



Quarterly Board Meeting

1:30 p.m. Tuesday, January 09, 2018

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

Meeting Minutes

Call to Order President Kraig Magnussen called the meeting to order at 1:32 p.m.

Attendance

Kerman Unified School District Kraig Magnussen	Firebaugh–Las Deltas Jt Unified School District Russell Freitas
Alvina Elementary School District Mike Iribarren	Kingsburg Joint Union School District (Elem) Carol Bray
Fowler Unified School District Eric Cederquist Scott Griffin	Southwest Transportation Agency Sandra Robles
Selma Unified School District Larry Teixeira	Guests: Tom Veal - <i>Tristar Risk Management</i> Sharon Castillo – <i>Tristar Risk Management</i> Curt Crockett - <i>Tristar Risk Management</i> Amy Dolson – <i>Poms & Associates</i> Tom Russo – <i>Keenan & Associates</i> Gabrielle Daniel - <i>Keenan & Associates</i> Donna Murry – <i>Tucker-Alexander Ins</i>
Valley Regional Occupational Program Dora Alvarado	

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

Ayes: Members Magnussen, Freitas, Bray, Iribarren, Cederquist, Griffin, Robles, and Teixeira.
Nays: None. Abstentions: None. Motion carried.

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

Consent Agenda The motion was made by member Teixeira and seconded by member Bray to approve the consent agenda which included the following:

- A. Approval of the minutes from the July 20, 2017 special board meeting and the October 10, 2017 meeting as emailed.
- B. Approval of expenditures for quarter ending December 31, 2017, (Attachment A).

Ayes: Members Magnussen, Freitas, Bray, Iribarren, Cederquist, Griffin, Robles, and Teixeira.
Nays: None. Abstentions: None. Motion carried.

Treasurer's Report Carol Bray, the F.C.S.I.G. accountant presented the financial statement for quarter ending December 31, 2017, (Attachment B).

JPA Manager's Report Upon the unexpected passing of the JPA manager Bill Tucker, Tom Russo with Keenan & Associates mentioned the timeline would be advanced to March 1, 2018 for Keenan taking on the role as the JPA manager. The transition should be seamless with notices going out to members on new contact information.

Form 700 Conflict of Interest Form 700, Conflict of Interest filings will be emailed to the members of the Board, along with the Alternates and Consultants. The forms need to be mailed back to Tucker-Alexander Insurance / Keenan & Associates by April 2, 2018 as original signatures are needed.

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JPA Manager's Report Cont.

Payroll Factor

The Board was queried for an estimate on payroll increases for the 2018/2019 year for the purposes of calculating the payroll for the workers' comp deposit premium. It was the consensus of the Board to use a factor of 2.0 percent (2.0%) as the increase.

W/C for Volunteers

Tom Russo brought to the Board the necessity of each member district passing a Board Resolution for placing all volunteers under the districts' workers' compensation program. This will allow volunteers who are injured on school property or related school functions to be automatically covered for workers' compensation and not under their liability program. Attached is Labor Code 3364.5 (Attachment C), Best Practices Bulletin (Attachment D), and a Sample Resolution (Attachment E) to use as a guide when presenting to their Boards. A template for a volunteer handbook is available through Amy Dolson, the FCSIG risk manager.

Claim Trend Overview

Gabrielle Daniel, workers' compensation analyst with Keenan & Associates, presented the Claim Trend Overview report she developed, (Attachment F). After discussion with the Board, she will try to build a point in time report along with a loss days' report.

Administrator's Report

Baseline

The F.C.S.I.G. claims administrator, Sharon Castillo with Tristar Risk Management announced that on October 24, 2017 Tristar launched its new utilization management platform, Baseline, for workers' compensation claims in California and Texas, with other states soon to follow, (Attachment G). Baseline is expected to reduce the clients' overall costs while providing rapid decisions and accelerated access to appropriate care for injured employees.

Savings Summary Report

The Tristar Savings Summary Report was presented to the Board, (Attachment H). After bill review, there was a savings to the JPA, of over \$1.7 million.

DWC Adoption of Drug Formulary

The Division of Workers' Compensation (DWC) has adopted an evidence-based drug formulary for medical providers treating injured workers beginning January 1, 2018. The drug formulary establishes a list of medications to guide appropriate care for injured workers with guidelines to help prevent the overuse of opioids, (Attachment I).

Loss Control Report

Slip, Trip & Fall Prevention

F.C.S.I.G. risk manager, Amy Dolson from Poms and Associates presented the loss control report detailing the various areas of risk management she is currently involved, (Attachment J).

Ms. Dolson mentioned slip, trip, and fall injuries continue to be the largest claim cause for F.C.S.I.G. and their prevention was January's Safety Topic, (Attachment K). A site hazard assessment to minimize the possibility of injury to visitors, employees, and students is recommended annually, (Attachment L). Ms. Dolson volunteered to assist districts in their first time assessment.

W/C 101 Training

The risk manager is working with Tristar to provide an educational workshop at no cost to the members to increase district awareness of workers' compensation claims handling.

Risk Control Training

To assist members with challenges in risk management and risk control, a workshop for March 2018 has tentatively been scheduled. The workshop would include Slip/Trip/Fall Prevention, Heat Illness Prevention, Hazard Communication, Defensive Driving, and Safe Lifting. Webinars navigating the ADA (Americans with Disabilities Act) and the interactive process is tentatively scheduled for February/March 2018. The webinar will be recorded and available on the F.C.S.I.G. website.

Action Items

Milliman Proposal

Tom Russo presented the proposal for 2018 actuarial services by Milliman, Inc., (Attachment M). The motion to approve the proposal as presented was made by member Teixeira and seconded by member Cederquist.

Ayes: Members Magnussen, Bray, Iribarren, Cederquist, Griffin, Robles, and Teixeira.

Nays: Member Freitas. Abstentions: None. Motion carried.

Investment Policy

The F.C.S.I.G. Board is required to annually review its investment policy. Since they have adopted the *Investment Policy of the County of Fresno* as their own, the changes to aforementioned policy were presented, (Attachment N). The motion to accept the revised *Investment Policy of the County of Fresno* was made by member Cederquist and seconded by member Teixeira.

Ayes: Members Magnussen, Freitas, Bray, Iribarren, Cederquist, Griffin, Robles, 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 Under the County of Fresno Investment Policy.

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**Board Member
Report**

Member Teixeira extended thanks to Donna Murry and Tom Russo for stepping in and handling the details of putting together the meeting today upon the unexpected passing of the JPA manager, Bill Tucker.

Member Cederquist also mentioned what a great asset the team of Bill Tucker and Donna Murry has been to the JPA and knows with Keenan & Associates taking over as the JPA manager with the help of Donna, will continue to be a great program and to continue to market the program to other districts.

Tom Veale with Tristar stated that F.C.S.I.G. has been a very well run program and is a testimony to the tremendous job that Bill Tucker did in his role as the JPA manager.

**Next Meeting/
Adjournment**

The next quarterly meeting is scheduled for 1:30 p.m. on **Tuesday, May 01, 2018**, in Selma at their district office.

The motion to adjourn the meeting was made by member Freitas and seconded by member Teixeira.

Ayes: Members Magnussen, Freitas, Bray, Iribarren, Cederquist, Griffin, Robles, and Teixeira.

Nays: None. Abstentions: None. Motion carried.

The meeting adjourned at 2:55 p.m.

Prepared by,

Donna Murry

Donna Murry

Approved by,

Mike Iribarren

Mike Iribarren

MI:dm