE/INFORMATION

Conor Boughey reported that two issues of The Risk Report have been included in the Agenda Packet provided to Members.

G1. The Risk Report- Practical Cyber Risk Management-November 2012

G2. The Risk Report-Avoiding and Managing Coverage Litigation-March 2013

H. PUBLIC COMMENTS

None.

ADJOURNMENT

President Ann Richey adjourned the meeting at 5:45 p.m. on Thursday, April 11, 2013.

MOTION: Mark Howard **SECOND:** Mary Akin **MOTION CARRIED**

President Ann Richey adjourned the meeting at 11:47 a.m. on Friday, April 12, 2013.