

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

Executive Committee Meeting

11:00 a.m. Thursday, January 21, 2010

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**
- | | |
|---|---|
| Pacific Union Elementary School District
Warren Jennings | Kingsburg Joint Union School District (Elem)
Dr. Mark Ford
Carol Williamson |
| West Park Elementary School District
Edith Gustafson | Selma Unified School District
Larry Teixeira |
| Southwest Transportation Agency
Kirk Hunter | Island Union Elementary School District
Diane Augusto |
| Kings Canyon Unified School District
Ron Hudson | Kings River-Hardwick
Trish Singh |
| Kerman Unified School District
James Foley | Guests:
Gustavo Corona – <i>Borchardt, Corona & Faeth</i>
Dennis Williams - <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 to approve the agenda was made by member Hunter and seconded by member Ford. Motion carried.
- Public Hearing Session** President Jennings asked if anyone wished to address the Committee. There was no response.
- Consent Agenda** President Jennings mentioned there was a correction to the October 22, 2009 minutes under the Broker's Report for the OSS Reserve Estimates, the date of the analysis should have shown 12/31/08 and not 12/31/09. With the correction to the minutes noted, the motion was made by member Hunter and seconded by member Ford to approve the consent agenda which included the following:
- A. Approval of the minutes of the October 22, 2009 meeting as mailed.
 - B. Approval of expenditures for year ending June 30, 2009, (Attachment A) and for quarter ending December 31, 2009, (Attachment B).
- Motion carried.
- Treasurer's Report** The O.S.S. accountant, Carol Williamson presented the audited financial statements for year ending June 30, 2009, (Attachment C) and for quarter ending December 31, 2009, (Attachment D). The motion to approve the audited financial statements for year ending June 30, 2009 and quarter ending December 31, 2009 was made by member Hunter and seconded by member Gustafson. Motion carried.

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- Broker's Report** The broker, Bill Tucker Jr. mentioned the renewal questionnaires were made available to the agents the first week in January. They are due back to the insurance office by February 1, 2010. He suggested the district contact their agent if they haven't received their questionnaires.
- Renewal Questionnaire
- MOC Binders Online It was the consensus of the members of the Executive Committee present to have available online their Memorandum of Coverage - Program Summary information instead of the bulky binders which are taking up shelf space. Dennis Williams with Keenan & Associates will look into the possibility of online binders.
- Conflict of Interest The Conflict of Interest 700 filings were emailed to the Executive Committee members on January 7, 2010. They are due back to Tucker-Alexander Insurance on April 1, 2010.
- Golf Tournament The broker announced the Bill Tucker / Pat Magill Memorial golf tournament would be held this year on Thursday, June 24.
- SELF OELP The broker reported on the excess liability written through the Schools Excess Liability Fund (S.E.L.F.). Currently the districts have two layers of liability written through S.E.L.F. They are \$20 Mil x of \$5 Mil and the OELP layer of \$20 Mil x of \$25 Mil for a total liability limit of \$45 Mil. If districts wanted to drop the OELP layer, the deadline to give notice would be March 1, 2010. The broker will be sending out an email to the districts advising them of the pros and cons of such a move.

The committee recessed at 11:25 a.m. and reconvened at 11:46 a.m.

- Administrator's** Bill Tucker presented the report for the claims administrator who was unable to attend, (Attachment E). Overall, there are fifty open claims, up by seven from the last quarterly meeting in October. The good news is the reserves are down by \$52,000 from the October meeting, so the claims that we do have tend to be on the small side.

Loss Control Report

- Handbooks O.S.S. risk manager; Dr. Henry Brock mentioned he was in the process of developing a twelve to fourteen page handbook which will be useful for new principals and superintendents in helping them understand the O.S.S. and what it has to offer. It will be more detailed than the current O.S.S. brochure that can be accessed through the O.S.S. website: www.ossweb.org
- Keenan PC Bridge Dr. Brock briefly reported on the newly developed Keenan PC Bridge. Training modules are available through this new online site and could be used in conjunction with those of the O.S.S.
- Special Ed Training Module The risk manager informed the Executive Committee that he was in the process of writing an online training module on Special Ed.
- Industrial Arts Bldg Inspections It was the consensus of the Executive Committee to have the risk manager look into annual inspections of middle & high schools' industrial arts and science buildings. He would present information on the costs of these inspections at the next meeting.

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, 2009 and 2008, (enclosed). He mentioned the report was unqualified. The motion to accept the O.S.S. financial audit as presented was made by member Cederquist and seconded by member Hunter. Motion carried.
- SETECH Report The SETECH Report; *A Financial Management Information Report For The Fiscal Years Ended June 30, 2008 and June 30, 2009*, would be tabled until the next quarterly meeting in April.

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- Investment Policy The Board reviewed the changes to its investment policy as presented by the broker. He mentioned the only change that was made to the current Investment Policy dated December 1, 2009 was to show FINRA (Financial Industry Regulatory Authority) as the regulatory agency, since NASD (National Association of Securities Dealers, Inc.) was consolidated into FINRA. The motion to accept the December 1, 2009 revision of the Investment Policy of the County of Fresno as the investment policy for O.S.S. was made by member Hunter and seconded by member Ford, (Attachment F). Motion carried.
- NCR Rebate The broker reported on the rebate received by the O.S.S. from its participation in Northern California ReLiEF (NCR) 1996/97 program year. The pro-rata share for O.S.S. was \$130,664, (Attachment G). After a brief discussion on what to do with the rebate, the motion was made by member Cederquist and seconded by member Hunter to distribute the rebate back to its members by including the NCR rebate with any rebate declared by the O.S.S. This payment would be made sometime in June 2010. Motion carried.
- Actuary Proposal The motion to approve the proposal for providing actuarial services for the 10/11 fiscal year by Milliman, Inc. was made by member Cederquist and seconded by member Hunter, (Attachment H). The cost of the actuarial services remains unchanged from the prior contract year. 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 15, 2010 at Rodolfo's - Selma.
- With no further business, the motion was made by member Hunter and seconded by member Ford to adjourn the meeting. Motion carried and the meeting adjourned at 12:15 a.m.

Prepared by,

Donna Murry
EG:dm

Approved by,

Edith Gustafson
O.S.S. Secretary