

  
**FRESNO COUNTY**  
**SELF INSURANCE GROUP**

**Quarterly Board Meeting**

1:30 p.m. Tuesday, January 12, 2016

J. Frank Parks Education Center  
Selma Unified School District  
3036 Thompson Ave.  
Selma, CA 93662

**Meeting Minutes**

**Call to Order** President Eric Cederquist called the meeting to order at 1:33 p.m.

**Attendance**

Fowler Unified School District  
Eric Cederquist

Sanger Unified School District  
Eduardo Martinez  
Kevin Edwards

Riverdale Jt Unified School District  
Jeff Percell

Fresno County Office of Education  
Laurie Gabriel

Firebaugh-Las Deltas Jt Unified School Dist.  
Russell Freitas

Kingsburg Joint Union School District (Elem)  
Dr. Wesley Sever  
Carol Bray

Selma Unified School District  
Larry Teixeira

Alvina Elementary Charter School District  
Mike Iribarren

Guests:  
Sharon Castillo – *Tristar Risk Management*  
Curt Crockett – *Tristar Risk Management*  
Dr. Henry Brock – *Brock's Loss Control*  
Bill Tucker – *Tucker-Alexander Insurance*  
Donna Murry – *Tucker-Alexander Insurance*

**Approval of Agenda**

President Cederquist announced the need for an emergency item to be added to the Action Items under 9.5 Consider Acceptance of Conditional Letters of Withdrawal from F.C.S.I.G. by Golden Plains USD, Kings Canyon USD, Riverdale Jt USD, Central Valley Preschool, Sanger USD, Southwest Transportation Agency, and South County Support Services Agency. The motion to approve the addition of the emergency action item was made by member Martinez and seconded by member Sever.

Ayes: Members Cederquist, Bray, Sever, Martinez, Edwards, Iribarren and Percell. Nays: None. Abstentions: None. Motion carried.

The motion to approve the agenda with the addition of the emergency action item was made by member Martinez and seconded by member Bray.

Ayes: Members Cederquist, Bray, Sever, Martinez, Edwards, Iribarren and Percell. Nays: None. Abstentions: None. Motion carried.

**Public Hearing Session**

President Cederquist asked if anyone wished to address the Board. There was no response.

**Consent Agenda**

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

- A. Approval of the minutes from the October 13, 2015 meeting and the November 12, 2015 special board meeting as emailed.
- B. Approval of expenditures for quarter ending December 31, 2015, (Attachment A).

Ayes: Members Cederquist, Bray, Sever, Martinez, Edwards, Iribarren and Percell. Nays: None. Abstentions: None. Motion carried.

**Treasurer's Report**

Carol Bray, the F.C.S.I.G. accountant presented the financial statements for quarter ending December 31, 2015, (Attachment B).

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Member Gabriel arrived.

### JPA Manager's Report

Claims Cost Analysis

The JPA manager, Bill Tucker, Jr. with Tucker-Alexander Insurance presented the Claims Cost Analysis for period December 2015, (Attachment C). He mentioned the claims continue to improve for the current 15/16 year.

Payroll Factor

The JPA manager asked the Board for their estimate on payroll increases for the 2016/2017 year for purposes of estimating the payroll for the workers' comp deposit premium. With all things considered, it was the consensus of the Board to use a factor of 2.5 percent (2.5%) as the increase.

Status of Program Remarketing

A report of the recent Remarketing Committee meeting was given, (Attachment D). Donna Abersman had presented the draft of the Request For Proposal (RFP), reviewing its content with the committee and answering any questions they had. The RFP will be mailed out February 1, 2016 and due back February 29, 2016. A decision by the committee will be made by April 25, 2016 after analyzing not only coverages, but services, financial stability of the various programs and premium costs.

### Administrator's Report

The F.C.S.I.G. claims administrator, Sharon Castillo with Tristar Risk Management gave her report. She commented on the new posters needed posting as of 01/01/16 in the work place along with the new Division of Workers' Compensation Claim Form (DWC1), (Attachment E). Other items noted were:

- Minimum wage was raised to \$10/hour
- Mileage rate revised to 54 cents / mile, effective 1/1/16
- Temporary disability rates are now \$1,128.43 maximum, and \$169.26 minimum
- Liens prior to 01/01/13 with no activation fee paid will be dismissed as of 1/1/16 by operation of law
- The Profile Audit Review (PAR) of Workers' Compensation Insurers, Self-Insured Employers and Third Party Administrators which is completed every five years by the State of California, rated the performance of the Fresno Tristar office in the top five percent of the state.

Client Portal

Curt Crockett introduced Tristar's *Client Portal*, a Risk Management Information System (RMIS). Districts will have access to their claim information along with interactive graphs for allowing quick analysis of their claims, the capability of viewing individual claims with detailed information including financials, notes and imaged file documents, and the ability of creating a variety of reports. Mobile apps can be downloaded by injured employees to have access to their claim(s). Tristar anticipates having the Client Portal available for each individual district sometime toward the end of April. For those that wish to have access to the Client Portal, contact Sharon Castillo, [Sharon.castillo@tristargroup.net](mailto:Sharon.castillo@tristargroup.net). A user manual will be provided as well as a webinar for additional user training.

### Loss Control Report

RTW Pilot Program

F.C.S.I.G. risk manager, Dr. Henry Brock presented his report, highlighting the risk management projects in which he has been involved since the last quarterly meeting, (Attachment F).

The Return To Work (RTW) pilot program is underway with three participating members, Kerman Unified, Fresno County Office of Education, and Southwest Transportation Agency.

Strategic Plan

A report for each district regarding their workers' comp losses and what steps can be taken to reduce those losses in the future is in works.

Safety Officer

Districts are encouraged to appoint a safety officer. Their training can be undertaken by utilizing the online class titled, *Injury and Illness Prevention Program (IIPP) Implementation for Safety Officers*.

Newsletter

The winter newsletter is being prepared.

Upcoming Classes

A Personal Protective Equipment (PPE) Assessment class and a food safety workshop are to be held 1/13/16 and 3/21/16 respectively.

### Action Items

Actuarial Proposal

The JPA manager presented the proposal for 2016 actuarial services by Milliman, Inc. (Attachment G). The motion to approve the proposal as presented by the broker was made by member Sever and seconded by member Martinez.

Ayes: Members Cederquist, Bray, Sever, Martinez, Edwards, Iribarren, Percell and Gabriel. Nays: None. Abstentions: None. Motion carried.

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**Action Items**

**Cont.**

Claims Audit

Member Teixeira arrived.

The claims audit as conducted by Farley Consulting Services, LLC (Attachment H) was presented by the JPA manager, Mr. Tucker. The motion was made by member Bray and seconded by member Martinez to accept the claims audit as presented.

Ayes: Members Cederquist, Bray, Sever, Martinez, Edwards, Iribarren, Percell, Gabriel and Teixeira.  
Nays: None. Abstentions: None. Motion carried.

Investment  
Authority

Mr. Tucker felt it prudent to restate the investing responsibility for F.C.S.I.G. and delegate investment authority to the Auditor-Controller/Treasurer-Tax Collector of the County of Fresno, (Attachment I). The motion was made by member Martinez and seconded by member Teixeira to delegate investment authority of Fresno County Self Insurance Group to the Auditor-Controller/Treasurer-Tax Collector of the County of Fresno.

Ayes: Members Cederquist, Bray, Sever, Martinez, Edwards, Iribarren, Percell, Gabriel and Teixeira.  
Nays: None. Abstentions: None. Motion carried.

Investment Plcy  
Review

The F.C.S.I.G. Board is required to annually review the Investment Policy of the County of Fresno as they have adopted aforementioned policy as their own. Main changes to the December 4, 2012 policy were addressed, (Attachment J). With changes noted, the motion to accept the revised Investment Policy of the County of Fresno was made by member Martinez and seconded by member Sever.

Ayes: Members Cederquist, Bray, Sever, Martinez, Edwards, Iribarren, Percell, Gabriel and Teixeira.  
Nays: None. Abstentions: None. Motion carried.

The Investment Policy can be found on the F.C.S.I.G. website [www.fcsigweb.org](http://www.fcsigweb.org)

Ltrs of Withdrawal

The JPA manager mentioned his office has received conditional letters of withdrawal from the following districts: Golden Plains USD, Kings Canyon USD, Riverdale Jt USD, Central Valley Preschool, Sanger USD, Southwest Transportation Agency, and South County Support Service Agency. The motion to accept the conditional letters of withdrawal from Golden Plains USD, Kings Canyon USD, Riverdale Jt USD, Central Valley Preschool, Sanger USD, Southwest Transportation Agency, and South County Support Service Agency was made by member Sever and seconded by member Martinez.

Ayes: Members Cederquist, Bray, Sever, Martinez, Edwards, Iribarren, Percell, Gabriel and Teixeira.  
Nays: None. Abstentions: None. Motion carried.

The JPA manager will be sending letters to those districts notifying them of the Boards' acceptance of their conditional withdrawal letters, the date for rescinding their withdraw notification, their responsibility for expenses incurred to administer their open claims as well as any other administrative expenses incurred by F.C.S.I.G. as a result of their withdrawal.

**Board Member  
Report**

There were no comments by the board members.

**Closed Session**

There were no items for closed session.

**Next Meeting/  
Adjournment**

The next quarterly meeting is scheduled for 1:30 p.m. on **Tuesday, May 03, 2016**, in Selma at their district office. The meeting adjourned at 2:26 p.m.

Prepared by,

*Donna Murry*

Donna Murry  
EM:dm

Approved by,

*Eduardo Martinez*

Eduardo Martinez  
F.C.S.I.G. Secretary