



AGENDA

JPA: ACCEL EXECUTIVE COMMITTEE MEETING

DATE/TIME: Tuesday, July 11, 2023 at 11:30 AM

LOCATION: Teleconference

Link: <https://alliantinsurance.zoom.us/j/94228579422?pwd=UkFpYkRNR0MyUU14Y0lIS1ZhcDdWdz09>

Meeting ID: 942 2857 9422

Passcode: 238717

Dial: (669) 900-6833

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 at (415) 403-1400 twenty-four hours in advance of the meeting. Entrance to the meeting location requires 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.

- MEMBER** • **City of Bakersfield**, 1600 Truxtun Ave., 4th Floor, Bakersfield, CA 93301
- LOCATIONS** • **City of Palo Alto**, 250 Hamilton Ave., 1st Floor, Palo Alto, CA 94301
- VIA TELE -** • **City of Santa Cruz**, 1200 Pacific Ave, Suite 290, Santa Cruz, CA 95060
- CONFERENCE** • **City of Santa Monica**, 1685 Main Street, Room 131, Santa Monica, CA 90401

PAGE

A. CALL TO ORDER

B. CONSENT CALENDAR

2-4

- 1 1. Approval of Minutes – January 19, 2023 Executive Committee Meeting
Members will review this item and may take action to approve or amend.

(A)

C. EXECUTIVE COMMITTEE

5-7

- 1 1. Appointment of Subcommittee Members
The Executive Committee may take action to assign the Claims, Finance, and Underwriting Committee, or give direction.

(A)

D. PUBLIC COMMENTS

- 4 *The public is invited at this point to address the Committee on issues of interest to them.*
1. Retirement Gift for Charlotte Dunn

(I)

ADJOURNMENT



MINUTES OF THE ACCEL EXECUTIVE COMMITTEE MEETING

Thursday, January 19, 2023 at 10:00 AM

Item No. B.1
Executive Committee
July 11, 2023

LOCATION:
Alliant SF Office
560 Mission Street, 6th Floor
San Francisco, CA 94105
Room: Golden Gate

MEMBERS PRESENT:

Jena Covey, City of Bakersfield
Sandra Blanch, City of Palo Alto
Mark Howard, City of Santa Barbara (*arrived at 10:06 AM*)
Oles Gordeev, City of Santa Monica

MEMBERS ABSENT: None

GUESTS AND CONSULTANTS:

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

A. CALL TO ORDER

Jena Covey called the meeting to order at 10:04 AM.

B. Consent Calendar

B1. Approval of Minutes for the July 6, 2022 Executive Committee Meeting

A motion was made to approve the consent calendar.

MOTION: Oles Gordeev **SECOND:** Sandra Blanch **MOTION CARRIED**

	Jena Covey	Sandra Blanch	Mark Howard	Oles Gordeev
Aye	X	X		X
Nay				
Abstain				



C. EXECUTIVE COMMITTEE

C1. Service Provider Evaluations

Lorissa Huey reported that the Board requested ACCEL to hold off on the annual Service Providers Surveys this year and develop new Service Provider Evaluations. The Board delegated authority to the Executive Committee (EC).

A motion was made to direct the Program Administrators to continue Service Provider Evaluations every year for only the Program Administrators and Claims Administrators. If Members have issues with the other Service Providers, they are directed to bring it up with the Committee that governs those. In addition, the Program Administrators will create a fillable form on the ACCEL Website for Members who wish to provide immediate feedback on any reportable issues. This will be brought to the EC for discussion. If a Member is uncomfortable with the Program Administrators receiving the feedback, the Member could direct it to the Secretary.

The new Service Provider Evaluations will start on August 1, 2023 and the results will be reported at the October Board Meeting. After the original request has been sent, there will only be one reminder to the Board.

Also, the EC delegated authority to the Finance Committee to create a Policy and Procedure that outlines when Members have not completed the evaluation, they will not receive the \$1,000 or \$3,000 Admin Credit.

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

	Jena Covey	Sandra Blanch	Mark Howard	Oles Gordeev
Aye	X	X	X	X
Nay				
Abstain				



C2. New Member Marketing

Conor Boughey reminded the Executive Committee that at the October 2022 Strategic Planning, the Board discussed whether ACCEL can attract potential new beneficial members.

The Executive Committee discussed and directed Alliant to advise any prospective Members that they need to apply by December 31 for ACCEL to consider a start date of July 1, 2024.

D. PUBLIC COMMENTS

Mark Howard announced that he plans to pick a retirement date and it will be his last year on the Executive Committee. The Committee congratulated Mark.

ADJOURNMENT

Jena Covey adjourned the meeting at 11:14 AM.

DRAFT



Item No. C.1
Executive Committee
July 11, 2023

APPOINTMENT OF SUBCOMMITTEES

ISSUE: The Executive Committee (EC) annually appoints ACCEL’s Subcommittees.

At the June 2023 Board Meeting, the following Members expressed interest in the subcommittees as outlined below:

- The Program Administrators reached out to Mark Howard, City of Santa Barbara who has expressed interest in continuing to serve on the Underwriting Committee. Mark requested that the EC consider assigning Marisa to the Finance Committee subject to availability.
- Numeya Williams, City of Ontario expressed interest in the Claims Committee
- Betsy McClinton, City of Burbank has agreed to step off the Claims Committee, and the City is currently in transition for the new Risk Manager.

CLAIMS COMMITTEE:
<i>Claims Committee Chair is chosen by the Claims Committee each year</i>
1. Tracey Matthews – TBD
2. Jena Covey
3. Numeya Williams
4. Oles Gordeev
5. Ross Brandon
UNDERWRITING COMMITTEE:
<i>Chaired by Vice President</i>
<i>President is an automatic member, per Bylaws</i>
1. Ross Brandon – Chair
2. Jena Covey
3. Rhonda Combs
4. Mark Howard
5. Sheryl Higa
FINANCE COMMITTEE:
<i>Chaired by Treasurer</i>
1. Oles Gordeev - Chair
2. Charlotte Dunn
3. Joe Rodriguez
4. Marisa Kahn
5. Sheila Shanahan



The maximum number of participants for each Committee is 6 (13 Board Members). If there were 7 participants in one Committee and they all were to attend a Committee meeting, there would have a majority of the Board at the meeting, and therefore it would be a Board Meeting.

However, if there are 6 Members on the Committee and a non-Committee Member (City X) had a topic to bring up for discussion and wanted to attend the Committee Meeting as guest, City X would not be able to because that will be 7 participants, a quorum of the Board. Therefore, the maximum number of participants on a Committee should be 5.

RECOMMENDATION: The Program Administrators recommend the Executive Committee review the 2022/23 assignments and take action to appoint the 2023/24 subcommittees.

FINANCIAL IMPACT: No financial impact is expected from the recommended action.

BACKGROUND: Each year the Executive Committee Members appoint the Subcommittee Members for the upcoming program year. The Underwriting Committee is chaired by the Vice President, the Finance Committee is chaired by the Treasurer, and the Claims Committee Chair is then appointed by the Committee per the Bylaws.

ARTICLE IV

ELECTION OF OFFICERS AND APPOINTMENT OF COMMITTEE MEMBERS

The Board of Directors shall elect the officers from among the Board members. For each fiscal year, the officers shall be elected in the following manner:

- A. Each Board member may place another Board member in nomination for each office.
- B. Each Board member shall cast one vote for the candidate of their choice for each office.
- C. All terms of office shall be for one year. The officers shall begin serving terms upon the beginning of the fiscal year immediately following the election. The terms of office shall end on June 30 of each year.
- D. Elections shall be held whenever there is an office vacancy.
- E. Officers shall hold their positions as individuals and not as a representative of a specific public entity.

The Executive Committee will be comprised of the elected officers. The Executive Committee shall appoint members to the Underwriting, Claims and Finance Committees. Ad hoc committees may be appointed by the President.

ARTICLE VI

COMPOSITION AND DUTIES OF COMMITTEES

The operation of the Authority shall be overseen by four standing committees: Executive, Underwriting, Finance, and Claims. ACCEL Member Alternates may be appointed to serve as members of the Underwriting, Finance and Claims Committees, but not as Chairperson.

ATTACHMENT: Prior year's Committee Assignments.



Attachment

ACCEL COMMITTEE ASSIGNMENTS 2022-2023	
EXECUTIVE COMMITTEE:	
President	Jena Covey
Vice President	Mark Howard
Treasurer	Oles Gordeev
Secretary	Sandra Blanch
CLAIMS COMMITTEE:	
<i>Claims Committee Chair is chosen by the Claims Committee each year</i>	
1. Tracey Matthews - Chair	
2. Betsy McClinton	
3. Jena Covey	
4. Oles Gordeev	
5. Ross Brandon	
UNDERWRITING COMMITTEE:	
<i>Chaired by Vice President</i>	
<i>President is an automatic member, per Bylaws</i>	
1. Mark Howard – Chair	
2. Jena Covey	
3. Rhonda Combs	
4. Ross Brandon	
5. Sheryl Higa	
FINANCE COMMITTEE:	
<i>Chaired by Treasurer</i>	
1. Oles Gordeev - Chair	
2. Charlotte Dunn	
3. Joe Rodriguez	
4. Marisa Kahn	
5. Sheila Shanahan	