

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

Annual Board of Directors Meeting

10:00 a.m. Tuesday, May 16, 2017
Southwest Education Support Center, 16644 S. Elm
Caruthers, CA 93609

Meeting Minutes

Call to Order The meeting was called to order at 10:05 a.m. by President Larry Teixeira.

Attendance

Selma Unified School District Larry Teixeira	Los Banos Unified School District Dean Bubar
Kingsburg Jt. Union School District (Elem) Carol Bray Wesley Sever	Kerman Unified School District Kraig Magnussen
South County Support Services Agency Southwest Transportation Agency Sandra Robles	Firebaugh-Las Deltas Jt Unified School Dist. Russell Freitas
Fowler Unified School District Fresno Area Self Insurance Benefits dba EdCare Eric Cederquist	Kingsburg Jt Union High School District Randy Morris
Fresno County Self Insurance Group Scott Griffin	Fresno County Superintendent of Schools Jeff Becker
Laton Unified School District Tammy Alves	Valley Regional Occupational Program Dora Alvarado
Central Valley Preschool Riverdale Unified School District Jeff Percell	Dinuba Unified School District Peggy Garispe
Westside Elementary School District Baldo Hernandez	Clay Jt Elementary School District Brenda Sylvia
	Guests: Tom Russo – <i>Keenan & Associates</i> Dennis Williamson – <i>Keenan & Associates</i> Amy Dolson – <i>Poms & Associates</i> Bill Tucker - Tucker-Alexander Ins. Donna Murry – Tucker-Alexander Ins.

Quorum A quorum of the Board of Directors was present.

Introductions The attending directors and guests introduced themselves.

Approval of Agenda The motion was made by member Bubar and seconded by member Magnussen to approve the agenda.
Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, and Garispe. Nays: None. Abstentions: None. Motion carried.

Public Hearing Session President Teixeira asked if anyone wished to address the Board. There was no response.

Consent Agenda The motion to approve the consent agenda, which included the minutes of the May 24, 2016 Board of Directors meeting as emailed, was made by member Freitas and seconded by member Bubar.

Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, and Garispe. Nays: None. Abstentions: None. Motion carried.

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Treasurer's Report The O.S.S. accountant, Carol Bray presented the financial statement for period ending May 5, 2017, (Attachment A).

Broker's Report

NCR Meeting
Board of Directors

The JPA manager, Bill Tucker Jr. reported on the highlights from the NorCal ReLiEF (NCR) Board of Directors' meeting:

Claims seem to be on the decline. Overall they are smaller and are staying within the Member Retained Limit (MRL).

NCR has opted to continue with their matching grant program. The grants are to be used for risk management and loss control items such as cameras, alarms, lighting, etc. Application will be available sometime in July, 2017.

Retirement

Mr. Tucker mentioned to the Board of Directors he would not be renewing his contract as the JPA manager, which will be ending June 30, 2018. A Request for Proposal (RFP) was emailed out to several vendors, posted to both the O.S.S. and the CAJPA websites. The deadline for filing is Friday, May 19.

Administrator's Report

Due to a conflict, the claims administrator for the O.S.S., Erik Knak from Knak & Company, presented his report *O.S.S. Loss History Review – (Incurred) – 5-02-2017 for years 2007-08 through 2016-17* via phone, (Attachment B). There are 35 open claims down from 70 one year ago. The reserves are \$660,020 a decrease of \$596,000 also from one year ago. Claims are trending in a positive manner for the O.S.S.

Members Sylvia and Hernandez arrived.

Loss Control Report

O.S.S. risk manager, Amy Dolson with Poms and Associates introduced herself. She mentioned she has worked with the O.S.S. for three years now alongside Dr. Brock who has since retired. The services which are available to member districts were discussed, (Attachment C). She offered to help any district with setting up their safety committee or assisting with safety programs such as the *Comprehensive School Safety Plan* or *Emergency Preparedness and Visitor Check-In Procedures* to name a few. The topics for the monthly safety meetings, (Attachment D) were presented. The purpose of these topics is to help coordinate a consistent employee safety message throughout the JPA.

Plans are for updating the O.S.S. website to utilize it for requesting services, creating electronic newsletters, providing webinars that can be recorded and later available on the website, developing a human resources track and automating the DMV Pull Notice Program for driver management.

Certified playground inspections have been approved and will be on a one time, three-year cycle corresponding to the NCR safety inspections, (Attachment E). Should a member have a new playground or have made modifications to an existing playground and they are outside of the schedule, they may contact Ms. Dolson as she has her Certified Playground Safety Inspector (CPSI) designation.

This year additional workshops will be available with assistance in coordinating in-service training. There is still room available for the Integrated Pest Management/Pesticide Handler training to be held on June 27 at Southwest Education Support Center. A training seminar: *Protecting the Sexual Innocence of Children in Youth-Serving Organizations* will be offered on November 8th to Principals, Administrators, Risk Managers, HR Managers & Classified Supervisors of member districts. It goes beyond mandated reporter training and looks at prevention, (Attachment F). The presenter is Diane Cranley and the seminar is sponsored by NCR.

Action Items

Accreditation Rpt.

The JPA manager, Bill Tucker mentioned O.S.S. went through its accreditation review conducted by the California Association of Joint Powers Authorities (CAJPA) and presented the subsequent report with its findings for discussion to the Board, (Attachment G). The motion to acknowledge and approve the CAJPA accreditation report as presented was made by member Cederquist and seconded by member Magnussen.

Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.

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Action Items Cont.

- Target Equity Plcy** The JPA manager presented the Contingency Fund & Net Position Policy #CF-01 (Target Equity Policy) as required for full accreditation, (Attachment H). The policy assures that the funds held and contribution collected are reasonably adequate to pay the liabilities of the O.S.S. The motion to accept the Target Equity Policy #CF-01 as presented was made by member Freitas and seconded by member Sever.
- Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.
- Underwriting Policy** The JPA manager presented the Underwriting Policy #UW-01 to the Board for their consideration as required for full accreditation, (Attachment I). The policy will establish the guidelines for marketing to prospective members. The motion to accept the Underwriting Policy #UW-01 as presented was made by member Bubar and seconded by member Magnussen.
- Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.
- Loss Fund Rates** The JPA manager presented the loss fund rate at the \$50,000 S.I.R. level with the modified premium for each member comparing the 2017/18 year with that from 2016/17, (Attachment J). The actuary used a 5-year loss history to calculate the rate, which has decreased resulting in an overall 2.7% reduction in premium. The motion to approve the loss fund renewal rate was made by member Freitas and seconded by member Cederquist.
- Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.
- NCR Rates** The NCR liability and property rates were presented to the Board, (Attachment K). The manager commented that this was a very good renewal since the NCR rates increased just 6%, combined with a 3% reduction in the loss fund rates, resulting in an overall premium increase of just 3%. Much of the overall increase is due to higher property values, increased ADA, and an increase in the NCR loss experience factors for O.S.S. The motion to approve the NCR rates as presented was made by member Bubar and seconded by member Freitas.
- Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.
- Rebates** It was the recommendation of both the manager and the Executive Committee to hold payment of rebates for the 16/17 year to help the cash flow of the fund. The motion not to declare a rebate for the 16/17 year was made by member Magnussen and seconded by member Robles.
- Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.
- At Large Membership** The motion to approve the current slate of at large members on the Executive Committee was made by member Cederquist and seconded by member Sever, (Attachment L).
- Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.
- OSS Budget** The motion to accept the O.S.S. Budget as presented by the JPA manager was made by member Freitas and seconded by member Sever, (Attachment M).
- Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.
- OSS Bylaws Revised** The O.S.S. Bylaws as revised and restated was presented to the Board for their consideration, (Attachment N). The revisions were the cleaning up of dates, deleting the mention of workers' compensation, and amending the quorum for the Executive Committee from fifty percent (50%) to six (6) members. The motion to approve the *Restated Bylaws of the Organization of Self-Insured Schools ("OSS") Effective as revised and restated as of July 1, 2017* was made by member Cederquist and seconded by member Bubar.
- Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.

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OSS Agreement
Revised

The O.S.S. Agreement as revised and restated was presented to the Board for their consideration, (Attachment O). The revisions were the cleaning up of dates. The motion to approve the Restated Joint Powers Agreement of the Organization of Self-insured Schools ("OSS") Effective as Revised and Restated July 1, 2017 was made by member Freitas and seconded by member Magnussen.

Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.

A signature page will be mailed to the O.S.S. members as signatures of all members are required to revise the O.S.S. Agreement.

A full copy of the amended Bylaws and Agreement will be available on the OSS website after July 1, 2017. Their links are:

Bylaws: <https://www.ossweb.org/online-resource-center/?category=26>

Agreement: <https://www.ossweb.org/online-resource-center/?category=27>

**Board Member
Report**

Dennis Williams, Keenan liaison to the O.S.S. announced his retirement to the Board and stated this was his last O.S.S. meeting. He served in this capacity for eleven years. The Board wished Dennis the best in his retirement.

**Next Meeting/
Adjournment**

The next scheduled Annual Board of Directors meeting is 10:00 a.m. on **Tuesday, May 15, 2018** at Southwest Education Support Center.

The motion to adjourn the meeting was made by member Magnussen and seconded by member Robles.

Ayes: Members Teixeira, Bubar, Sever, Cederquist, Magnussen, Robles, Freitas, Griffin, Alvarado, Alves, Morris, Becker, Percell, Garispe, Sylvia, and Hernandez. Nays: None. Abstentions: None. Motion carried.

The meeting adjourned at 11:00 a.m.

Prepared by,

Donna Murry

Donna Murry
LT:dm

Approved by,



Larry Teixeira
Acting O.S.S. Secretary