

MINUTES



EXECUTIVE COMMITTEE MEETING

WEDNESDAY, JANUARY 19, 2022

11:00 AM

LEGENDS TAP HOUSE & GRILL

2910 PEA SOUP ANDERSON BLVD

SELMA, CA 93662

I. CALL TO ORDER

President Magnussen called the meeting to order at 11:04 A.M.

II. ROLL CALL

OFFICERS & EXECUTIVE COMMITTEE:

KERMAN UNIFIED SCHOOL DISTRICT

PACIFIC UNION ELEMENTARY SCHOOL DISTRICT

KINGSBURG JOINT UNION ELEMENTARY SCHOOL DISTRICT

FOWLER UNIFIED SCHOOL DISTRICT

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

LOS BANOS UNIFIED SCHOOL DISTRICT

SELMA UNIFIED SCHOOL DISTRICT

SOUTHWEST TRANSPORTATION AGENCY

Kraig Magnussen, President
Annette Machado, Vice President
Dr. Wesley Sever, Treasurer
May Yang, Permanent Member
Rufino Ucelo, Jr, Member at Large
Amer Iqbal, Permanent Member
Andrea Affrunti, Permanent Member
Gary Geringer, Member at Large

MEMBERS:

CLAY JOINT ELEMENTARY SCHOOL DISTRICT

VALLEY REGIONAL OCCUPATIONAL PROGRAM

Judith Szpor
Dora Alvarado

ADMINISTRATORS & CONSULTANTS:

KEENAN & ASSOCIATES

KEENAN & ASSOCIATES

KEENAN & ASSOCIATES

KNAK & COMPANY

POMS & ASSOCIATES

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

III. APPROVAL OF AGENDA

2021/2022-24

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 Iqbal with a second by member Affrunti and unanimously carried to approve the Agenda as presented. Absent: Members Sever, Ucelo, Mendiola, Singh, and Augusto.

IV. PUBLIC COMMENTS

The public may address the Executive Committee on any matter pertaining to the JPA that is not on the agenda. The President reserves the right to limit the time of presentation by individual or topic.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

Member Ucelo arrived.

V. CONSENT AGENDA

2021/2022-25

ACTION

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

- Approval of Minutes of the October 13, 2021 Executive Committee Meeting as Emailed
- Approval of Expenditures for Quarter Ending December 31, 2021, including Knak & Company’s Monthly Claims Expenses

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Machado and unanimously carried to approve the Consent Agenda as presented. Absent: Members Sever, Mendiola, Singh, and Augusto.

VI. CORRESPONDENCE

2021/2022-26

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 the OSS 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

COMMITTEE CONSIDERATION: None

VII. CLAIMS

THIRD PARTY ADMINISTRATOR UPDATE

2021/2022-27

INFO

Erik Knak, Claims Administrator for the OSS presented his Loss Review – (Incurred Within \$50K MRL) – 02-20-2022 to the Executive Committee, comparing it to the 01-11-21 report provided at last January’s meeting. The years, 2012/13, 2013/14, 2014/15, 2015/16, and 2017/18 have no open claims with the total incurred and claims count remaining unchanged. Year 2016/17 has 1 open claim from an Underinsured Motorist claim with the claim count increasing to 81. The 2018/19 year has only 1 open claim and has been a very good year. The following 2019/20 year has been a difficult claim year with 5 open claims out of 53 claims opened, comprised of several large property and liability claims. Year 2020/21 has had only 38 claims opened thus far with 10 claims currently opened. This year includes several large property losses. The current 2021/22 year has been extremely quiet, with just 8 claims, 5 of those claims are currently opened. There has also been an abuse claim from the 2000-01 claim period which has recently been opened. In summary, there are a total of 23 open claims, up 1 from the 01-11-21 report, with \$400K in reserves, up \$102K from the same time period.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

VIII. UNDERWRITING

NCR UPDATE

2021/2022-28

INFO

Tyler Houston, the Account Executive provided information and recent updates on the NCR Program.

- Legislative Updates – October 29, 2021. These updates provided by Keenan & Associates contain valuable information on recent legislative changes including those related to Workers’ Comp, COVID 19, Cal/OSHA, the Brown Act as well as Pupil Safety, Police/Law Enforcement, and the standardization of Layoff Notices for Classified Employees.
- NCR Executive Committee Meeting Summaries, the highlights were:

Finance Committee; the financial position of the JPA (NCR) continues to be fiscally strong and stable, the Loss Portfolio Transfer (LPT) protection balance has increased from \$42 Million to \$51.23 Million, and the NCR financial audit reported a clean audit with no exceptions.

Board of Directors; the results of the recent NCR Claims Audit were extremely favorable with no recommendations noted, the Memorandum of Coverage revisions retroactive to July 1, 2021 in the areas of Communicable Disease and Cyber Liability and Errors & Omission \$100 Million Property Sub-Limit, and a Title IX Contract with Megan Farrell to provide various trainings in the Spring/Fall of 2022 for both online and in

person related to Title IX Coordinators, Investigators and Decision Makers.

NCR UPDATE

- NCR Executive Committee Meeting Summaries, Cont.

Claims & Coverage; Athletics and Live Streaming Best Practices were presented for safeguarding the health and well-being of student athletes and at the same time reduce liability for athletic personnel.

Underwriting/Member Services; Cyber Program Resources availability for assisting the membership in improving their cyber security.

- SAFER Cyber Webinar Series. This is an ongoing series of webinars to assist the membership and focus on the 12 cyber best practices.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: NONE

Member Sever arrived.

2022/2023 RENEWAL QUESTIONNAIRE UPDATE

**2021/2022-29
INFO**

Donna Murry reported the members should have been contacted by their Broker with information for completing their 2022/23 Questionnaires. All questionnaires are due back no later than February 14, 2022.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: NONE

IX. FINANCIAL

TREASURER’S REPORT

**2021/2022-30
ACTION**

Donna Murry presented the Treasurer’s Report for Quarter ending December 31, 2021 on behalf of the OSS Accountant, Carol Bray to the Executive Committee for review and approval. It was mentioned everything is on track as per the budget with revenues at 99% and expenditures at 84%.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Geringer and unanimously carried to accept the Treasurer’s Report for quarter ending December 31, 2021 as presented. Absent: Members Mendiola, Singh, and Augusto.

X. ADMINISTRATION

PROPOSAL FOR ACTUARIAL SERVICES FOR 2022

**2021/2022-31
ACTION**

Tyler Houston presented the proposal from Milliman, Inc for their continued actuarial services to the Executive Committee 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 AB218 exposures and WRA calculations.

PUBLIC COMMENTS: None

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

INVESTMENT POLICY REVIEW

**2021/2022-32
ACTION**

Tyler Houston presented the changes to the Investment Policy of County of Fresno Auditor-Controller/Treasurer-Tax Collector to the Executive Committee for their review and approval as the OSS is required to annually review its investment policy. The OSS 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 Affrunti with a second by member Iqbal and unanimously carried to accept the November 02, 2021 version of the Investment Policy. Absent: Members Mendiola, Singh, and

Augusto.

CONFLICT OF INTEREST, FORM 700 UPDATE

2021/2022-33
INFO

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

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

WITHDRAWAL RESERVE ACCOUNT (WRA) - REVISED REPORT

2021/2022-34
ACTION

Donna Murry presented a *revised* Draft of the Withdrawal Reserve Account report to the Executive Committee for their ratification. The report presented shows a payment made in the 2020 year to a departed member. The prior report neglected to show this figure.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Machado with a second by member Iqbal and unanimously carried to accept the *revised* Draft of the Withdrawal Reserve Account report as presented. Absent: Members Mendiola, Singh, and Augusto.

XI. RISK MANAGEMENT

RISK MANAGEMENT UPDATES

2021/2022-35
INFO

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

- Trainings Completed: Two Title IX Coordinator Virtual Training sessions with Megan Farrell, 7/15/21 and 9/23/21 and a Forklift Certification training at Selma USD – 12/20/21.
- Upcoming Trainings: Food Safety Certification and an additional Forklift Certification training; both dates are pending.
- NCR Safety Inspections and CPSI Inspections; The next phase is scheduled for week of 1/24/22, with a schedule provided.
- Title IX Survey: A survey will be going out pertaining to and assisting with Title IX roles and responsibilities. It was mentioned that NCR will be offering Title IX trainings with Megan Farrell both online and in person related to Title IX Coordinators, Investigators and District Decision Makers available in the Spring/Fall of 2022.
- OSS Safety & Security Grant 2021 – 2022 Terms & Conditions and Application: The application was made available. All OSS members were encouraged to apply. Applications will be reviewed during the OSS Executive Committee meetings – April 20, 2022, and May 25, 2022. This is not a *matching* grant. Monies up to \$4,000 and based on a member's ADA is available.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

XII. INFORMATION

MEMBER COMMENTS

There were no member comments.

ADMINISTRATION COMMENTS

Tyler Houston thanked everyone for attending.

XIII. AGENDA ITEMS FOR NEXT MEETING

Members and others may suggest items for consideration at the next Executive Committee meeting on **Wednesday, April 20, 2022, Legends (Spike N Rail), 2910 Pea Soup Anderson Blvd, Selma, CA 93662**. Currently scheduled items include:

- OSS Loss History Report
- Treasurer’s Report for Quarter Ending March 31, 2022.
- Approval of Milliman Actuarial Report
- Review of the Loss Fund Rates and Recommendation to the Board of Directors
- NCR Experience Rating for the OSS
- Consideration of Paying a Rebate
- Future Meeting Dates & Locations
- JPA Administration Services Agreement

XIV. ADJOURNMENT

With no further business, a motion was made by member Machado and seconded by member Iqbal and unanimously carried to adjourn the meeting. Absent: Members Mendiola, Singh, and Augusto.
Meeting adjourned at 11:50 A.M.

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.