



### MINUTES OF THE ACCEL CLAIMS COMMITTEE TELECONFERENCE MEETING

Wednesday, September 27, 2017 at 9:00 AM

#### 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
- Deb Hossli, City of Santa Monica
- Charlotte Dunn, City of Visalia (*Joined the teleconference at 9:20 AM*)

**MEMBERS ABSENT:** None.

#### GUESTS AND CONSULTANTS:

- Michael Simmons, Alliant Insurance Services
- Conor Boughey, Alliant Insurance Services
- Lorissa Huey, Alliant Insurance Services

#### A. CALL TO ORDER

Deb Hossli called the meeting to order at 9:00 AM.

#### B. Consent Calendar

##### B1. Approval of Minutes for the August 9, 2017 Claims Committee Meeting

A motion was made to approve the consent calendar.

**MOTION:** Jena Covey      **SECOND:** Beverly Jensen      **MOTION CARRIED**

	Dave Nunley	Jena Covey	Beverly Jensen	Deb Hossli	Charlotte Dunn
Aye	X	X	X	X	
Nay					
Abstain					

**C. General Risk Management Issues – None.**



### D. REPORTS

#### D1. Claims Committee's Report

##### D1a. Claims Auditor Request for Proposal (RFP) & Scope of Work

Deb Hossli reported that she drafted the RFP included in the Agenda Packet and wanted to focus on the following topics: (1) Project Structure, (2) Scope of Work, (3) Proposal Contents, and (4) Evaluation Criteria.

Members agreed to proceed with the Audit Finding Form that is part of the RFP and edit it to match the categories that are listed on Risk Management Services' Contract with the Authority.

Members discussed giving 2 options of the number of claims samples to audit. The 1<sup>st</sup> option was 50% up to a max of 50 claims particularly by size, loss description, and by recent losses with low/or no reserves. The 2<sup>nd</sup> option is the same as the 1<sup>st</sup> option except 35% up to a max of 35 claims.

Also, the Committee concurred to add a requirement that the potential Claims Auditor meets on-site with the Human Resources Department Head, EEOC officers and City Attorney.

The Committee discussed the timeline of the RFP which is to bring the proposed draft to the October 2017 Board Meeting, bring the final RFP to be approved & issued by the Board at the December 2017 Board Meeting, conduct interviews in February 2018, approve the Claims Auditing Contract at the June 2018 Board Meeting, and then have the Claims Auditor present the Claims Audit at the December 2018 Board Meeting.

Deb Hossli will make the changes to the draft RFP as discussed and send to the Program Administrators before the October 2017 Board Meeting to include in the Agenda Packet.

A motion was made to make a recommendation to the Board to approve and issue the proposed RFP and amended Scope of Work.

**MOTION:** Charlotte Dunn    **SECOND:** Dave Nunley    **MOTION CARRIED**

	Dave Nunley	Jena Covey	Beverly Jensen	Deb Hossli	Charlotte Dunn
Aye	X	X	X	X	X
Nay					
Abstain					

### E. CORRESPONDENCE / INFORMATION - None.



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

## **ADJOURNMENT**

Deb Hossli adjourned the meeting at 9:41 AM.