



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

Thursday, September 27, 2018 at 2:00 PM

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 (*left the teleconference at 2:48 PM*)
- Sandra Blanch, City of Palo Alto
- Mark Howard, City of Santa Barbara (*joined the teleconference at 2:06 PM*)

MEMBERS ABSENT: None

GUESTS AND CONSULTANTS:

- Michael Simmons, Alliant Insurance Services (*joined the teleconference at 2:12 PM*)
- Conor Boughey, Alliant Insurance Services
- Lorissa Huey, Alliant Insurance Services

A. CALL TO ORDER

Dave Nunley called the meeting to order at 2:05 PM.

B. Consent Calendar

B1. Approval of Minutes - July 26, 2018 Executive Committee Meeting

A motion was made to approve the consent calendar.

MOTION: Jena Covey **SECOND:** Sandra Blanch **MOTION CARRIED**

| | Dave Nunley | Jena Covey | Sandra Blanch | Mark Howard |
|---------|-------------|------------|---------------|-------------|
| Aye | X | X | X | |
| Nay | | | | |
| Abstain | | | | |

C. EXECUTIVE COMMITTEE

C1. Expulsion of Member Agency Policy and Procedure – Proposed Changes

Conor Boughey reminded the Committee that at the last Executive Committee Meeting held on July 26, 2018, the Expulsion of Member Agency Policy and Procedure was extensively reviewed and the Program Administrators made the changes requested by the Committee.

Also, the Program Administrators were directed to ask Byrne Conley, ACCEL’s Legal Counsel for his legal opinion concerning the definition of “Full Board”. The Program Administrators included the definition of “Full Board” as a footnote in the Policy and Procedure attached to the agenda packet.

At today’s meeting, the Committee requested the Program Administrators to incorporate the definition in the first paragraph of the Policy and Procedure instead of a footnote.

C2. Restated ACCEL’s Policies and Procedures:

C2i. Attendance for Regularly Scheduled Board Meetings

C2ii. Use of Technology for Non-Regularly Scheduled Meetings

Conor Boughey reported that at the July 26, 2018 Executive Committee, the Committee gave direction to the Program Administrators to restate the entire Teleconference/Webinar Meetings Policy and Procedure into two restated Policies and Procedures. The first restated Policy and Procedure is about Board attendance for regularly scheduled Board Meetings, and the second is about the use of teleconferences for non-regularly scheduled meetings.

Direction was given to the Program Administrators to make a few administrative changes in both Policies and Procedures; and in the Board Attendance for Regularly Scheduled Board Meetings Policy and Procedure, number 3., to add after ACCEL President the “ACCEL Vice President can assume the role as ACCEL’s President when called upon”.

C3. ACCEL’s Policies and Procedures Review – Continued

The Executive Committee continued to review the Policies and Procedures that fall under their purview. At today’s meeting, they reviewed the Use of Resolutions Policy and Procedure, and the Records Retention Policy and Procedure.

Direction was given to the Program Administrators to make a few administrative changes in both Policies and Procedures; and in the Use of Resolutions Policy and Procedure to delete “Memorandum of Coverage Amendments” and “ACCEL Policy and Procedures”, and change “Approval for New Members – including any special provisions for Membership” to “Change in Membership”.



A motion was made to direct the Program Administrators to clean up the Policies and Procedures in Items C.1, C.2.i, C.2.ii, and C.3 as discussed during the meeting to be presented at a future Board Meeting.

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

| | Dave Nunley | Jena Covey | Sandra Blanch | Mark Howard |
|---------|-------------|------------|---------------|-------------|
| Aye | X | | X | X |
| Nay | | | | |
| Abstain | | | | |

D. PUBLIC COMMENTS - There were no public comments.

ADJOURNMENT

Dave Nunley adjourned the meeting at 2:49 PM.