

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

**Executive Committee Meeting**

11:00 a.m. Thursday, July 15, 2004

Rodolfo's  
1802 E. Front  
Selma, CA 93662

**Meeting Minutes**

- Call to Order** President Warren Jennings called the meeting to order at 11:14 a.m.
- Attendance**
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| Pacific Union School District<br>Warren Jennings                                 | Kings River-Hardwick Un Elementary School Dist.<br>Andrea Materoh        |
| Selma Unified School District<br>Larry Teixeira                                  | Clay Elementary School District<br>Michelle Steagall<br>Carol Williamson |
| Kings Canyon Unified School District<br>Adele Nikkel<br>Terri Bechtel            | Kerman Unified School District<br>James Foley                            |
| Southwest Transportation Agency/<br>South County Support Services<br>Kirk Hunter | Island Union School District<br>Tom Bates                                |
- Guests:  
Henry Brock  
Bill Tucker Jr.  
Donna Murry
- Approval of Agenda** The motion was made by member Hunter and seconded by member Bates 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 Hunter and seconded by member Materoh to approve the consent agenda which included the following:  
A. Approval of the minutes of the May 17, 2004 Executive Committee meeting as mailed.  
B. Approval of expenditures (Attachment A).  
Motion carried.
- Treasurer's Report** The financial statement for quarter ending June 30, 2004 was presented by Terri Bechtel, (Attachment B).
- Broker's Report**  
Claims Audit The Broker, Bill Tucker Jr. mentioned he would soon be mailing out an RFP for conducting the O.S.S. claims audit. This is a biennial requirement as established by the O.S.S. Executive Committee.
- SELF Rebate The Broker reported S.E.L.F. announced they would be giving a \$9.45 million rebate to its members as a credit against their 2004 invoiced premium. This rebate was earned from the 89/90 – 90/91 years and was not expected.
- Fireworks Liab. The Broker reported on the \$5 million excess liability option that was adopted for the 04/05 coverage year through NorCal ReLiEF (NCR). The NCR layer of liability for the prior year was

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### Broker's Report Cont.

- Fireworks Liab. Cont. \$1 million. The NCR memorandum of coverage contains an exclusion for use of fireworks for non-curriculum activities that would now extend through the \$5 million liability layer. The O.S.S. has made available, to those districts choosing to circumvent this exclusion, a special events policy that would cover the first \$1 million of fireworks liability. There now exists a gap between the \$1 million special events policy and the \$5 million liability layer. NCR is working on a solution to this situation.
- 04/05 Renewal Invoices It was mentioned the invoices for the 2004/05 coverage year was recently processed and should be received by the districts in the very near future.

### Administrator's Report

The Claims Administrator, unable to attend the July meeting due to a scheduling conflict, sent his quarterly report via the Broker. It was reported the number of open claims dropped from 55 as of 5-31-04 to 52 as of 6-30-04. It was mentioned this was a good sign as O.S.S. is maintaining a claim count near the low end of its 50-80 historical range. Also mentioned was the claim reserves holding firm at approximately \$600,000 and the transition of the treasurer's office from Kings Canyon Unified to Clay Elementary in relation to the monthly claims accounting as being smooth.

The Committee recessed at 11:37 a.m. and reconvened at 12:03 p.m.

### Loss Control Report

Henry Brock from Brock's Loss Control Services, mentioned he and Bill Tucker Jr. would be visiting all member districts to discuss the on-line training now available through the O.S.S. web site - [www.ossweb.org](http://www.ossweb.org).

### Action Items

- Conflict of Interest Policy Review The Fair Political Practices Commission requires a biennial review of an agency's conflict-of-interest policy, (Attachment C). The motion stating no amendments to the policy was necessary was made by member Hunter and seconded by member Nikkel. Motion carried.
- Executive Summary Proposal Henry Brock reported on the safety audits prepared by Poms & Associates. The audits, in addition to being useful, were very thorough and contained a voluminous amount of information. Once the report is completed, it is given to the maintenance department for correcting noted safety issues. Henry presented to the Committee a proposal to have Poms & Associates create an executive summary from their safety audits. This summary would address the #1 and #2 priority items of the audit and would be given to the JPA liaison for their review. The quote for creating this summary would be approximately \$4,300 per year. The motion was made by member Hunter and seconded by member Bates to have Poms & Associates create the executive summary. Motion carried.
- Election of Officers The motion was made by member Hunter and seconded by member Teixeira to re-elect the current slate of officers with Clay Elementary replacing Kings Canyon as treasurer, (Attachment D). Motion carried.
- Changing Accts from KCUSD to Clay Elem The motion was made by member Teixeira and seconded by member Nikkel to change the OSS account at the Fresno County Treasurer's Office from Kings Canyon Unified School District to Clay Elementary School District. Motion Carried.
- Signatures on Warrants Carol Williamson, accounting clerk for O.S.S., mentioned it was necessary to formally establish the number of signatures required on warrants. She reminded the committee there would be a separation of duties between her and the one signing the warrants. The motion was made by member Jennings and seconded by member Materoh to have one signature required on the warrants. Motion carried.

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**Board Member Report** President Jennings asked if any member had items to report. There was no response.

**Closed Session** There were no items for closed session.

**Next Meeting/Adjournment** The next scheduled meeting for the Executive Committee is at 11:00 a.m. on Thursday, October 14, 2004 at Rodolfo's in Selma.

With no further business, the motion was made by member Hunter and seconded by member Teixeira to adjourn the meeting. Motion carried and the meeting adjourned at 11:35 a.m.

Prepared by,

Approved by,

Donna Murry  
AM:dm

Andrea Materoh  
O.S.S. Secretary