

MINUTES



BOARD OF DIRECTORS MEETING

TUESDAY, MAY 01, 2018

1:30 a.m.

J. Frank Parks Education Center
Selma Unified School District
3036 Thompson Ave.
Selma, CA 93662

I. **CALL TO ORDER** – President Kraig Magnussen called the meeting to order at 1:31 am

II. **ROLL CALL**

Those present were:

OFFICERS & BOARD OF DIRECTORS:

KERMAN UNIFIED SCHOOL DISTRICT
ALVINA ELEMENTARY CHARTER SCHOOL DISTRICT
SOUTHWEST TRANSPORTATION AGENCY
KINGSBURG JOINT UNION SCHOOL DISTRICT (ELEMENTARY)
KINGSBURG JOINT UNION SCHOOL DISTRICT (ELEMENTARY)
FOWLER UNIFIED SCHOOL DISTRICT
FOWLER UNIFIED SCHOOL DISTRICT
SELMA UNIFIED SCHOOL DISTRICT

Kraig Magnussen, President
Mike Iribarren, Secretary
Sandra Robles, Secretary (Alternate)
Dr. Wesley Sever, Treasurer
Carol Bray, Accountant
Eric Cederquist
Scott Griffin
Larry Teixeira

MEMBERS:

VALLEY REGIONAL OCCUPATIONAL PROGRAM

Dora Alvarado

ADMINISTRATORS & CONSULTANTS:

KEENAN & ASSOCIATES
KEENAN & ASSOCIATES
KEENAN & ASSOCIATES
KEENAN & ASSOCIATE
TRISTAR RISK MANAGEMENT
TRISTAR RISK MANAGEMENT
POMS & ASSOCIATES

Tom Russo, JPA Administrator
Tyler Houston, Account Executive
Gabrielle Daniel, Claims Analyst
Donna Murry, Account Manager
Sharon Castillo, Third Party Administrator
Tom Veale, President
Amy Dolson, Risk Manager

III. **APPROVAL OF AGENDA**

2017/2018-01

ACTION

The Agenda was approved as presented.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: Motion was made by Member Teixeira, seconded by Member Sever and unanimously carried.

IV. **PUBLIC COMMENTS**

None

V. CONSENT AGENDA

**2017/2018-02
ACTION**

The Board of Directors considered the following items within the Consent Agenda:

- Approval of Minutes of the January 09, 2018 Board of Directors Meeting as Emailed
- Approval of Expenditures for Quarter Ending March 31, 2018

PUBLIC COMMENTS: None

BOARD CONSIDERATION: Motion by Member Teixeira, seconded by Member Sever and unanimously carried to approve the Consent Agenda as presented.

VI. CORRESPONDENCE

No items to present.

VII. CLAIMS

THIRD PARTY ADMINISTRATOR UPDATE

**2017/2018-03
INFO**

Sharon Castillo, Claims Administrator for F.C.S.I.G. (Authority) presented the quarterly report for review. Highlights were:

38% of open claims were from departed districts.

Trips & falls was the number one claim type with lifting being second.

Late reporting of claims is improving and looking good.

The 50-59 age group has the highest of incurred claims with strains & sprains being the predominate cause.

There was a 19% decrease in paid costs from the current 17/18 year as compared to the year prior.

The bill review with a report range of 7/01/2017 to 3/31/2018 shows a savings to the JPA of over \$2.6 M.

The Claims Matrix was also presented.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

CLAIMS TREND OVERVIEW

**2017/2018-04
INFO**

Gabrielle Daniel, Keenan Claims Analyst presented to the Board the Claims Trend Overview. In her report, she condensed the claim descriptions to make it easier to view. She mentioned the Return to Work (RTW) program appears to be a success. It was suggested to do a point in time report with the cost savings for those districts utilizing RTW with a possibility of doing a case analysis by district.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

VIII. UNDERWRITING

LEGAL UPDATES

**2017/2018-05
INFO**

Effective January 1, 2018 the Ed Code was amended, due to the passage of AB670 to include noon duty aides as part of the classified service and entitled to certain employment rights and benefits and impacts how they will receive workers' compensation benefits if injured while working.

California employers should be prepared for increases in their annual assessments next year which is used to fund the Department of Industrial Relations (DIR) operations such as Cal/OSHA, Fraud, Uninsured Employer Fund to name a few. A calculation made by Keenan showed the Authority's 18/19 budgeted amount should be adequate.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

IX. FINANCIAL

TREASURER’S REPORT

**2017/2018-06
ACTION**

Carol Bray, the Authority’s accountant presented the Treasurer’s Report for the Quarter ending March 31, 2018 for review and consideration. Total operating revenues from said quarter were at 88% with revenues of \$5,465,495 and operating expenses at 72% with expenditures of \$4,739,902.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: Motion was made by Member Teixeira, seconded by Member Iribarren and unanimously carried.

X. ADMINISTRATION

FUTURE MEETING DATES & LOCATIONS

**2017/2018-07
ACTION/TABLED**

The Board tabled setting the meeting dates and locations for the 18/19 fiscal year until the June 12, 2018 meeting.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

AUDITOR’S ENGAGEMENT LETTER

**2017/2018-08
ACTION**

The Account Manager presented the engagement letter from Borchardt, Corona, Faeth, & Zakarian for years ending June 30, 2019, June 30, 2020, and June 30, 2021 for their consideration.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: Motion to approve the engagement letter from Borchardt, Corona, Faeth & Zakarian was made by Member Teixeira , seconded by Member Sever and unanimously carried.

JPA ADMINISTRATION SERVICES AGREEMENT

**2017/2018-09
INFO**

The Board of Directors reviewed the JPA ADMINISTRATION SERVICES AGREEMENT as presented by Tom Russo.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

DONNA MURRY’S NEW CONTACT INFORMATION

**2017/2018-10
INFO**

Donna Murry, Account Manager presented her new contact information.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

CLERICAL AMENDMENT TO EXISTING POLICIES

**2017/2018-11
INFO**

The Account Manager presented the Clerical Amendment of the Preamble to Existing Policies of F.C.S.I.G effective as of 2/6/18 for review.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

W/C VOLUNTEER RESOLUTIONS

**2017 / 2018-12
INFO**

The Account Manager presented the list of the Fresno County Self-Insurance Group member districts who have passed a Volunteer W/C Resolution.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

XI. RISK MANAGEMENT

RISK MANAGEMENT UPDATES

**2017/2018-13
INFO**

The Risk Manager, Amy Dolson presented the updates on Loss Control services. Highlights were:

- W/C 101 training with Tristar is scheduled for 7/10. Gabrielle Daniel will also be at the training. It is geared toward supervisors having an approximate three-hour time frame. Topics covered will be the nurse triage hotline, return to work, fraud investigation, accident investigations & reporting procedures. More information to follow.
- Summer Safety Training; Kerman to host.
- Ergonomic Evaluation checklist was provided for properly setting up work stations.
- Report on the Central Valley Training – ADA/FEHA compliance with Rachel Shaw, how to manage the Disability Interactive Process.
- Cal OSHA timeline; the take away is to have a process in place on how / who at the district will handle a serious injury. If someone is transported by calling 911, Cal OSHA will need to be notified *immediately* with whatever information you have at the time.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

XII. INFORMATION

MEMBER COMMENTS

None

ADMINISTRATION COMMENTS

Tom Russo introduced Tyler Houston with Keenan & Associates to the FCSIG Board.

XIII. AGENDA ITEMS NEXT MEETING

Members and others may suggest items for consideration at the Board of Directors' meeting on **Tuesday, June 12, 2018, J. Frank Parks Education Center, Selma Unified School District, 3036 Thompson Ave., Selma.**

Currently scheduled items include:

- Future Meeting Dates and Locations
- Actuary Report
- F.C.S.I.G. Rate and Confidence Level
- Budget for the 2018-2019 Year
- Treasurer's Report

XIV. ADJOURNMENT

Motion to adjourn was made by Member Sever and seconded by Member Teixeira and unanimously carried.
Meeting adjourned at 2:56 p.m.

Americans with Disabilities Act:

Fresno County Self-Insurance Group, Workers' Compensation JPA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the Fresno County Self-Insurance Workers' Compensation JPA, shall be made to: Donna Murry, Account Manager, Keenan & Associates, 2133 High Street, Ste E, Selma, CA 93662, 800-654-8347 extension 2037. Documents and materials relating to an open session agenda item that are provided to F.C.S.I.G. Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2133 High Street, Ste E; Selma, CA