



AGENDA

JPA: ACCEL CLAIMS COMMITTEE MEETING

DATES/TIMES: Thursday, June 16, 2016 at 1:00 PM

LOCATION: DoubleTree Ontario
222 N Vineyard Ave,
Ontario, CA 91764
Meeting Room: Hunters Peak

LEGEND: A - Action may be taken
I - Information
1 - Included
2 - Handout
3 - Separate
4 - Verbal

In accordance with the requirements of the Brown Act, notice of this meeting must be posted in publicly accessible places, 72 hours in advance of the meeting, at the office of ACCEL's Secretary.

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Alliant Insurance Services at (415) 403-1411, 24 hours in advance of the meeting. Access to some buildings may require routine provision of identification to building security. However, ACCEL does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.

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A. CALL TO ORDER

B. CONSENT CALENDAR (A)

- 1-2 1. Approval of Minutes – June 8, 2016 Claims Committee Meeting
Members will review this item and may take action to approve or amend.

C. CLAIMS COMMITTEE

- 3 1. Review of Third Party Claims Administration Request for Proposal (RFP) (A)
Committee Members will discuss the RFP for TPA services and may take action or give direction.

- 4 1 2. Review of Third Party Claims Administration Contract with RMS (A)
Committee Members will discuss the contract for TPA services and may take action or give direction.

C. PUBLIC COMMENTS (I)

The public is invited at this point to address the Committee on issues of interest to them.

D. ADJOURNMENT (A)



**MINUTES OF THE
ACCEL CLAIMS COMMITTEE MEETING
WEDNESDAY, JUNE 8, 2016 AT 2:30 PM
CITY OF SANTA CRUZ PLANNING DEPT. CONFERENCE ROOM
809 CENTER STREET, SANTA CRUZ, CA 95060**

MEMBERS PRESENT

Dave Nunley, City of Anaheim
Jena Covey, City of Bakersfield
Beverly Jensen, City of Modesto
Deb Hossli, City of Santa Monica
Charlotte Dunn, City of Visalia

MEMBERS ABSENT

None

GUESTS & CONSULTANTS

Michael Simmons, Alliant Insurance Services, Inc.
Mark Howard, City of Santa Barbara

A. CALL TO ORDER

Charlotte Dunn called the meeting to order at 2:32 PM.

B.1. APPROVAL OF MINUTES – April 7, 2016 Claims Committee Meeting

A motion was made to approve the minutes of the March 14, 2016 Claims Committee Meeting.

MOTION: Dave Nunley **SECOND:** Deb Hossli **MOTION CARRIED**

Member	Charlotte Dunn	Jena Covey	Bev Jensen	Deb Hossli	Dave Nunley
Aye	X	X	X	X	X
Nay					
Abstain					

C. CLAIMS COMMITTEE



C.1. Contract with Risk Management Solutions (RMS) for Claims Administration and Litigation Management

Michael Simmons summarized his review of the contract language in the current ACCEL contract with Carl Warren, and walked through the proposed changes to the contract to be implemented with RMS. Deb clarified that the Committee previously focused on the scope of work, but did not work on the contract itself. Conor reported that Carl Warren had provided a contract template that may be where the issues stem from.

After some discussion the Committee suggested deleting sections 1 (General), 2 (Investigative Services), 3 (Settlement Authority), 4 (Claims Adjustment Services), 5 (Administrative Services), 6 (Legal Support Services). The Committee further reviewed the proposed contract, making additional edits throughout. The Committee revised the Hold Harmless Agreement and Settlement Authority.

A motion was made to recommend the contract with RMS to the ACCEL Board.

MOTION: Dave Nunley **SECOND:** Bev Jensen **MOTION CARRIED**

Member	Charlotte Dunn	Jena Covey	Bev Jensen	Deb Hossli	Dave Nunley
Aye	X	X	X	X	X
Nay					
Abstain					

D. PUBLIC COMMENTS

There were no public comments.

E. ADJOURNMENT

Charlotte Dunn adjourned the meeting at 3:15 PM.



Item No. C.1
Claims Committee
June 16, 2016

LIABILITY CLAIMS ADMINISTRATOR REQUEST FOR PROPOSAL (RFP)

ISSUE: At the April Board Meeting, the Board gave direction to the administrators to work with Risk Management Services (RMS) to work on a short term contract from June 1 to November 28, 2016. During that time, ACCEL would issue a Request for Proposal (RFP) to begin services December 1, 2016 with the selected firm.

RECOMMENDATION: It is recommended that the Claims Committee review and take action to recommend to the Board of Directors. Action may be taken or direction given.

FISCAL IMPACT: There is no fiscal impact expected from the issuance of the RFP.

ACCEL's contract with Carl Warren was a negotiated flat fee of \$82,000. ACCEL is currently working with RMS, who agreed to a 6 month contract for \$41,000 plus additional expenses for data migration and travel (\$7,000). ACCEL's FY 16/17 budget is estimated to be \$100,000 for TPA services during FY16/17 which will be paid in part to RMS, and in part to the selected firm.

BACKGROUND: ACCEL has worked with Carl Warren and Company for over 20 years. ACCEL is currently working with RMS on a short term basis until the RFP process is completed. Within the RFP, a timeline has been proposed as follows:

RFP Issued	July 29, 2016
Questions Due	August 5, 2016
Questions Answered by	August 9, 2016
Proposals Due By	September 2, 2016
Proposed week of interviews	September 19-23, 2016
Board Review and Action may be taken	October 14, 2016
Notice of Award	October 17, 2016
New Contract Operational	December 1, 2016

The Claims Committee will work with the Program Administrators prior to the RFP issue date to both improve this Draft document as well as fine tune the draft Agreement to include with the RFP.

SEPERATE: Draft RFP for Liability TPA services (ACCEL Board Agenda Packet)



**Item No. C.2
Claims Committee
June 16, 2016**

CLAIMS ADMINISTRATION CONTRACT WITH RMS

ISSUE: After the Claims Committee review the Contract was reviewed by RMS. They requested to changes (that have been made in this proposed Agreement):

1. Liability Insurance Limits reduced to \$2,000,000 for all coverages
2. Remove the requirement for maintaining Closed Session Minutes¹

RECOMMENDATION: The Claims Committee recommends the Board review and approve the proposed contract with Risk Management Solutions (RMS) with small amendments since last review. Action may be taken or direction given.

FISCAL IMPACT: Approximately \$50,000. The Fee will be \$41,000, plus data transition expenses and requested travel expenses.

BACKGROUND: Effective June 1st ACCEL has transferred control of claims to Risk Management Services (RMS). Carl Warren & Company (CWC) is under contract until June 30th but to be sure of a smooth transition, claims files were transferred prior to June 1st.

The RMS Agreement will be for six (6) months, expiring November 28, 2016. During this period the Claims Committee and Board will issue a Request for Proposal (RFP) and conduct interviews for a 3+ year contract to be in effect prior to December 1st.

The Claims Committee should review the draft Agreement and provide a recommendation to the Board for approval by the Board at their upcoming meeting on June 16th. **This Agreement will be retroactive to June 1, 2016.**

SEPERATE: Proposed Semi-Final Agreement with RMS (ACCEL Board Agenda Packet)

¹ The ALLIANT Agreement has been modified to how assume this responsibility in the Scope of Services CLAIMS section.