

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

**Executive Committee Meeting**

11:00 a.m. Thursday, July 24, 2008

Rodolfo's  
1802 E. Front  
Selma, CA 93662

**Meeting Minutes**

- Call to Order** President Warren Jennings called the meeting to order at 11:05 a.m.
- Attendance**
- |   |  |
|---|--|
| Pacific Union Elementary School District<br>Warren Jennings | Kingsburg Joint Union<br>Carol Williamson  |
| Fowler Unified School District<br>Eric Cederquist           | Central Unified School District<br>Mary Romero   |
| Southwest Transportation Agency<br>Hemanta Munger           | Kerman Unified School District<br>James Foley  |
| Kings Canyon Unified School District<br>Ron Hudson          | Guests:<br>Steve Bour – <i>Keenan &amp; Associates</i><br>Dennis Williams - <i>Keenan &amp; Associates</i><br>Bill Tucker - <i>Tucker-Alexander Ins.</i><br>Donna Murry – <i>Tucker-Alexander Ins.</i> |
- Approval of Agenda** The motion to approve the agenda was made by member Cederquist and seconded by member Williamson. 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 Romero to approve the consent agenda which included the following:  
A. Approval of the minutes of the May 20, 2008 Executive Committee meeting as mailed.  
B. Approval of expenditures for quarter ending June 30, 2008 (Attachment A).  
Motion carried.
- Treasurer's Report** The O.S.S. accountant, Carol Williamson, presented the financial statement for year ending June 30, 2008, (Attachment B). The motion to accept the financial report as presented was made by member Cederquist and seconded by member Romero. Motion carried.
- Broker's Report**  
Claims Audit The broker, Bill Tucker Jr. announced he would soon be mailing out a RFP for conducting the the O.S.S. claims audit. This is a biennial requirement as established by the O.S.S. Executive Committee.
- Athletic Team Ins. Discussion on the school district athletic team insurance would be tabled until the next quarterly meeting in October.
- OSS Brochure The broker presented a draft of an O.S.S. brochure which will be made available to the member districts to hand out to their boards, (Attachment C). The purpose of the brochure is to acquaint the members' boards with the O.S.S.

## Organization of Self Insured Schools

July 24, 2008

Page 2

**Administrator's Report** The claims administrator, unable to attend the July meeting due to a scheduling conflict, sent his quarterly report via the broker, (Attachment D).

### Loss Control Report

Safety Inspections

The loss control report was presented by the broker on behalf of the risk manager who was unable to attend, (Attachment E). It was reported NorCal ReLiEF (NCR) has requested the O.S.S. go from a four year to a three year rotation schedule for their facility inspections. This change was necessary for being in compliance with the NCR facility inspection policy. Also requested for compliance was a follow-up audit within one year of the inspection. The two issues will be further addressed under Action Items.

### Action Items

Three Year

Inspection Rotation

As was referenced as Attachment B in the loss control report, it is necessary to amend the current contract with Poms & Associates, (Attachment F). The motion was made by member Cederquist and seconded by member Williamson to accept the amendment of the current safety inspection contract with Poms & Associates at a cap of \$34,900 annually. Motion carried.

Follow-up Audit

The motion to approve the proposal by Poms & Associates for conducting the follow-up audits for an amount not to exceed \$11,540 was made by member Williamson and seconded by member Romero, (Attachment G). Motion carried.

Rescinding

Policy F-04

Due to the fact the O.S.S. will now be in compliance with the NCR facility inspection policy, the O.S.S. Policy F-04; Facility Audits and Status Reports, (Attachment H) is no longer needed. The motion to rescind Policy F-04 was made by member Hudson and seconded by member Romero. Motion carried.

Election of

Officers

It was moved by member Cederquist and seconded by member Foley to elect the same slate of officers to the Executive Committee. Motion carried. The officers are:

President: **Warren Jennings:** Pacific Union Elementary School District

Vice President: **Larry Teixeira:** Selma Unified School District

Secretary: **Edith Gustafson:** West Park Elementary School District

Treasurer: **Mark Ford:** Kingsburg Joint Union School District (Elem)

Conflict of Interest

Policy Review

The Fair Political Practices Commission requires a biennial review of an agency's conflict-of-interest policy, (Attachment I). The motion stating no amendments to the policy were necessary was made by member Hudson and seconded by member Williamson. Motion carried.

The committee recessed at 11:20 a.m. and reconvened at 11:40 a.m.

We-Tip

Program

Steve Bour from Keenan & Associates spoke and answered questions on the We-Tip program, mentioning it is a nationwide non-profit program, (Attachment J). The cost for O.S.S. to join would be \$.06/ADA, or approximately \$5,500 per year. The motion to have O.S.S. become a member of We-Tip was made by member Cederquist and seconded by member Hudson. Motion carried.

Coordinated efforts by Keenan & Associates, Tucker-Alexander Insurance, and Brock's Loss Control would be made in order to get the needed materials out to the O.S.S. member districts.

### 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.

**Organization of Self Insured Schools**

**July 24, 2008**

**Page 3**

**Next Meeting/  
Adjournment**

The next scheduled meeting for the Executive Committee is 11:00 a.m. on Tuesday, October 23, 2008 at Rodolfo's – Selma.

With no further business, the motion was made by member Williamson and seconded by member Romero to adjourn the meeting. Motion carried and the meeting adjourned at 11:55 a.m.

Prepared by,

Approved by,

Donna Murry  
WJ:dm

Warren Jennings  
Acting O.S.S. Secretary