

**OSS**  
ORGANIZATION OF  
**SELF-INSURED SCHOOLS**

**Executive Committee Meeting**

11:00 a.m. Thursday, April 20, 2017

**Favorito**  
115 N 6th  
Fowler, CA 93625

**Meeting Minutes**

**Call to Order** President Larry Teixeira called the meeting to order at 11:03 a.m.

**Attendance**

Selma Unified School District Larry Teixeira	Los Banos Unified School District Dean Bubar
Kingsburg Joint Union School District (Elem) Carol Bray	Fowler Unified School District Eric Cederquist
Southwest Transportation Agency Sandra Robles	Kerman Unified School District Kraig Magnussen
Pacific Union Elementary School District Annette Machado	Firebaugh Las-Deltas Joint Unified School District Russell Freitas
Island Union Elementary School District Diane Augusto	Guests: Erik Knak – <i>Knak &amp; Company</i> Dennis Williams – <i>Keenan &amp; Associates</i> Amy Dolson – <i>Poms &amp; Associates</i> Bill Tucker - <i>Tucker-Alexander Ins.</i> Donna Murry – <i>Tucker-Alexander Ins.</i>
Fresno County Superintendent of Schools Jeff Becker	

**Introductions** The attending committee members and guests introduced themselves.

**Approval of Agenda** The motion to approve the agenda was made by member Freitas and seconded by member Bubar.  
Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. 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 Cederquist and seconded by member Freitas to approve the Consent Agenda which included the following:  
A. Approval of the minutes of the January 19, 2017 Executive Committee meeting as emailed.  
B. Approval of expenditures for quarter ending March 31, 2017, (Attachment A).  
Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

**Treasurer's Report** Carol Bray, the O.S.S. accountant presented the corrected financial statement for quarter ending March 31, 2017, (Attachment B).

**Broker/Manager's Report** The JPA manager, Bill Tucker mentioned the Tucker / Magill Memorial Golf Tournament will be held this year on Thursday, June 15 at the Sunnyside Country Club. Information pertaining to the tournament will be emailed out shortly. Should anyone be interested in playing or learning more about the tournament, they may contact Tucker-Alexander Insurance, (559) 819-1024.  
Golf Tournament

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### Broker/Manager's Report Cont.

Status on JPA Manager Search	The JPA manager gave an update on the search for the next O.S.S. manager due to his pending retirement. He mentioned the Request for Proposal (RFP) was reviewed by the search committee as well as legal counsel, emailed out to several interested candidates, posted to the CAJPA website and soon to be posted on the O.S.S. website. The deadline for filing is May 19, 2017.
Central Valley Preschool	The O.S.S. member, Central Valley Preschool is in the process of merging with Riverdale Joint Unified School District. It is not known at this time exactly when this merger will finalize, but according to the Bylaws, no withdrawal reserve account (WRA) would need to be set up for a merger or unification of districts, only a letter of withdrawal is needed to have on file.
Guns in Schools Legislations	<p>The manager gave a brief history and update on gun legislation in schools:</p> <p>In the 1990s, the federal government passed legislation to create a Gun Free Zone for schools. Under this legislation private citizens could only bring a firearm on school sites with written permission of the school superintendent or other authorized administrator unless the individual had a Concealed Carry Weapon permit (CCW). Individuals with CCW could come on school sites with their concealed firearms without written permission. In 2016, California bill SB707 limited the carrying of concealed weapons on campuses by requiring the superintendent, or other district administrator, to grant written permission to specific individuals who would be allowed to carry concealed weapons on school sites. Law enforcement personnel has always been exempted from these laws.</p> <p>Currently there are two firearms related bills up for consideration that could affect bringing firearms onto a school site. California's AB 424 would remove the authority currently granted a superintendent to give specific people permission to carry a concealed weapon, thus removing all firearms on campus. The federal government's HR34 would reverse the original Gun Free Zone legislation which would permit individuals to bring firearms on school sites.</p>

### 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 04-09-2017, years 2007-08 through 2016-17, (Attachment C). He stated there are 40 open claims with a reduction in reserves of \$510,000 from the same time period one year ago. He mentioned overall, it was a pretty good report.

### Loss Control Report

O.S.S. risk manager, Amy Dolson from Poms and Associates presented the risk management report detailing the various areas of risk management she is currently involved, (Attachment D):

Menu of Services	A menu of services which are offered to O.S.S. members was presented which also included specialized and mandated trainings, claim reviews, safety audits, and program development (Attachment E)
Diane Cranley Presentation	Northern California ReLIEF (NCR) has offered to host a presentation on preventing child sexual abuse and recognizing its signs to O.S.S. members, namely administrators and principals. Diane Cranley will be the presenter, (Attachment F). The Fresno County Superintendent of Schools has offered their facilities for the seminar to be held in the fall after the new school year has started. More information on this seminar will be forthcoming.
Website Encryption	The O.S.S. website recently went through the encryption process which allows data passing between the web server and browsers to remain private and secure. The website address will now begin with HTTPS: The website's address is <a href="https://www.ossweb.org/">https://www.ossweb.org/</a> .
Online Training Coordinator Webinar	The online training provider, School Insurance Program for Employees (SIPE), required each District to have a contact to be the Online Training Coordinator for the GetSafetyTrained.com online system and to assist SIPE in answering employee questions about District policies, job title changes, required or assigned training, email issues, and help with other support questions. A webinar for training purposes was provided by SIPE on 2/28/17 to those appointed as their District contact safety person. The webinar was recorded and is available on the OSS website at: <a href="https://www.ossweb.org/online-resource-center/?category=115">https://www.ossweb.org/online-resource-center/?category=115</a>
Risk Control Training	It was announced upcoming seminars for risk control training have been scheduled and are: <i>Forklift Operator Certification Workshop – 6/14/17 – Selma USD</i> <i>Pesticide Handler and IPM Coordinator – 6/27/17 – Southwest Transportation</i>

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### Action Items

Loss Fund Rates

The JPA manager presented to the Executive Committee the development of the 17/18 Loss Fund Rate extended for each member and its comparison with that from the 16/17 year, (Attachment G). Though the expense provision increased somewhat, the overall rate decreased due to a lower selected pure premium from an improvement in losses. The rate was at the 80% confidence level. The motion to recommend to the Board approval of the 17/18 Loss Fund Rate was made by member Bubar and seconded by member Magnussen.

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

Rebates

The JPA manager presented the estimated payable rebates as calculated by the actuary, (Attachment H). After discussion and upon the recommendation of the manager, the motion to recommend to the Board not to pay a rebate for the 16/17 year was made by member Magnussen and seconded by member Bubar.

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

Exec Comm

At-Large Members

The motion was made by member Cederquist and seconded by member Bubar to recommend to the Board to retain the current slate of at-large members on the Executive Committee, (Attachment I). Jeff Becker with Fresno County Superintendent of Schools (FCSS) commended should an opening become available on the Executive Committee, FCSS would be willing to fill that position.

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

Meeting Dates/  
Times/Place

The motion was made by member Freitas and seconded by member Machado to approve the O.S.S. Resolution #JPA 017-2 for establishing date, time, and place of regular meetings of the O.S.S., (Attachment J).

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

Restated OSS  
Bylaws

The JPA manager presented the Restated Bylaws of the Organization of Self-Insured Schools (OSS) to the Committee for their consideration, (Attachment K). He mentioned the changes were a clean-up of dates, removing the mention of workers' comp, and clarifying the quorum needed to conduct business for the Executive Committee from fifty percent (50%) to six (6) members. The Executive Committee currently has eleven (11) members. The motion to recommend approval of the Restated Bylaws of the Organization of Self-Insured Schools (OSS) Effective July 1, 2017 to the Board was made by member Cederquist and seconded by member Machado.

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

Restated  
Agreement

The JPA manager presented the Restated Joint Powers Agreement of The Organization of Self-Insured Schools (OSS), (Attachment L). The changes were a clean-up of dates. The motion to recommend approval of the Restated Joint Powers Agreement of The Organization of Self-Insured Schools (OSS) Effective as Revised and Restated July 1, 2017 to the Board was made by member Cederquist and seconded by member Robles.

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

Claims Admin  
Contract

The contract for claims administration was reviewed by the Committee, (Attachment M). The fee for the three-year contract remains unchanged. The motion to approve the Claim Administration Contract with Knak & Co., Inc. was made by member Cederquist and seconded by member Bubar.

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

SETECH  
Agreement

The manager presented the new three-year SETECH Services Agreement, (Attachment N). The motion to approve the agreement with SETECH was made by member Magnussen and seconded by member Cederquist.

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

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## Action Items Cont.

**Risk Manager Selection** Through the RFP process for risk manager, the JPA manager mentioned Poms and Associates was the chosen firm and presented their three-year proposal for the position of risk manager, performing of safety inspections, and inspections of labs and workshops, (Attachment O). Their fees remained constant as with their prior contract. The motion to approve the proposal from Poms and Associates for the O.S.S. risk manager, performing of safety inspections, and inspections of labs and workshops was made by member Machado and seconded by member Augusto.

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

**Playground Inspections** The manager also presented to the Committee, the option of having a one-time inspection of all O.S.S. members' playgrounds. The cost for this service would be roughly \$16,000 per year through Poms and Associates and would be completed at the same time as the safety inspections. The motion to approve the inspection of the playgrounds was made by member Magnussen and seconded by member Machado.

Ayes: Members Teixeira, Bubar, Bray, Robles, Magnussen, Machado, Cederquist, Augusto, and Freitas.  
Nays: None. Abstentions: None. Motion carried.

**Board Member Report** Dennis Williams, Keenan liaison to the OSS announced he will be retiring on 6/30/17. He served in this capacity for eleven years. Best wishes to Dennis in his retirement.

**Next Meeting/Adjournment** The next scheduled meeting for the Executive Committee is **9:00 a.m., Tuesday, May 16, 2017** at Southwest Education Support Center, Caruthers.

With no further business, the meeting adjourned at 12:10 p.m.

Prepared by,

*Donna Murry*

Donna Murry  
LT:dm

Approved by,



Larry Teixeira  
O.S.S. Acting Secretary