

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

Executive Committee Meeting

11:00 a.m. Thursday, January 17, 2008

Rodolfo's
1802 E. Front
Selma, CA 93662

Meeting Minutes

- Call to Order** President Warren Jennings called the meeting to order at 11:06 a.m.
- Attendance**
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| Pacific Union School District
Warren Jennings | Kingsburg Joint Union School District (Elem)
Carol Williamson |
| West Park Elementary School District
Edith Gustafson | Selma Unified School District
Larry Teixeira |
| Fowler Unified School District
Eric Cederquist | Central Unified School District
Mary Romero |
| Southwest Transportation Agency
Kirk Hunter | Guests:
Gustavo Corona – <i>Borchardt, Corona & Faeth</i>
Mary Boyer – <i>Keenan & Associates (SETECH)</i>
Erik Knak – <i>Knak & Company</i>
Dennis Williams - <i>Keenan & Associates</i>
Dr. Henry C. Brock - <i>Brock's Loss Control Services</i>
Bill Tucker - <i>Tucker-Alexander Ins.</i>
Donna Murry – <i>Tucker-Alexander Ins.</i> |
| Kerman Unified School District
James Foley | |
- Approval of Agenda** The motion was made by member Teixeira and seconded by member Hunter 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 25, 2007 Executive Committee meeting as mailed.
 - B. Approval of accrued expenditures for year ending June 30, 2007 and through quarter ending December 31, 2007 (Attachment A). Motion carried.
- Treasurer's Report** The O.S.S. accountant, Carol Williamson, presented the accrued financial statements for year ending June 30, 2007, (Attachment B) and for quarter ending December 31, 2007, (Attachment C). The motion to accept both financial reports as presented was made by member Cederquist and seconded by member Romero. Motion carried.
- Broker's Report** The broker, Bill Tucker Jr. reported they had their CAJPA site review for the O.S.S. reaccreditation and there were only a few clean up items which needed to be addressed. The majority had to do with *ownership of records* and *conflict of interest* clauses in the contracts of the major service providers. This issue would be handled in the contract addendums under Action Items. He mentioned they had been granted a conditional full accreditation subject to the few clean up items. He also mentioned all that was lacking from receiving an accreditation with excellence was a strategic planning session. It was the consensus of the committee to pursue the accreditation with excellence status.

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Broker's Report Cont.

- Renewal Questionnaires The 2008-2009 renewal questionnaires have been distributed to the agents. Districts should soon, if they haven't already, be receiving their copies from their agents for completion. The questionnaires are due back February 8, 2008.
- Conflict of Interest Form 700 The Conflict of Interest Form 700 has been emailed to all Executive Committee members. It is an interactive form which after completion, can be mailed to Tucker-Alexander Insurance. The form is due back April 1, 2008
- Golf Tournament The Bill Tucker / Pat Magill Memorial Golf Tournament will be held this year on Thursday June 19th at the Sherwood Forest Golf Club. Mark your calendars.

Administrator's Report

The claims administrator; Erik Knak handed out a claim status summary (Attachment D) and reported on the O.S.S. losses as he had a schedule change and was able to attend the meeting. He mentioned he had recently opened several large losses which brought the reserves back up from what he indicated in his report. The claims are holding steady.

The committee recessed at 11:30 a.m. and reconvened at 11:45 a.m.

Loss Control Report

- New Online Volunteer Module O.S.S. risk manager, Dr. Henry Brock mentioned the new online training module for becoming an effective volunteer should be ready for use within the next few weeks.
- Sexual Harassment Online Module Dr. Brock reported the revised online training module for sexual harassment was up and running. He is planning on having a training session for districts to learn how to effectively utilize the new online training program.
- Interviewing Workshop April 8, 2008 is the date of the workshop for developing one's techniques for interviewing students and adults. The morning session will be for developing student interviewing techniques whereas techniques for interviewing adults will be held in the afternoon.

Action Items

- Financial Audit Gus Corona, from the firm of Bochart, Corona & Faeth presented the O.S.S. financial audit for years ending June 30, 2007 and 2006, (enclosed). He stated the audit was qualified. The motion to accept the O.S.S. financial audit as presented, which included the management letter, was made by member Hunter and seconded by member Romero. Motion carried.
- SETECH Report The SETECH Report; *A Financial Management Information Report For the Fiscal Years Ended June 30, 2006 and June 30, 2007* (enclosed), was presented by Mary Boyer from the SETECH Division of Keenan & Associates. The motion to accept the report as presented with one correction, to delete Caruthers Unified School District from the report and reallocate their equity to the remaining members was made by member Hunter and seconded by member Gustafson. Motion carried. It was mentioned O.S.S. has given \$6.8 million back in dividends to its members.
- Addendum to Contracts The motion to accept the addendums to the current contracts for Bochart, Corona & Faeth; Brock's Loss Control Services; and Knak & Company was made by member Cederquist and seconded by member Hunter, (Attachments E, F & G). Motion carried.
- Actuary Contract The motion to approve the contract with Milliman, Inc. for actuarial services for the 08/09 fiscal year, (Attachment H) was made by member Hunter and seconded by member Teixeira. Motion carried.

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Board Member Report Member Hunter encouraged all members to send letters of support to Sacramento for appointing Fresno County Supervisor Judy G. Case to the Air Resources Board (ARB) as the representative from the San Joaquin Valley Air Pollution Control District Governing Board.

Closed Session There were no items for closed session.

Next Meeting/ The next scheduled meeting for the Executive Committee is 11:00 a.m. on Thursday, April 17, 2008 at Rodolfo's – Selma.

Adjournment With no further business, the motion was made by member Teixeira and seconded by member Gustafson to adjourn the meeting. Motion carried and the meeting adjourned at 12:15 p.m.

Prepared by,

Approved by,

Donna Murry
EG:dm

Edith Gustafson
O.S.S. Secretary