

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

Executive Committee Meeting

11:00 a.m. Thursday, July 19, 2007

Rodolfo's
1802 E. Front
Selma, CA 93662

Meeting Minutes

- Call to Order** Acting President Andrea Materoh called the meeting to order at 11:05 a.m.
- Attendance**
- | | |
|---|---|
| Kings River-Hardwick School District
Andrea Materoh | Kingsburg Joint Union School District (Elem)
Carol Williamson |
| Kings Canyon Joint Unified School District
Adele Nikkel | Fowler Unified School District
Eric Cederquist |
| West Park Elementary School District
Edith Gustafson | Kerman Unified School District
Jim Foley |
| Southwest Transportation Agency
Hemanta Mungur | Guests:
Erik Knak – <i>Knak & Company</i>
Dennis Williams - <i>Keenan & Associates</i>
Dr. Henry Brock – <i>Brock's Loss Control</i>
Bill Tucker - <i>Tucker-Alexander Ins.</i>
Donna Murry – <i>Tucker-Alexander Ins.</i> |
| Central Unified School District
Mike Berg
Mary Romero | |
- Introductions** The attending committee members and guests introduced themselves.
- Approval of Agenda** The motion was made by member Gustafson and seconded by member Williamson to approve the agenda. Motion carried.
- Public Hearing Session** Acting President Materoh 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 Nikkel to approve the consent agenda which included the following:
A. Approval of the minutes of the May 21, 2007 Executive Committee as mailed.
B. Approval of expenditures (Attachment A).
Motion carried.
- Treasurer's Report** The O.S.S. accountant, Carol Williamson, presented the unaudited financial statement for year ending June 30, 2007, (Attachment B). The motion was made by member Nikkel and seconded by member Gustafson to accept the financial statement as presented. Motion carried.
- Broker's Report**
- | | |
|----------------------|---|
| Accreditation Review | The broker, Bill Tucker Jr. mentioned the process for the O.S.S. accreditation review had begun. The JPA goes through the review every three (3) years, with its current accreditation expiring this coming November. |
| Renewal Invoices | It was mentioned the renewal invoices have been delayed due to a rating system problem. Hopefully it should be resolved soon. |

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Broker's Report

Cont.

Third Party
Vehicle Use

The broker reported on the use of district vehicles by outside groups. There are strict guidelines pertaining to this issue. Those guidelines can be found online at the O.S.S. website www.ossweb.org. The outside group needs to provide the district with a \$10 Mil liability policy in addition to naming the district as additional insured. There are also workers' comp issues with the driver of the borrowed vehicle. Districts will incur severe penalties should the established procedures not be followed.

Administrator's Report

The claims administrator; Erik Knak presented the year end report for the OSS Loss History Review – (losses incurred) – (Attachment C). He mentioned it was a busy year. The liability claims were good which helped to offset the property losses.

Loss Control Report

Child Interviewing
Techniques Training

O.S.S. risk manager, Dr. Henry Brock presented to the committee an opportunity for districts to attend a seminar pertaining to child interviewing techniques, (Attachment D). The consensus of the committee was to have Dr. Brock survey the member districts to determine the level of interest in this type of workshop.

Pom & Assoc

Dr. Brock mentioned Pom & Associates had forgotten to invoice the O.S.S. for their 05/06 safety inspections. The budget would be revised to include this fee with the 07/08 fiscal year.

Facility Audits

The risk manager referenced from the newly adopted Policy F-04, Facility Audits and Status Reports; the number one priority items identified in the safety audits shall be corrected within six (6) months after the audit has been received by the district. He would be sending out reminders to those districts that had not yet complied.

OSS Website

It was mentioned a school district from New Mexico had come upon the O.S.S. website and was very impressed with it. They wanted to get in touch with the webmaster for assistance in developing something similar.

The committee recessed at 11:32 a.m. and reconvened at 11:48 a.m.

Action Items

Election of Officers

The motion was made by member Cederquist and seconded by member Gustafson to nominate the current slate of officers for the 2007-2008 fiscal year. Motion carried. The officers are:

President: **Warren Jennings**, Pacific Union School District
Vice President: **Larry Teixeira**, Selma Unified School District
Secretary: **Andrea Materoh**; Kings River-Hardwick Union Elementary School District
Treasurer: **Mark Ford**; Kingsburg Joint Union School District (Elem)

Board Member Report

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

Closed Session

There were no items for closed session

Next Meeting/

The next scheduled meeting for the Executive Committee is 11:00 a.m. on Thursday, October 25, 2007 at Rodolfo's – Selma.

Adjournment

With no further business, the motion was made by member Nikkel and seconded by member Gustafson to adjourn the meeting. Motion carried and the meeting adjourned at 11:50 p.m.

Prepared by,

Approved by,

Donna Murry
AM:dm

Andrea Materoh
O.S.S. Secretary