

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

Executive Committee Meeting

11:00 a.m. Thursday, January 18, 2007

Rodolfo's
1802 E. Front
Selma, CA 93662

Meeting Minutes

- Call to Order** President Warren Jennings called the meeting to order at 11:10 a.m.
- Attendance**
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| Pacific Union Elementary School District
Warren Jennings | Selma Unified School District
Larry Teixeira |
| Kingsburg Joint Union School District (Elem)
Carol Williamson | Kings River-Hardwick School District
Andrea Materoh |
| Kings Canyon Joint Unified School District
Ron Hudson | Fowler Unified School District
Eric Cederquist |
| Island Union Elementary School District
Tom Bates | Kerman Unified School District
Jim Foley |
| West Park Elementary School District
Edith Gustafson | Guests:
Gus Corona – <i>Borchardt, Corona & Faeth</i>
Dennis Williams - <i>Keenan & Associates</i>
Erik Knak – <i>Knak & Company</i>
Dr. Henry Brock – <i>Brock's Loss Control</i>
Bill Tucker - <i>Tucker-Alexander Ins.</i>
Donna Murry – <i>Tucker-Alexander Ins.</i> |
| Southwest Transportation Agency
Kirk Hunter | |
| Delta View Joint Union Elem. School District
Bernie Hanlon | |
- Introductions** The attending committee members and 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 Hunter and seconded by member Cederquist to approve the consent agenda which included the following:
A. Approval of the minutes of the October 26, 2006 Executive Committee as mailed.
B. Approval of revised expenditures (Attachment A).
Motion carried.
- Treasurer's Report** The O.S.S. accountant, Carol Williamson, presented a revised audited financial statement for year ending June 30, 2006, (Attachment B) and for quarter ending December 31, 2006, (Attachment C). The motion was made by member Hunter and seconded by member Gustafson to accept the financial statements as presented. Motion carried.
- Broker's Report** The broker, Bill Tucker Jr. reported on SELF. It was estimated districts representing 1.75 million ADA had given their notice of withdrawal but he reiterated they still had a viable excess liability program. It is likely they will drop their 4 million excess of 1 million liability layer.
SELF

Organization of Self Insured Schools

January 18, 2007

Page 2

Broker's Report

- Cont.** The broker recommended a revision to the bylaws for clarification purposes. The final draft would be available at the next quarterly meeting in April.
- Bylaw Revision
- SEWUP Mr. Tucker presented Dennis Williams with Keenan & Associates. Mr. Williams handed out literature and spoke briefly on their SEWUP program which is an owner controlled insurance program for construction projects. An educational meeting on this program would be held for those districts interested in learning more.
- The committee recessed at 11:32 a.m. and reconvened at 11:52 a.m.
- Legal Mr. Tucker discussed the status of legal correspondence traded with a broker.
- Correspondence
- Renewal The 2007-2008 renewal questionnaires have gone out. They are due back no later than February 9, 2007.
- Questionnaires
- Conflict of Interest The Conflict of Interest Form 700 was emailed on January 12, 2007. It is an interactive form that can be printed after its completion and mailed to Tucker-Alexander Insurance. The form is due back April 2, 2007.
- Form 700

Administrator's Report

The claims administrator, Erik Knak presented the *O.S.S. Loss History Review*, (Attachment D). He mentioned he was in the process of closing out old claims. He also reported on copper wire and tubing theft losses increasing, with freeze damage claims just now coming in. He will check with Northern California ReLiEF (NCR) on confirmation of one Self Insured Retention (SIR) in addressing the freeze damage claims.

Loss Control Report

- Auto Claims O.S.S. risk manager, Dr. Henry Brock stated additional endeavors are being made to reduce auto claims by addressing vehicular safety through online training. He is also arranging for a National Safety Council defensive driver program, which is a three hour comprehensive driver training program with educational materials specifically designed for experienced drivers to be held at Southwest Education Support Center. The course is limited to thirty (30) participants.
- K-12 Coaches Dr. Brock reported on the K-12 coaches' clinic that was recently held at Fowler Unified. He mentioned it was a very good session and would serve as interim training for the high school coaches who need to be certified by December 31, 2008 as per California Interscholastic Federation requirements.
- Training
- Sexual Harassment It was announced the sexual harassment online training workshop had been updated.
- Playgrounds It was mentioned a sign as required by the state was missing from every playground of the risk manager's rounds of inspections. The sign needs to list three important sentences – *Adult supervision is required; Playground equipment is appropriate for ages 5 – 12; Problems with equipment should be reported to (list #)*. He would mail one sign to each district with verbiage in both English and Spanish as a prototype. The districts would determine how many signs they need for posting at each playground. The cost per sign is \$15.00.
- School Facilities Dr. Brock mentioned new legislation has been passed pertaining to school facilities. He would be reviewing the new legislation and the recently developed facilities form for its compliancy.

Organization of Self Insured Schools
January 18, 2007
Page 3

Action Items

- Claims Audit Report The broker presented the O.S.S. Claims Audit report, (Attachment E). He stated it was a very favorable audit with only one recommendation pertaining to the costs of an outside vendor. The motion to accept the property and liability claims audit as presented was made by member Hunter and seconded by member Cederquist. Motion carried.
- Financial Audit Gus Corona, from the firm of Borchardt, Corona & Faeth presented the O.S.S. financial audit for years ending June 30, 2006 and 2005, (enclosed). He stated the report was qualified. The motion was made by member Cederquist and seconded by member Bates to accept the financial audit and the management letter as presented. The motion carried.
- SETECH Report This item was tabled until the next meeting.
- Actuary Contract The motion to approve the contract with Milliman USA for actuarial services for the 07/08 fiscal year, (Attachment F) was made by member Teixeira and seconded by member Hunter. Motion carried.
- Laton Parents' Club The motion to approved on premises liability coverage for the Laton Parents' Club under the Memorandum of Coverage for Laton Unified School District, was made by member Cederquist and seconded by member Hunter, (Attachment G). Motion carried.
- Caruthers Refund Payout Schedule The motion to accept the revised preliminary payout schedule for Caruthers Unified School District was made by member Cederquist and seconded by member Hunter, (Attachment H). Motion carried.

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, April 26, 2007 at Rodolfo's – Selma.

With no further business, the motion was made by member Hunter and seconded by member Gustafson to adjourn the meeting. Motion carried and the meeting adjourned at 12:35 p.m.

Prepared by,

Approved by,

Donna Murry
AM:dm

Andrea Materoh
O.S.S. Secretary