

MINUTES



EXECUTIVE COMMITTEE MEETING

WEDNESDAY, JULY 13, 2022

11:00 AM

KINGSBURG JT UN ELEMENTARY SCHOOL DISTRICT

1310 STROUD AVE KINGSBURG, CA 93631

I. CALL TO ORDER

II. ROLL CALL

OFFICERS & EXECUTIVE COMMITTEE:

KERMAN UNIFIED SCHOOL DISTRICT	Kraig Magnussen, President
PACIFIC UNION ELEMENTARY SCHOOL DISTRICT	Annette Machado, Vice President
KINGSBURG JOINT UNION SCHOOL DISTRICT (ELEMENTARY)	Carol Bray, Accountant
FIREBAUGH-LAS DELTAS JOINT UNIFIED SCHOOL DISTRICT	Sarah Marshall, Member at Large
FOWLER UNIFIED SCHOOL DISTRICT	May Yang, Permanent Member
FOWLER UNIFIED SCHOOL DISTRICT	Edith Cantu, Alternate
KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT	Rufino Ucelo, Member at Large
LOS BANOS UNIFIED SCHOOL DISTRICT	Amer Iqbal, Permanent Member
SELMA UNIFIED SCHOOL DISTRICT	Andrea Affrunti, Permanent Member
SOUTHWEST TRANSPORTATION AGENCY	Maricela Ordonez, Member at Large

MEMBERS

DINUBA UNIFIED SCHOOL DISTRICT	Rachel Nunez
DINUBA UNIFIED SCHOOL DISTRICT	James Carrillo
FRESNO COUNTY SUPERINTENDENT OF SCHOOLS	Christopher Lozano

ADMINISTRATORS & CONSULTANTS:

KEENAN & ASSOCIATES	Donna Murry, Account Manager
KNAK & COMPANY	Erik Knak, Third Party Administrator
POMS & ASSOCIATES	Amy Dolson, Risk Manager

III. APPROVAL OF AGENDA

2022/2023-1

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 Singh and Augusto.

IV. PUBLIC COMMENTS

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

V. CONSENT AGENDA

2022/2023-2

ACTION

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

- Approval of Minutes of the May 25, 2022 Executive Committee Meeting as Emailed
- Approval of Expenditures for Quarter Ending June 30, 2022 which includes the Knak & Company Monthly Claim Expense.

PUBLIC COMMENTS: None

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

VI. CORRESPONDENCE

2022/2023-3

INFO

There was no correspondence to present.

VII. CLAIMS

2022/2023-4

INFO

THIRD PARTY ADMINISTRATOR UPDATE

Erik Knak, Claims Administrator for the OSS presented the OSS Loss History Review (Incurred Within \$50K MRL) 7-04-2022 to the Executive Committee and Members, comparing the report to the 7-05-21 report provided at last July's meeting. The years 2012/13, 2013/14, 2014/15, 2015/16, and 2017/18 continue to have no open claims. Year 2016/17 has 1 open claim with the total incurred figure & claim count not changing. 2018/19 has 1 open claim out of 71 opened thus far to date. The total incurred figure is excellent with no change from the prior year's report. The 2019/20 year has been a difficult claim year, presently with 5 open claims. There were several large Property and Liability claims with total reserves increasing from the 07/05/21 report. Year 2020/21 has had 38 claims opened thus far with 4 still open. It includes several large Property losses. The 2021-22 year has 56 claims, 30 of those claims are open with \$487K total incurred. There has been an abuse claim opened from the 2000-01 claim period as well. In summary, there are 42 open claims, up 18 and currently \$540K in reserves, up \$184K from the report presented from last July's meeting.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

VIII. UNDERWRITING

NCR UPDATE

2022/2023-5

INFO

Donna Murry the Account Manager presented information on the NCR Program on behalf of Tyler Houston who had a conflict in his schedule. She reported that excess cyber coverage has been made available to all districts outside what they currently have through the NCR/SAFER layer. Members received an email on June 27 showing their eligibility for this dedicated excess cyber coverage offered through Cowbell with estimated pricing. If anyone is interested in getting a formal proposal, to let Keenan know. Cowbell has agreed to backdate to 7/01/22 if a request for a proposal is received by 7/31/22 and a no known loss warranty is received, which is included in the proposal package. Any order received after 7/31/22 will be bound effective the date ordered and will expire 7/1/23.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

IX. FINANCIAL

TREASURER'S REPORT

2022/2023-6

ACTION

Carol Bray, the OSS Accountant presented the Treasurer's Report for the Quarter and Unaudited Year ending June 30, 2022 to the Executive Committee for review and consideration. Total operating revenues were at 99% with revenues of \$5,506,861 and operating expenses at 94% with expenditures of \$4,989,269 which included a WRA payment.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Affrunti with a second by member Iqbal and unanimously passed to accept the Treasurer's Report as presented. Absent: Members Singh and Augusto.

2022/2023 FINAL POOL CONTRIBUTION SPREADSHEET

2022/2023-7

ACTION

Donna Murry presented the 2022/2023 final Pool Contribution Spreadsheet as invoiced to the Executive Committee for their approval. It was mentioned the final spreadsheet saw a decrease on the primary cyber coverage rate and a slight increase of the 15M x of 10M excess liability rate providing an overall decrease of -\$0.1897 than what was presented at the May Board of Directors' meeting. The final spreadsheet did not include the JPA wide dedicated excess cyber contributions as indicated at the May meeting due to the option not being available this year.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Machado with a second by member Iqbal and unanimously passed to accept the 2022/2023 final Pool Contribution Spreadsheet as presented. Absent: Members Singh and Augusto.

X. ADMINISTRATION

BIENNIAL NOTICE / CONFLICT OF INTEREST CODE REVIEW

2022/2023 -8

ACTION

Donna Murry presented the OSS Conflict of Interest Code to the Executive Committee for its biennial review. It was determined no revisions were necessary.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Machado with a second by member Affrunti and unanimously carried to approve the Conflict of Interest Code for OSS without change. Absent: Members Singh and Augusto.

CLAIMS AUDIT SERVICES

2022/2023-9

ACTION

Donna Murry presented the sole respondent to a Request for Proposal (RFP) for the purposes of conducting a claims audit. Out of the three RFPs mailed out, only one provided a proposal, Risk Management Services.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Machado and unanimously carried to have Risk Management Services conduct the claims audit for the OSS for 2022. Absent: Members Singh and Augusto.

ELECTION OF OFFICERS

2022/2023-10

ACTION

The current slate of OSS officers was nominated for reelection for the 2022/2023 year. The slate as presented was:

Kraig Magnussen – President

Annette Machado – Vice President

Dr. Wesley Sever – Treasurer

Trish Singh - Secretary

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Affrunti and unanimously carried to reelect the current slate of officers for the 2022/2023 year. Absent: Members Singh and Augusto.

ADMINISTRATIVE GUIDE

2022/2023-11

ACTION

Donna Murry presented an Administrative Guide to the Executive Committee for their review. The Guide would be emailed out to all members in July and would provide a list of OSS members and contact information for the JPA.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Marshall and unanimously carried to accept the Administrative Guide as presented. Absent: Members Singh and Augusto.

XI. RISK MANAGEMENT

RISK MANAGEMENT UPDATES

2022/2023-12

INFO

Amy Dolson, the Risk Manager for the OSS presented the updates on Loss Control services as per the following:

- Training Completed:
 - Rachel Shaw Virtual Training Series – Completed April 29 and June 1
 - Annual Pesticide Handler Safety Workshop – Completed June 16, 2022
 - Forklift Certification Training – Kerman/Kingsburg Elementary CSD – Completed June 6, 2022
- Upcoming Training:
 - Food Safety Certification – Parlier USD – August 5, 2022. A flyer was presented.
 - Rachel Shaw Virtual Training Series – August 19, September 21, & November 4, 2022, Free registration, for each session, for one (1) employee per member district - A flyer was presented on this training.
- NCR Labs & Workshops Inspections – to be completed by Tessa Babcock, Poms & Associates and scheduled for July 25 – 28, 2022
- Title IX
 - Title IX Thursdays with Megan Farrell – Free Training – Kickoff Session August 4, 2022
 - NCR Title IX Training Series. A flyer was presented on these trainings.
 - o Title IX Training for all Employees – July 20, 2022
 - o Title IX Coordinator Training – August 10, 2022
 - o Title IX Investigator Training – August 17, 2022
 - o Title IX Decision Maker Training – August 24, 2022
- OSS Safety & Security Grant 2022 – 2023 – Updated Terms & Conditions and Application was presented. The grant is open to everyone once again for the new fiscal year.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

XII. INFORMATION

MEMBER COMMENTS

Christopher Lozano with Fresno County Superintendent of Schools wanted to be certain everyone knew that Cowbell, the carrier for the excess dedicated cyber liability coverage is not licensed by the State of California and is considered a “non-admitted” or “surplus line” insurer.

ADMINISTRATION COMMENTS

Donna Murry thanked Kingsburg Jt Un Elementary School District for allowing the use of their meeting room for hosting the OSS Executive Committee meeting.

XIII. AGENDA ITEMS FOR NEXT MEETING

Members and others may suggest items for consideration at the next Executive Committee meeting on **Wednesday, October 12, 2022, Legends Tap House & Grill**, 2910 Pea Soup Anderson Blvd, Selma, CA. Currently scheduled items include:

- OSS Loss History Report
- Approval of the Financial Management Information Report as presented by SETECH for the Fiscal Years ended June 30, 2021 and June 30, 2022.
- Approval of the Financial Audit for Years June 30, 2022 and 2021.
- Audited Treasurer’s Report for Year Ending June 30, 2022 and for Quarter Ending September 30, 2022.
- Approval of the Final Budget for 2022/2023.
- Approval of the 3rd Payment to Central USD from their Withdraw Reserve Account (WRA).

- Approval of the 1st Payment to Kings Canyon USD and Golden Plains from their WRA.

XIV. ADJOURNMENT

With no further business, the meeting adjourned at 11:53 AM.

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.