

**OSS**  
ORGANIZATION OF  
**SELF-INSURED SCHOOLS**

**Executive Committee Meeting**

11:00 a.m. Thursday, January 18, 2018

**Favorito**  
115 N 6th  
Fowler, CA 93625

**Meeting Minutes**

**Call to Order**

The meeting was called to order at 11:01 a.m. by the O.S.S. Secretary Trish Singh. She turned the meeting over to Tom Russo, acting JPA manager.

**Attendance**

Pacific Union Elementary School District Annette Machado	Kings River-Hardwick Un Elementary School District Trish Singh
Kingsburg Jt Union High School District Don Shoemaker	Kingsburg Joint Union School District (Elem) Carol Bray
Southwest Transportation Agency Sandra Robles	Firebaugh Las-Deltas Joint Unified School District Russell Freitas
Fowler Unified School District Eric Cederquist Scott Griffin	Kerman Unified School District Kraig Magnussen
Valley Regional Occupational Program Dora Alvarado Fabrizio Lofaro Maria Meraz Brandon Moody	Fresno County Superintendent of Schools Jeff Becker
Westside Elementary School District Baldo Hernandez	Guests: Hesam Fayaz – <i>SETECH Div of Keenan &amp; Associates</i> Erik Knak – <i>Knak &amp; Associates</i> Amy Dolson – <i>Poms &amp; Associates</i> Tom Russo – <i>Keenan &amp; Associates</i> Donna Murry – <i>Tucker-Alexander Ins.</i>

**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: Machado, Singh, Bray, Robles, Freitas, Shoemaker, Griffin, and Magnussen. Nays: None.  
Abstentions: None. Motion carried.

**Public Hearing Session**

Acting JPA manager Russo 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 Machado to approve the Consent Agenda which included the following:

- A. Approval of the minutes of the October 26, 2017 Executive Committee meeting as emailed.
- B. Approval of expenditures for quarter ending December 31, 2017, (Attachment A).

Ayes: Machado, Singh, Bray, Robles, Freitas, Shoemaker, Griffin, and Magnussen. 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, 2017, (Attachment B). The motion to approve the treasurer's report as presented was made by member Magnussen and seconded by member Griffin.

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

Member Cederquist arrived.

## Organization of Self Insured Schools

January 18, 2018

Page 2

### Broker/Manager's Report

- Transition of the JPA Manager 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 Donna Murry staying on as an employee of Keenan. New contact information will be sent out to all members.
- Renewal Questionnaires Renewal questionnaire access has been sent out to the brokers. O.S.S. members should be expecting contact from their broker for completing their questionnaires in the very near future. The deadline to have the information back to Tucker-Alexander Insurance / Keenan & Associates is February 14, 2018.
- Form 700 Conflict of Interest Form 700, Conflict of Interest filings have been emailed out to the members of the Executive Committee, 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.

### 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 01-10-2018, years 2008-09 through 2017-18, (Attachment C). He was happy to announce the oldest open claim from the 2010-11 year just recently closed. He stated the cost per claim is higher due to legal costs and property costs going up each year.

### 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 D):
- Diane Cranley Presentation The Diane Cranley presentation was very well received with districts requesting additional training opportunities for sharing with their staff the topic of preventing childhood sexual abuse. The risk manager mentioned there were several options available for the districts:
- Micro-Learning Series available on Keenan Safe Schools. The modules are 3-5 minutes in length and are customized to elementary, middle, and high school levels.
  - Series of Courses which can be delivered live or by webinar with an option for recording for future use.
  - Individual Member Training, either through a consulting basis, initial training for administrators and key staff, or for all staff. Her fee is \$250 / hour including travel and lodging.
- Slip/Trip/Fall A bulletin was sent out in January on preventing slip/trip/fall incidents. Included was information on site hazard assessment, which was recommended to be performed annually, (Attachment E). The risk manager offered her services if requested, to districts for conducting their initial walk through.
- Volunteer Handbook Best risk management practices recommend that districts develop and distribute a *Volunteer Handbook* defining volunteer roles and responsibilities. Ms. Dolson will be contacting each district to assist with developing such a handbook.
- Member Visits The visitation of each member is ongoing for meeting with district staff to review individual loss runs and discuss O.S.S. provided risk management and loss control services.
- Get Safety Trained Suicide Module A new training module on *Suicide Prevention* is now available through the O.S.S. website's online training: Get Safety Trained.

### Action Items

- V. President Election With the recent retirement of Dean Bubar, the office of Vice President is vacant and needs to be filled. Member Cederquist nominated Annette Machado from Pacific Union to fill the vacancy and was seconded by member Magnussen. There being no further nominations, nomination for Vice President was closed.
- Ayes: Machado, Singh, Bray, Robles, Freitas, Shoemaker, Cederquist, and Magnussen. Nays: None. Abstentions: None. Motion carried, Annette Machado was elected to fill the office of Vice President.
- SETECH The SETECH Report, *A Financial Management Information Report For The Fiscal Years Ended June 30, 2016 and June 30, 2017*, was presented by Hesam Fayaz from the SETECH Division of Keenan & Associates, (Attachment F). It was stated the O.S.S. continues to enjoy secure financial success, a stable rate structure and as a result have declared to date, rebates of \$9,526,574. The motion was made by member Cederquist and seconded by member Magnussen to accept the SETECH report as presented.
- Ayes: Machado, Singh, Bray, Robles, Freitas, Shoemaker, Cederquist, and Magnussen. Nays: None. Abstentions: None. Motion carried.

## Organization of Self Insured Schools

January 18, 2018

Page 3

### Action Items

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

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

Investment Policy O.S.S. 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 for their review, (Attachment H). The motion to accept the revised Investment Policy of the County of Fresno was made by member Magnussen and seconded by member Freitas.

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

The Investment Policy can be found on the O.S.S. website [www.ossweb.org](http://www.ossweb.org) under the County of Fresno Investment Policy.

Cyber Liability Policy Ded The deductible for the Cyber Liability coverage is \$25,000 and could be a significant expense for a member to absorb. Tom Russo stated clarification was needed on how each JPA was to address the \$25,000 deductible. After discussion, member Cederquist made the motion to have the Executive Committee develop a policy effective immediately to use \$1,000 as a deductible for each member who might have a claim under the Cyber Liability coverage. The motion was seconded by member Magnussen.

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

Policy No. CL-01 – Cyber Liability Policy Deductible, (Attachment I).

### Board Member Report

Donna Murry extended thanks to all the school members and consultants who attended the services for Bill Tucker. She mentioned that almost all of the people she called to inform of his passing attended the services. It was very well attended.

Member Machado also commented on the attendance at Bill's services. It was quite obvious how loved he was by everyone and what a wonderful tribute of a life well lived it was. He will be missed.

### Next Meeting/Adjournment

The next scheduled meeting for the Executive Committee is **11:00 a.m., Thursday, April 19, 2018** at Favorito's, Fowler.

With no further business, the meeting adjourned at 11:47 a.m.

Prepared by,  
*Donna Murry*

Donna Murry  
TS:dm

Approved by,  
*Trish Singh|dm*

Trish Singh  
O.S.S. Secretary