




OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

Executive Committee Meeting

11:00 a.m. Thursday, April 19, 2012

Favorito
115 N 6th
Fowler, CA 93625

Meeting Minutes

- Call to Order** President Larry Teixeira called the meeting to order at 11:00 a.m.
- Attendance**
- | | |
|--|---|
| Selma Unified School District
Larry Teixeira | Central Unified School District
Jim Bauler |
| Kingsburg Joint Union School District
Dr. Mark Ford
Carol Williamson | Island Union Elementary School District
Diane Augusto |
| Southwest Transportation Agency
Tony Mendes | Los Banos Unified School District
Dean Bubar |
| Pacific Union Elementary School District
Annette Machado | Kings River Hardwick Union Elem School District
Trish Singh |
| Kings Canyon Unified School District
Adele Nikkel | 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> |
| Fowler Unified School District
Eric Cederquist | |
- Approval of Agenda** The motion to approve the agenda was made by member Bubar and seconded by member Ford. Motion carried.
- Public Hearing Session** President Teixeira asked if anyone wished to address the Committee. There was no response.
- Consent Agenda** The motion was made by member Ford and seconded by member Nikkel to approve the consent agenda which included the following:
- A. Approval of the minutes of the January 19, 2012 meeting as emailed.
 - B. Approval of expenditures for quarter ending March 31, 2012 (Attachment A-icon below). Motion carried.
-  
Attach A-OSS Expen 3rd Qtr Attach A-Knak Expen 3rd Qtr 11/12
- Treasurer's Report** Carol Williamson, the O.S.S. accountant presented the financial statement for quarter ending March 31, 2012, (Attachment B-icon below). The motion to approve the financial statement for quarter ending March 31, 2012 was made by member Ford and seconded by member Nikkel. Motion carried.
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Attach B-Fincl Rpt
Qtr Ending 3-31-12
- Broker's Report** The broker, Bill Tucker Jr. mentioned the date for the Bill Tucker / Pat Magill Memorial Golf Tournament is Thursday June 14, 2012. Foursomes or individuals are welcomed.
- JPA Golf Tourney

NOTE: An entry form for JPA members will be distributed through email

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Administrator's Report The O.S.S. claims administrator Erik Knak from Knak & Company presented his report, the O.S.S. *Loss History Review – (Incurred)* as of 04-18-2012, (Attachment C-icon below). He mentioned claims are up, both in number of claims and in reserve amounts for the 11/12 year. Recent claims have involved copper wire thefts and water losses.



Attach C-Loss
History Review

Loss Control Report

Administrator's
Handbook

O.S.S. risk manager; Dr. Henry Brock mentioned he is working on an administrator's handbook for risk managers and those assigned as the insurance contact at the district to assist with the facets of their job.

EpiPens

Dr. Brock had looked into the potential liability for districts should they choose to allow staff to dispense medication to students through the use of auto-injectable devices better known as EpiPens. He mentioned it is up to the individual districts on making this decision. The key is for the people administering the medication to have the proper training. CPR is an example of one type of training required.

AED

The concern with a district installing Automated External Defibrillators (AEDs) is the ability to maintain its immunity from liability for damages resulting from acts or omissions while using the AED. To maintain that immunity the district needs to take adequate precautions.

The risk manager will be sending out a bulletin in the near future to the JPA liaison and the contact people /safety officer on proper risk controls in the utilization of both EpiPens & AEDs.

Concussions

The California Interscholastic Federation (CIF) has done tremendous work in the area of concussions. Coaches need training in this area and Dr. Brock is working on acquiring the rights to the CIF coaches training for placement on the O.S.S. website.

The committee recessed at 11:30 a.m. and reconvened at 11:54 a.m.

Action Items

Transportation
Policy & Forms

The broker presented the revised transportation policy *V-01 Use of Vehicles by Third Parties* and its three (3) related forms. There was discussion pertaining to verbiage and a certification statement which the committee felt needed to be added. The motion was made by member Ford and seconded by member Cederquist to accept the revised transportation policy V-01 Use of Vehicles by Third Parties and its related forms with newly discussed amendments to be effective 7/01/12. Motion carried. The transportation policy V-01, Forms 100-A, 100-B, & 100C with the requested changes are attached below, (Attachment D, icons below).



Attach D-Revised
Ply V-01



Attach D-Revised
FormV100A



Attach D-Revised
FormV100B



Attach D-Revised
Form100-C

Loss Fund Rates

The broker presented the loss fund rates at the \$50,000 S.I.R. level with modified premium for each member comparing the 2012/13 year with that from 2011/12, (Attachment E-icon below). The JPA rate of \$18.42 took a 7.5% increase from the \$17.14 rate of the 2011/12 year. The motion to recommend approval of the loss fund rates to the Board was made by member Bubar and seconded by member Ford. Motion carried.



Attach E-Loss Fund
Rates

Member Nikkel left the meeting at 12:15 p.m.

Rebates

The broker presented the new rebate calculation as prepared by the actuary. Due to the modest amount each district would receive in rebates coupled with the possible trend of claims increasing, the motion was made by member Cederquist and seconded by member Bubar to recommend to the Board not to make a rebate payment for the 11/12 year. Motion carried.

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Action Items

Cont. The current at-large membership on the Executive Committee was presented, (Attach F-icon below).
At -Large The motion to recommend to the Board on keeping the current slate of at-large members on the
Membership Executive Committee was made by member Ford and seconded by member Bubar. Motion carried.



Attach F-Executive
CommAt-Large

Meeting Locations/
Times/Dates The motion was made by member Bubar and seconded by member Augusto to approve O.S.S.
Resolution #JPA O12-1 for establishing date, time and place of regular meetings of the O.S.S.,
(Attachment G-icon below). Motion carried.



Attach G-OSS
Meeting Dates

Auditor's Engmnt
Letter The motion to accept the engagement letter for the years ending June 30 2013, 2014, and 2015 for
Borchardt, Corona, & Faeth, (Attachment H-icon below) as presented by the broker was made by
member Bauler and seconded by member Singh. Motion carried.



Attach H-Auditor
Engmnt Ltr 13-15

WeTip The question of whether to continue membership in the We Tip program was discussed by the
Executive Committee as there hasn't been participation by any O.S.S. member in the program since
the JPA first joined. The WeTip program was established as a deterrent for preventing crime, violence
and property vandalism in schools. The fee for the O.S.S. is approximately \$5,800. President Teixeira
mentioned if the Executive Committee wishes to continue for one more year, he would commit Selma
to utilizing the program for its usefulness as a deterrent to vandalism. The motion was made by
member Cederquist and seconded by member Bauler to continue in the WeTip program for at least
one more year. Motion carried.

Servicing Agent
Agreement The renewal of the Servicing Agent Agreement was presented, (Attach I-icon below). The fees will
remain the same as from the expiring agreement. The motion was made by member Bauler and
seconded by member Ford to approve the Servicing Agent Agreement. Motion carried



Attach I-Servicing
Agent Agrmnt

Loss Control
Servicing Agrmnt The motion was made by member Ford and seconded by member Bauler to renew the Loss Control
Servicing Agreement as per the expiring agreement, the fees will remain unchanged, (Attach J-icon below).
Motion carried.



Attach J-Loss
Control Agrmnt

**Board Member
Report** President Teixeira 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 15, 2012 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 Ford and seconded by member Cederquist
to adjourn the meeting. Motion carried and the meeting adjourned at 12:44 p.m.

Prepared by,

Approved by,

Donna Murry

Diane Augusto

Donna Murry
DA:dm

Diane Augusto
O.S.S. Secretary