

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

Executive Committee Meeting

11:00 a.m. Thursday, July 20, 2017

Fowler Unified Instructional Support Services Center, Rm #4
624 E. Adams Ave
Fowler, CA 93625

Meeting Minutes

Call to Order

Vice President Dean Bubar called the meeting to order at 11:04 a.m.

Attendance

Los Banos Unified School District Dean Bubar	Kings River-Hardwick Un Elementary School District Trish Singh
Kingsburg Joint Union School District (Elem) Carol Bray	Kerman Unified School District Kraig Magnussen
Southwest Transportation Agency Sandra Robles	Firebaugh Las-Deltas Joint Unified School District Russell Freitas
Pacific Union Elementary School District Annette Machado	Fowler Unified School District Eric Cederquist Scott Griffin Keith Loewen
Island Union Elementary School District Diane Augusto Charlotte Hines	Guests: Robin Johnson - <i>CAJPA</i> Tom Russo – <i>Keenan & Associates</i> Bill Tucker - <i>Tucker-Alexander Ins.</i> Donna Murry – <i>Tucker-Alexander Ins.</i> Amy Dolson – <i>Poms & Associates</i>
Fresno County Superintendent of Schools Jeff Becker Chris Lozano	

Introductions

The attending committee members and guests introduced themselves.

Approval of Agenda

The motion to approve the agenda was made by member Magnussen and seconded by member Freitas.

Ayes: Bubar, Bray, Singh, Magnussen, Robles, Machado, Griffin, Augusto, and Freitas. Nays: None. Abstentions: None. Motion carried.

Public Hearing Session

Vice President Bubar 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 Freitas to approve the Consent Agenda which included the following:

- A. Approval of the minutes of the May 16, 2017 Executive Committee meeting as emailed.
- B. Approval of expenditures for quarter ending June 30, 2017, (Attachment A).

Ayes: Bubar, Bray, Singh, Magnussen, Robles, Machado, Griffin, Augusto, and Freitas. Nays: None. Abstentions: None. Motion carried.

Treasurer's Report

Carol Bray, the O.S.S. accountant presented the unaudited financial statement for quarter and year ending June 30, 2017, (Attachment B).

Member Cederquist arrived.

Broker/Manager's Report

Presentation of
CAJPA Certificate

The JPA manager, Bill Tucker mentioned the Organization of Self Insured Schools has received its accreditation with excellence and presenting the accreditation certificate was Robin Johnson, California Association of Joint Powers Authorities (CAJPA) Accreditation Consultant, (Attachment C).

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Broker/Manager's Report Cont.

CAJPA Cert Cont.

Mr. Johnson reiterated to the Committee it was a great accomplishment to receive the status of accreditation with excellence, which involves a great deal of work and accountability. With that said, Mr. Johnson presented the Certificate of Accreditation with Excellence to the O.S.S. Vice President, Dean Bubar.

The news link to the O.S.S. website is:

<https://www.ossweb.org/2017/07/24/oss-awarded-accreditation-with-excellence/>

Administrator's Report

Due to traffic conditions, the O.S.S. claims administrator Erik Knak from Knak & Company presented his report, *The O.S.S. Loss History Review – (Incurred)* as of 07-11-2017, years 2008-09 through 2017-18, (Attachment D) via speakerphone. He stated there are 39 open claims with a reduction in reserves of \$451,000 from the same time period one year ago. He mentioned it was a pretty good report for the O.S.S.

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):

Monthly Safety Meeting Topics

The Monthly Safety Meeting Topics for 2017-2019 was presented, (Attachment F). The purpose of the document is to coordinate a consistent employee safety message and to assist in safety compliance. The topic for July is Heat Illness Prevention, (Attachment G).

Diane Cranley Presentation

Northern California ReLIEF (NCR) has offered to host a presentation on preventing child sexual abuse and recognizing its signs to O.S.S. members, namely administrators and principals. Diane Cranley will be the presenter, (Attachment H). The Fresno County Superintendent of Schools has offered their facilities for the seminar to be held on Wednesday, 11/08/17 from 9:00 a.m. to 12:00 p.m. If districts are interested in sending personnel, they need to submit their RSVP as soon as possible as spaces are filling up fast. A bulletin was recently sent out to the districts on this topic.

Risk Control Training

It was announced upcoming seminars for risk control training have been scheduled and are:
Forklift Operator Certification Workshop; 7/26/17 at Parlier USD
Lead & Asbestos General Awareness Workshop - Annual Compliance Training; 7/27/17 at Selma USD
Food Safety Workshop – Certified Professional Food Safety Manager Course & Exam; 8/4/17 at Indianola School, Selma USD.

Additional service offerings could be considered after analysis on the following topics:

Playground Supervisor Training
Playground Inspection & Maintenance Training
Driver Safety/Distracted Driver Awareness

Playground Safety Inspections

A one-time inspection of all playgrounds will be included with member districts' safety inspections. The 3-year schedule is attached, (Attachment I)

Member Visits

Member visits are ongoing, expressly to meet with staff to review individual loss runs and discuss O.S.S. provided risk management and loss control services.

Professional Dev Conferences

Ms. Dolson announced she will be attending the upcoming CAJPA Conference and the American Red Cross Disaster Preparedness Academy to keep informed of new and emerging risk management and loss control regulations.

Action Items

Election of Officers

The motion to nominate the existing slate of officers to the Executive Committee for the 2017/2018 year was made by member Cederquist and seconded by member Machado, (Attachment J).

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

Consideration of New JPA Manager

The JPA manager, Bill Tucker gave a report on the selection process for the firm chosen as his replacement when he retires 6/30/18. The search committee was composed of Dean Bubar (Los Banos USD), Carol Bray (Kingsburg Jt Un SD), Laurie Gabriel/Jeff Becker (Fresno County SS), Kraig Magnussen (Kerman USD), Larry Teixeira (Selma USD) and Eric Cederquist (Fowler USD). A Request for Proposal (RFP) for his position was emailed out to several interested candidates along with posting to the O.S.S. and the CAJPA websites. Four firms responded to the RFP which were then narrowed down to three

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Consideration of New JPA Manager Cont. for the initial interview and further narrowed down to two finalists for a second interview. Both firms were well respected, but it was a unanimous decision by the search committee to select Tom Russo / Keenan & Associates as the new JPA manager. The motion to recommend approval to the O.S.S. Board of Directors the selection of Tom Russo with Keenan & Associates to replace Bill Tucker as the O.S.S. manager effective 7/1/18 was made by member Magnussen and seconded by member Bray.

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

CTEC Charter School Approval

Mr. Tucker presented the sponsorship and request by Fresno County Board of Education (Fresno County Superintendent of Schools) to add Career Technical Education Charter (CTEC) as a dependent charter school under their coverage and that of the O.S.S., (Attachment K). After discussion, the motion to approve CTEC as a dependent charter school under the coverage of Fresno County Board of Education (Fresno County Superintendent of Schools) and that of the O.S.S. was made by member Bubar and seconded by member Magnussen.

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

Board Member Report

Vice President Bubar 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 a.m., Thursday, October 26, 2017** at Favorito's, Fowler.

With no further business, the meeting adjourned at 11:32 a.m.

Prepared by,
Donna Murry

Donna Murry
TS:dm

Approved by,
Trish Singh/dm

Trish Singh
O.S.S. Secretary