

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

**Executive Committee Meeting**

11:00 a.m. Thursday, October 23, 2008

Rodolfo's  
1802 E. Front  
Selma, CA 93662

**Meeting Minutes**

- Call to Order** President Warren Jennings called the meeting to order at 11:10 a.m.
- Attendance**
- |   |  |
|---|--|
| Pacific Union Elementary School District<br>Warren Jennings | Kingsburg Joint Union School District (Elementary)<br>Dr. Mark Ford<br>Carol Williamson  |
| Selma Unified School District<br>Larry Teixeira             | West Park Elementary School District<br>Edith Gustafson  |
| Island Union Elementary School District<br>Diane Augusto    | Kerman Unified School District<br>James Foley  |
| Kings River-Hardwick Un Elem School Dist<br>Trish Singh     | Guests:<br>Erik Knak – <i>Knak &amp; Company</i><br>Dennis Williams - <i>Keenan &amp; Associates</i><br>Dr. Henry Brock – <i>Brock's Loss Control</i><br>Ernie Souders – <i>Trinity First Insurance Services</i><br>Bill Tucker - <i>Tucker-Alexander Ins.</i><br>Donna Murry – <i>Tucker-Alexander Ins.</i> |
| Southwest Transportation Agency<br>Kirk Hunter              |  |
| Fowler Unified School District<br>Eric Cederquist           |  |
- Introductions** The attending committee members and guests introduced themselves.
- Approval of Agenda** The motion to approve the agenda was made by member Hunter and seconded by member Ford. 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 Ford to approve the consent agenda which included the following:  
A. Approval of the minutes of the July 24, 2008 Executive Committee meeting as mailed.  
B. Approval of expenditures for quarter ending June 30, 2008 (Attachment A).  
Motion carried.
- Treasurer's Report** The O.S.S. accountant, Carol Williamson, presented the financial statement for quarter ending September 30, 2008, (Attachment B). The motion to accept the financial report as presented was made by member Hunter and seconded by member Teixeira. Motion carried.
- Broker's Report**  
Athletic Team Ins The broker, Bill Tucker Jr. introduced Ernie Souders from Trinity First Insurance. Mr. Souders reported on a letter sent to school districts from Jack O'Connell, California Superintendent of Public Instruction on the subject of athletic team insurance. The letter maintains under state law, school districts are required to ensure that all members of their athletic teams are carrying some type of insurance which covers medical and hospital expenses and per Ed Code section 32221.5(b) that the districts properly notify the parents/guardians of such, (Attachment C). He

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Athletic Team  
Ins. Cont.

continued on to say there were a hand full of ways a district could comply with aforementioned regulation if the student couldn't afford health insurance:

1. Healthy Families/Medical
2. Districts could purchase coverage for an individual
3. Districts could purchase blanket coverage for entire student population

*The committee recessed at 11:33 a.m. and reconvened at 11:50 a.m.*

NCR Annual  
Meeting

The broker reported on the highlights from the annual NorCal ReLIEF (NCR) meeting which he recently attended:

1. Maximus, the firm used for the valuation service, recently sold to Constellation Software. Current contracts will be honored with no noticeable changes to their service.
2. The NCR *unqualified* financial audit and the SETECH report were reviewed. They showed NCR to be in good financial condition with adequate surplus.
3. The newest member to join NCR is Kings Schools Transportation Authority. This is a Special Ed Transportation JPA in Kings County which includes six (6) O.S.S. members.
4. NCR is actively seeking new membership on its sub committees. O.S.S. currently has membership on three (3) of their five (5) sub-committees. They are Finance – Larry Teixeira; Risk Management – Henry Brock; Underwriting – Warren Jennings; Claims & Coverages and the newly established Member's Services sub-committee are both open. The broker, Bill Tucker serves as secretary on the Executive Committee board. It was also mentioned NCR will reimburse committee members their travel expenses to attend educational conferences such as CSBA, CASBO, etc.
5. NCR recently received their accreditation with excellence.

### Administrator's Report

The claims administrator; Erik Knak presented the O.S.S. Loss History Review, (Attachment D). He mentioned all claims from the first three (3) years of his report have been closed, with the next two (2) years having only one (1) open claim, one of which will soon be closing. The last two (2) years have seen an increase in reserves from all claims.

### Loss Control Report

WeTip

O.S.S. risk manager; Dr. Henry Brock reported to the Committee he has visited all member districts to acquaint them with the WeTip program and to hand out material specific for its implementation. With assistance from WeTip, Dr. Brock developed a handbook and CD with pertinent information he felt O.S.S. districts could use.

Safety Inspections

Dr. Brock mentioned O.S.S. is now in complete compliance with the NCR policy on safety inspections since they went from a four year to a three year rotation schedule for their facility inspections.

O.S.S. Brochures

Dr. Brock presented the O.S.S. Brochure to be made available to districts to hand out to their boards. He will be mailing copies of the brochures to the O.S.S. liaisons.

*One final revision to the brochure was made, sample of which is enclosed.*

### Action Items

Claims Audit

The broker presented the claims audit proposals to the Executive Committee. Due to the scope of work outlined in their proposal, the broker recommended Risk Management Services (RMS) at a fee of \$4,020. The motion to accept the broker's recommendation and award the audit to RMS was made by member Cederquist and seconded by member Ford, (Attachment E). Motion carried.

Budget Revision

The motion to revise the budget and increase line 19 "Safety Inspections" by \$23,940 to accommodate the revision to the Poms and Associates contract approved at the July 24, 2008 meeting was made by member Hunter and seconded by member Cederquist. Motion carried.

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### Action Items

#### Cont.

Alternate Markets After a lengthy discussion, it was the consensus of the Executive Committee not to consider alternate markets this year and not go out to bid.

### Board Member Report

Member Cederquist informed the Executive Committee that a group is using the non-compliance of the Voting Rights Act to bring suits against school districts for the purpose of creating demographic voting districts. Some or all of the legal fees could be covered if a suit is brought against a member district. Any request for damages or monetary settlement is not covered. Any public entity, not just school districts, has the potential of facing this dilemma.

**Closed Session** There were no items for closed session.

**Next Meeting/ Adjournment** The next scheduled meeting for the Executive Committee is 11:00 a.m. on Tuesday, January 15, 2008 at Rodolfo's – Selma.

With no further business, the motion was made by member Ford and seconded by member Teixeira to adjourn the meeting. Motion carried and the meeting adjourned at 12:44 p.m.

Prepared by,

Approved by,

Donna Murry  
EG:dm

Edith Gustafson  
O.S.S. Secretary