

# MINUTES



## **EXECUTIVE COMMITTEE MEETING**

WEDNESDAY, JULY 10, 2019

11:00 AM

### **SPIKE N RAIL**

2910 PEA SOUP ANDERSON BLVD  
SELMA, CA 93662

#### **I. CALL TO ORDER**

President Teixeira called the meeting to order at 11:00 AM. Introductions were made.

#### **II. ROLL CALL**

##### **OFFICERS & EXECUTIVE COMMITTEE:**

SELMA UNIFIED SCHOOL DISTRICT  
PACIFIC UNION ELEMENTARY SCHOOL DISTRICT  
KINGSBURG JOINT UNION SCHOOL DISTRICT (ELEMENTARY)  
KINGSBURG JOINT UNION SCHOOL DISTRICT (ELEMENTARY)  
FIREBAUGH-LAS DELTAS JOINT UNIFIED SCHOOL DISTRICT  
FOWLER UNIFIED SCHOOL DISTRICT  
ISLAND UNION ELEMENTARY SCHOOL DISTRICT  
KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT  
LOS BANOS UNIFIED SCHOOL DISTRICT  
SOUTHWEST TRANSPORTATION AGENCY

Larry Teixeira, President  
Annette Machado, Vice President  
Dr. Wesley Sever, Treasurer  
Carol Bray, Accountant  
Roy Mendiola, Member at Large  
Lori Gonzalez, Permanent Member  
Diane Augusto, Member at Large  
Rufino Ucelo, Member at Large  
Don Laursen, Permanent Member  
Gary Geringer, Member at Large

##### **MEMBERS:**

CLAY JOINT ELEMENTARY SCHOOL DISTRICT  
FOWLER UNIFIED SCHOOL DISTRICT  
FOWLER UNIFIED SCHOOL DISTRICT  
PARLIER UNIFIED SCHOOL DISTRICT

Judi Szpor  
Ron Hudson  
Keith Loewen  
Andrea Affrunti

##### **ADMINISTRATORS & CONSULTANTS:**

KEENAN & ASSOCIATES  
KEENAN & ASSOCIATES  
KNAK & COMPANY  
POMS & ASSOCIATES

Tyler Houston, Account Executive  
Donna Murry, Account Manager  
Erik Knak, Third Party Administrator  
Amy Dolson, Risk Manager

#### **III. APPROVAL OF AGENDA**

**2019 / 2020-01**

##### **ACTION**

The Executive Committee retains the right to change the order in which agenda items are discussed. Subject to review by the Executive Committee, the agenda is to be approved as presented. Items may be deleted or added for discussion only according to G.C. Section 54954.2

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Sever and seconded by member Machado and unanimously carried to approve the Consent Agenda as presented. Absent: Members Trish Singh and Kraig Magnussen.

#### **IV. PUBLIC COMMENTS**

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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**V. CONSENT AGENDA**

2019 / 2020-02

**ACTION**

The Executive Committee to consider the following items within the Consent Agenda:

- Approval of Minutes of the May 22, 2019 Executive Committee Meeting as Emailed
- Approval of Expenditures for Quarter Ending June 30, 2019.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Laursen with a second by member Machado and unanimously carried to approve the Consent Agenda as presented. Absent: Members Trish Singh and Kraig Magnussen.

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**VI. CORRESPONDENCE**

2019 / 2020-03

**INFO**

No items to present.

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**VII. CLAIMS**

**THIRD PARTY ADMINISTRATOR UPDATE**

2019 / 2020-04

**INFO**

Erik Knak, Claims Administrator for the OSS presented his Loss History Review – (Incurred) – 6-30-2019 to the Executive Committee. The years 2009/10, 2010/11, 2011/12, 2013/14, 2015/16 have no open claims with 2012/13 and 2014/15 each having 1 open claim involving molestation. The 2012/13 molestation claim involves multiple claimants. The current 2018/19 year has developed into a phenomenal year. The OSS ended the fourth quarter with a total of 26 open claims with current reserves of 389,000, down from 36 open claims and reserves of \$546,500 from the year prior.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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**VIII. UNDERWRITING**

**NORTHERN CALIFORNIA ReLiEF (NCR) UPDATE**

2019 / 2020-05

**INFO**

Tyler Houston, the Account Executive presented information and recent updates on the NCR Program which included a recap of:

- Loss Portfolio Transfer (LPT); the transfer by NCR of their known and unknown liabilities from 06/30/18 back to the inception of their program to a reinsurer. This will free up any capital targets or reserves set aside to fund future liabilities, eliminate all interest rate, IBNR and timing risk, and provide significantly more protection against the increase exposure to abuse molestation claims if AB218 passes.
- Excess Liability Funding; NCR is a member of SAFER for their excess property and liability coverage. The aggregate for program years 2012-2014 have been exhausted. The SAFER Board approved collecting additional member contributions from members participating in those program years. NCR will be paying its members' funding responsibilities this year and will reassess the opportunity of continuing to do so each year after until the 5-year funding schedule is complete.
- New Updates from the NCR Executive Summaries:

**Board of Directors** - MOC Revisions addresses Title IX reporting requirements in the “duties in event of a loss”, Sublimited Coverages Limits deductibles, and Booster Clubs/Volunteers definitions. OSS will also need a new NCR alternate to replace Sandra Hoevertsz who will be leaving her position.

**Claims & Coverage** – Recommendation of the Committee for member districts that participate in outside JPAs, SELPAs, etc, to make certain those entities are listing the district as an additional insured and include indemnification language in their contracts. Defense Counsel Panel to increase expanding the counsel panel from one firm to multiple firms to have a broader panel and more options for coverage opinions.

**Underwriting** – The Special Agency Rating ad hoc committee will meet in late July, early August to discuss and make recommended changes on how ROPs, Transportation Agencies, and SELPAs will be charged premium in the future. Discussions continue as to whether NCR should continue to endorse Independent Charters onto the MOC as these entities are not under the direct control of the district and do not fall under the California Government Tort Claims Act.

**NCR UPDATE – Cont.**

**Risk Management** – DPR Integrated Pesticide (Germ) Management (IPM) for Teachers is a new course on Keenan SafeSchools (KSS) and is 50 minutes in length. This course is a requirement for teachers if they use disinfectant wipes in the classroom as they are considered a pesticide by the Dept of Pesticide Regulation (DPR). Keenan is working with the DPR to put together a shorter course that meets the requirements for KSS. The Keenan Risk Management Contract Manual is located on P&C Bridge in RiskAdvisor. It's recommended all districts review a copy of the document as it is a great tool to reference when negotiating contracts with outside vendors.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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**IX. FINANCIAL**

**TREASURER'S REPORT**

**2019 / 2020-06**

**ACTION**

The Executive Committee reviewed the Treasurer's Report for Quarter and Unaudited Year ending June 30, 2019 for approval.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Laursen with a second by member Sever and unanimously carried to approve the Treasurer's Report for Quarter and Unaudited Year ending June 30, 2019. Absent: Members Trish Singh and Kraig Magnussen.

**2019/2020 FINAL POOL CONTRIBUTION SPREADSHEET**

**2019 / 2020-07**

**ACTION**

The Account Executive presented the 2019/2020 final Pool Contribution Spreadsheet as invoiced to the Executive Committee for their approval. At the time it was presented at the Annual Board meeting in May, not all of the rates had been finalized. The final version of the Pool Contribution Spreadsheet for OSS did not change and was the same as what was presented in May.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Gonzalez with a second by member Laursen and unanimously carried to accept the final Pool Contribution as presented. Absent: Members Trish Singh and Kraig Magnussen.

**2019/2020 FINAL BUDGET**

**2019 / 2020-08**

**ACTION**

The final version of the Budget for the 2019/2020 year was presented to the Executive Committee for approval.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Machado and seconded by member Augusto and unanimously carried to approve the 2019/2020 Budget as presented. Absent: Members Trish Singh and Kraig Magnussen.

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**X. ADMINISTRATION**

**ELECTION OF OFFICERS**

**2019 / 2020-09**

**ACTION**

The current slate of OSS officers was nominated to be reelected to serve for the 2019/2020 year.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Augusto and seconded by member Laursen and unanimously carried to reelect the current slate of officers for the 2019/2020 year. Absent: Members Trish Singh and Kraig Magnussen

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**XI. RISK MANAGEMENT**

**RISK MANAGEMENT UPDATES**

**2019 / 2020-10**

**INFO**

Amy Dolson, the Risk Manager for the OSS presented the updates on Risk Control services as follows:

- The Great California Shake Out, October 17, 2019 – In light of the recent earthquakes, districts might want to consider participating in this event as an opportunity to practice how to be safer during big earthquakes: "Drop, Cover and Hold On." An email will be sent to the members providing more information on this earthquake drill.

### **RISK MANAGEMENT UPDATES – Cont.**

- The approved OSS Sample Student/Staff/Adult Interaction Policies and Standards was sent out to all members. CSBA advised there was no board policy number set up for the referenced policy and to provide your own board policy number where it would fit best.
- The Diane Cranley Webinar Series on Child Abuse Prevention, Webinars 1 – 7 is available on the OSS website [www.ossweb.org](http://www.ossweb.org).
- Completed Training Workshops:
  - Food Safety Manager Training - June 7, 2019, with 15 attendees.
  - Pesticide Handler Safety Training – June 20, 2019 with 68 attendees.
- Upcoming Training Workshop:
  - Food Safety Manager Training at Selma USD – August 8, 2019.
- The NCR 3 year Audit Schedule was presented.
- Monthly Safety Spotlight Topics to present at the upcoming July safety meetings – Keenan’s Heat Illness Prevention for Student Athletes and Synthetic Turf-Heat Illness Prevention Best Practices. Both items may be found on Keenan’s P&C Bridge.
- Strategic Planning Update – The Risk Manager handed out a draft copy of the 2019/20 Strategic Plan highlighting survey results, current solutions to target losses, and potential solutions for discussion.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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## **XII. INFORMATION**

### **MEMBER COMMENTS**

Nothing to report.

### **ADMINISTRATION COMMENTS**

Tyler Houston congratulated Don Laursen on his upcoming retirement and Gary Geringer on his new position as the Director at Southwest Transportation Agency, taking over for Sandra Hoevertsz upon her departure.

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## **XIII. AGENDA ITEMS FOR NEXT MEETING**

Members and others may suggest items for consideration at the next Executive Committee meeting on **Wednesday, October 09, 2019, Spike N Rail**, 2910 Pea Soup Anderson Blvd, Selma, CA 93662. Currently scheduled items include:

- OSS Loss History Report
- Approval of the Financial Audit for Years June 30, 2019 and 2018.
- Approval of the Financial Management Information Report as presented by SETECH for the Fiscal Years ended June 30, 2018 and June 30, 2019.
- Audited Treasurer’s Report for Year Ending June 30, 2019 and for Quarter Ending September 30, 2019.

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## **XIV. ADJOURNMENT**

With no further business, the meeting adjourned at 12:04 PM.

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### **Americans with Disabilities Act:**

The Organization of Self-Insured Schools, a Property & Liability JPA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the Organization of Self-Insured Schools Property & Liability JPA, shall be made to: Donna Murry, Account Manager, Keenan & Associates, P.O. Box 1404, Selma, CA 93662. Documents and materials relating to an open session agenda item that are provided to the O.S.S. Executive Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 3036 Thompson Ave; Selma, CA 93662.