**MINUTES OF THE**

**ACCEL CLAIMS COMMITTEE MEETING**

**WEDNESDAY, September 7, 2016 AT 1:30 PM**

**PRIMARYTELECONFERENCE LOCATION:**

**100 PINE STREET, 11th FLOOR**

**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

**MEMBESR ABSENT:**

None.

**GUESTS AND CONSULTANTS:**

Michael Simmons, Alliant

Conor Boughey, Alliant

Mark Howard, City of Santa Barbara

**A. CALL TO ORDER**

Charlotte Dunn called the meeting to order at 1:30 PM.

**B. Consent Calendar**

**B1. Approval of Minutes for the July 20, 2016 Board of Directors Meeting**

A motion to approve the consent calendar.

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

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

**C. CLAIMS COMMITTEE**

**C1. Review Responses to ACCEL’s RFP for Liability Third Party Administration and Litigation Management**

Conor Boughey reported on the RFP process, outlining the calendar of events, responses received and next steps. He further reported on the review material provided to the Committee members to aid in their evaluation of the proposing firms. Conor noted that 4 firms submitted responses within the submission window, they are RMS, George Hills, York and Adminsure.

The Committee discussed the responses and scoring for each firm. The Committee also discussed perceived conflicts of interest when reviewing the responses and discussed questions for the firms who make it to Oral Interviews.

After reviewing the members scoring of the responses, a motion was made to invite George Hills, York and RMS to Oral Interviews on September 19th and to instruct each firm to bring a maximum of 3 individuals, with two of them being the primary and backup adjuster proposed for ACCEL.

**MOTION:** Deb Hossli **SECOND:** Beverly Jensen **MOTION CARRIED**

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

**H. PUBLIC COMMENTS**

No Public Comments were made.

**ADJOUNRMENT**

Charlotte Dunn adjourned the meeting at 2:20 PM.