

**FRESNO COUNTY SELF INSURANCE GROUP
(F.C.S.I.G.)**

Quarterly Board Meeting

1:30 p.m. Tuesday, January 10, 2006

J. Frank Parks Education Center
Selma Unified School District
3036 Thompson Avenue
Selma, California

Meeting Minutes

Call to Order President Eric Cederquist called the meeting to order at 1:33 p.m.

Attendance

Fowler Unified School District
Eric Cederquist

Selma Unified School District School District
Larry Teixeira

Alvina Elementary Charter School District
Paul Cannon

Clay Joint Union Elementary School District
Dr. Michelle Steagall

Sanger Unified School District
Steve Mulligan

Guests:

Sharon Castillo – *Tristar*

Russell O'Donnell – *Tristar*

Kingsburg Joint Union School District (Elem)
Dr. Mark Ford
Carol Williamson

Mary Boyer - *SETECH*

Gustavo Corona – *Borchardt – Corona - Faeth*

Dr. Henry Brock – *Brock's Loss Control*

Bill Tucker - *Tucker-Alexander Ins.*

Kings Canyon Joint Unified School District
Adele Nikkel

Donna Murry – *Tucker-Alexander Ins.*

**Approval of
Agenda**

With the need stated to add an emergency action item, the motion was made by member Teixeira and seconded by member Steagall to add *Consider Contract for Actuarial Services with Milliman USA* as an emergency action item to the agenda. Motion carried. The motion was made by member Cannon and seconded by member Teixeira to approve the agenda. Motion carried.

**Public Hearing
Session**

President Cederquist asked if anyone wished to address the Board. There was no response.

Consent Agenda

The motion was made by member Ford and seconded by member Teixeira to approve the consent agenda which included the following:

A. Approval of the minutes of the October 11, 2005 meeting as mailed.

B. Approval of expenditures (Attachment A).

Motion carried.

**Treasurer's
Report**

Carol Williamson the F.C.S.I.G. accountant, presented the audited financial statement for year ending June 30, 2005, (Attachment B) and for quarter ending December 31, 2005, (Attachment C). The motion was made by member Ford and seconded by member Teixeira to accept the financial statements as presented. Motion carried.

Broker's Report

Due to data clarification, the report was not available at meeting time.

Claims Cost
Analysis

NOTE: Board members received the finalized *Claims Cost Analysis Report* by email after meeting. Copy of said report is enclosed.

Fresno County Self Insurance Group

January 10, 2006

Page 2

- Administrator's Report** Sharon Castillo, the F.C.S.I.G. claims administrator reported on several items:
There has not been any new increases in rates nor new legislation passed pertaining to workers' compensation.
- Tristar has increased their staff servicing F.C.S.I.G. The total number is now 2-1/2 examiners plus Sharon Castillo as claims supervisor. It was also mentioned one more examiner was added since the claims audit in November.
- The Medical Providers Network (MPN) established for F.C.S.I.G. has been given state approval. Training of district staff will be undertaken on how to work with this network.
- The transfer of data from Ross & Castillo to the Tristar system is still on going. Many challenges have been encountered, especially with reserves. Ross & Castillo had paper files whereas Tristar is totally computerized. This created a problem for the claims auditor with trying to locate notes Ross & Castillo had from older claims.
- Loss Control Report** Dr. Henry Brock from Brock's Loss Control Services, presented a prototype of a new comprehensive spreadsheet for use by districts to assist them in realizing their problem areas involving workers' comp. injuries. The spreadsheets are still being developed and when finalized, will be distributed by Tristar.
- W/C Spreadsheets
- OSHA Filings Dr. Brock reported, per a legal opinion he recently obtained, districts no longer need to post OSHA filings.
- Return to Work Program Dr. Brock presented a draft of a *return to work program* he is currently developing, (Attachment D). The proposed program is intended to be used as a guideline. Any comments or suggestions would be welcomed by Dr. Brock.
- Action Items**
- Claims Audit The motion to table approval of the recent claims audit until a written response to the findings could be made by Tristar was made by member Mulligan and seconded by member Teixeira. Motion carried.
- Financial Audit Gus Corona, from the firm of Borchardt, Corona & Faeth presented the F.C.S.I.G. financial audit for years ending June 30, 2005 and 2004, (enclosed). He stated the report was qualified. The motion was made by member Ford and seconded by member Nikkel to accept the financial audit as presented. The motion carried.
- SETECH Proposal Mary Boyer from Service Enhancements Technologies (SETECH), presented a three year proposal for continuing the examination of the financial stability and funding of F.C.S.I.G, (Attachment E). The proposal would also include a Management's Discussion & Analysis (MD&A). She reported, according to the Governmental Accounting Standards Board (GASB) No. 34 it is necessary for someone other than the auditor to prepare the MD&A. With the broker's recommendation, the motion was made by member Ford and seconded by member Cannon to approve the three year contract for the SETECH study. Motion carried.
- Actuary Contract The motion to approve the contract with Milliman USA for actuarial services for the 06/07 fiscal year, (Attachment F) was made by member Teixeira and seconded by member Ford. Motion carried.

Board Member Report President Cederquist asked if any members had items to report. There was no response.

Closed Session There were no items for closed session.

Next Meeting/Adjournment The next quarterly meeting is scheduled for 1:30 p.m. on **Tuesday, May 2, 2006**. With no further business, the motion to adjourn the meeting was made by member Steagall and seconded by member Teixeira. Motion carried and the meeting adjourned at 2:31 p.m.

Prepared by,

Approved by,

Donna Murry
EC:dm

Eric Cederquist - President
Acting F.C.S.I.G. Secretary