



**MINUTES OF THE
ACCEL CLAIMS COMMITTEE MEETING
Wednesday, August 30, 2023 at 9:30 AM**

**LOCATION:
TELECONFERENCE**

Link: <https://alliantinsurance.zoom.us/j/94840690136?pwd=Vk1PUVBBSG96a0NndmRUbnFOTGRQZz09>

Meeting ID: 948 4069 0136

Passcode: 766364

Dial: (669) 900-6833

MEMBERS PRESENT:

Tracey Matthews, City of Anaheim
Jena Covey, City of Bakersfield (*left at 10:44 AM*)
Numeya Williams, City of Ontario Alternate
Ross Brandon, City of Santa Cruz
Oles Gordeev, City of Santa Monica (*left at 10:48 AM*)

MEMBERS ABSENT:

None

GUESTS AND CONSULTANTS:

Betsy McClinton, City of Burbank
Ben Oram, George Hills Company
David Tratus, George Hills Company
Conor Boughey, Alliant Insurance Services
Lorissa Huey, Alliant Insurance Services

A. CALL TO ORDER

Tracey Matthews called the meeting to order at 9:31 AM.

B. CONSENT CALENDAR

B1. Approval of Minutes for the May 30, 2023 Claims Committee Meeting

A motion was made to approve the consent calendar.

MOTION: Jena Covey **SECOND:** Ross Brandon **MOTION CARRIED**



	Tracey Matthews	Jena Covey	Numeya Williams	Ross Brandon	Oles Gordeev
Aye	X	X	X	X	X
Nay					
Abstain					

C. REPORTS

C1. CLAIMS COMMITTEE’S REPORT

C1a. Election of Claims Committee Chair

Lorissa Huey reported that every year the Claims Committee annually elects a Committee Chair.

A motion was to elect Tracey Matthews, City of Anaheim as the Claims Committee Chair.

MOTION: Jena Covey **SECOND:** Oles Gordeev **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Numeya Williams	Ross Brandon	Oles Gordeev
Aye		X	X	X	X
Nay					
Abstain	X				

C1b. ACCEL’s Claims Auditor Renewal Contract

Lorissa Huey reminded the Claims Committee that at the June 2023 Board Meeting, direction was given to the Program Administrators to work with Rob Powers, ACCEL’s Claims Auditor on a new renewal contract for a duration of three years at a flat rate. This Service Provider falls under the purview of the Claims Committee.

Included in the agenda packet, Rob provided a memo and draft new contract with the same terms and conditions.

A motion was made to make a recommendation to the Board at the October 2023 Board Meeting to enter into the new contract.



MOTION: Oles Gordeev **SECOND:** Jena Covey **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Numeya Williams	Ross Brandon	Oles Gordeev
Aye	X	X	X	X	X
Nay					
Abstain					

C1c. Proposed Changes: ACCEL Claims Reporting and Handling Policy and Procedure

Alliant reported that an Excess Insurer on the ACCEL Excess Liability Program has added more criteria to its claims reporting requirements. Included in the agenda packet were proposed changes to the ACCEL Claims Reporting and Handling Policy and Procedure. ACCEL and its Members should comply with both ACCEL and Excess Insurer reporting requirements.

A motion was made to make a recommendation to the Board to adopt the proposed changes, subject to 1) changing from 30 days to 60 days for any claim with an assigned trial date, and 2) moving that statement at the bottom of the list in Section IV. 1. B.

MOTION: Ross Brandon **SECOND:** Oles Gordeev **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Numeya Williams	Ross Brandon	Oles Gordeev
Aye	X	X	X	X	X
Nay					
Abstain					

C1d. Member Attorney Rates

Conor Boughey reported that ACCEL’s Claims Handling Policy and Procedure requires a Member to notify the Claims Committee (CC) when defense fees are in excess of \$400 per hour.

The City of Bakersfield has submitted a letter for 2023 because ACCEL has requested the city to submit a letter annually.

The City of Burbank has submitted a letter for the first time. Betsy McClinton, City of Burbank was present on the call to address any questions the CC had.



Direction was given to ACCEL to submit a letter to the City of Burbank stating it accepts the letter from the City as outlined in the agenda packet for FY 23-24 and request that it is filed annually. The ACCEL letter will be signed by the Program Administrators and the Claims Committee Chair carbon copied. The Committee also reviewed the City of Bakersfield’s letter and considers it received and filed.

C1e. Draft Service Provider Evaluations – Claims Administrators

Conor Boughey reported that the Board gave direction to the Claims Committee to create new metrics for the Claims Administrators Service Provider Evaluations. The Board decided to only conduct annual Service Provider Evaluations for the Claims Administrators, George Hills and Program Administrators, Alliant. There will be time allocated on the October Board Meeting’s agenda for the Board to complete.

Included in the agenda packet were two formats of an evaluation that the Committee may consider. The first one was drafted by the Program Administrators and had a list of questions with open forum for the answers. The second one was a sample Service Provider Evaluation that the City of Anaheim uses.

Direction was given to use the sample Service Provider Evaluation from the City of Anaheim because the Committee likes the idea of having a numerical value or a letter grade, and incorporate some of the questions from the open form format that the Program Administrators created. Also, to include the Scope of Work of George Hills’ contact when the October Board Meeting Agenda Packet is distributed.

C1f. CLOSED SESSION – Pursuant to Gov’t Code 54956.95

A motion was made to enter into Closed Session at 10:21 AM.

MOTION: Jena Covey **SECOND:** Oles Gordeev **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Numeya Williams	Ross Brandon	Oles Gordeev
Aye	X	X	X	X	X
Nay					
Abstain					



A motion was made to come out of Closed Session at 10:56 AM

MOTION: Ross Brandon **SECOND:** Numeya Williams **MOTION CARRIED**

	Tracey Matthews	Jena Covey	Numeya Williams	Ross Brandon	Oles Gordeev
Aye	X		X	X	
Nay					
Abstain					

Conor Boughey reported out of closed session that there is nothing to report.

D. PUBLIC COMMENTS

ADJOURNMENT

The meeting was adjourned at 10:57 AM.