

MINUTES



EXECUTIVE COMMITTEE MEETING

WEDNESDAY, JANUARY 18, 2023

11:00 AM

LEGENDS TAP HOUSE & GRILL

2910 PEA SOUP ANDERSON BLVD

SELMA, CA 93662

1. CALL TO ORDER

Presiding officer Sever called the meeting to order at 11:09 AM. Introductions were made.

II. ROLL CALL

OFFICERS & EXECUTIVE COMMITTEE:

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| KINGSBURG JOINT UN ELEMENTARY SCHOOL DISTRICT | Dr. Wesley Sever, Treasurer & Presiding Officer |
| KINGSBURG JOINT UN ELEMENTARY SCHOOL DISTRICT | Carol Bray, Accountant |
| FIREBAUGH-LAS DELTAS JOINT UNIFIED SCHOOL DISTRICT | Dr. Roy Mendiola, Member at Large |
| FOWLER UNIFIED SCHOOL DISTRICT | Albert Ordonez, Permanent Member |
| KERMAN UNIFIED SCHOOL DISTRICT | Diane Lira, Permanent Member |
| KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT | Rufino Ucelo, Member at Large |
| SELMA UNIFIED SCHOOL DISTRICT | Andrea Affrunti, Permanent Member |
| SELMA UNIFIED SCHOOL DISTRICT | Christine Ortega, Permanent Member (Alternate) |
| SOUTHWEST TRANSPORTATION AGENCY | Gary Geringer, Member at Large |

MEMBERS

| | |
|---|--------------------|
| FRESNO COUNTY SUPERINTENDENT OF SCHOOLS | Christopher Lozano |
| VALLEY REGIONAL OCCUPATIONAL PROGRAM | Dora Alvarado |

ADMINISTRATORS & CONSULTANTS:

| | |
|--------------------------|---|
| KEENAN | Pia Bayetti, Account Coordinator |
| KEENAN | Tyler Houston, Account Executive |
| KEENAN | Donna Murry, Account Manager |
| KNAK & COMPANY | Erik Knak, Third Party Administrator via conference phone |
| POMS & ASSOCIATES | Amy Dolson, Risk Manager |
| REEDLEY INSURANCE AGENCY | Bud Klassen, Broker |

III. APPROVAL OF AGENDA

2022/2023-31

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 Geringer with a second by member Mendiola and unanimously carried to approve the Agenda as presented. Absent: Members Ortega, Machado, Singh, Augusto, and Iqbal.

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: No comments by the public

COMMITTEE CONSIDERATION: None

V. CONSENT AGENDA

2022/2023-32

ACTION

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

- Approval of Minutes of the October 12, 2022 Executive Committee Meeting as emailed.
- Approval of Audited Expenditures for Year ending June 30, 2022.
- Approval of Audited Expenditures for Quarter ending September 30, 2022.
- Approval of Expenditures for Quarter ending December 31, 2022 – Includes Knak & Company Monthly Claims Expenses.

PUBLIC COMMENTS: None

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

VI. CORRESPONDENCE

2022/2023-33

INFO

Donna Murry, the Account Manager presented correspondence received.

1. The report filed by the JPA auditor Gus Corona in response to the Special Districts' Financial Transaction Letter received from the State Controller's office. This report provides information to the State 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

2022/2023-34

INFO

Erik Knak, Claims Administrator for the OSS presented the OSS Loss Review via conference phone, comparing the 01-03-23 report to the 01-10-22 report provided at last January's meeting. Years 2013/14, 2014/15, 2015/16, 2017/18, and 2018/19 have no open claims. The total incurred figures and claims count for the aforementioned years have remained unchanged with the exception of the 2015/16 year. The 2015/16 year had the total incurred figure drop by \$13K due to a costs bill lien recovery from an old, litigated file. The 2016/17 year has 1 open claim due to an Underinsured Motorist claim with reserves remaining constant. The 2019/20 year has been a difficult claim year, presently with 5 open claims out of 53 opened to date. This year includes several large Property and Liability claims with no change in reserves from the October meeting. The 2020/21 year has had only 38 claims, all closed with reserves up \$5K from last January's meeting. The 2021/22 year continues to remain active, with 66 claims reported and 18 of those claims currently open, 6 of these are large liability claims. Year 2022/2023 has had a modest first six months with 25 claims reported, 16 of which are currently open. There has been an abuse claim opened from the 2000/01 claim period, along with a companion abuse claim recently filed to be consolidated within a single \$50K MRL. In summary, there are 41 open claims, up 18 with reserves up \$309K from the 01/10/22 report.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

Member Ortega arrived.

VIII. UNDERWRITING

NCR UPDATE

2022/2023-35

INFO

Tyler Houston, the Account Executive reported on the NCR Executive Committee Meeting Summaries from the Finance, Executive, Claims & Coverage & Underwriting & Member Services Committees. Highlights were:

- NCR held their own Strategic Planning Session earlier in the year. Through this session, it was determined to continue; the Title IX training and support to its members and the orientation for new NCR members at the annual meeting; the recruiting of future leaders for Committee participation, & the enhancement of technology within risk management & various programs.
- NCR continues to be in a strong financial position as noted from their recent audit.
- NCR is working with Arbiter Sports (aka Family ID) for athletic management solutions which has an easy & accessible platform for keeping track of student athletics' information. NCR is working with this provider on preferred pricing for NCR members.

NCR UPDATE CONT.

- SAFER has partnered with ResoluteGuard to provide, at no additional cost, assistance to non-compliant members with the six Hamilton Best Practices to get them in compliance, ultimately keeping their cyber data safe.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

OSS SAFETY & SECURITY GRANTS – FOWLER USD & SELMA USD

2022/2023-36

ACTION

Amy Dolson, the OSS Risk Manager presented applications from Fowler Unified for \$3,000 and from Selma Unified for \$4,000 for the OSS Safety & Security Grant to the Executive Committee for their consideration. Both districts intend to use the grants for installing security cameras at school sites.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Mendiola with a second by member Lira to approve the Safety & Security Grants as applied for by Fowler USD for \$3,000 and Selma USD for \$4,000. Ayes: Members Sever, Mendiola, Lira, Ucelo and Geringer. Abstain: Members Ordonez and Ortega. Absent: Members Machado, Singh, Augusto, and Iqbal. Motion carried.

2023/2024 RENEWAL QUESTIONNAIRE UPDATE

2022/2023-37

INFO

Donna Murry reported that the members should have been contacted by their Broker with information for completing their 2023/24 Questionnaires. All questionnaires are due back no later than February 13, 2023.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: NONE

FINANCIAL TREASURER’S REPORT

2022/2023-38

ACTION

Carol Bray, the OSS Accountant presented the Audited Treasurer’s Reports for Year ending June 30, 2022 and Quarter ending September 30, 2022, and the Treasurer’s Report for Quarter ending December 31, 2022, to the Executive Committee for review and approval. Total operating revenues for Quarter ending December 31, 2022 were at 98% with revenues of \$5,680,000 and operating expenses at 86% with expenditures of \$4,769,750.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Geringer with a second by member Lira and unanimously carried to accept the Audited Treasurer’s Reports for Year ending June 30, 2022 and Quarter ending September 30, 2022, and the Treasurer’s Report for Quarter ending December 31, 2022. Absent: Members Machado, Singh, Augusto, and Iqbal.

IX. ADMINISTRATION

CAJPA RE-ACCREDITATION STATUS

2022/2023-39

ACTION

Donna Murry presented the OSS/ CAJPA Accreditation Report to the Executive Committee for their review and action. She stated the Accreditation Committee conferred continuous accreditation effective Nov 1, 2022 for a period of three years. There was only one requirement for Accreditation with Excellence that was needed, a Strategic Planning Session which was held and will be reported on next by Tyler Houston. She did state a requirement for the next accreditation period, though only a suggestion for this time was Enterprise Risk Management (ERM). The ERM is to determine that the JPA leadership has an ongoing process to identify major overall risk areas for the JPA and a plan to reduce these risks to a relatively low level.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Mendiola with a second by member Geringer and unanimously carried to accept the report as presented. Absent: Members Machado, Singh, Augusto, and Iqbal.

OSS STRATEGIC PLANNING SESSION

2022/2023-40

INFO/ACTION

Tyler Houston provided a review of the recent OSS Strategic Planning Session which was held on December 1, 2022. It proved to be a tremendous exercise from both the administration and membership sides with a thank you to the

OSS STRATEGIC PLANNING SESSION – Cont.

members that attended. Amy Dolson provided a loss analysis report that helped to identify the primary loss drivers over the past few years. This provided to those in attendance insight as to where the loss control and risk management efforts should be directed. It was also noted from going through re-accreditation, the OSS has money which it can return in creative ways back to its members. One such suggestion was through a rate reduction to the members. This would require working with the actuary on a future study. A Mission Statement was also developed and presented for review and action.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Mendiola with a second by member Lira and unanimously carried to approve the OSS Mission Statement as presented. Absent: Members Machado, Singh, Augusto, and Iqbal.

Member Affrunti arrived.

CONSIDER MILLIMAN PROPOSAL FOR ACTUARIAL SERVICES

**2022/2023-41
ACTION**

Tyler Houston presented the Milliman Proposal for Actuarial Studies for the 2023 year to the Executive Committee for their review and action.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Geringer with a second by member Mendiola and unanimously carried to accept the Milliman proposal as presented. Absent: Members Machado, Singh, Augusto, and Iqbal.

INVESTMENT POLICY REVIEW

**2022/2023-42
ACTION**

Donna Murry presented the Investment Policy from the County of Fresno Auditor-Controller/Treasurer-Tax Collector to the Executive Committee for their review and action. The OSS has adopted the aforementioned investment policy as their own and it is an accreditation requirement the JPA reviews it annually. It was noted there were no changes to the Investment Policy, only a revised date on the cover.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Affrunti with a second by member Lira and unanimously carried to approve the Investment Policy from the County of Fresno Auditor-Controller/Treasurer-Tax Collector with no changes. Absent: Members Machado, Singh, Augusto, and Iqbal.

CONFLICT OF INTEREST, FORM 700 UPDATE

**2022/2023-43
INFO**

Donna Murry mentioned the Conflict of Interest, Form 700 for 2022 was emailed to members of the Executive Committee, Alternates and Consultants. The forms need to be mailed back to P.O. Box 1404, Selma by 4/3/2022 as original signatures are needed.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

X. RISK MANAGEMENT

RISK MANAGEMENT UPDATES

**2022/2023-44
INFO**

Amy Dolson, the Risk Manager presented the updates on Loss Control services.

- **Training Completed:**
 - Forklift Certification Training was held at Riverdale Joint USD on December 20, 2022
- **Upcoming Training:**
 - Child Abuse Prevention with Diane Cranley – Advised this training would be coming soon.
 - Applicant Screening Training
 - Grooming and Boundaries Training
 - White Fleet Driver Training – Advised this training would be coming soon.

RISK MANAGEMENT UPDATES - Cont.

- **OSS Safety & Security Grant 2022 – 2023** – Application period open until June 30, 2023
- **NCR Loss Control & Safety Inspections/ Playground Inspections** – Tessa Babcock with Poms is continuing with the inspections. A schedule was presented.
 - Firebaugh-Las Deltas USD – Scheduled week of January 23, 2023
- **NCR Risk Management Reward Program** – Amy presented the NCR Risk Management Reward Program. To be eligible to participate in a lottery drawing with the opportunity to win \$2,500, districts need to assign (2) Keenan SafeSchool (KSS) courses to staff and have at least 50% of all employees take and complete both courses. The KSS courses are Off-Site Behavior Boundaries and Electronic & Social Media Boundaries. The deadline to complete the courses to be eligible is 3/30/23.
- **NCR Matching Grant** – Amy mentioned the recipients were announced, but no one from the OSS JPA had applied for the grant.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

XI. INFORMATION

MEMBER COMMENTS

No Comments

ADMINISTRATION COMMENTS

Donna Murry announced her retirement at the end of the 2023 calendar year. She mentioned she has worked with the OSS for the past 35 years. Pia Bayetti would be taking her place as the account manager and is currently in training.

XII. AGENDA ITEMS FOR NEXT MEETING

Members and others may suggest items for consideration at the next Executive Committee meeting on **Wednesday, April 19, 2023, Legends**, 2910 Pea Soup Anderson Blvd, Selma, CA 93662. Currently scheduled items include:

- OSS Loss History Report
- Treasurer’s Report for Quarter Ending March 31, 2023
- 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
- Knak & Co Contract
- Poms & Associates Risk Manger Contract
- Poms & Associates Safety/Labs & Workshops/Playground Inspections Contract
- SETECH Financial Management Info Report Contract
- Future Meeting Dates & Locations

XIV. ADJOURNMENT

With no further business, the meeting adjourned at 12:18 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 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.