



AGENDA

JPA: ACCEL EXECUTIVE COMMITTEE MEETING

DATE/TIME: Thursday, January 19, 2023 at 10:00 AM

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

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.

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|--------------------|---|-----|
| <u>PAGE</u> | A. CALL TO ORDER | |
| | B. CONSENT CALENDAR | (A) |
| 2-5 | 1 1. Approval of Minutes – July 6, 2022 Executive Committee Meeting
<i>Members will review this item and may take action to approve or amend.</i> | |
| | C. EXECUTIVE COMMITTEE | |
| 6-12 | 1 1. Service Provider Evaluations
<i>The Executive Committee was directed from the Board to create new Service Provider Evaluations. Action may be taken to make a recommendation to the Board or direction given.</i> | (A) |
| 13 | 1 2. New Member Marketing
<i>Members will receive information regarding marketing efforts for new members.</i> | (I) |
| | D. PUBLIC COMMENTS | (I) |
| | 4 <i>The public is invited at this point to address the Committee on issues of interest to them.</i> | |

ADJOURNMENT



MINUTES OF THE ACCEL EXECUTIVE COMMITTEE MEETING

Item No. B.1
Executive Committee
January 19, 2023

Wednesday, July 6, 2022 at 2:00 PM

LOCATION: TELECONFERENCE

Link: <https://alliantinsurance.zoom.us/j/98936234495?pwd=c2lnNGFvRFpGNjIYU2ZGWDRzeTY3Zz09>

Meeting ID: 989 3623 4495

Passcode: 905832

Dial: (669) 900-6833

MEMBERS PRESENT:

Jena Covey, City of Bakersfield
Sandra Blanch, City of Palo Alto
Mark Howard, City of Santa Barbara
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 2:03 PM.

B. Consent Calendar

B1. Approval of Minutes for the July 21, 2021 Executive Committee Meeting

A motion was made to approve the consent calendar.

MOTION: Mark Howard **SECOND:** Oles Gordeev **MOTION CARRIED**

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



C. EXECUTIVE COMMITTEE

C1. Appointment of Subcommittee Members

A motion was made to appoint Members to the subcommittees as illustrated below:

CLAIMS COMMITTEE:
<i>Claims Committee Chair is chosen by the Claims Committee each year</i>
1. Tracey Matthews
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. Tracey Matthews
FINANCE COMMITTEE:
<i>Chaired by Treasurer</i>
1. Oles Gordeev - Chair
2. Charlotte Dunn
3. Joe Rodriguez
4. Marisa Kahn
5. Sandra Blanch



MOTION: Sandra Blanch

SECOND: Oles Gordeev

MOTION CARRIED

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

C2. Review of ACCEL’s Policies and Procedures:

C2i. Alternate Rights

C2ii. Arbitration of Non-Coverage Disputes

C2iii. Expulsion of Member Agency

C2iv. Meeting Attendance and Technology

C2v. Records Retention

C2vi. Use of Resolutions

Conor Boughey reported that the Executive Committee (EC) reviews the Policies and Procedures (P&Ps) that falls under its purview every even numbered year.

The Committee reviewed the Expulsion of Member Agency, Records Retention, and Use of Resolution P&Ps and agreed that no changes were needed.

A motion was made to make an administrative change in the Alternate Rights P&P, where it states “himself/herself” and “he/she” to be gender neutral, while checking the other ACCEL P&Ps.

The Arbitration of Non-Coverage Disputes P&P is a new P&P and the EC agreed to review it every even numbered year. Direction was given to the Program Administrators to work with Byrne Conley, ACCEL’s Legal Counsel in modifying section (b) Executive Committee Appeal to include language about how the Member must provide a written statement to the Program Administrators in time to appropriately take action in compliance with the Brown Act and to afford the Member time to present the issue to the EC.

Direction was given to the Program Administrators to bring back the Meeting Attendance and Technology P&P later in the year depending on when the California Governor rescinds the



emergency order regarding teleconference meetings due to the COVID-19 pandemic. Also, to bring back to the EC a list of all the P&Ps and which Committees those are assigned to.

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

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

D. PUBLIC COMMENTS - There were no public comments.

ADJOURNMENT

Jena Covey adjourned the meeting at 2:41 PM.

DRAFT



Item No. C.1
Executive Committee
January 19, 2023

SERVICE PROVIDER EVALUATIONS

ISSUE: ACCEL annually conducts Service Provider Surveys in November through utilizing Survey Monkey. The results are presented and discussed at the January Board Meeting.

At the October 2022 Board Meeting, the Board requested that we hold off on the surveys this year and develop new Service Provider Evaluations. The Board delegated authority to the Executive Committee. The goal is to complete by June 2023.

Tracey Matthews, City of Anaheim provide a sample of what the City uses for its vendors. The sample provided is an Excel spreadsheet and was converted to a PDF file so it can be included in the agenda packet.

RECOMMENDATION: The Executive Committee is to discuss a new format and may take action or give direction.

Additional Consideration

In favor: The Committee may want to consider using the sample format provided and delegate to the other three Committees: Claims, Underwriting, and Finance to develop questions relevant to the Service Providers that falls under their purview. The background section provides a list of what Service Provider is governed by which Committee.

Against: ACCEL could decide not continue to surveys or find an alternate format for the surveys.

FISCAL IMPACT: Cannot be determined at this time.

BACKGROUND: At the October 2018 Board Meeting, the Board discussed creating surveys for all the ACCEL Service Providers:

- Actuary (*Finance Committee*)
- Claims Administrator (*Claims Committee*)
- Claims Auditor (*Claims Committee*)
- Financial Auditor (*Finance Committee*)
- Investment Manager (*Finance Committee*)
- Legal Counsel (*Underwriting Committee*)
- Program Administrators (*Executive Committee*)



The Board agreed to send all the surveys at once year every year on November 1st with a deadline of December 1st. The system that is used for the surveys is Survey Monkey.

At the March 2019 Board Meeting, the Board agreed to that only one reminder will be sent to the Board to complete before the 30-day deadline.

The Program Administrators coordinated with each Committee Chair on what questions and responses should part of the survey for the Service Provider that fall under their Committee's purview. Since each Committee wanted to have a survey sent out for a Service Provider, it is best to send ALL the surveys once a year, even though it may not be the year the Committee conducts Performance Evaluations of a particular Service Provider.

In the past, these surveys were handled by Alliant staff, Mary Lendaris, who then provided the results to the ACCEL President to distribute to the Board because the intent was to keep the results private. At the March 2022 Board Meeting, the Board decided to allow the Program Administrators solely handle the surveys to streamline the process. Therefore, Board Members will see an email from Lorissa Huey on November 1st with the survey links.

ATTACHMENT:

1. Sample Service Evaluation
2. Current Format (questions and answer choices only)

SAMPLE Review FY 2021-2022

Excellent:	90-100
Good:	80-89
Fair:	70-79
Poor:	0-69

BROKER - PERFORMANCE EVALUATION - 2020-2021

CATEGORY	EXPECTED POINTS	WEIGHT	WEIGHTED POINTS	SCORED POINTS	WEIGHTED SCORE	COMMENTS
CORPORATE PROGRAMS						
1.0 - BACK OFFICE SUPPORT - 300 weighted points						
1.1 - ACCURACY	90.00	1.00	90.00	90.00	90.00	
1.4 - COMMUNICATION	85.00	1.00	85.00	98.00	98.00	
1.5 - QUALITY COMMITMENT	90.00	1.00	90.00	90.00	90.00	
Sub-Total	265.00	3.00	265.00	278.00	278.00	
Percent	88.33		88.33%	92.67	92.67%	
2.0 - DELIVERY - 350 weighted points						
2.1 - ADVISE OF COVERAGE GAPS AND UNINSURED EXPOSURES	90.00	1.00	90.00	100.00	100.00	
2.3 - COMMUNICATION	85.00	1.00	85.00	100.00	100.00	
2.4 - CLAIMS MANAGEMENT	85.00	0.50	42.50	100.00	50.00	
2.5 - INNOVATIVE RISK MANAGEMENT SOLUTIONS	90.00	1.00	90.00	100.00	100.00	
Sub-Total	350.00	3.50	307.50	400.00	350.00	
Percent	87.50		87.86%	100.00	100.00%	
3.0 - RENEWAL - 640 weighted points						
3.1 - PRE-RENEWAL: Timely estimated renewal costs for budgeting; Establish timeline and action items	90.00	1.00	90.00	100.00	100.00	
3.2 - Provide market analysis and development at beginning of renewal process, including any new or strengthened underwriting requirements	90.00	1.50	135.00	100.00	150.00	
3.3 - Timely, quality strategy sessions: concerning outstanding wording issues, conditions, etc.	85.00	1.20	102.00	100.00	120.00	
3.4 - Negotiations and underwriting outcomes	90.00	1.50	135.00	100.00	150.00	
3.5 - POST-RENEWAL: Timely Binding, billing, and policy distribution (hard copy and/or soft copy), policy numbers for certificates	90.00	1.20	108.00	95.00	114.00	
Sub-Total	445.00	6.40	570.00	495.00	634.00	
Percent	89.00		89.06%	99.00	99.06%	
4.0 - SERVICE - 400 weighted points						
4.1 - ACCOUNT MANAGEMENT	90.00	1.50	135.00	100.00	150.00	
4.2 - USE OF BROKER RESOURCES	90.00	1.50	135.00	100.00	150.00	
4.3 - FLEXIBILITY	90.00	1.00	90.00	90.00	90.00	
Sub-Total	270.00	4.00	360.00	290.00	390.00	
Percent	90.00		90.00%	96.67	97.50%	
TOTAL ACTUAL POINTS	1,330.00		1,654.50	1,463.00	1,652.00	
TOTAL POSSIBLE POINTS	1,500.00		1,690.00	1,500.00	1,690.00	
TOTAL ACTUAL PERCENTAGE	88.67%			97.53%	97.75%	
TOTAL WEIGHTED PERCENTAGE			97.90%			

Claims Administrator – Questions

1. Timely receipt of closed session write ups from Claims Administrator
2. Closed session write ups contain accurate and useful information
3. Claims Administrator's Board presentation and interaction
4. Claims Administrator's individual interaction with Member Agencies
5. Claims Administrator's general understanding and knowledge of Public Entity JPAs and large claims
6. Overall Satisfaction with Claims Administrator

Claims Auditor – Questions

1. Timely receipt of Claims Audit from Claims Auditor
2. Claims Audit contains accurate and useful information
3. Claims Auditor's general understanding and knowledge of Public Entity JPAs
4. Claims Auditor demonstrates the ability and capacity to adequately address questions from the Board
5. Overall Satisfaction with Claims Auditor

Responses for all questions

1. Above Expectations
2. Meets Expectations
3. Below Expectations
4. Other Comments

Program Administrators – Questions

1. Coordination and setup of meetings
2. Adequacy of reports made to Board and Committees
3. Overall quality of agendas and materials
4. Quality and timeliness of minutes
5. Maintenance of governing documents
6. Issuance of certificates of coverage
7. Maintenance of website
8. Level of expertise and knowledge
9. Responsiveness to written and telephone requests
10. General Communication with Members
11. Following through with goals
12. Overall Satisfaction with Program Administrators

Responses for all questions

1. Strongly Agree (Above Expectations)
2. Agree (Meets Expectations)
3. Fair (Below Expectations)
4. Disagree (Does Not Meet Expectations)
5. Strongly Disagree (Requires specific comment or support for this position)

Actuary - Questions

1. Timely receipt of Actuarial Report from Actuary
2. Actuarial Report contains accurate and useful information
3. Actuary's general understanding and knowledge of Public Entity JPAs
4. Actuary demonstrates the ability and capacity to adequately address questions from the Board
5. Overall Satisfaction with Actuary

Investment Manager - Questions

1. Investment reports contain accurate and useful information
2. Adequacy and appropriateness of Financial analysis
3. Investment Manager's general understanding and knowledge of Public Entity JPAs
4. Investment Manager demonstrates the ability and capacity to adequately address questions from the Board
5. Overall Satisfaction with Investment Manager

Financial Auditor – Questions

1. Timely receipt of Financial Audit from Financial Auditor
2. Financial Audit contains accurate and useful information
3. Financial Auditor's general understanding and knowledge of Public Entity JPAs
1. Financial Auditor demonstrates the ability and capacity to adequately address questions from the Board
4. Overall Satisfaction with Financial Auditor

Responses for all questions

1. Above Expectations
2. Meets Expectations
3. Below Expectations
4. Other Comments

Legal Counsel

1. Timely receipt of a written coverage opinion from Legal Counsel
2. Legal reports contain accurate and useful information
3. Legal Counsel's general understanding and knowledge of Public Entity JPAs
4. Legal Counsel demonstrates the ability and capacity to adequately address questions from the Board
5. Overall Satisfaction with Legal Counsel

Responses for all questions

1. Strongly Agree (Above Expectations)
2. Agree (Meets Expectations)
3. Fair (Below Expectations)
4. Disagree (Does Not Meet Expectations)
5. Strongly Disagree (Requires specific comment or support for this position)



Item No. C.2
Executive Committee
January 19, 2023

NEW MEMBER MARKETING

ISSUE: The Program Administrators will provide a verbal update on JPA Membership and trends affecting other California cities.

At the October 2022 Strategic Planning, the Board discussed whether ACCEL can attract potential new beneficial members.

At the time of the agenda mailing, no formal applications have been filed.

RECOMMENDATION: No recommendation is provided, this is an information item.

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

BACKGROUND: Each year staff provides a report of cities that may be moving between Pools, or facing membership challenges. We will discuss opportunities in more detail at the meeting.

At the 2018 Strategic Planning, the size of ACCEL was discussed. The Board Members agreed that they would not accept a JPA joining, the individual municipality must apply as an individual. The Board did not define an ideal size of the pool, but agreed that the general goal would be between 12 and 18 members.

ATTACHMENT: None.