



Executive Committee Meeting

11:00 a.m. Thursday, January 20, 2011

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**
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| Pacific Union Elementary School District
Warren Jennings | Selma Unified School District
Larry Teixeira |
| Kingsburg Joint Union School District
Carol Williamson | West Park Elementary School District
Edith Gustafson |
| Central Unified School District
Mary Romero | Kings River-Hardwick Union Elementary School Dist.
Trish Singh |
| Kerman Unified School District
James Foley | Southwest Transportation Agency
Hemanta Mungur |
| Kings Canyon Unified School District
Adele Nikkel | Guests:
John Phillips – <i>Wild Carter - Tipton</i>
Dennis Williams - <i>Keenan & Associates</i>
Dr. Henry Brock – <i>Brock's Loss Control</i>
Erik Knak – <i>Knak & Company</i>
Ernie Souders – <i>Trinity First Insurance</i>
Bill Tucker - <i>Tucker-Alexander Ins.</i>
Donna Murry – <i>Tucker-Alexander Ins.</i> |
| Island Union Elementary School District
Diane Augusto | |
| Fowler Unified School District
Eric Cederquist | |
- Introductions** The attending committee members and guests introduced themselves.
- Approval of Agenda** The motion to approve the agenda was made by member Teixeira and seconded by member Nikkel. 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 Teixeira and seconded by member Nikkel to approve the consent agenda which included the following:
- A. Approval of the minutes of the October 28, 2010 meeting as mailed.
 - B. Approval of expenditures for quarter ending December 31, 2010 (Attachment A).
- Motion carried.
- Treasurer's Report** Carol Williamson, the O.S.S. accountant presented the financial statement for quarter ending December 31, 2010 (Attachment B).
- Broker's Report** The broker, Bill Tucker Jr. mentioned School Excess Liability Fund (S.E.L.F.) received the packet of withdrawal resolutions from the O.S.S. members well ahead of the 12/31/10 deadline.
- SELF Withdrawal

Organization of Self Insured Schools

January 20, 2011

Page 2

Re-Accreditation Status	The broker reported on the status of the O.S.S. re-accreditation. The review went exceptionally well. There were only two new requirements and these will be addressed today under the Action Items. The items to be considered are the Data Retention Policy and the Disaster Recovery Plan for Tucker-Alexander Insurance Associates, the vendor who maintains critical data for the JPA. The accreditation committee will be meeting on 1/25/11 to finalize the accreditation.
Athletic Insurance & Ed Code	Athletic team member insurance and the requirements of the Ed Code were discussed. The subject will be investigated further and re-addressed at the next meeting.
Conflict of Interest	The Conflict of Interest 700 filings were emailed to the Executive Committee members on January 7, 2011. They are due back to Tucker-Alexander Insurance on April 1, 2011.
Renewal Questionnaires	The renewal questionnaires were sent to the brokers the beginning of the week prior. Districts should be receiving theirs soon if they haven't already from their brokers. The questionnaires are due to Tucker-Alexander Insurance by 2/14/11.
NCR Annual Meeting	The broker gave a brief report on the NorCal ReLiEF (NCR) meeting he attended last week. He mentioned NCR approved four (4) [dependent] charter schools and gave a short overview from their financial report. NCR, as indicated by the broker, is in good financial condition.

Administrator's Report The O.S.S. claims administrator Erik Knak from Knak & Company presented the *O.S.S. Loss History Review – (Incurred)* for years 2003-04 through 2010-11, (Attachment C).

Loss Control Report O.S.S. risk manager; Dr. Henry Brock reported the safety inspections / follow-ups by Poms & Associates and districts' training requests are continuing. As an addition to the *O.S.S. Liability & Property Damage JPA* brochures & handbooks for use by principals, superintendents and their boards, Dr Brock is in the beginning stages of developing an insurance user guide for those handling the day to day insurance issues at their districts.

Action Items Member Nikkel presented background information and the form *Authorization Request for Use of Fitness Facilities* to the committee for their consideration, (Attachment D). The motion to accept the form as presented was made by member Teixeira and seconded by member Gustafson. Motion carried.

The committee recessed at 11:26 a.m. and reconvened at 11:46 a.m.

Data Retention Policy & Disaster Recovery Plan The broker presented the two new accreditation requirements, the Data Retention Policy and the Disaster Recovery Plan for Tucker-Alexander Insurance Associates, who maintains critical data for the JPA. The motion to accept Resolution O11-1, which establishes a Data Retention Policy & Disaster Recovery Plan for O.S.S., (Attachment E) was made by member Cederquist and seconded by member Nikkel. Motion carried.

NOTE: The policies are on file at the office of Tucker-Alexander Insurance Associates.

Actuary Proposal The motion to approve the proposal for providing actuarial services for the 11/12 fiscal year by Milliman, Inc. was made by member Teixeira and seconded by member Gustafson, (Attachment F). The cost of the actuarial services remains unchanged from the prior contract year. Motion carried.

Parlier USD Conditional Notice of Withdrawal The motion acknowledging and accepting Parlier Unified School District conditional notice of withdrawal from O.S.S. was made by member Teixeira and seconded by member Nikkel, (Attachment G). Motion carried.

Claims Audit The broker presented the O.S.S. Claims Audit report, as prepared by Nicholas L. Cali, Claims Consultant/Auditor, (Attachment H). The audit showed no negative patterns or trends and the claim administration performance meets and exceeds claim industry standards and CAJPA claim administration accreditation criteria. The motion to accept the claims audit report as presented was made by member Gustafson and seconded by member Nikkel. Motion carried.

Organization of Self Insured Schools

January 20, 2011

Page 3

Investment Policy The Executive Committee reviewed the changes to its investment policy as presented by the broker, (Attachment I). Such an annual review is mandated by the accreditation process. The motion to accept the December 7, 2010 revision of the Investment Policy of the County of Fresno as the investment Policy for O.S.S. was made by member Cederquist and seconded by member Teixeira. Motion carried.

NOTE: A copy of the December 7, 2010 revision of the Investment Policy of the County of Fresno as adopted by O.S.S. can be found online at the O.S.S. website: www.ossweb.org

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

The Executive Committee recessed at 12:31 p.m. and reconvened at 12.36 p.m.

Closed Session The Executive Committee convened into Closed Session at 12:37 p.m. and reconvened at 1:00 p.m.
Potential Litigation

President Jennings announced no action was taken in Closed Session.

**Next Meeting/
Adjournment** The next scheduled meeting for the Executive Committee is 11:00 a.m. on **Thursday, April 21, 2011** at Rodolfo's, Selma.

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 1:01 p.m.

Prepared by,

Approved by,

Donna Murry
EG:dm

Edith Gustafson
O.S.S. Secretary