



Executive Committee Meeting

11:00 a.m. Thursday, October 16, 2014

Favorito
115 N 6th
Fowler, CA 93625

Meeting Minutes

Call to Order

President Larry Teixeira called the meeting to order at 11:00 a.m.

Attendance

Selma Unified School District
Larry Teixeira

Los Banos Unified School District
Dean Bubar

Sanger Unified School District
Eduardo Martinez
Nick Taylor

Kerman Unified School District
Kraig Magnussen

Fowler Unified School District
Eric Cederquist

Pacific Union Elementary School District
Annette Machado

Kings Canyon Unified School District
Adele Nikkel
Dr. John Quinto

Guests:

Gustavo Corona – *Borchardt, Corona & Faeth*
Mary Boyer – *SETECH Div. of Keenan & Associates*
Amy Dolson – *Poms & Associates*
Wayne Krout – *CS&FD Medical Waste Disposal Services*
Dr. Henry Brock – *Brock's Loss Control*
Bill Tucker - *Tucker-Alexander Ins.*
Donna Murry – *Tucker-Alexander Ins.*

Southwest Transportation Agency
Tony Mendes
Sandra Robles

Introductions

The attending committee members and guests introduced themselves.

Approval of Agenda

President Teixeira mentioned the need to move approval of the Financial Audit up to after the Treasurer's Report. The motion to approve the agenda with aforementioned change was made by member Bubar and seconded by member Magnussen.

Ayes: Members Teixeira, Bubar, Machado, Magnussen, Cederquist, Mendes, Quinto and Martinez.
Nays: None. Abstentions: None. 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 Magnussen and seconded by member Bubar to approve the Consent Agenda which included the following:

- A. Approval of the minutes of the July 24, 2014 Executive Committee meeting as emailed.
- B. Approval of audited expenditures for year ending June 30, 2014 (Attachment A) and the expenditures for quarter ending September 30, 2014, (Attachment B).

Ayes: Members Teixeira, Bubar, Machado, Magnussen, Cederquist, Mendes, Quinto and Martinez.
Nays: None. Abstentions: None. Motion carried.

Treasurer's Report

Due to a conflict in schedules for both the O.S.S. treasurer and the O.S.S. accountant, Bill Tucker presented the audited financial statement for year ending June 30, 2014 (Attachment C) and the financial statement for quarter ending September 30, 2014, (Attachment D).

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Action Items

Financial Audit

Gustavo Corona with the firm Borchardt, Corona & Faeth presented the O.S.S. financial audit for years ending June 30, 2014 and 2013, (Attachment E). He mentioned the report was issued on a comparative basis. It was noted the difference in ending cash balance from the audit report and that from the O.S.S. Treasurer's Report was from different accounting methods – cash vs. accrual. The motion to accept the financial audit report as presented was made by member Magnussen and seconded by member Cederquist.

Ayes: Members Teixeira, Bubar, Machado, Magnussen, Cederquist, Mendes, Quinto and Martinez.
Nays: None. Abstentions: None. Motion carried.

Broker's Report

NCR Ann'l Meeting

The broker, Bill Tucker reported on highlights from the Northern California ReLIEF (NCR) annual meeting. He indicated NCR is developing coverage for cyber liability exposure and hopes to have this available by the renewal in July.

Epi Pen Disposal

With the passage of SB1266 Legislation on Epi Pens, the necessity for having a disposal plan in place to pick up used and outdated Epi Pens was discussed. Wayne Krout with CS&FD Medical Waste Disposal Services was introduced and provided a summary of their services in this area. Information on the legislation, what the requirements are and how to get in touch with Mr. Krout will be sent to the O.S.S. members in the near future.

Note: SB1266 requires school districts, county offices of education, and charter schools to provide emergency epi pen auto-injectors to school nurses and trained personnel who have volunteered, as specified, and would authorize aforementioned personnel to use epi pens to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction and to ensure that each employee who volunteers is provided defense and indemnification by their employer.

Administrator's Report

The O.S.S. claims administrator Erik Knak from Knak & Company was unable to attend due to a scheduling conflict. His report, *The O.S.S. Loss History Review – (Incurred)* as of 10-07-2014, years 2006-07 through 2014-15, was presented by the broker Bill Tucker, (Attachment F).

Loss Control Report

O.S.S. risk manager, Dr. Henry Brock presented his risk management report detailing the various areas of risk management he is currently involved, (Attachment G):

The implementation of the strategic plan has begun with Amy Dolson of Poms & Associates assisting the districts review and update their Injury and Illness Prevention Programs (IIPP). A document on child abuse reporting procedures has been sent to all districts with certification to be completed when the mandated reporter training is completed. Districts' safety officers will soon be able to take an online class to assist in their duties and responsibilities of the IIPP implementation. The O.S.S. website is in the process of being updated with a new look and ease of use. Revisions have been made to the NCR safety inspection policy with the addition of failure to comply may result in denial of a claim. Golf cart safety review information will be sent out to members. Lastly, a reward program is in the works for district employees.

Action Items

SETECH Rpt

The SETECH Report, A Financial Management Information Report For the Fiscal Years Ended June 30, 2013 and June 30, 2014, (Attachment H) was presented by Mary Boyer from the SETECH Division of Keenan & Associates. She mentioned O.S.S. is very well funded with trending better than expected. The motion to accept the report as presented was made by member Cederquist and seconded by member Quinto.

Ayes: Members Teixeira, Bubar, Machado, Magnussen, Cederquist, Mendes, Quinto and Martinez.
Nays: None. Abstentions: None. Motion carried.

Members Quinto and Nikkel left the meeting.

Claims Audit Award

The broker presented and recommended the claims audit proposal submitted by Kenneth Maiolini with Risk Management Services, (Attachment I). 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 Machado.

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Action Items Cont.

Claims Audit Award Ayes: Members Teixeira, Bubar, Machado, Magnussen, Cederquist, Mendes, and Martinez. Nays: None. Abstentions: None. Motion carried.

Transportation Form V-100C Bill Tucker presented the revised Transportation Form V-100C, (Attachment J) as amended by the O.S.S. attorney. The wording identifying the type of non-profit of the qualified entity was eliminated. The motion to accept the amended Transportation Form V-100C as presented was made by member Mendes and seconded by member Magnussen.

Ayes: Members Teixeira, Bubar, Machado, Magnussen, Cederquist, Mendes, and Martinez. Nays: None. Abstentions: None. Motion carried.

Abuse Policy The motion to adopt Policy #CA-01, Child Abuse Prevention Policy of the O.S.S. and be in compliance with the NCR Child Abuse Prevention Policy, (Attachment K) was made by member Bubar and seconded by member Magnussen.

Ayes: Members Teixeira, Bubar, Machado, Magnussen, Cederquist, Mendes, and Martinez. Nays: None. Abstentions: None. Motion carried.

Central WRA The broker presented the actuary's initial withdrawal reserve account (WRA) letter for the Central Unified School District termination (Attachment L). The motion to approve the WRA letter for Central Unified School District as presented was made by member Cederquist and seconded by member Bubar.

Ayes: Members Teixeira, Bubar, Machado, Magnussen, Cederquist, Mendes, and Martinez. Nays: None. Abstentions: None. Motion carried.

Board Member Report

President Teixeira asked if any member had items to report. There was no response.

Next Meeting/ Adjournment

The next scheduled meeting for the Executive Committee is **11:00 p.m., Thursday, January 22, 2015** at Favorito's, Fowler.

With no further business, the meeting adjourned at 12:21 p.m.

Prepared by,

Donna Murry

Donna Murry
LT:dm

Approved by,



Larry Teixeira
O.S.S. President and Acting Secretary