

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

Executive Committee Meeting

11:00 a.m. Thursday, October 14, 2004

Rodolfo's
1802 E. Front
Selma, CA 93662

Meeting Minutes

- Call to Order** President Warren Jennings called the meeting to order at 11:19 a.m.
- Attendance**
- | | |
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| Pacific Union School District
Warren Jennings | Kings River-Hardwick Un Elementary School Dist.
Andrea Materoh |
| Selma Unified School District
Larry Teixeira | Clay Elementary School District
Michelle Steagall
Carol Williamson |
| Kings Canyon Unified School District
Irvin Isaak
Terri Bechtel | Kerman Unified School District
James Foley |
| Island Union School District
Tom Bates | Guests:
Steve Bour – <i>Keenan & Associates</i>
Erik Knak – <i>Knak & Company</i>
Dr. Henry Brock - <i>Brock's Loss Control Services</i>
Bill Tucker Jr. – <i>Tucker-Alexander Insurance</i>
Donna Murry - <i>Tucker-Alexander Insurance</i> |
| Fowler Unified School District
Eric Cederquist | |
- Approval of Agenda** The motion was made by member Teixeira and seconded by member Bates 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 Cederquist and seconded by member Isaak to approve the consent agenda which included the following:
A. Approval of the minutes of the July 15, 2004 Executive Committee meeting as mailed.
B. Approval of expenditures (Attachment A).
Motion carried.
- Treasurer's Report** Carol Williamson, the O.S.S. accountant stated the final financial statement for year ending June 30, 2004 will not be available until the financial audit is completed. The financial statement for quarter ending September 30, 2004 was presented, (Attachment B). The Motion to accept the report as presented for quarter ending September 30, 2004 was made by member Cederquist and seconded by member Materoh. Motion carried.
- The O.S.S. accountant reported on the status of the transfer of the O.S.S. accounting from Kings Canyon Unified School District (KCUSD) to Clay Elementary School District. One of the few items remaining is the transfer of a small fund balance at KCUSD. This is to be completed shortly.
- The accountant also brought up the subject of a member district that is almost two months late in paying their 04/05 premium. It was the consensus of the Executive Committee to abide by the bylaws and impose the penalty as stated for late payments. Direction was also given to the broker to contact the district to inform them of the Committee's decision. The district would be able to make arrangements with the Committee for appealing the penalty fine.

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The Committee recessed at 11:35 a.m. and reconvened at 11:56 a.m.

Broker's Report

Accreditation Status

The broker, Bill Tucker Jr. reported on the review meeting his office had with the accreditation consultant the day prior. The all day meeting went smoothly and it appeared only a few items were outstanding. One of those items was the presentation of the *Monthly General Ledger Transaction Register* from the County of Fresno of the line item showing the actual interest earned, (Attachment C). This general ledger line item will be included with the treasurer's report in the future.

Fireworks Exclusion

The broker presented the amended wording on the fireworks exclusion that was approved by the Northern California ReLIEF (NCR) Underwriting Committee at their recent meeting and sent on to the full board for their approval, (Attachment D). Should the full board approve the wording, there would no longer be a need for the districts to purchase the special liability coverage when they have fireworks displays at graduations or football games.

NCR Annual Meeting

The NCR annual meeting is scheduled this year for Thursday, October 21. Mr. Tucker will be in attendance.

MOCs

The Memorandum of Coverage documents for the 04/05-year have been received and are in the process of being distributed to the agents for delivery to their districts.

Administrator's Report

The claims administrator, Erik Knak presented the *OSS Loss History Review* for period ending 10-14-04, (Attachment E). He stated he was trying to close out the old claims, which in turn would lower the total incurred figures especially for the 2003-03 and the 2003-04 years.

Loss Control Report

District Visits

Dr. Henry Brock from Brock's Loss Control Services, mentioned he and Bill Tucker Jr. are continuing to visit the member districts on the subject of on-line training. He mentioned all of the districts visited so far appeared to be appreciative of their visits and the capability of having the on-line training for their employees.

In-Service Workshops

In soliciting the districts, Dr. Brock mentioned two areas of interest for in-service workshops were food service and fork lift training.

Action Items

Claims RFP

The broker presented the *Claims Audit RFP Responses*, (Attachment F). It was the recommendation of the Broker to award the 2004 claims audit contract to *Risk Management Services*. The motion to award the contract for the 2004 claims audit to Risk Management Services was made by member Isaak and seconded by member Bates. Motion carried.

Board Member Report

Member Bates thanked Henry and Bill for coming out and visiting his school site.

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, January 20, 2005 at Rodolfo's in Selma.

With no further business, the motion was made by member Materoh and seconded by member Teixeira to adjourn the meeting. Motion carried and the meeting adjourned at 12 :22 p.m.

Prepared by,

Approved by,

Donna Murry
AM:dm

Andrea Materoh
O.S.S. Secretary