



**MINUTES OF THE
ACCEL EXECUTIVE COMMITTEE
TELECONFERENCE MEETING**

Wednesday, July 22, 2020 at 1:30 PM

**LOCATION:
TELECONFERENCE**

MEMBERS PRESENT:

Jena Covey, City of Bakersfield (*left the teleconference at 1:59 PM*)
Michael Andersen, City of Monterey
Sandra Blanch, City of Palo Alto
Mark Howard, City of Santa Barbara

MEMBERS ABSENT: None

GUESTS AND CONSULTANTS:

Conor Boughey, Alliant Insurance Services
Lorissa Huey, Alliant Insurance Services

A. CALL TO ORDER

Jena Covey called the meeting to order at 1:31 PM.

B. Consent Calendar

B1. Approval of Minutes for the July 17, 2019 Executive Committee Meeting

A motion was made to approve the consent calendar.

MOTION: Michael Andersen **SECOND:** Mark Howard **MOTION CARRIED**

	Jena Covey	Michael Andersen	Sandra Blanch	Mark Howard
Aye	X	X	X	X
Nay				
Abstain				



C. EXECUTIVE COMMITTEE

C1. Appointment of Subcommittee Members

A motion was made to appoint Members to the subcommittees as illustrated below:

CLAIMS COMMITTEE:
<i>Claims Committee Chair is chosen by the Claims Committee</i>
Betsy McClinton
Charlotte Dunn
Jena Covey
Oles Gordeev
Tracey Matthews
UNDERWRITING COMMITTEE:
<i>Chaired by Vice President</i>
<i>President is an automatic member, per Bylaws</i>
Mark Howard – Chair
Jena Covey
Oles Gordeev
Rhonda Combs
Ross Brandon
FINANCE COMMITTEE:
<i>Chaired by Treasurer</i>
Michael Andersen - Chair
Claudia Koob
Jeannette Chavez
Mark Howard
Sandra Blanch



MOTION: Mark Howard

SECOND: Michael Andersen

MOTION CARRIED

	Jena Covey	Michael Andersen	Sandra Blanch	Mark Howard
Aye	X	X	X	X
Nay				
Abstain				

C2. Review of ACCEL’s Policies and Procedures:

C2i. Alternate Rights

The Executive Committee reviewed the Alternate Rights Policy and Procedure and agreed that no changes were needed.

C2ii. Attendance for Regularly Scheduled Board Meetings

Conor Boughey reported that at the June 2020 Board Meeting, the Board delegated authority to the Executive Committee to review and amend the Attendance for Regularly Scheduled Board Meetings Policy and Procedure to provide more flexibility.

The Committee reviewed the proposed redlined changes as shown in the agenda packet and suggested to amend “e.g.” to “i.e.” and include natural disasters.

In the section, Procedures, 5., the Committee discussed adding the wording at the end, “unless exceptions are made by the appropriate government authority.”

A motion was made to direct the Program Administrators to make the changes as discussed and put the Policy and Procedure on the consent calendar at the October 2020 Board Meeting.

MOTION: Mark Howard

SECOND: Sandra Blanch

MOTION CARRIED

	Jena Covey	Michael Andersen	Sandra Blanch	Mark Howard
Aye	X	X	X	X
Nay				
Abstain				



C2iii. Expulsion of Member Agency

The Executive Committee reviewed the Expulsion of Member Agency Policy and Procedure and agreed that no changes were needed.

C2iv. Records Retention

The Executive Committee reviewed the Records Retention Policy and Procedure and agreed that no changes were needed.

C2v. Use of Resolutions

The Committee reviewed the redlined changes in the Use of Resolutions Policy and Procedure as shown in the agenda packet which were to add “Retro Calculation” and “Suspending Program Years” to the list of resolutions.

Also, the Committee proposed the following:

- Delete Section A. Preparation of Resolutions in its entirety.
- Amend Section B. Inclusion in the Board Packet to state “Preparation of Resolutions for Inclusion in the Board Agenda Packet” and clarify that resolutions are prepared by the Program Administrators.
- Delete “Official Resolution Book” in Section C. Number of Resolutions and replace with “a record of all resolutions.”
- Delete the second paragraph in Section C. Number of Resolutions.
- Clarify that resolutions are placed on record with the Program Administrators in Section E. Resolutions Acted Upon.

A motion was made to make a recommendation to the Board to adopt the proposed changes as discussed.

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

	Jena Covey	Michael Andersen	Sandra Blanch	Mark Howard
Aye	X	X	X	X
Nay				
Abstain				



C2vi. Use of Technology for Non-Regularly Scheduled Meetings

A motion was made to give direction to the Program Administrators to combine the Use of Technology for Non-Regularly Scheduled Meetings Policy and Procedure with the Attendance for Regularly Scheduled Board Meetings Policy and Procedure and to provide a draft to the Executive Committee before the next Board Meeting.

MOTION: Michael Andersen **SECOND:** Sandra Blanch **MOTION CARRIED**

	Jena Covey	Michael Andersen	Sandra Blanch	Mark Howard
Aye		X	X	X
Nay				
Abstain				

The Executive Committee established that all the Policies and Procedures that falls under its purview should be reviewed every even numbered year.

D. PUBLIC COMMENTS - There were no public comments.

ADJOURNMENT

Mark Howard adjourned the meeting at 2:07 PM.