

**OSS**  
ORGANIZATION OF  
**SELF-INSURED SCHOOLS**

**Executive Committee Meeting**

11:00 a.m. Thursday, April 15, 2010

Rodolfo's  
1802 E. Front  
Selma, CA 93662

**Meeting Minutes**

- Call to Order** President Warren Jennings called the meeting to order at 11:05 a.m.
- Attendance**
- |   |  |
|---|--|
| Pacific Union Elementary School District<br>Warren Jennings                       | Selma Unified School District<br>Larry Teixeira  |
| Kingsburg Joint Union School District (Elem)<br>Dr. Mark Ford<br>Carol Williamson | West Park Elementary School District<br>Edith Gustafson  |
| Southwest Transportation Agency<br>Hemanta Mungur                                 | Fowler Unified School District<br>Eric Cederquist  |
| Kings Canyon Unified School District<br>Adele Nikkel                              | Guests:<br>Mary Boyer – <i>Keenan &amp; Associates / SETECH</i><br>Dennis Williams - <i>Keenan &amp; Associates</i><br>Erik Knak – <i>Knak &amp; Associates</i><br>Dr. Henry Brock – <i>Brock's Loss Control</i><br>Bill Tucker - <i>Tucker-Alexander Ins.</i><br>Donna Murry – <i>Tucker-Alexander Ins.</i> |
| Fresno County Office of Education<br>Laurie Gabriel                               |  |
- Introductions** The attending committee members and guests introduced themselves.
- Approval of Agenda** The motion to approve the agenda was made by member Teixeira and seconded by member Nikkel. 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 Cederquist and seconded by member Teixeira to approve the consent agenda which included the following:  
A. Approval of the minutes of the January 21, 2010 meeting as mailed.  
B. Approval of expenditures for quarter ending March 31, 2010 (Attachment A).  
Motion carried.
- Treasurer's Report** The O.S.S. accountant, Carol Williamson presented the financial statements for quarter ending March 31, 2010, (Attachment B). The motion to approve the financial statements for quarter ending March 31, 2010 was made by member Teixeira and seconded by member Nikkel. Motion carried.
- Broker's Report**  
SELF Rates The broker, Bill Tucker Jr. presented the SELF Board approved rates for 2010/2011, (Attachment C). There was an increase in the overall rate for the districts and non-ADA entities alike.
- MOC Renewal Binders Online After an expressed interest by a number of members, the broker reported the renewal of the Memorandum of Coverage (M.O.C.) would be made available electronically. Should any member wish to continue to receive a hard copy of their binder, they can let his office know and one will be sent to them.

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Golf Tournament Mark your calendars for Thursday, June 24 for the 24<sup>th</sup> annual Bill Tucker / Pat Magill Memorial Golf Tournament. Entry form is enclosed.

**Administrator's** The claims administrator for the O.S.S., Erik Knak from Knak & Company, presented the *O.S.S. Loss History Review – (Incurred)* for years 2002-03 through 2009-10, (Attachment D). The year to date claims & their reserves have increased from the January meeting along with the overall reserve average. The good news is the average number and open claims have remained consistent. He also stated that in comparison to other JPAs, O.S.S. has seemed to fair better in the number of employment claims. They also were not hit with any major storm losses this past season.

**Loss Control Report** O.S.S. risk manager; Dr. Henry Brock presented the newly developed O.S.S. handbook to the Executive Committee for their review. The handbook will be presented to new superintendents upon the initial visit by Dr. Brock and the broker, Bill Tucker, Jr. The handbook will also be made available to all district liaisons/safety officers in addition to being accessible on the O.S.S. website [www.ossweb.org](http://www.ossweb.org)

*The committee recessed at 11:24 a.m. and reconvened at 11:44 a.m.*

**Action Items** The motion was made by member Teixeira and seconded by member Gustafson to approve the fourth and final installment of the Caruthers refund in the amount of \$11,114.00 as calculated by the actuary. Motion carried.

Caruthers Refund

SETECH Report The SETECH Report; *A Financial Management Information Report For The Fiscal Years Ended June 30, 2008 and June 30, 2009*, was presented by Mary Boyer from the SETECH Division of Keenan & Associates. Overall O.S.S. has continued to enjoy secure financial success, a stable rate structure, and as a result they have declared to date, rebates paid to members of \$7,979,009. The motion to accept the report as presented (enclosed) was made by member Ford and seconded by member Nikkel. Motion carried.

D&O Liability

The broker reported on an exclusion in the Memorandum of Coverage which could present a void in coverage for the O.S.S. Board and/or Executive Committee. He presented the Directors & Officers Liability proposal to the Committee for their consideration, (Attachment E). He pointed out any commission or fees generated for this coverage would not be received by Tucker-Alexander. The motion was made by member Ford and seconded by member Nikkel to purchase Directors & Officers Liability with \$1,000,000 limit of liability coverage. Motion carried.

REMS Grant

The item was clarified by the risk manager as being a grant for the Readiness and Emergency Management for Schools (REMS), not for Safe & Drug Free Schools. It was the consensus of the Executive Committee to table this item until the Annual Board meeting in May.

Loss Fund

The broker presented the loss fund rates at the \$50,000 S.I.R. level with the modified premium for each member, comparing the 2010/11 year with that from 2009/10, (Attachment F). The JPA rate of \$16.70 took a slight decrease from the \$16.73 rate of the 2009/10 year. The motion to recommend approval of the loss fund rates to the Board was made by member Teixeira and seconded by member Cederquist. Motion carried.

OSS Rebate

Discussion of payment of the O.S.S. Rebate was tabled until the next Executive Committee meeting in May.

NCR Rebate

It was moved by member Cederquist and seconded by member Gustafson to recommend to the Board the payment of the Northern California ReLiEF (NCR) rebate as calculated by the actuary, (Attachment G). The rebate was based on NCR premium paid by O.S.S. members for the period from May 1, 1996 to June 30, 1997. Motion carried.

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At-Large Membership	The current at-large membership on the Executive Committee was presented, (Attachment H). The motion to recommend to the Board the current slate of at-large members on the Executive Committee was made by member Nikkel and seconded by member Teixeira. Motion carried.
Meeting Locations/ Times/Dates	The motion was made by member Teixeira and seconded by member Nikkel to approve O.S.S. Resolution #JPA 10-2 for establishing date, time and place of regular meetings of the O.S.S., (Attachment I). Motion carried.
Safety Inspections Shops & Labs	Dr. Brock presented to the Executive Committee a proposal by Poms & Associates for providing additional safety inspections for middle and high school industrial arts shops and science labs, (Attachment J). The motion to approve the proposal and have the O.S.S. cover the cost of these inspections was made by member Ford and seconded by member Cederquist. Motion carried.  Note: The three year cost for these inspections, including travel time and expense would be \$21,347.
Broker Service Agreement	The broker presented the fee review of his servicing agent agreement for the second and third year, (Attachment K). The proposal is to have the current fee remain unchanged for the remainder of the contract period. The motion was made by member Cederquist and seconded by member Nikkel to approve the broker service fee proposal as presented by the broker. Motion carried.
Risk Manager Agreement	The risk manager presented the fee review for the second and third year of his agreement for loss control services, (Attachment L). The proposal is to maintain the current fee for the remainder of the contract period. The motion was made by member Teixeira and seconded by member Ford to approve the risk manager's fee proposal as presented. Motion carried.
Delta View Refund Payout	The broker presented the Delta View refund payout resulting from the district's lapsation, (Attachment M). The opinion of legal counsel saw the prudence in issuing a single check at this time and at the present value of the payments due to the costs of administering such a minimal amount. The motion giving direction to the broker to negotiate a payout amount was made by member Ford and seconded by member Gustafson. Motion carried.

**Board Member Report** President Jennings 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 18, 2010 at Southwest Education Support Center, Caruthers.

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 12:50 p.m.

Prepared by,

Approved by,

Donna Murry  
EG:dm

Edith Gustafson  
O.S.S. Secretary