



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

Thursday, July 26, 2018 at 1:30 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:

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

A. CALL TO ORDER

Dave Nunley called the meeting to order at 1:32 PM.

B. Consent Calendar

B1. Approval of Minutes - July 9, 2018 Executive Committee Meeting

A motion was made to approve the consent calendar.

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

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

C. EXECUTIVE COMMITTEE

C1. ACCEL's Policies and Procedures Review

Conor Boughey reported that the following Policies and Procedures were listed in the agenda packet: (1) Alternate Rights, (2) Expulsion of Member Agency, (3) Teleconference/Webinar Meetings, (4) Use of Resolutions, (5) Records Retention, and (6) Conflict of Interest Code.

Direction was given to the Program Administrators to:

- Add a section for "Reviewed Date" or "Amended Date" on all the Policies and Procedures.
- Keep the Alternate Rights Policy and Procedure as is.
 - The Committee agreed to review this every other year prior to the Long Range Planning.
- Edit the Expulsion of Member Agency Policy and Procedure as discussed by the Executive Committee.
 - The Program Administrators will make the revisions and send it to Jena Covey with no redlines for review. Then, Jena will send it back in redline if there are any edits needed.
 - The Executive Committee agreed to agendize this at the next Executive Committee Meeting which will be held before the October 2018 Board Meeting.
- Rewrite the entire Teleconference/Webinar Meetings Policy and Procedure and make two new Policies and Procedures. One of the new Policy and Procedure will be about the use of teleconferences, webinars and other technology for non-regularly scheduled meetings; and the other new Policy and Procedure will be about Board attendance for regularly scheduled Board Meetings.
 - Dave Nunley will review the new drafts.
- Defer reviewing the Use of Resolutions Policy and Procedure, and Records Retention Policy and Procedure to the next Executive Committee Meeting which will be held before the October 2018 Board Meeting.
- Not agendize the Conflict of Interest Code on the next Executive Committee agenda for review because it was recently reviewed in June 2018.

D. PUBLIC COMMENTS - There were no public comments.

ADJOURNMENT

Dave Nunley adjourned the meeting at 2:29 PM.