

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

Executive Committee Meeting

11:00 a.m. Thursday, October 23, 2003

Rodolfo's
1802 E. Front
Selma, CA 93662

Meeting Minutes

- Call to Order** President Warren Jennings called the meeting to order at 11:12 a.m.
- Attendance**
- | | |
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| Pacific Union School District
Warren Jennings | Kings River-Hardwick Un Elementary School Dist.
Jamie Perkins |
| Island Union Elem School Dist
Tom Bates | Guests:
Steve Bour
Gus Corona |
| Selma Unified School District
Larry Teixeira | Henry Brock
Dick Rhodes
Bill Tucker, Jr. |
| Fowler Unified School District
Eric Cederquist | Donna Murry |
- Introductions** The attending committee members and guests introduced themselves.
- Approval of Agenda** After stating the need to add two emergency items to the agenda, considering an alternative to developing a website for O.S.S. and consider action on the NorCal ReLiEF rebate, the motion was made by member Cederquist 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** A correction was made to the minutes of the July 17, 2003 meeting. It was incorrectly stated that Terri Bechtel was elected to the office of Treasurer. Adele Nikkel was the one elected to the O.S.S. office of Treasurer. With the correction noted, the motion was made by member Teixeira and seconded by member Cederquist to approve the consent agenda which included the following:
- A. Approval of the minutes of the July 17, 2003 Executive Committee meeting as mailed.
 - B. Approval of expenditures (Attachment A).
- Motion carried.
- Treasurer's Report** The financial statement for quarter ending September 30, 2003 was presented, (Attachment B). The motion to accept the report was made by member Teixeira and seconded by member Perkins. Motion carried.
- Broker's Report** The Broker, Bill Tucker Jr. reported on the annual board of directors' meeting for Northern California Regional Liability Excess Fund (NorCal ReLiEF) held October 16, 2003. He mentioned their school program is in excellent financial shape. One of the items brought before the board was the consideration to return surplus to the members. The board approved the return of \$2,274,053 to its members. The O.S.S. share of the rebate is \$20,005, or about 1% of the total. He continued on to say there were a number of new members that have joined NorCal ReLiEF this past year for their property/casualty coverage.
- Annual NorCal Meeting

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- Broker's Report Cont.** The Broker clarified what the current SELF rates were for the excess liability purchased by O.S.S. members. The first layer of coverage of \$14 million in excess of \$1 million is \$4.16 per ADA an increase of thirty-one percent (31%) over that of last year and the Option 3 level of \$30 million in excess of \$15 million is \$.93 per ADA an increase of twenty-one percent (21%) over that of last year. With the rebates given by SELF for both layers, the rates after rebate averages out to \$2.88 per ADA for the first layer and \$.89 per ADA for the Option 3 level.
- SELF Rates/Rebate**
- Administrator's Report** The Broker presented the summary of claims report, (attachment C) on behalf of the Claims Administrator, Erik Knak.
- The Committee recessed at 11:30 a.m. and reconvened at 11:50 a.m.
- Loss Control Report** Dick Rhodes, the Independent Contractor for Loss Control mentioned he is available for providing workshops. He has been conducting a large number of workshops on playground supervision. He stated several areas that could present a potential problem inside classrooms were:
1. Microwave ovens in multiple classrooms - causing large pull of electricity
 2. Plug in aerosol room freshener - could be a problem for students with allergies
 3. Aerosol cans – no pesticides are allowed in the classrooms, kitchens or pantries
 4. Small Refrigerators – sometimes are stored under sinks where there could be dampness, causing refrigerators to short out.
- Henry Brock from Brock's Loss Control Services, presented his progress report, (Attachment D).
- 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, 2003 and 2002, (enclosed). He reported on the excellent job Terri Bechtel was doing as the accountant for the JPA and stated there were no issues to report. The motion was made by member Bates and seconded by member Cederquist to accept the financial audit as presented. Motion carried.
- UC Regents- 4H Use of Facilities** The motion to approve the five year agreement between The Regents of the University of California and the O.S.S. was made by member Cederquist and seconded by member Perkins, (attachment E). Motion carried.
- This agreement allows the use of O.S.S. member districts' facilities by 4-H clubs.
- Re-accreditation** The motion was made by member Teixeira and seconded by member Cederquist, to approve the re-accreditation of the O.S.S., (attachment F). Motion carried.
- Website Design/ Ad-Hoc Committee** Henry Brock presented the *Request for Proposals for Website Design and Maintenance*. He stated after the RFP was placed on the agenda for approval, another solution for establishing a website came to the forefront and would be a large savings in time and money for both the O.S.S. and Fresno County Self Insurance Group (F.C.S.I.G.). Dr. Brock had received correspondence from Garth Maijala, owner of Fidelity Loss Control Management, employee of the San Luis Obispo County JPA (Schools Insurance Program for Employees) and presenter at a recent CASBO conference he attended. Mr. Maijala offered to design the websites for a flat fee of \$1,000 per site and an annual maintenance fee of \$150 each. He also noted each JPA would have a \$150 fee for their domain name and an annual hosting fee of \$150 each. No action was taken on either the RFP for Website Design and Maintenance and the Ad-Hoc Committee.

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Action Items Cont. The motion to accept the proposal to have Fidelity Loss Control Management develop the website for the O.S.S. was made by member Cederquist and seconded by member Perkins. Motion carried.

Website Design
Alternative

Renewal Bids/
Conditional Notice
of Withdrawal

The motion was made by member Perkins and seconded by member Teixeira not to give conditional notice of withdrawal from NorCal ReLIEF and not to go out to bid for the upcoming coverage year. Motion carried.

NorCal Rebate

The motion to return the \$20,005 rebate to the O.S.S. members was made by member Bates and seconded by member Teixeira. Motion carried.

The distribution of each member's share is based on their percentage of the fourteen (14) month premium paid out for the O.S.S. coverage term 05/01/96 to 06/30/97, (attachment G).

Board Member Report

President Jennings asked if any members 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 at 11:00 a.m. on Thursday, **January 15, 2004** at Rodolfo's in Selma.

With no further business, the motion was made by member Cederquist and seconded by member Bates to adjourn the meeting. Motion carried and the meeting adjourned at 12:22 p.m.

Prepared by,

Approved by,

Donna Murry
JP:dm

Jamie Perkins
O.S.S. Secretary