

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

Executive Committee Meeting

11:00 a.m. Thursday, October 27, 2005

Rodolfo's
1802 E. Front
Selma, CA 93662

Meeting Minutes

- Call to Order** President Warren Jennings called the meeting to order at 11:15 a.m.
- Attendance**
- | | |
|---|---|
| Pacific Union Elementary School District
Warren Jennings | Selma Unified School District School District
Larry Teixeira |
| Kingsburg Joint Union School District (Elem)
Carol Williamson | Kerman Unified School District
James Foley |
| Kings Canyon Joint Unified School District
Terri Bechtel
Ron Hudson | West Park Elementary School District
Edith Gustafson |
| Island Union Elementary School District
Tom Bates | Southwest Transportation Agency
Kirk Hunter |
| Clay Elementary School District
Michelle Steagall | Guests:
Erik Knak – <i>Knak & Company</i>
John Phillips – <i>Wild Carter & Tipton</i>
Gus Corona – <i>Borchardt, Corona & Faeth</i>
Tom Russo - <i>Keenan & Associates</i>
Dr. Henry Brock – <i>Brock's Loss Control</i>
Bill Tucker - <i>Tucker-Alexander Ins.</i>
Donna Murry – <i>Tucker-Alexander Ins.</i> |
| Fowler Unified School District
Eric Cederquist | |
- Approval of Agenda** The motion was made by member Hunter and seconded by member Teixeira 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 Teixeira to approve the consent agenda which included the following:
A. Approval of the minutes of the July 21, 2005 Executive Committee as mailed
B. Approval of expenditures (Attachment A).
Motion carried.
- Treasurer's Report** Carol Williamson, the O.S.S. accountant presented the unaudited financial statement for quarter ending September 30, 2005, (Attachment B). The motion to accept the financial statement for quarter ending September 30, 2005 was made by member Bates and seconded by member Steagall. Motion carried.
- Broker's Report** The broker, Bill Tucker Jr. presented to Erik Knak his share of the winnings for his team coming 1st Place in Golf Tournament in first place at the Bill Tucker / Pat Magill Golf Tournament held in June.

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Broker's Report

Cont.

NCR Financial
Report

The broker presented Tom Russo from Keenan & Associates. He provided a brief summary of the NorCal ReLiEF (NCR) June 30, 2005 Financial Management Information Report. He explained in Total Net Assets, NCR has \$8,215,597 with a Capital Target based on an actuarially determined 90% confidence level funding of \$7,796,136. Therefore NCR currently has \$419,461 above its designated Capital Target. Tom also responded to questions raised regarding prior NCR Treasury Reports for the periods of June 30, 2003, June 30, 2004 and September 30, 2004, the NCR Ten Year Loss Development Report and a 1999 lawsuit between Keenan & Associates and Insurance Company of the West.

The committee recessed at 11:40 a.m. and reconvened at 11:55 a.m.

NCR Annual
Meeting

Bill Tucker reported on the NCR annual meeting he recently attended. The highlights were:

The NCR board approved an adjustment to their liability experience factors. The ceiling would increase from 125% to 150%, an advantage to the O.S.S. considering their current experience factor for liability.

NCR is currently developing stand alone Builders Risk coverage for their member districts.

They are continuing to look at ways to broaden their Memorandum of Coverage (MOC).

There is an opening for anyone interested in being on the NCR Finance Committee. The O.S.S. currently has a representative on three of the four NCR committees.

The number of charter school applications has fallen but in general their caliber has improved.

Parlier Unified

The broker mentioned in checking with the Fresno County Office of Education, Parlier Unified is on track for making any future installments owed to the O.S.S. He also mentioned Jeannette Johnson, who is currently working at Parlier, was very appreciative of the consideration the Executive Committee gave regarding her request for payments.

MOCs

Mr. Tucker advised most of the renewal MOCs have been delivered to the districts.

Administrator's Report

The claims administrator; Erik Knak presented the O.S.S. Loss History Review, (Attachment C). He mentioned the last two claims for the 98/99 coverage year have finally been closed. It was also noted the average cost per claim was less than four thousand dollars (\$4,000) which was excellent for an organization the size of the O.S.S.

Loss Control Report

Coaches Workshop

O.S.S. risk manager, Dr. Henry Brock reported that California Interscholastic Federation (C.I.F.) has a coaches training program available. C.I.F. regulations require high school coaches to have completed the required coaches' training by December 31, 2008. Dr. Brock and Dr. Anthony Monreal from Selma Unified School District will work together to make this available to all of the JPA districts.

Voluntary Activities/
Medical Auth. Forms

Dr. Brock reported on two forms recently adopted by NCR; *Voluntary Activities Participation* and *Medical Authorization*. He stated O.S.S. had already adopted similar forms, but would check with the O.S.S. attorney to see if they needed revising to be consistent with the NCR forms.

Sexual Harassment
Online Training

Dr. Brock reported the two hour sexual harassment online training for district managers and supervisors is available for utilization. The training, as mandated by state legislation, is to be completed by January 01, 2006. He mentioned O.S.S., in conjunction with Fresno County Self Insurance Group (F.C.S.I.G.) would have two follow up meetings to discuss with Robert Rosati, attorney for the JPA and who wrote the majority of the text, any questions they would have regarding the online training. The first meeting is scheduled for mid January.

Action Items

Financial Audit

Gus Corona, from the firm of Borchardt, Corona & Faeth presented the O.S.S. financial audit for years ending June 30, 2005 and 2004, (enclosed). He stated the report is qualified.

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Action Items

- Cont.** The motion was made by member Hunter and seconded by member Cederquist to accept the financial audit as presented. The motion carried.
- Financial Audit
- Closed Session The motion to adopt Policy C-01; *Discussion of JPA Closed Session Agenda With Member Boards*, (Attachment D) was made by member Hunter and seconded by member Cederquist. Motion carried.
- Policy

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 11:00 a.m. on Thursday, January 19, 2006 at Rodolfo's in Selma

With no further business, the motion was made by member Teixeira and seconded by member Cederquist to adjourn the meeting. Motion carried and the meeting adjourned at 12:43 a.m.

Prepared by,

Approved by,

Donna Murry
WEJ:dm

Warren E. Jennings
Acting O.S.S. Secretary