

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

Executive Committee Meeting

11:00 a.m. Thursday, January 19, 2017

Favorito
115 N 6th
Fowler, CA 93625

Meeting Minutes

Call to Order President Larry Teixeira called the meeting to order at 11:05 a.m.

Attendance

Selma Unified School District Larry Teixeira	Los Banos Unified School District Dean Bubar
Kingsburg Joint Union School District (Elem) Dr. Wesley Sever Carol Bray	Kings River-Hardwick Union Elementary School District Trish Singh
Southwest Transportation Agency Sandra Robles	Fowler Unified School District Eric Cederquist
Kerman Unified School District Kraig Magnussen	Kingsburg Joint Union High School District Randy Morris
Pacific Union Elementary School District Annette Machado	Firebaugh Las-Deltas Joint Unified School District Russell Freitas
Island Union Elementary School District Diane Augusto	Guests: Erik Knak – <i>Knak & Company</i> Dennis Williams – <i>Keenan & Associates</i> Amy Dolson – <i>Poms & Associates</i> Bill Tucker - <i>Tucker-Alexander Ins.</i> Donna Murry – <i>Tucker-Alexander Ins.</i>
Fresno County Superintendent of Schools Christopher Lozano	

Approval of Agenda The motion to approve the agenda was made by member Freitas and seconded by member Sever.

Ayes: Members Teixeira, Bubar, Sever, Singh, Robles, Magnussen, Machado, Morris, Cederquist, and Freitas. 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 Bubar and seconded by member Machado to approve the Consent Agenda which included the following:

- A. Approval of the minutes of the October 27, 2016 Executive Committee meeting as emailed.
- B. Approval of expenditures for quarter ending December 31, 2016, (Attachment A).

Ayes: Members Teixeira, Bubar, Sever, Singh, Robles, Magnussen, Machado, Morris, Cederquist, and Freitas. Nays: None. Abstentions: None. Motion carried.

Treasurer's Report Carol Bray, the O.S.S. accountant presented the financial statement for quarter ending December 31, 2016, (Attachment B).

Broker/Manager's Report

Renewal
Questionnaires

The JPA manager, Bill Tucker mentioned the Northern California ReLIEF (NCR) renewal questionnaires have been emailed to all brokers earlier this month. Districts should have been contacted by their brokers for completing their questionnaire which are due back to NCR by February 20, 2017. Tucker-Alexander still needs to review each one for completeness, so the sooner they can be completed and returned, the better.

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Broker/Manager's Report Cont.

- Form 700 Conflict of Interest Form 700, Conflict of Interest filings have been emailed to the Executive Committee members, alternates and consultants. The forms are to be mailed back to Tucker-Alexander by April 3, 2017 as original signatures are needed.
- Accreditation Status The accreditation review for the O.S.S. cannot be completed until the entire Board meets in May. According to the O.S.S. Bylaws, it is the role of the Executive Committee role to initiate policies, but final approval needs to be made by the Board. There are two policies which need ratification, in addition to the Board's reviewing and acceptance of the full accreditation report.
- Member Augusto arrived.
- Title 24 Energy Efficiency Standards Mr. Tucker briefly mentioned the new energy efficiency standards implemented by the State of California regarding school construction for new and existing buildings, (Attachment C). The impact of the regulations will create increased cost of construction for fixed structure and modernization projects. Since NCR members' property coverage is based on replacement cost, the Total Insured Values (TIV) could be affected by as much as 4-5% in the property appraisal process moving forward. Title 24 does not pertain to portable structures or contents.
- Retirement Bill Tucker made the announcement he would not be renewing his contract as the JPA manager which will be ending June 2018. This will allow the O.S.S. Executive Committee time to start the process to find a suitable replacement. Volunteers to sit on a sub-committee will be solicited from the Executive Committee. Dean Bubar (Los Banos USD) volunteered for this assignment.

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 01-11-2017, years 2007-08 through 2016-17, (Attachment D). He stated there are 38 open claims, down from 68 open one year ago with a reduction in reserves of \$492,000 from the same time period. The districts that departed represented 41% of the membership, 41% of the claims severity but 50% of the claim frequency.

Loss Control Report

O.S.S. risk manager, Amy Dolson from Poms and Associates presented the risk management report detailing the various areas of risk management she is currently involved, (Attachment E):

- Certified Playground Safety Inspections It was proposed to consider a one-time Certified Playground Safety Inspection of each member's playgrounds over a three-year cycle due to a number of requests to conduct such inspections by the member districts. The inspections would be conducted at the same time as the three-year cycle of safety inspections if the JPA chose to use Poms & Associates. The flat fee per playground is \$250 with a not to exceed 3 year cost of \$47,000, (Attachment F). If elected, the inspections would start in the next fiscal year beginning 7/01/17.

Member Sever left.

- Online Training Coordinator School Insurance Program for Employees (SIPE) is requiring each district to provide a contact for the Online Training Coordinator for the GetSafetyTrained.com online system. SIPE will be providing a training webinar for all coordinators on February 28, 2017 from 11:00 am – 12:00 pm. The webinar will be recorded for those who are unable to attend.

- Workshops Three workshops are currently scheduled, two for Forklift Operator certification – certification required every three years and one for Pesticide Handler and IPM Coordinator – certification required annually. Additional areas of training if interest warrants would be in playground supervisor training, playground inspection & maintenance training, fleet safety/driver safety, and interactive process and reasonable accommodation.

- Member Visits Member visits will continue, consulting with each district to increase their safety awareness, developing a culture of safety, and helping to establish a Safety Training Program.

- Vehicle Use Policy & Training Part of the O.S.S. Strategic Plan is to prepare a Vehicle Use Program for each district and assist with training and implementation. Developing a template for each member district in addition to researching DMV pull notice programs to potentially be included as part of the Vehicle Use Program is in the works.

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Action Items

Milliman Proposal The JPA manager presented the proposal for 2017 actuarial services by Milliman, Inc. (Attachment G). The motion to approve the proposal as presented was made by member Bubar and seconded by member Augusto.

Ayes: Members Teixeira, Bubar, Bray, Singh, Robles, Magnussen, Machado, Morris, Cederquist, Freitas and Augusto. Nays: None. Abstentions: None. Motion carried.

Investment Policy The O.S.S. Executive Committee is required to annually review the Investment Policy of the County of Fresno as they have adopted the aforementioned policy as their own. Clarification of the terms were the only changes made, (Attachment H). The motion to accept the revised Investment Policy of the County of Fresno was made by member Machado and seconded by member Singh.

Ayes: Members Teixeira, Bubar, Bray, Singh, Robles, Magnussen, Machado, Morris, Cederquist, Freitas and Augusto. Nays: None. Abstentions: None. Motion carried.

The Investment Policy can be found on the O.S.S. website www.ossweb.org

WRAs

The JPA manager, Mr. Tucker presented the Withdrawal Reserve Account (WRA) as prepared by the actuary, Milliman, Inc. for the districts terminating their membership in O.S.S.; Central Unified, Golden Plains Unified, Kings Canyon Unified, and Sanger Unified, (Attachment I). A WRA is to be established for each terminated member based on their pro-rata share of the asset appreciation and case reserves of their claims minus expenses associated with their termination. The JPA manager will be notifying each district in a letter with their WRA information. The motion to accept the WRA calculations as presented was made by member Cederquist and seconded by member Bubar.

Ayes: Members Teixeira, Bubar, Bray, Singh, Robles, Magnussen, Machado, Morris, Cederquist, Freitas and Augusto. Nays: None. Abstentions: None. Motion carried.

Claims Audit

The JPA manager presented the O.S.S. Claims Audit report as prepared by Ken Maiolini with Risk Management Services (RMS). In summary the O.S.S. claims are handled in a professional and competent manner, with no issues noted. The O.S.S. claims are handled by in a manner that meets or exceeds industry standards and CAJPA criteria. The motion to approved the Claims Audit with the request to name Knak and Associates as the TPA handling the O.S.S. claims was made by member Bubar and seconded by member Magnussen.

Ayes: Members Teixeira, Bubar, Bray, Singh, Robles, Magnussen, Machado, Morris, Cederquist, Freitas and Augusto. Nays: None. Abstentions: None. Motion carried.

The revised Claims Audit is attached, (Attachment J).

Board Member Report

Member Cederquist inquired about coverage for PTO & Booster Clubs in addition to independent charter schools and affordable coverage. The JPA manager mentioned there were markets for both and would provide information to the group.

Attachment K is coverage information for Booster Clubs and PTOs. Attachment L shows affordable markets available for independent charter schools.

Next Meeting/Adjournment

The next scheduled meeting for the Executive Committee is **11:00 a.m., Thursday, April 20, 2017** at Favorito's, Fowler.

With no further business, the meeting adjourned at 11:55 a.m.

Prepared by,

Donna Murry

Donna Murry
TS:dm

Approved by,

Trish Singh

Trish Singh
O.S.S. Secretary