

**ORGANIZATION OF SELF-INSURED SCHOOLS
(O.S.S.)**

Executive Committee Meeting

11:00 a.m. Thursday, January 15, 2004

Rodolfo's
1802 E. Front
Selma, CA 93662

Meeting Minutes

- Call to Order** President Warren Jennings called the meeting to order at 11:11 a.m.
- Attendance**
- | | |
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| Pacific Union School District
Warren Jennings | Kings River-Hardwick Un Elementary School Dist.
Jamie Perkins
Andrea Materoh |
| Selma Unified School District
Larry Teixeira | Kings Canyon Unified School District
Irvin Isaak
Terri Bechtel |
| Fowler Unified School District
Eric Cederquist | |
| Central Unified School District
Mary Romero | Guests:
Erik Knak
Tom Russo
Henry Brock
Dick Rhodes
Bill Tucker, Jr.
Donna Murry |
| Southwest Transportation Agency/
South County Support Services
Kirk Hunter | |
- Introductions** The attending committee members and guests introduced themselves.
- Approval of Agenda** After stating the need to add an emergency item to the agenda, *Consider Acceptance of Conditional Notice of Withdrawal from the O.S.S.*, the motion was made by member Teixeira and seconded by member Cederquist to approve the agenda. Motion carried.
- Public Hearing Session** President Jennings asked if anyone wished to address the Committee. There was no response.
- Consent Agenda** The motion was made by member Hunter and seconded by member Perkins to approve the consent agenda which included the following:
A. Approval of the minutes of the October 23, 2003 Executive Committee meeting as mailed.
B. Approval of expenditures (Attachment A).
Motion carried.
- Treasurer's Report** The financial statement for quarter ending December 31, 2003 was presented by Terri Bechtel, (Attachment B). The motion to accept the report was made by member Teixeira and seconded by member Romero. Motion carried.
- Terri Bechtel presented a letter of resignation on behalf of Kings Canyon Unified School District and the O.S.S. treasurer, Adele Nikkel for the accounting services they provide the O.S.S., (Attachment C). The O.S.S. will be looking for a new treasurer either through an O.S.S. member district or an outside service.

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- Broker's Report** The Broker, Bill Tucker Jr. reported on the six districts giving their conditional notice of withdrawal from the O.S.S. The districts are Caruthers Unified School District, Central Valley Preschool, Golden Plains Unified School District, Riverdale Unified School District, Southwest Transportation Agency, and South County Support Services Agency. Letters will be going to those districts acknowledging the receipt of their conditional withdrawal notification. He further stated those districts may revoke their notification on or before May 1, 2004 without penalty.
- Conditional Notice of Withdrawal
- Renewal Questionnaires Mr. Tucker informed the Committee the 04/05 renewal questionnaires had been sent to all agents. If any district has not yet received theirs, they should expect it before long. All questionnaires are due back to Tucker-Alexander Insurance no later than 1-26-04.
- Golf Tournament It was announced the annual JPA golf tournament is scheduled for Thursday, June 10, 2004 at the Sherwood Golf Club. Mark your calendars.
- NCR Semi-Annual Meeting The Broker mentioned he would be leaving after the meeting to attend the NorCal ReLiEF semi-annual Executive Committee meeting scheduled for the next day, Friday, January 16. Information from that meeting would be available at the next quarterly meeting in April.
- Administrator's Report** The Claims Administrator, Erik Knak presented the summary of claims report, (attachment D).
The Committee recessed at 11:31 a.m. and reconvened at 11:51 a.m.
- Loss Control Report** Dick Rhodes, the Independent Contractor for Loss Control mentioned he is available for providing workshops.
Henry Brock from Brock's Loss Control Services, presented his progress report, (Attachment E). He also reported on the new O.S.S. web site – www.ossweb.org, (attachment F). He asked to be contacted should anyone have suggestions for additional items for the new web site.
- Action Items** The Broker presented the opportunity to the Committee for utilizing CAJPA's sister joint powers authority clause. Those JPAs closely affiliated, such as the O.S.S. and Fresno County Self Insurance Group (F.C.S.I.G.), have the opportunity to have their re-accreditation studies done at the same time thus realizing a 25% discount off of the most expensive accreditation study. The advantage to the O.S.S. would be the postponing of their re-accreditation until 11/04. In the future it would be likely the O.S.S. would realize the 25% discount. The motion was made by member Hunter and seconded by member Cederquist to delay the O.S.S. re-accreditation until 11/04. Motion carried.
- Delaying O.S.S. Re-Accreditation
- Manual Update The motion was made by member Hunter and seconded by member Perkins to update the risk management manual of the O.S.S. and to limit any costs associated with said update to \$5,000. Motion carried.
- Actuary Contract The motion was made by member Teixeira and seconded by member Isaak, to approve the contract with Milliman USA for actuarial services for the 04/05 fiscal year, (attachment G). Motion carried.

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Action Items

Cont.

Conditional Notice
of Withdrawal

After a lengthy discussion, the motion was made by member Perkins and seconded by member Romero to accept the *Conditional Notice of Withdrawal* given by the six O.S.S. member districts. Motion carried.

**Board Member
Report**

It was the consensus of the Executive Committee to use the current event as an *opportunity* to improve and expand on the services O.S.S. offers to its member districts. After investigating several possibilities, including their cost effectiveness, the Broker will report his findings back to the Committee.

Closed Session

There were no items for closed session.

**Next Meeting/
Adjournment**

The next scheduled meeting for the Executive Committee is at 11:00 a.m. on Thursday, **April 15, 2004** at Rodolfo's in Selma.

With no further business, the motion was made by member Hunter and seconded by member Teixeira to adjourn the meeting. Motion carried and the meeting adjourned at 12:28 p.m.

Prepared by,

Approved by,

Donna Murry
JP:dm

Jamie Perkins
O.S.S. Secretary