

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

Executive Committee Meeting

11:00 a.m. Thursday, April 21, 2011

Rodolfo's
1802 E. Front
Selma, CA 93662

Meeting Minutes

- Call to Order** President Warren Jennings called the meeting to order at 11:08 a.m.
- Attendance**
- | | |
|---|---|
| Pacific Union Elementary School District
Warren Jennings | West Park Elementary School District
Edith Gustafson |
| Kingsburg Joint Union School District
Carol Williamson | Southwest Transportation Agency
Hemanta Mungur |
| Island Union Elementary School District
Diane Augusto | Guests:
Dennis Williams - <i>Keenan & Associates</i>
Dr. Henry Brock – <i>Brock's Loss Control</i>
Erik Knak – <i>Knak & Company</i>
Bill Tucker - <i>Tucker-Alexander Ins.</i>
Donna Murry – <i>Tucker-Alexander Ins.</i> |
| Selma Unified School District
Paul Green | |
| Central Unified School District
Jim Bauler | |
- Introductions** The attending committee members and guests introduced themselves.
- Approval of Agenda** The motion to approve the agenda was made by member Gustafson and seconded by member Williamson. 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 Gustafson and seconded by member Williamson to approve the consent agenda which included the following:
A. Approval of the minutes of the January 20, 2011 meeting as mailed.
B. Approval of expenditures for quarter ending March 31, 2011 (Attachment A).
Motion carried.
- Treasurer's Report** Carol Williamson, the O.S.S. accountant presented the financial statement for quarter ending March 31, 2011 (Attachment B).
- Broker's Report**
Excess Liability The broker, Bill Tucker Jr. mentioned the excess liability rates would be given out at the May 6th NorCal ReLiEF (NCR) Board meeting. He was informed that NCR will have comparable limits as S.E.L.F. and at a better rate.
- JPA Golf Tourney The broker announced the date for the upcoming Bill Tucker / Pat Magill Memorial Golf Tournament is Thursday, June 23, 2011. An entry form for the tournament is enclosed. Foursomes or individuals are welcomed.
- Accident Ins. NCR is looking at the possibility of putting together a student accident insurance program for its member districts. It is currently in the early stages with an Ad Hoc committee to meet via phone conference on Tuesday, April 26, 2011.

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Administrator's Report

The O.S.S. claims administrator Erik Knak from Knak & Company presented the *O.S.S. Loss History Review – (Incurred)* for years 2003-04 through 2010-11, (Attachment C). He reported on the large number of vandalism claims that is occurring. He is hopeful the 09/10 and the 10/11 years will progress nicely and end with favorable claims experience.

Loss Control Report

District Visits

O.S.S. risk manager; Dr. Henry Brock mentioned he would soon be starting his district visits, meeting with those districts he did not call on last year.

Website Update

Dr. Brock is looking into the cost for enhancing the O.S.S. website with a new search feature, enabling quick access to topics of interest.

Facility Inspection Reports/Safety Audits

Districts are required by the Office of Public School Construction (OPSC) to provide an annual Facility Inspection Report, whereas NCR requires safety audits from their member districts every three years with a follow up visit within the first twelve (12) months from the initial visit. These safety audits are conducted by Poms & Associates. Dr. Brock is working with OPSC and Poms & Associates on the practicality of combining the two reports thus saving time for the districts.

Online Safety Audits

Dr. Brock reported on a new software program for Poms & Associates, the Poms Risk Organizer (PRO) - (Attachment D). Districts will now have their safety audit reports available online in addition to their hard copy.

The committee recessed at 11:22 a.m. and reconvened at 11:41 a.m.

Action Items

Parlier Rescindment

The motion to accept Parlier Unified School District's request to rescind their Conditional Notice to Withdraw was made by member Bauler and seconded by member Williamson, (Attachment E). Motion carried.

Parlier's San Joaquin Valley Charter School

The broker presented San Joaquin Valley Charter School, a dependent charter school on behalf of Parlier Unified School District. The charter school was formed July 1, 2010 and is requesting coverage effective July 1, 2010. The district was unaware charter schools did not automatically have coverage and needed to be endorsed on to the Memorandum of Coverage. Parlier USD has completed all necessary paperwork in the application process, has tentative approval from NorCal ReLIEF and only needs the approval from the O.S.S. Member Gustafson motioned to approve membership of San Joaquin Valley Charter School for Parlier USD, with an effective date of July 1, 2010. The motion was seconded by member Mungur. Motion carried.

Bylaw Revision

The motion to approve the Bylaw revision which provides that a second notice of intent to withdraw in three years is not revocable by a member was made by member Bauler and seconded by member Williamson, (Attachment F). Motion carried.

Knak & Co. Contract

The renewal contract for the claims administrator, Knak & Co, Inc. was presented by the broker, (Attachment G). The motion to accept the new three year contract was made by member Jennings and seconded by member Williamson. Motion carried.

SETECH

The broker presented the new three year SETECH proposal, (Attachment H). Fees for years one and two remain the same as the current contract with year three taking a slight increase. The motion to accept the new three year contract with SETECH was made by member Williamson and seconded by member Gustafson. Motion carried.

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 2011/12 year with that from 2010/11, (Attachment I). The JPA rate of \$17.14 took a 2.6% increase from the \$16.70 rate of the 2010/11 year. The motion to recommend approval of the loss fund rates to the Board was made by member Williamson and seconded by member Gustafson. Motion carried.

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- OSS Rebate The motion to recommend to the Board the declaring of the third and final year rebate payment of \$321,345, (Attachment J) in the 2010/2011 fiscal year and pay it in the 2011/2012 fiscal year was made by member Gustafson and seconded by member Bauler. Motion carried.
- NCR Rebate It was moved by member Bauler and seconded by member Williamson to recommend to the Board the payment of the NorCal ReLiEF (NCR) rebate as calculated by the actuary, (Attachment K). The rebate was based on NCR premium paid by O.S.S. members for the period from July 1, 1997 to June 30, 2000. Motion carried.
- At-Large
Membership The current at-large membership on the Executive Committee was presented, (Attachment L). The motion to recommend to the Board the current slate of at-large members on the Executive Committee was made by member Williamson and seconded by member Gustafson. Motion carried.
- Meeting Locations/
Time/Dates The motion was made by member Gustafson and seconded by member Williamson to approve O.S.S. Resolution #JPA O11-3 for establishing date, time and place of regular meetings of the O.S.S., (Attachment M). Motion carried.
- AssetWorks
Contract The motion to accept the AssetWorks proposal for property appraisal services was made by member Williamson and seconded by member Gustafson, (Attachment N). Motion carried.
- The proposal covers the period 2011 through 2015 and has a rate of \$.0135 per square feet.

Board Member Report

President Jennings announced his retirement from Pacific Union Elementary School District effective August 1, 2011. Member Gustafson also announced her retirement from West Park Elementary School District the end of the 2011 calendar year.

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 17, 2011** at Southwest Education Support Center in Caruthers. The O.S.S. *Annual Board* meeting is immediately following at 10:00 a.m.

With no further business, the motion was made by member Williamson and seconded by member Gustafson to adjourn the meeting. Motion carried and the meeting adjourned at 12:09 p.m.

Prepared by,

Approved by,

Donna Murry
EG:dm

Edith Gustafson
O.S.S. Secretary