

**OSS**  
ORGANIZATION OF  
**SELF-INSURED SCHOOLS**

**Executive Committee Meeting**

11:00 a.m. Thursday, October 18, 2012

Favorito  
115 N 6th  
Fowler, CA 93625

**Meeting Minutes**

**Call to Order**

President Larry Teixeira called the meeting to order at 11:04 a.m.

**Attendance**

Selma Unified School District  
Larry Teixeira

Los Banos Unified School District  
Dean Bubar

Southwest Transportation Agency  
Hemanta Mungur

Kingsburg Joint Union School District  
Dr. Wesley Sever  
Carol Williamson

Kings River-Hardwick Un Elementary School Dist  
Trish Singh

**Guests:**

Gustavo Corona – *Borchardt, Corona & Faeth*  
Mary Boyer – *Keenan & Associates - SETECH*  
Dennis Williams - *Keenan & Associates*  
Mike Lamb - *Wells Fargo Insurance Services*  
Erik Knak – *Knak & Company*  
Dr. Henry Brock – *Brock's Loss Control*  
Bill Tucker - *Tucker-Alexander Ins.*  
Donna Murry – *Tucker-Alexander Ins.*

Central Unified School District  
Kelly Porterfield

Kerman Unified School District  
Jim Foley

Fowler Unified School District  
Eric Cederquist

**Approval of Agenda**

The President mentioned the following revisions to the agenda. Action Items *Consider Contract with Keenan for Rent-A-Safety-Professional (RASP)* to be removed from the agenda and *Consider Financial Audit for Year Ending June 30, 2012 and 2011* is to be moved up to before the Treasurer's Report and correction to the next meeting date to read **Thursday**, January 17, 2013. With the revisions noted, the motion to approve the agenda was made by member Bubar and seconded by member Cederquist. Motion carried.

**Public Hearing Session**

President Teixeira asked if anyone wished to address the Committee. There was no response.

**Consent Agenda**

The motion was made by member Sever and seconded by member Singh to approve the consent agenda which included the following:

- A. Approval of the minutes of the July 26, 2012 meeting as emailed.
- B. Approval of expenditures for audited year ending June 30, 2012 (Attachment A), and for quarter ending September 30, 2012 (Attachments B). Motion carried.

**Action Item**

Financial Audit

Gustavo Corona with the firm, Borchardt, Corona & Faeth presented the O.S.S. financial audit for years ending June 30, 2012 and 2011, (Attachment C). He stated this was an unqualified opinion with all items fairly stated. He also mentioned the internal control report showed no findings and the JPA was operating properly. The motion to accept the O.S.S. financial audit report as presented was made by member Cederquist and seconded by member Bubar. Motion carried.

**Treasurer's Report**

Carol Williamson, the O.S.S. accountant presented the audited financial statement for year ending June 30, 2012, (Attachment D) and for quarter ending September 30, 2012, (Attachment E). The motion to approve the audited financial statement for year ending June 30, 2012 and for quarter ending September 30, 2012 was made by member Sever and seconded by member Singh. Motion carried.

## Organization of Self Insured Schools

October 18, 2012

Page 2

The committee recessed at 11:15 a.m. and reconvened at 11:40 a.m.

**Broker's Report** The broker, Bill Tucker Jr. reported on the highlights below from the NorCal ReLiEF (NCR) annual meeting he attended the week prior.  
NCR Ann'l Meeting

### Strategic Planning Session –

Included in the discussion was the rate stabilization program, the tailoring of available NCR services to member districts, educating new people in district administration through workshops, increasing ability of district personnel in loss control expertise and succession planning for positions such as JPA manager, NCR board, officers & committee members. It was also announced Ron Martin would be replacing Graham Grice as the general manager of the property & casualty division at Keenan & Associates. The replacement would be phased in over a two year period.

### Financial –

The SETECH Report & Financial Audits were approved.

### Risk Management –

It was reported the severity of arson claims have been reduced. A program was initiated for the inspection of electrical systems. Ten member districts were selected. Normal cost for such an inspection would run around \$3,000. A matching grant program for new loss control projects was established and available to NCR districts. A simple application needs to be completed and submitted. If approved, districts would be reimbursed for their costs up to a maximum amount. For O.S.S. districts this could be a maximum of up to \$10,000 and is based on ADA.

A presentation on Child Abuse and the responsibilities of the educator was also discussed at the NCR annual meeting. Mandatory reporting of sexual abuse was further defined, who is obligated to report; what triggers this reporting obligation; how and to whom the report must be made; and the ramifications of reporting and not reporting.

Motion Picture  
Licensing

The broker passed out information and discussed the issue of showing copyrighted movies by districts at their sites and the need to be licensed to do so, (Attachment F).

## Administrator's Report

The O.S.S. claims administrator Erik Knak from Knak & Company presented his report, *The O.S.S. Loss History Review – (Incurred)* as of 10-15-2012 for years 2004-05 through 2012-13, (Attachment G). The one late reported claim for the 2006-07 year should be closing soon. The number of claims and their reserves for the 2011-12 year were higher than the prior average.

## Loss Control Report

AEDs

O.S.S. risk manager; Dr. Henry Brock presented three companies which provides automatic electronic defibrillators (AEDs); Cardiac Science, Zoll, and Philips, (Attachment H). All three companies were found to be creditable with each one processing a uniqueness to offer O.S.S. members. The background and proposed contracts from the three companies were reviewed by the O.S.S. attorney, John Phillips. He found Zoll's indemnification agreement to be broader and their Plus Protection Package to provide more protection than the other two. It was therefore the recommendation of the risk manager to use Zoll as the AED market. More information would be emailed out to the districts on the AED recommendation.

## Action Items

Concussion Care  
Insurance

Mike Lamb with Wells Fargo Insurance Services spoke to the Executive Committee on the California state law AB25 which mandates athletes sustaining a concussion/head injury be removed from the activity and not return until evaluated & cleared by a licensed healthcare provider. The important part in safeguarding the athletic is twofold; a baseline test correctly administered before the start of the season and should a concussion occur using a healthcare provider trained in this type of injury for clearing the concussed player. Mr. Lamb's firm provides excess accident medical insurance coverage for concussions, state of the art software to evaluate concussion recovery, and proper education and awareness training in risk factors, equipment recommendation, early detection, & characteristics of concussions, (Attachment I). The insurance is a group product, not an individual product. The subject will be tabled until the next Executive Committee as more time was needed to evaluate the program.

**Organization of Self Insured Schools**

**October 18, 2012**

**Page 3**

**Action Items**

**Cont.**

- SETECH Rpt      The SETECH Report, *A Financial Management Information Report For the Fiscal Years Ended June 30, 2012*, (Attachment J) was presented by Mary Boyer from the SETECH Division of Keenan & Associates. She mentioned O.S.S. is continuing to enjoy secure financial success and a stable rate structure. Member Bubar made the motion to accept the SETECH report as presented with the motion seconded by member Williamson. Motion carried.
  
- VP Election      President Teixeira announced the opening for the office of Vice President. The motion to nominate Dean Bubar with Los Banos Unified School District for Vice President was made by member Foley and seconded by member Cederquist. Motion carried.
  
- Claims Audit      The broker presented and recommended the claims audit proposal submitted by Kenneth Maiolini with Risk Management Services, (Attachment K). The motion to accept the services by Kenneth Maiolini with Risk Management Services for the O.S.S. claims audit was made by member Cederquist and seconded by member Mungur. Motion carried.

**Board Member Report**

President Teixeira 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 Tuesday, **January 17, 2013** at Favorito's in Fowler.

With no further business, President Teixeira announced the meeting was adjourned at 12:27 p.m.

Prepared by,

Approved by,

*Donna Murry*



Donna Murry  
LT:dm

Larry Teixeira  
O.S.S. President