



MINUTES OF THE ACCEL EXECUTIVE COMMITTEE TELECONFERENCE MEETING

Tuesday, November 27, 2018 at 1:00 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
Sandra Blanch, City of Palo Alto
Mark Howard, City of Santa Barbara

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

Dave Nunley called the meeting to order at 1:05 PM.

B. Consent Calendar

B1. Approval of Minutes – September 27, 2018 Executive Committee Meeting

A motion was made to approve the consent calendar.

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

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



C. EXECUTIVE COMMITTEE

C1. ACCEL Program Administrator’s Fee Amendment Request

Conor Boughey and Michael Simmons reminded the Executive Committee that at the October 2018 Board Meeting, the Board delegated authority to the Executive Committee to negotiate the Program Administrator’s fee amendment request of \$50,000 effective July 1, 2019 and continuing through the end of the current contract. When the current contract was negotiated in 2016, ACCEL was averaging 12 meetings per year, but now is averaging 22 per year; a 10 meeting increase. With the change in meeting frequency, a significant increase in staff time has occurred.

The Committee discussed the requested fee increase, asked questions, and staff addressed questions as they arose.

A motion was made to recommend to the Board at the January 17-18, 2019 Board Meeting to approve the \$50,000 fee increase commencing July 1, 2019.

MOTION: Mark Howard **SECOND:** Jena Covey **MOTION CARRIED**

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

C2. New Member Impact to Program Administrator’s Contract

Conor Boughey and Michael Simmons reported that ACCEL’s Contracts with Service Providers do not address Member additions or necessary fee adjustments. At the October 11-12, 2018 Board Meeting, the Board delegated authority to the Executive Committee to review the Program Administrator’s Contract as respects compensation resulting from new Members joining ACCEL.

The Program Administrators recommended an endorsement be added to their contract that allows Alliant to collect a per member fee, calculated as the fee divided by the number of Members. If a Member is added at mid-term, the fee will be pro-rated. The Committee discussed staff’s request and asked questions.



A motion was made for the Program Administrators to draft an amendment to their contract effective January 1, 2019 to reflect if a new Member joins, a new Member fee would be added at the corresponding contract period member allocation amount. The draft contract amendment will be agendized at the January 17-18, 2019 Board Meeting.

MOTION: Jena Covey **SECOND:** Mark Howard **MOTION CARRIED**

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

C3. Alliant Performance Review

Conor Boughey reported that at the October 11-12, 2018 Board Meeting, the Board delegated authority to the Executive Committee to conduct the Alliant Performance Review and report back at the January 17-18, 2019 Board Meeting.

Direction was given to the Program Administrators to schedule an Executive Committee teleconference the week of January 7, 2019 so the Committee can discuss the results of the Program Administrator Survey prior to the January 17-18, 2019 Board Meeting. Alliant will set up the teleconference and then drop off the call so the Committee can discuss the survey. Another Executive Committee Member will take the minutes. Also, this item will be agendized for the January 17-18, 2019 Board Meeting for further discussion with the Board.

D. PUBLIC COMMENTS - There were no public comments.

ADJOURNMENT

Dave Nunley adjourned the meeting at 2:00 PM.