

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

**Executive Committee Meeting**

11:00 a.m. Thursday, January 15, 2009

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**
- |   |   |
|---|---|
| Pacific Union Elementary School District<br>Warren Jennings | Kingsburg Joint Union School District (Elementary)<br>Dr. Mark Ford<br>Carol Williamson   |
| Central Unified School District<br>Mary Romero              | West Park Elementary School District<br>Edith Gustafson   |
| Kerman Unified School District<br>James Foley               | Kings Canyon Unified School District<br>Terri Bechtel   |
| Island Union Elementary School District<br>Diane Augusto    | Guests:<br>Gus Corona – <i>Borchardt, Corona, &amp; Faeth</i><br>Mary Boyer - <i>SETECH</i><br>Erik Knak – <i>Knak &amp; Company</i><br>Dennis Williams - <i>Keenan &amp; Associates</i><br>Dr. Henry Brock – <i>Brock's Loss Control</i><br>Bill Tucker - <i>Tucker-Alexander Ins.</i><br>Donna Murry – <i>Tucker-Alexander Ins.</i> |
| Southwest Transportation Agency<br>Hemanta Mungur           |   |
| Fowler Unified School District<br>Eric Cederquist           |   |
- Introductions** The attending committee members and guests introduced themselves.
- Approval of Agenda** The motion to approve the agenda was made by member Cederquist 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 a correction to the October 23, 2008 minutes should show the expenditures referenced as those for quarter ending September 30, 2008 instead of June 30, 2008. With the correction to the minutes noted, the motion was made by member Ford and seconded by member Gustafson to approve the consent agenda which included the following:
- A. Approval of the minutes of the October 23, 2008 Executive Committee meeting as mailed.
  - B. Approval of audited expenditures
    - B.1 Quarter ending June 30, 2008 (Attachment A)
    - B.2 Quarter ending September 30, 2008 (attachment B)
    - B.3 Quarter ending December 31, 2008 (Attachment C)
- Motion carried.
- Treasurer's Report** The O.S.S. accountant, Carol Williamson, presented the audited financial statements for year ending June 30, 2008 and for quarter ending December 31, 2008, (Attachments D & E). The motion to accept the financial reports as presented was made by member Gustafson and seconded by member Ford. Motion carried.

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### Broker's Report

Renewal Questionnaires The broker, Bill Tucker Jr. mentioned the renewal questionnaires had been sent to the brokers for distribution to their districts. They are due back February 2, 2009.

Summit Meeting The broker spoke briefly on the upcoming 5<sup>th</sup> Annual Keenan Summit on March 4, 2009 in Pasadena and on March 5, 2009 in Berkeley. The event focuses on the economy, health care and risk management, emphasizing an open exchange of ideas from a variety of viewpoints. An invitational flyer will be included in the minutes on the summit.

### Administrator's Report

The claims administrator; Erik Knak presented the O.S.S. Loss History Review, (Attachment F). He mentioned all claims from the first four (4) years of his report have been closed, with the next year having only one (1) open claim which he hopes to have closed in the next sixty (60) days. The average number of claims has increased from one hundred thirty-three (133) since October to one hundred forty-five (145).

*The committee recessed at 11:35 a.m. and reconvened at 11:46 a.m.*

### Loss Control Report

Safety Inspections O.S.S. risk manager; Dr. Henry Brock reported to the Committee all facility audit reports have been completed for 2008. The six (6) month follow-up visits addressing the #1 and #2 priorities will be scheduled during the summer.

### 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, 2008 and 2007, (enclosed). The motion to accept the O.S.S. financial audit as presented, which included the management letter, was made by member Ford and seconded by member Gustafson. Motion carried.

Revision to Auditor's Contract Do to nine new auditing standards required on financial audits and the time involved to implement these changes, Mr. Corona presented a revision to their current contract, (Attachment G). The motion to accept the revision to the current contract as presented and subsequent amendment to the O.S.S. budget was made by member Cederquist and seconded by member Ford. After a brief discussion, roll call resulted in the following vote: AYES: Members Romero, Mungur, Foley, Cederquist, Bechtel, Ford, Augusto, and Jennings. NOES: Member Gustafson. ABSTENTIONS: None. ABSENT: Members Teixeira and Singh. Motion carried.

SETECH Report The SETECH Report; *A Financial Management Information Report For The Fiscal Years Ended June 30, 2007 and June 30, 2008*, was presented by Mary Boyer from the SETECH Division of Keenan & Associates. It was reported that O.S.S. continues to enjoy secure financial success and has declared to date rebates paid to members of over \$7.2 million. The motion was made by member Ford and seconded by member Gustafson to accept the report as presented, (enclosed). Motion carried.

Investment Policy The Executive Committee reviewed the changes to its investment policy as presented by the broker, (Attachment H). An annual review of the Investment Policy is mandated by the accreditation process. The motion to accept the June 17, 2008 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 Ford. Motion carried.

NOTE: A copy of the June 17, 2008 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](http://www.ossweb.org)

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## Action Items

### Cont.

Claims Audit Report      The broker presented the O.S.S. Claims Audit report, (Attachment I). The audit concluded the services provided by Knak & Company met or exceeded the generally accepted claims handling standards. The motion to accept the claims audit was made by member Ford and seconded by member Gustafson. Motion carried.

Actuarial Services      The motion to approve the contract with Milliman, Inc. for actuarial services for the 09/10 fiscal year, (Attachment J) was made by member Cederquist and seconded by member Gustafson. Motion carried.

Lakeside PTC      The motion to approve the on premises liability coverage for the Lakeside PTC under the Memorandum of Coverage for Lakeside Union Elementary School District was made by member Cederquist and seconded by member Gustafson, (Attachment K). Motion carried.

## Board Member Report

The matter of changing the meeting location was reviewed. After a brief discussion, it was the consensus of the Board to stay at Rodolfo's.

## 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 Tuesday, April 16, 2009 at Rodolfo's – Selma.

With no further business, the motion was made by member Ford and seconded by member Gustafson to adjourn the meeting. Motion carried and the meeting adjourned at 12:17 p.m.

Prepared by,

Approved by,

Donna Murry  
EG:dm

Edith Gustafson  
O.S.S. Secretary