

MINUTES



EXECUTIVE COMMITTEE MEETING

WEDNESDAY, APRIL 08, 2020

11:00 AM.

CONFERENCE CALL

1 800-953-6486

Passcode 8677 747#

This meeting was conducted by teleconferencing. Locations were not be provided as the Brown Act had been partially suspended due to Coronavirus (COVID-19). Members of the public were able to address the Committee by calling the number listed above.

I. CALL TO ORDER

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

II. ROLL CALL

OFFICERS & EXECUTIVE COMMITTEE:

SELMA UNIFIED SCHOOL DISTRICT
PACIFIC UNION ELEMENTARY SCHOOL DISTRICT
KINGS RIVER-HARDWICK 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
KERMAN UNIFIED SCHOOL DISTRICT
KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
LOS BANOS UNIFIED SCHOOL DISTRICT

Larry Teixeira, President
Annette Machado, Vice President
Trish Singh, Secretary
Dr. Wesley Sever, Treasurer
Carol Bray, Accountant
Russell Freitas, Member at Large
May Yang, Permanent Member
Diane Augusto, Member at Large
Kraig Magnussen, Permanent Member
Don Shoemaker, Member at Large
Amer Iqbal, Permanent Member

MEMBERS:

CLAY JOINT ELEMENTARY SCHOOL DISTRICT
FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

Judith Szpor
Christopher Lozano

ADMINISTRATORS & CONSULTANTS:

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

Tyler Houston, Account Executive
Donna Murry, Account Manager
Erik Knak, Third Party Administrator
Amy Dolson, Risk Manager
Maria Brunel, Director of Risk Control

III. APPROVAL OF AGENDA

2019/2020-37

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 Machado with a second by member Magnussen and unanimously carried to approve the Agenda as presented. Absent: Members Dr. Wesley Sever and Gary Geringer.

IV. PUBLIC COMMENTS

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

V. CONSENT AGENDA

2019/2020-38

ACTION

The Executive Committee considered the following items within the Consent Agenda:

- Approval of Minutes of the January 15, 2020 Executive Committee Meeting as Emailed
- Approval of Expenditures for Quarter Ending March 31, 2020 which includes Knak & Co Claim Expenses.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Magnussen with a second by member Iqbal and unanimously carried to approve the Consent Agenda as presented. Absent: Members Dr. Wesley Sever and Gary Geringer.

VI. CORRESPONDENCE

2019/2020-39

INFO

No items to present.

VII. CLAIMS

THIRD PARTY ADMINISTRATOR UPDATE

2019/2020-40

INFO

Erik Knak, Claims Administrator for the OSS presented the OSS Loss History Review – (Incurred) – 04-01-2020 to the Executive Committee and Members. The years 2010/11, 2011/12, 2012/13, 2013/14 and 2015/16 have continued to have no open claims with 2014/15 having only one (1) open claim. Years 2016/17 & 2017/18 have only two open claims with 2017/18 & 2018/19 being great years for losses. The current 2019/20 year has six (6) major claims, it is hopeful their reserves will trend downward. The OSS is ending the third quarter with twenty-eight (28) open claims, up eight (8) from the year prior with reserves at \$520,380 – up \$116,000 from the year prior. There is some worry about arson & property losses occurring during the current quarantine period while schools are closed.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

VIII. UNDERWRITING

APPROVAL OF THE MILLIMAN, INC ACTUARIAL REPORT

2019/2020-41

ACTION

Tyler Houston, the Account Executive presented the *Summary of Actuarial Analysis as of December 31, 2019* as prepared by Milliman, Inc. for review and recommendation to the Board of Directors. He mentioned the claims are trending in a good direction which has had a positive effect on the funding for losses. Based on the actuary's analysis of the data it was observed that frequency has been fairly stable for the last four years with the severity varying by years with a modest upward long-term trend. The funding estimate for FAY 2020-21 at an 80% probability level is about 8% lower than the corresponding estimate for FAY 2019-20. This decrease is due to lower loss ratio when compared to previous years.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion to recommend approving the Actuarial Report to the Board of Directors was made by member Magnussen with a seconded by member Iqbal and unanimously carried. Absent: Members Dr. Wesley Sever and Gary Geringer.

Member Sever arrived.

LOSS FUND RATES

2019/2020-42
ACTION

The Account Executive presented the Loss Fund Rates as calculated by Milliman, Inc to the Executive Committee for their consideration and recommendation to the Board of Directors. The Loss Fund is used by the JPA to fund its \$50,000 self-insured layer. The funding rate is further developed based on a combined loss experience for all OSS districts using the five most recent completed FAYs capping it at a 20% credit or a 20% surcharge per district. At the 80% funding probability, there is a decrease in the rate by \$1.69 per ADA for the FAY 2020-21. Taking into consideration that claims are improving and the program is in a strong financial position, it was recommended to continue to fund the program at the 80% probability level.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Machado with a second by member Iqbal and unanimously carried to recommend to the Board of Directors the retention of the 80% probability level to the Board of Directors. Absent: Member Gary Geringer.

NCR EXPERIENCE RATING FOR THE OSS (Authority)

2019/2020-43
INFO

The Account Executive provided an estimate of the NorCal ReLiEF (NCR) renewal rates for the Authority (OSS). Fortunately, NCR is anticipating a favorable renewal again this year which will help to offset the increases taken by the SAFER excess program. This combined with the decrease of the OSS experience modification factors: Liability taking a 14% decrease going from 110% to 96% and property taking a 7% decrease going from 114% to 107%, the OSS can estimate a 5% increase in the NCR portion of their renewal premium for budgeting purposes.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

NCR UPDATE

2019/2020-44
INFO

The following information and recent updates on the NCR Program were provided in the agenda packet.

- NCR Executive Committee Meeting Summaries
 - * Claims & Coverage Committee Meeting
 - * Underwriting/Member Services Committee Meeting
- NCR Spring Newsletter
 - * OSS member Clay Joint ESD was one of ten districts chosen in a lottery drawing to win \$2,500 in the NCR Risk Management Reward Program. A prerequisite for qualification to be in the drawing, Districts were required to have 25% of their employees complete at least two Microlearning Series Child Abuse Prevention online courses between July 1, 2019 and December 31, 2019.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

BYLAW AMENDMENT AND CONSISTENCY IN REMITTANCE OF PAYMENTS

2019/2020-45
ACTION

Donna Murry, the Account Manager presented an amendment to the current Bylaws which corrects an inconsistency in the time allotted County Office of Education (COOE) Members to make their annual contribution. The amendment will provide all Members sixty (60) days to get their payments in to the Authority (OSS) before being assessed a late payment penalty instead of the forty-five (45) days currently provided COOE Members.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Augusto with a second by member Iqbal and unanimously carried to recommend the approval of the OSS Bylaw Amendment to the Board of Directors. Absent: Member Gary Geringer.

IX. FINANCIAL

TREASURER’S REPORT

2019/2020-46

ACTION

The OSS accountant, Carol Bray presented the Treasurer’s Report for Quarter ending March 31, 2020 for review and consideration. Total operating revenues were at 100% with revenues of \$5,605,208 and operating expenses at 94% with expenditures of \$4,858,932.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Magnussen with a second by member Freitas and unanimously passed to accept the Treasurer’s Report as presented. Absent: Member Gary Geringer.

CONSIDERATION OF PAYING A REBATE

2019/2020-47

ACTION

The Account Executive presented the actuarial analysis of the rebate calculations as prepared by Milliman, Inc to the Executive Committee for their consideration. He stated the JPA is currently in a strong equity position to return a rebate to its members. He also expressed there is still a high potential of unquantifiable exposure via AB 218. It is still too early to know the impact it will have and there could be tough times ahead. After further discussion, it was the consensus not to take a rebate for the current 19/20 year and the item died for lack of a motion.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

X. ADMINISTRATION

APPROVAL OF THE CAJPA ACCREDITATION REPORT

2019/2020-48

ACTION

The Account Manager presented the CAJPA Accreditation Report as was approved for excellence by the CAJPA accreditation committee for the Committee’s recommendation to the Board of Directors for their approval.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Magnussen with a second by member Iqbal recommending approval of the CAJPA Accreditation Report to the Board of Directors and was unanimously carried. Absent: Member Gary Geringer.

CLAIMS ADMINISTRATOR CONTRACT

2019/2020-49

ACTION

The Executive Committee reviewed the three-year contract for Claims Administrator Services with Knak & Co as presented by Tyler Houston. The contract and fees have remained unchanged.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Singh with a second by member Iqbal and unanimously carried to approve the three-year contract for Claims Administrator Services with Knak & Co. Absent: Member Gary Geringer.

RISK MANAGEMENT CONTRACT

2019/2020-50

ACTION

The Executive Committee reviewed the three-year Poms and Associates contract for Risk Management services as presented by the Account Executive. The three-year contract is shared between OSS and FCSIG, the workers’ comp JPA. The contract had an increase of \$15,000 per year. OSS’s share of the increase would be \$7,500.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: The motion was made by member Freitas with a second by member Iqbal and unanimously carried to approve the three-year Poms and Associates contract to provide Risk Management services. Absent: Member Gary Geringer.

CONTRACT FOR SAFETY/LABS & WORKSHOPS/PLAYGROUND INSPECTIONS

**2019/2020-51
ACTION**

The Account Executive presented the three-year OSS Risk Control Services Agreement for safety inspections, inspections of labs & workshops, and playground inspections with Poms and Associates to the Executive Committee for consideration. The contract presented does include an increase in cost to all services rendered.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: The motion was made by member Iqbal with a second by member Magnussen and unanimously carried to approve the Poms and Associates contract for Safety Inspections, Inspections of Labs & Workshops & Inspections of Playgrounds. Absent: Member Gary Geringer.

FUTURE MEETING DATES & LOCATIONS

**2019/2020-52
ACTION**

The Account Manager presented the meeting dates and locations for the 20/21 fiscal year to the Executive Committee for their recommendation to the Board of Directors.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Machado and seconded by member Singh and unanimously carried to recommend approval of the future meeting dates and locations to the Board of Directors. Absent: Member Gary Geringer.

SERVICE AGREEMENT WITH SETECH

**2019/2020-53
ACTION**

The Executive Committee reviewed the three-year service agreement with Service Enhancement Technologies (SETECH) for consideration. The terms and fees for the agreement has remained unchanged from the previous contract.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Machado and unanimously carried to approve the SETECH agreement as presented. Absent: Member Gary Geringer.

CLAIMS AUDIT

**2019/2020-54
INFO**

A Request for Proposal will be sent out to engage a firm for performing a claims audit for the OSS as is required by accreditation standard. Award of the contract will be made by the Executive Committee at their July meeting.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

XI. RISK MANAGEMENT

RISK MANAGEMENT UPDATES

**2019/2020-55
INFO**

The Risk Manager, Amy Dolson presented the updates on loss control services as per the following:

- Due to the Coronavirus pandemic, the following workshops have been postponed – future dates pending
 - Title IX Basics Training with Megan Farrell-originally scheduled for March 19, 2020
 - HSB/Keenan Maintenance and Electrical Training - originally scheduled for April 23, 2020
- WeTIP/STOPit Webinar Demonstration – Completed March 10, 2020 – OSS members will get the NCR discounted rates.
- OSS Grant for Threat and Physical Security Assessments & Training – The update of the Security Assessments has been postponed until the Board of Directors meeting in May. The OSS Grant is still in the planning stages.
- Poms and Associates will be hosting a webinar series. An email invitation will be sent out. This Friday’s topic is Virtual Ergonomics.
- Questions regarding emergency preparedness, IIPP’s, PPE, Aerosol Transmissible Diseases, ergonomics related to working from home contact Amy Dolson – 805-208-0970 email adolson@pomsassoc.com

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

XII. INFORMATION

MEMBER COMMENTS

Nothing to report

ADMINISTRATION COMMENTS

Nothing to report

XIII. AGENDA ITEMS FOR NEXT MEETING

Members and others may suggest items for consideration at the next Executive Committee / Board of Directors' meeting on **Wednesday, May 27, 2020**, Southwest Education Support Center, 16644 S. Elm, Caruthers. Currently scheduled items include:

- Treasurer's Report
 - OSS Loss History Report
 - 2020/2021 Loss Fund Contribution
 - NCR Contribution
 - CAJPA Accreditation Report
 - 2020/2021 Preliminary Budget
 - Future Meeting Dates and Locations
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XIV. ADJOURNMENT

With no further business, the meeting adjourned at 12:07 PM.

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 OSS 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.