



MINUTES OF THE ACCEL CLAIMS COMMITTEE TELECONFERENCE MEETING

Monday, July 23, 2018 at 10:00 AM

PRIMARY TELECONFERENCE LOCATION:

Alliant Insurance Services, Inc.

100 Pine St, 11th Fl, San Francisco, CA 94111

MEMBERS PRESENT:

Tracey Matthews, City of Anaheim Alternate
Jena Covey, City of Bakersfield
Jeannette Chavez, City of Ontario
Oles Gordeev, City of Santa Monica Alternate
Charlotte Dunn, City of Visalia

MEMBERS ABSENT:

Betsy McClinton, City of Burbank

GUESTS AND CONSULTANTS:

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

A. CALL TO ORDER

Charlotte Dunn called the meeting to order at 10:03 AM.

B. Consent Calendar

B1. Approval of Minutes for the May 29, 2018 Claims Committee Meeting

A motion was made to approve the consent calendar.

MOTION: Jena Covey

SECOND: Oles Gordeev

MOTION CARRIED

	Tracey Matthews	Jena Covey	Betsy McClinton	Jeannette Chavez	Oles Gordeev	Charlotte Dunn
Aye	X	X		X	X	X
Nay						
Abstain						



C. REPORTS

C1. Claims Committee

C1a. Election of Claims Committee Chair

Every year the Claims Committee annually elects a Committee Chair. The floor was open for nominations.

A motion was made to elect Betsy McClinton as the Claims Committee Chair, but while she is on leave, Charlotte Dunn will serve as the Interim Claims Committee Chair until Betsy is able to assume her role as Chair.

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

	Tracey Matthews	Jena Covey	Betsy McClinton	Jeannette Chavez	Oles Gordeev	Charlotte Dunn
Aye	X	X		X	X	X
Nay						
Abstain						

C1b. ACCEL’s Policies and Procedures, and Service Providers

Conor Boughey reported that at the October 2017 Board Meeting, the Executive Committee delegated to the Committee to decide when and how frequently they will want to review ACCEL’s Policy & Procedures, Governing Documents, and perform Service Providers Evaluations that fall under their purview.

The Committee reviewed and agreed that the Claims Reporting Handling Policy and Procedure, and the Closed Session Policy and Procedure will be reviewed every even numbered year by the January Board Meeting. The next review will be January 2020.

Direction was given to the Program Administrators to draft a new section about the “Duty to Disclose a Potential Conflict” in the Claims Reporting Handling Policy and Procedure, distribute to the Committee for review, and agendize this topic at the September 2018 Claims Committee Meeting.

Also, the Committee discussed conducting a Performance Evaluation of ACCEL’s Third Party Administrator, Risk Management Services every even numbered year. Direction was given to the Program Administrators to first send a draft to the Committee on what the survey questions will look like for review; secondly, send out the final survey to the Committee about two weeks before



the September 2018 Claims Committee Meeting; thirdly, agendaize the survey results as a handout for that Claims Committee Meeting; and lastly agendaize this topic for the October 2018 Board Meeting.

For ACCEL's Claims Auditor, Praxis, the Committee will conduct a Performance Evaluation every odd numbered year starting with the first one in 2019 after the final Claims Audit Report is presented. Direction was given to the Program Administrators to repeat the same survey process as the Third Party Administrator's Performance Evaluation.

D. PUBLIC COMMENTS - No Public Comments were made.

ADJOURNMENT

Charlotte Dunn adjourned the meeting at 11:01 AM.