

# MINUTES



## SELF INSURANCE GROUP

### BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 19, 2022

1:00 P.M.

LEGENDS TAP HOUSE & GRILL

2910 PEA SOUP ANDERSON BLVD

SELMA, CA 93662

#### I. CALL TO ORDER

President Magnussen called the meeting to order at 1:00 PM

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#### II. ROLL CALL

##### OFFICERS & BOARD OF DIRECTORS:

KERMAN UNIFIED SCHOOL DISTRICT

SOUTHWEST TRANSPORTATION AGENCY

KINGSBURG JOINT UNION ELEMENTARY SCHOOL DISTRICT

FOWLER UNIFIED SCHOOL DISTRICT

FOWLER UNIFIED SCHOOL DISTRICT

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SELMA UNIFIED SCHOOL DISTRICT

Kraig Magnussen, President

Gary Geringer, Vice President

Dr. Wesley Sever, Treasurer

May Yang

Edith Cantu

Laurie Gabriel

Andrea Affrunti

##### MEMBERS:

CLAY JOINT ELEMENTARY SCHOOL DISTRICT

PARLIER UNIFIED SCHOOL DISTRICT

VALLEY REGIONAL OCCUPATIONAL PROGRAM

Judith Szpor

Scott Griffin

Dora Alvarado

##### ADMINISTRATORS & CONSULTANTS:

KEENAN & ASSOCIATES

KEENAN & ASSOCIATES

KEENAN & ASSOCIATES

POMS & ASSOCIATES

TRISTAR RISK MANAGEMENT

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Tyler Houston, Account Executive

Tony Zuniga, Claims Analyst

Donna Murry, Account Manager

Amy Dolson, Risk Manager

Sharon Castillo, Third Party Administrator

Tom Veale, President

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#### III. APPROVAL OF AGENDA

**2021/2022-17**

##### **ACTION**

The Authority retains the right to change the order in which agenda items are discussed. Subject to review by the Board of Directors, 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

BOARD CONSIDERATION: Motion by member Sever with a second by member Affrunti and unanimously carried to approve the Agenda as presented. Absent: Members Iribarren, Mendiola, Bray, and Orosco.

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#### IV. PUBLIC COMMENTS

Members of the community wishing to address the Board about items on the agenda or items not on the agenda may do so. Speakers are requested to limit comments to three (3) minutes; individual speakers may not give their time away to another spokesperson.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

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**V. CONSENT AGENDA**

**2021/2022-18  
ACTION**

The Board of Directors considered the following items within the Consent Agenda:

- Approval of Minutes of the October 13, 2021 Board of Directors Meeting as Emailed
- Approval of Expenditures for Quarter Ending December 31, 2021, including Tristar’s Monthly Claims Expenses

PUBLIC COMMENTS: None

BOARD CONSIDERATION: Motion by member Sever with a second by member Geringer and unanimously carried to approve the Consent Agenda as presented. Absent: Members Iribarren, Mendiola, Bray, and Orosco.

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**VI. CORRESPONDENCE**

**2021/2022-19  
INFO**

Donna Murry, the Account Manager presented correspondence received.

1. The Special Districts’ Financial Transaction Letter as received from the State Controller’s office and the report as filed in response by the JPA auditor Gus Corona. This report provides to the State information on the officers and fiscal officer for FCSIG and also provides a financial snapshot of the JPA.
2. The receipt for payment of the CAJPA dues which was \$2,000.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

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**VII. CLAIMS**

**THIRD PARTY ADMINISTRATOR UPDATE**

**2021/2022-20  
INFO**

Sharon Castillo, Claims Administrator for Fresno County Self-Insurance Group (FCSIG) presented the claims update report for review.

- Stewardship Report showing claims trends for period 2016 to 2021 as of 12/31/21. A variety of graphs were presented showing frequency by member, comparison of the districts by number of employees, incidents by occupation, top cause of loss, incidents by body part, injury by type, injuries and incurred costs by policy year, and incurred costs by district.
- Nurse Triage Summary 10/21 – 12/21 showing 34% of claimants were directed to Self-Care identifying a potential savings of \$187K. This included all claim categories except major permanent disability. Also included were injury by location, injury types reported with sprain/strains being the top injury followed by bruises/contusions.
- Utilization Review Summary showed a net savings of \$40K for the 10/21 – 12/21 time period.
- Letter from the Aspen Team announcing the retirement of Cathi Marx and the addition of new staff and numerous strategic partners to support the clients.
- Tom Veale, Tristar President reported on a security advisory they had received on Apache Log4j regarding specific versions of Log4j. Investigations within all systems discovered some that were vulnerable and were secured. Forensics investigations showed no indication of compromise of any Tristar system.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

**CLAIMS TREND OVERVIEW**

**2021/2022-21  
INFO**

Tony Zuniga, Keenan Risk Management Analyst presented a claim trend overview measuring the frequency of claims by payroll to the Board. The lower the ratio the better the loss experience for the district. The overall ratio for FCSIG is .84 which was close to JPAs of similar size average of .82. His report included other benchmark comparisons such as the frequency of claims by employee classification and the 10 top cause of injury.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

Member Scott Griffin arrived.

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## VIII. UNDERWRITING

### LEGISLATIVE UPDATE

**2021/2022-22**  
**INFO**

Tony Zuniga reported on Cal/OSHA’s adoption of amendments to the COVID-19 Prevention Emergency Temporary Standards. Notable changes covered were Face Coverings, Definition of Worksite, Investigating and Response to COVID-19 Cases in the Workplace, Return to Work Criteria, and Testing and Exclusion.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

### PAYROLL FACTOR FOR 2022/2023

**2021/2022-23**  
**INFO**

The Board of Directors was queried for an estimate on payroll increases for the 2022/23 year for the purposes of calculating the payroll to provide to the actuary and for estimating the workers’ comp deposit premium. It was the consensus of the Board to use a factor of 3.0 percent (3.0%) as the increase.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

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## IX. FINANCIAL

### TREASURER’S REPORT

**2021/2022-24**  
**ACTION**

Donna Murry presented the Treasurer’s Report for Quarter ending December 31, 2021 on behalf of the FCSIG Accountant, Carol Bray to the Board for review and approval. It was mentioned everything is on track as per the budget with revenues at 62% and expenditures at 40%.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: Motion by member Geringer with a second by member Affrunti and unanimously carried to accept the Treasurer’s Report for quarter ending December 31, 2021 as presented. Absent: Members Iribarren, Mendiola, Bray, and Orosco.

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## X. ADMINISTRATION

### PROPOSAL FOR ACTUARIAL SERVICES FOR 2022

**2021/2022-25**  
**ACTION**

Tyler Houston presented the proposal from Milliman, Inc for their continued actuarial services to the Board of Directors for their review. He mentioned Milliman had increased their fees by a total of \$3,000, though it was the first increase since 2018 due to extra work required on the COVID claims and WRA calculations.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Sever with a second by member Affrunti to approve the Milliman, Inc’s proposal for actuarial services for 2022. Absent: Members Iribarren, Mendiola, Bray, and Orosco.

### INVESTMENT POLICY REVIEW

**2021/2022-26**  
**ACTION**

Tyler Houston presented the changes to the Investment Policy of County of Fresno Auditor-Controller/Treasurer-Tax Collector to the Board of Directors for their review and approval as FCSIG is required to annually review its investment policy. FCSIG has adopted the aforementioned investment policy as their own. It was mentioned there were a few grammatical changes and an increased in the \$500 filing limit on the amount of honoraria gifts and gratuities that a committee member may receive from a single source in a calendar year to \$520.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Sever with a second by member Geringer and unanimously carried to accept the November 02, 2021 version of the Investment Policy. Absent: Members Iribarren, Mendiola, Bray, and Orosco.

## CONFLICT OF INTEREST, FORM 700 UPDATE

2021/2022-27  
INFO

Donna Murry mentioned Form 700, Conflict of Interest filing will soon be emailed to members of the Board of Directors, Alternates, General Manager and Consultants. The forms need to be mailed back to P.O. Box 1404, Selma, CA by 4/1/2022 as original signatures are needed.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

## WITHDRAWAL RESERVE ACCOUNT (WRA) - REVISED REPORT

2021/2022-28  
ACTION

Donna Murry presented a *revised* Draft of the Withdrawal Reserve Account report to the Board of Directors for their ratification. The report presented shows a payment made in the 2020 year to two departed members. The prior report neglected to show these figures.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Affrunti with a second by member Sever and unanimously carried to accept the *revised* Draft of the Withdrawal Reserve Account report as presented. Absent: Members Iribarren, Mendiola, Bray, and Oroasco.

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## XI. RISK MANAGEMENT

### RISK MANAGEMENT UPDATES

2021/2022-29  
INFO

Amy Dolson, the FCSIG Risk Manager presented the following updates on loss control services and risk management information as per the following:

- **Training Sessions completed:** Virtual Workers' Compensation Workshop with Tristar - October 14, 2021, Developing Your Post-COVID ERA ADA Leave Management Program with Rachel Shaw - November 19, 2021, and a Forklift Certification Training Selma USD – December 20, 2021.
- **Upcoming Trainings:** Food Safety Certification and an additional Forklift Certification, both dates are pending, Rachel Shaw Virtual Training Calendar for 2022 was provided for online training sessions.
- **Claim Review Meetings with Tristar,** ongoing. So far, virtual claim reviews have been scheduled in January for FCSS and March for Parlier USD.
- **Ergonomics Evaluations (virtual & onsite)** are ongoing; Selma USD received two virtual ergo evaluations, and VROP received an onsite ergo evaluation.
- **January Safety Spotlight – Slip/Trip/Fall Prevention** was presented
- **Revised and Readopted Cal-OSHA ETS** effective January 14, 2022 was presented
- **Tristar Stewardship Report** presented during October 13<sup>th</sup> FCSIG Board Meeting as a handout, was presented as a matter of record.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

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## XII. INFORMATION

### MEMBER COMMENTS

Member Sever inquired about the marketing of new members to grow the FCSIG JPA.

### ADMINISTRATION COMMENTS

Tyler Houston wanted to recognize and congratulate Amy Dolson on her recent accomplishment of achieving the designation of Certified Safety Professional (CSP). He also thanked all for coming.

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

Members and others may suggest items for consideration at the Board of Directors' meeting scheduled for **1:00 p.m. on Wednesday, April 20, 2022, Spike N Rail, 2910 Pea Soup Anderson Blvd, Selma.**

Currently scheduled items include:

- Third Party Administrator Update
  - Claims Trend Overview
  - Treasurer's Report
  - Future Meeting Dates & Locations
  - JPA Administration Services Agreement
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### **XIV. ADJOURNMENT**

With no further business, a motion was made by member Affrunti seconded by member Sever and unanimously carried to adjourn the meeting. Absent: Members Iribarren, Mendiola, Bray, and Orosco.

Meeting adjourned at 2:15 P.M.

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

Fresno County Self-Insurance Group, Workers' Compensation 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 Fresno County Self-Insurance Group, Workers' Compensation 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 F.C.S.I.G. Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at 3036 Thompson Ave; Selma, CA 93662.