

**ORGANIZATION OF SELF-INSURED SCHOOLS
(O.S.S.)**

Executive Committee Meeting

11:00 a.m. Thursday, April 21, 2005

Rodolfo's
1802 E. Front
Selma, CA 93662

Meeting Minutes

- Call to Order** President Warren Jennings called the meeting to order at 11:18 a.m.
- Attendance**
- | | |
|--|---|
| Pacific Union School District Warren Jennings | Kings River-Hardwick Un Elementary School Dist. Andrea Materoh |
| Selma Unified School District Larry Teixeira | Fowler Unified School District Eric Cederquist |
| Kings Canyon Unified School District Irvin Isaak Terri Bechtel | Kingsburg Joint Union Elementary Charter District Carol Williamson |
- Island Union School District
Tom Bates
- Central Unified School District
Mary Romero
- Los Banos Unified School District
Dean Bubar
- Guests:
Tom Russo – *Keenan & Associates*
Erik Knak – *Knak & Company*
Dr. Henry Brock - *Brock's Loss Control Services*
Bill Tucker Jr. – *Tucker-Alexander Insurance*
Donna Murry - *Tucker-Alexander Insurance*
- Introductions** The attending Committee members & guests introduced themselves.
- Approval of Agenda** The motion was made by member Teixeira and seconded by member Materoh to approve the agenda. Motion carried.
- Public Hearing Session** President Jennings asked if anyone wished to address the Committee. There was no response.
- Consent Agenda** The motion was made by member Cederquist and seconded by member Teixeira to approve the consent agenda which included the following:
A. Approval of the minutes of the February 18, 2005 Special Executive Committee as mailed
B. Approval of expenditures (Attachment A).
Motion carried.
- Treasurer's Report** Carol Williamson, the O.S.S. accountant presented the financial statement for quarter ending March 31, 2005, (Attachment B). The motion to accept the financial statement for quarter ending March 31, 2005 was made by member Teixeira and seconded by member Isaak. Motion carried.
- Broker's Report** The broker, Bill Tucker Jr. presented a plaque from CAJPA to President Jennings certifying that Accreditation Plaque the O.S.S. had fulfilled the conditions of eligibility for accreditation. Their accreditation period will run to November 1, 2007.

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Bylaws/Amendment The broker informed the Committee that he and Dr. Brock had met with the O.S.S. attorney, John Phillips on amending the bylaws. The restated bylaws should be available by the board meeting in May for approval by the Board.

Alternative Markets The broker reported that Driver-Alliant has been actively pursuing O.S.S. to commit in giving conditional notice of withdrawal to Northern California ReLiEF (NCR) by December 31, 2005 to enable said entity to quote O.S.S. under their public entity programs for 2006-07. The broker discussed features of the Driver-Alliant programs, which are primarily suited for counties, cities, and special districts, but have very limited participation by school districts. It was the consensus of the Executive Committee not to commit to giving notice of withdrawal by December 31, 2005 without reason.

Golf Tournament The Bill Tucker / Pat Magill Memorial Golf Tournament will be held this year on Thursday, June 23, 2005 at the Sherwood Forest Golf Club in Sanger.

NOTE: Entry forms are enclosed with the minutes.

Administrator's Report The claims administrator; Erik Knak presented the *OSS Loss History Review* for period ending 04-21-05, (Attachment C). He mentioned he was trying to close as many claims as possible.

Loss Control Report O.S.S. risk manager, Dr. Henry Brock reported on the expiration of the four-year safety inspection contract with Poms & Associates, (Attachment D). Per Dr. Brock, their new contract will be available at the May board meeting.

Poms & Assoc

Playgrounds Dr. Brock gave a report on playgrounds, stating California requires a formal inspection of playgrounds to be done only once. He asked that any district recently installing a new playground or playground equipment to call and he would conduct the inspection. He also mentioned he would be mailing to the O.S.S. liaison in the next couple of weeks, a packet that would have a playground self-inspection checklist and other pertinent information related to this subject.

Williams Act At the suggestion of the Executive Committee, Dr. Brock will be reviewing the Williams Act and other related facilities legislation and prepare documents that the districts can use for their self inspection of facilities.

The committee recessed at 11:51 a.m. and reconvened at 12:11 p.m.

Action Items The broker mentioned an accreditation requirement was to annually review the O.S.S. Investment Policy. The O.S.S. adopts as its own policy the Fresno County Treasurer's Statement of Investment Policy. He stated for the record there have been no changes to the County's Investment Policy since the December 2003 revision. No action needed to be taken.

Investment Policy Review

Claims Admin. Contract It was moved by member Cederquist and seconded by member Bates to move the approval of the claims administrator contract to executive session. Motion carried.

Sexual Harassment Dr. Brock presented to the Committee the cost to provide sexual harassment training online, (Attachment E). The motion was made by member Cederquist and seconded by member Materoh to approve the sexual harassment training of new employees and supervisors online as presented by Dr. Brock. Motion carried.

Online Safety Training Dr. Brock reported on the continuance of providing safety training online for employees through SIPE and presented their new contract for ratification, (Attachment F). The motion was made by member Teixeira and seconded by member Isaak to continue with SIPE for online safety training. Motion carried.

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Action Items

- Cont.**
Loss Fund Report
The broker presented the loss fund rates with the modified premium for each member, (Attachment G). He mentioned the rate was 14.79 for the current 04/05 year, increasing to 15.74 for the 05/06 year – a 6.4% increase. The motion was made by member Bates and seconded by member Cederquist to recommend approval of the loss fund rate to the Board. Motion carried.

- Dividend Payment
The motion was made by member Cederquist and seconded by member Bates to recommend to the Board the third payment from the dividend schedule, (Attachment H). Motion carried.

- At Large Membership
The motion was made by member Teixeira and seconded by member Bates to recommend to the Board the retention of the current slate of at large members and nominating Edith Gustafson from West Park Elementary to fill the one vacancy on the Executive Committee, (Attachment I). The motion carried.

- Meeting Dates/
Times/Locations
The motion was made by member Bates and seconded by member Teixeira to approve O.S.S. Resolution #JPA 05-2 for establishing date, time and place of regular meetings of the O.S.S. Executive Committee, (Attachment J). Motion carried.

Board Member Report

President Jennings asked if any members had items to report. There was no response.

The motion to end open session and go into closed session was made by member Materoh and seconded by member Isaak. Motion carried.

The Committee recessed at 12:37 p.m. and reconvened at 12:39 p.m.

Closed Session

The Committee went into closed session at 12:39 p.m. The motion was made by member Isaak and seconded by member Teixeira to leave closed session and reconvened at 12:44 p.m.

Claims Administrator Contract
It was moved by member Bates and seconded by member Cederquist to approve the claims administrator contract, (Attachment K). Motion carried.

**Next Meeting/
Adjournment**

The next scheduled meeting for the Executive Committee is at 9:00 a.m. on Monday, May 23, 2005 at Fowler District Office.

With no further business, the motion was made by member Materoh and seconded by member Romero to adjourn the meeting. Motion carried and the meeting adjourned at 12:45 p.m.

Prepared by,

Approved by,

Donna Murry
AM:dm

Andrea Materoh
O.S.S. Secretary