

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

**Executive Committee Meeting**

11:00 a.m. Thursday, April 17, 2008

Rodolfo's  
1802 E. Front  
Selma, CA 93662

**Meeting Minutes**

**Call to Order** Acting President Edith Gustafson called the meeting to order at 11:06 a.m.

**Attendance**

West Park Elementary School District Edith Gustafson	Kingsburg Joint Union School District (Elem) Dr. Mark Ford Carol Williamson
Fowler Unified School District Eric Cederquist	Central Unified School District Mike Berg Mary Romero
Southwest Transportation Agency Kirk Hunter	Kerman Unified School District James Foley
Island Union Elementary School District Diane Augusto	Guests: Erik Knak – <i>Knak &amp; Company</i> Dennis Williams - <i>Keenan &amp; Associates</i> Bill Tucker - <i>Tucker-Alexander Ins.</i> Donna Murry – <i>Tucker-Alexander Ins.</i> Dr. Henry C. Brock - <i>Brock's Loss Control Services</i>
Kings Canyon Unified School District Ron Hudson	

**Introductions** The attending committee members and guests introduced themselves.

**Approval of Agenda** Acting President Gustafson stated the need to add an emergency action item *Consider Fifth and Final Payment of the Pioneer Refund* with the 9.3 action item - Consider Second Payment of the Caruthers Refund. The motion to approve the agenda with the addition of the emergency action item – *Consider Fifth and Final Payment of the Pioneer Refund* was made by member Hunter and seconded by member Ford. Motion carried.

**Public Hearing Session** Acting President Gustafson 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 January 17, 2008 Executive Committee meeting as mailed.  
B. Approval of expenditures for quarter ending March 31, 2008 (Attachment A).  
Motion carried.

**Treasurer's Report** The O.S.S. accountant, Carol Williamson, presented the financial statement for quarter ending March 31, 2008, (Attachment B). The motion to accept the financial report as presented was made by member Hunter and seconded by member Ford. Motion carried.

**Broker's Report** The broker, Bill Tucker Jr. reported on several positive changes with S.E.L.F. He first informed the Executive Committee of the unexpected death of the S.E.L.F. executive director, Nat Lord from a seizure. Though he had only been on the job since last summer, he had been doing a good job.  
SELF

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### Broker's Report

#### Cont.

SELF Cont.

Rates for the 2008/2009 coverage year were taking about a ten percent (10%) reduction, (Attachment C). Their program structure has also improved. S.E.L.F. is now fully reinsuring their \$40 million excess of \$5 million through Lexington which is an A+XV company. The last item is providing Memorandum of Coverage (MOC) options for the 2008/2009 year. Districts can choose to continue with the traditional way; otherwise they can opt for following form which removes any conflict in terms with their primary MOC. The following form option was recommended by the broker.

Accreditation

For clarification purposes & for the accreditation, the O.S.S. Bylaws will have **Mission Statement** added to the Preamble heading on the Title Page and will read as per the following: *Preamble – Mission Statement*. This change did not require action as per the O.S.S. attorney.

Parlier USD

The broker mentioned the board president from Parlier Unified was looking at other property & liability options through an outside broker. The 12/31 notice of intent to withdrawal was not given by the district to the O.S.S. Their board president was advised of such.

### Administrator's Report

The claims administrator; Erik Knak handed out what he termed a positive Loss History Review for the O.S.S. (Attachment D). Prior years have only a few claims open and he mentioned good legal results on several claims had been received.

### Loss Control Report

Interviewing Skills Workshop

O.S.S. risk manager, Dr. Henry Brock reported on the success of the inservice workshop held recently on interviewing skills. Thirty-five people had taken part in the training.

### Action Items

SETECH

The broker presented the new three year SETECH proposal, (Attachment E). The motion was made by member Hunter and seconded by member Cederquist to accept the proposal as presented. Motion carried.

Investment Policy

Mr. Tucker presented as mandated by accreditation standard, the annual review of the O.S.S. Investment Policy to the Executive Committee. The O.S.S. adopts as its own policy the Fresno County Treasurer's Statement of Investment Policy. He stated there were only a couple of minor changes under the current December 2007 revision, (Attachment F). The motion to accept the current December 2007 revision of the Investment Policy of the County of Fresno as the investment policy of the O.S.S., (Attachment G) was made by member Hunter and seconded by member Ford. Motion carried

**NOTE: A copy of the current December 2007 revision of the Investment Policy of the County of Fresno as adopted by the O.S.S. can be found online at the O.S.S. website:**

[www.ossweb.org](http://www.ossweb.org)

Pioneer/Caruthers Refund

The motion was made by member Hunter and seconded by member Ford to approve the fifth and final installment of the Pioneer refund in the amount of \$8,329.20 and the second installment of the Caruthers refund in the amount of \$11,114.00 as calculated by the actuary to be paid by June 30, 2008. Motion carried.

Loss Fund

The broker presented the loss fund rates at the \$50,000 SIR level with the modified premium for each member, comparing the 2008/2009 year with that from 2007/2008, (Attachment H). The motion was made by member Cederquist and seconded by member Ford to recommend to the Board, approval of the loss fund rates. Motion carried.

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## Action Items

### Cont.

Dividend  
Payment  
Motion

The motion was made by member Cederquist and seconded by member Hunter to recommend to the Board payment of the 2007/2008 dividend to be paid in June 2008, (Attachment I).

carried.

At Large  
Membership

The current at-large membership to the Executive Committee was presented, (Attachment J). The motion to recommend to the Board the retention of the current slate of at-large members pending inquiry of one member's desire to stay as an at-large member on the Executive Committee was made by member Ford and seconded by member Hunter. Motion carried.

Meeting Dates/  
Times/Locations

The motion was made by member Hunter and seconded by member Berg to approve O.S.S. Resolution #JPA 08-2 for establishing date, time and place of regular meetings of the O.S.S. Executive Committee, (Attachment K). Motion carried.

The committee recessed at 11:25 a.m. and reconvened at 11:41 p.m.

OSS Policy  
Updates

The broker presented revisions to three O.S.S. policies. The policies are:

*Policy No. F-03, Use of Residences owned by Member Districts which increases the personal liability requirement of third parties who leases or rents residences owned by the member district from \$300,000 to \$500,000, (Attachment L).*

*Policy No. SIR-01 Self-Insured Retention Policy which was changed to reflect the current SIR of \$50,000 and to amend language to indicate coverage that is self-insured and not insurance, (Attachment M).*

*Policy No. V-01 Use of Vehicles By Third Parties which was changed to reflect the current SIR of \$50,000 and subsequent penalties, (Attachment N).*

The motion was made by member Hunter and seconded by member Berg to accept the amendments of the three O.S.S. policies. Motion carried.

TPA Contract

It was moved by member Cederquist and seconded by member Hunter to approve the claims administrator contract, (Attachment O). Motion carried.

### Board Member Report

Acting President Gustafson asked if any member had items to report. There was no response.

### Closed Session

There were no items for closed session.

### Next Meeting/ Adjournment

The next scheduled meeting for the Executive Committee is 9:00 a.m. on Tuesday, May 20, 2008 at Southwest Education Support Center, Caruthers.

With no further business, the motion was made by member Hunter and seconded by member Ford to adjourn the meeting. Motion carried and the meeting adjourned at 11:59 a.m.

Prepared by,

Approved by,

Donna Murry  
EG:dm

Edith Gustafson  
O.S.S. Secretary