

PLEASE POST BY JULY 06, 2018

AGENDA



EXECUTIVE COMMITTEE MEETING

WEDNESDAY, JULY 11, 2018

11:00 a.m..

SPIKE N RAIL

2910 PEA SOUP ANDERSON BLVD
SELMA, CA 93662

I. CALL TO ORDER

II. ROLL CALL

OFFICERS & EXECUTIVE COMMITTEE:

SELMA UNIFIED SCHOOL DISTRICT
PACIFIC UNION ELEMENTARY SCHOOL DISTRICT
KINGS RIVER-HARDWICK UNION ELEMENTARY SCHOOL DISTRICT
KINGSBURG JOINT UNION SCHOOL DISTRICT (ELEMENTARY)
KINGSBURG JOINT UNION SCHOOL DISTRICT (ELEMENTARY)
FIREBAUGH-LAS DELTAS JOINT UNIFIED SCHOOL DISTRICT
FOWLER UNIFIED SCHOOL DISTRICT
ISLAND UNION ELEMENTARY SCHOOL DISTRICT
KERMAN UNIFIED SCHOOL DISTRICT
KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
LOS BANOS UNIFIED SCHOOL DISTRICT
SOUTHWEST TRANSPORTATION AGENCY

Larry Teixeira, President
Annette Machado, Vice President
Trish Singh, Secretary
Dr. Wesley Sever, Treasurer
Carol Bray, Accountant
Russell Freitas, Member at Large
Scott Griffin, Permanent Member
Diane Augusto, Member at Large
Kraig Magnussen, Permanent Member
Don Shoemaker, Member at Large
Don Laursen, Permanent Member
Sandra Robles, Member at Large

ADMINISTRATORS & CONSULTANTS:

KEENAN & ASSOCIATES
KEENAN & ASSOCIATES
KEENAN & ASSOCIATES
KNAK & COMPANY
POMS & ASSOCIATES

Tom Russo, JPA Administrator
Tyler Houghton, Account Executive
Donna Murry, Account Manager
Erik Knak, Third Party Administrator
Amy Dolson, Risk Manager

III. APPROVAL OF AGENDA

2018 / 2019-01

ACTION-Page 5

The Executive Committee retains the right to change the order in which agenda items are discussed. Subject to review by the Executive Committee, the agenda is to be approved as presented. Items may be deleted or added for discussion only according to G.C. Section 54954.2

PUBLIC COMMENTS

COMMITTEE CONSIDERATION

PUBLIC COMMENTS

The public may address the Executive Committee on any matter pertaining to the JPA that is not on the agenda. The President reserves the right to limit the time of presentation by individual or topic.

PUBLIC COMMENTS

COMMITTEE CONSIDERATION

IV. CONSENT AGENDA

2018 / 2019-02
ACTION-Page 6-13

The Executive Committee to consider the following items within the Consent Agenda:

- Approval of Minutes of the May 15, 2018 Executive Committee Meeting as Emailed
- Approval of Expenditures for Quarter Ending June 30, 2018.

PUBLIC COMMENTS
COMMITTEE CONSIDERATION

V. CORRESPONDENCE

No items to present.

VI. CLAIMS

THIRD PARTY ADMINISTRATOR UPDATE

2018 / 2019-03
INFO-Page 14-15

Erik Knak, Claims Administrator for the OSS will present his report for review.

PUBLIC COMMENTS
COMMITTEE CONSIDERATION

VII. UNDERWRITING

NCR UPDATE

2018 / 2019-04
INFO -Page 16-82

The Administrator will provide the following information and recent updates on the NCR Program.

- NCR Executive Committee Meeting Summaries
- AB699: Sample Policies to Assist in Responding to Immigration Issues

PUBLIC COMMENTS
COMMITTEE CONSIDERATION

AGREEMENT BETWEEN THE OSS AND THE UNIVERSITY OF CALIFORNIA

2018 / 2019-05
ACTION-Page 83-90

The Account Manager will present the five-year agreement between the OSS and the University of California to the Executive Committee for review.

PUBLIC COMMENTS
COMMITTEE CONSIDERATION

VIII. FINANCIAL

TREASURER'S REPORT

2018 / 2019-06
ACTION-Page 91-92

The Executive Committee will review the Treasurer's Report for Quarter and Unaudited Year ending June 30, 2018 for review and consideration.

PUBLIC COMMENTS
COMMITTEE CONSIDERATION

2018/2019 FINAL POOL CONTRIBUTION SPREADSHEET

2018 / 2019-07
ACTION-Page 93-94

The Administrator will present the 2018/2019 final Pool Contribution Spreadsheet to the Executive Committee for their review and approval.

PUBLIC COMMENTS
COMMITTEE CONSIDERATION

2018/2019 FINAL BUDGET

2018 / 2019-08
ACTION-Page 95-96

The final Budget will be presented to the Executive Committee for approval.
PUBLIC COMMENTS
COMMITTEE CONSIDERATION

IX. ADMINISTRATION

CLAIMS AUDIT

2018 / 2019-09
INFO-Page 97

A Request for Proposal will be sent out to engage a firm for performing a claims audit for the Authority.
PUBLIC COMMENTS
COMMITTEE CONSIDERATION

BIENNIAL NOTICE / CONFLICT OF INTEREST CODE REVIEW

2018 / 2019-10
ACTION-Page 98-103

The Conflict of Interest Code for the OSS will be reviewed.
PUBLIC COMMENTS
COMMITTEE CONSIDERATION

ELECTION OF OFFICERS

2018 / 2019-11
ACTION-Page 104-105

The Executive Committee shall elect its officers for the 2018/2019 year.
PUBLIC COMMENTS
COMMITTEE CONSIDERATION

X. RISK MANAGEMENT

CONTRACT FOR WEBINAR SERIES

2018 / 2019-12
ACTION-Page 106-113

Amy Dolson, the Authority's Risk Manager will present the final contract for Diane Cranley's seven-part webinar series, *Child Sexual Abuse Prevention*.
PUBLIC COMMENTS
COMMITTEE CONSIDERATION

RISK MANAGEMENT UPDATES

2018 / 2019-13
INFO-Page 114-136

The Risk Manager will present the updates on Loss Control services.
PUBLIC COMMENTS
COMMITTEE CONSIDERATION

XI. INFORMATION

MEMBER COMMENTS

Each member may report about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

ADMINISTRATION COMMENTS

The Administrator will report to the Executive Committee about various matters involving the Authority. There will be no member discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

XII. AGENDA ITEMS FOR NEXT MEETING

Members and others may suggest items for consideration at the next Executive Committee meeting on **Wednesday, October 10, 2018, Spike N Rail**, 2910 Pea Soup Anderson Blvd, Selma, CA 93662. Currently scheduled items include:

- OSS Loss History Report
- Treasurer’s Report for Year Ending June 30, 2018 and for Quarter Ending September 30, 2018.
- Approval of the Financial Audit for Years Ending June 30, 2018 and 2017
- Approval of the SETECH Report
- Approval of the Claims Auditor

XIII. ADJOURNMENT

Americans with Disabilities Act:

The Organization of Self-Insured Schools Property & Liability 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 Organization of Self-Insured Schools Property & Liability JPA, shall be made to: Donna Murry, Account Manager, Keenan & Associates, 2133 High Street, Ste E, Selma, CA 93662, 800-654-8347 extension 2037.

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Action

SUBJECT:

Approval of Agenda

ITEM #:

2018/2019-01

Enclosure:

No

Category:

Approval of Agenda

Prepared by:

Keenan & Associates

Requested by:

Executive Committee

BACKGROUND:

Under California Government Code Section 54950 the “Legislative Body” is required to post an agenda detailing each item of business to be discussed. The Executive Committee posts the agenda in compliance with California Government Code Section 54954.2

STATUS:

Unless items are added to the agenda according to G.C. 54954.2 (b) (1) (2) (3), the agenda is to be approved as posted.

RECOMMENDATION:

Subject to changes or corrections, the agenda is to be approved as posted.



PRESENTED TO: DATE: July 11, 2018
Executive Committee Info/Action: Action

SUBJECT: ITEM #: 2018/2019-02
Approval of Minutes & Expenditures Enclosure: Yes

Category: Consent Agenda
Prepared by: Keenan & Associates
Requested by: Executive Committee

BACKGROUND:

The Consent Agenda consists of items that require approval or acceptance but are self-explanatory and require no discussion. If the Committee would like to discuss any item listed, it may be pulled from the Consent Agenda.

STATUS:

The Committee will review for any adjustments and adoption:

- Minutes from the May 15, 2018 Executive Committee.
- Expenditures for Quarter ending June 30, 2018

RECOMMENDATION:

For review and approval



PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Info

SUBJECT:

OSS Loss History Report

ITEM #:

2018/2019-03

Enclosure:

Yes

Category:

Claims

Prepared by:

Knak & Company

Requested by:

Executive Committee

BACKGROUND:

Knak & Company is currently contracted by the Organization of Self-Insured Schools to administer and pay property & liability claims on their behalf.

STATUS:

The Executive Committee will review the OSS Loss History report of incurred claims comprising a ten year span as presented by Knak & Company.

RECOMMENDATION:

For review and discussion as necessary.

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Info

SUBJECT:

Northern California ReLiEF (NCR) Update

ITEM #:

2018/2019-04

Enclosure:

Yes

Category:

Underwriting

Prepared by:

Keenan & Associates

Requested by:

Executive Committee

BACKGROUND:

Updates are provided at each meeting regarding current events and the status of the NCR Program.

STATUS:

The Administrator will update the Authority on pertinent issues regarding NCR.

- NCR Executive Committee Meeting Summaries
- AB699: Sample Policies to Assist in Responding to Immigration Issues

RECOMMENDATION:

For review and discussion as necessary.

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Action

SUBJECT:

Agreement between the OSS and the University of California

ITEM #:

2018/2019-05

Enclosure:

Yes

Category:

Underwriting

Prepared by:

Keenan & Associates

Requested by:

Executive Committee

BACKGROUND:

The Regents of the University of California use the facilities and grounds of OSS members for their 4-H Program.

STATUS:

The Account Manager will present the renewal of the Agreement Between The Organization of Self-Insured Schools (OSS) and The Regents of the University of California (Regents). This agreement is for the use of OSS members' facilities and grounds by the Regents for their 4-H Program. This agreement will commence on September 1, 2018 and will continue until August 31, 2023 – or until such time as the agreement may be terminated by either party giving a 30 day written notice.

RECOMMENDATION:

For review and action as necessary.

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Action

SUBJECT:

Treasurer's Report

ITEM #:

2018/2019-06

Enclosure:

Yes

Category:

Financial

Prepared by:

OSS Accountant

Requested by:

Executive Committee

BACKGROUND:

A Treasurer's Report is prepared for each JPA meeting.

STATUS:

The accountant for the Organization of Self-Insured Schools will present the Treasurer's Report for the quarter and unaudited year ending June 30, 2018.

RECOMMENDATION:

For review and action as necessary.

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Action

SUBJECT:

2018/2019 Final Pool Contribution Spreadsheet

ITEM #:

2018/2019-07

Enclosure:

Yes

Category:

Financial

Prepared by:

Keenan & Associates

Requested by:

Executive Committee

BACKGROUND:

The Organization of Self-Insured Schools Property/Liability JPA contracts with Northern California ReLiEF (NCR) for its Property & Liability Program.

STATUS:

The Administrator will present the 2018/2019 Final Pool Contribution Spreadsheet at a \$50,000 retention and its comparison to the 2017/2018 year. The Loss Fund portion reflects a 80% probability level and reflects a 1.5% discount.

RECOMMENDATION:

For review, discussion, and action.

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Action

SUBJECT:

2018/2019 Final Budget

ITEM #:

2018/2019-08

Enclosure:

Yes

Category:

Financial

Prepared by:

Keenan & Associates

Requested by:

Executive Committee

BACKGROUND:

Each year the JPA adopts a budget for the upcoming program year.

STATUS:

The Account Manager will present the final budget for the 2018/2019 program year at the 80% probability level.

RECOMMENDATION:

For review and action as necessary.

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Info

SUBJECT:

Claims Audit

ITEM #:

2018/2019-09

Enclosure:

Yes

Category:

Administration

Prepared by:

Keenan & Associates

Requested by:

Executive Committee

BACKGROUND:

Accreditation standards mandates a JPA have a claims audit performed every two years.

STATUS:

A Request for Proposal will be sent out in July to engage a firm for performing a claims audit for the OSS as is mandated by accreditation standards. Award of the contract will be made by the Executive Committee at their October 10, 2018 meeting.

RECOMMENDATION:

For review and discussion as necessary.



PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Action

SUBJECT:

Biennial Notice / Conflict of Interest Code Review

ITEM #:

2018/2019-10

Enclosure:

Yes

Category:

Administration

Prepared by:

Keenan & Associates

Requested by:

Executive Committee

BACKGROUND:

The Political Reform Act (Government Code Section 81000 et seq.) requires the Authority to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, that the code must be amended. Once reviewed, the Authority must complete and file a Multi-County Agency Biennial Notice due in early October per the requirements of the Fair Political Practices Commission.

STATUS:

Included in the agenda packet is a copy of the Authority's Conflict of Interest Code for review.

RECOMMENDATION:

For review and action as necessary.

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Action

SUBJECT:

Election of Officers

ITEM #:

2018/2019-11

Enclosure:

Yes

Category:

Administration

Prepared by:

Keenan & Associates

Requested by:

Executive Committee

BACKGROUND:

The Executive Committee shall elect from its members a President, Vice-President, Secretary and Chief Financial Officer, each of whom shall hold office for one year and until the election and qualification of their successors.

STATUS:

The Executive Committee shall elect its officers for the 2018/2019 year.

RECOMMENDATION:

For review and action as necessary.



PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Action

SUBJECT:

Diane Cranley Webinars

ITEM #:

2018/2019-12

Enclosure:

Yes

Category:

Risk Management

Prepared by:

Keenan & Associates

Requested by:

Executive Committee

BACKGROUND:

NCR sponsored a presentation by Diane Cranley for OSS members titled Preventing Sexual Abuse in Schools on November 8, 2017 at the Fresno County Superintendent of Schools. Principals, administrators, risk managers, HR managers, and classified supervisors were encouraged to attend. The training went beyond Mandated Reporter training and also examined prevention.

Diane Cranley is the owner and president of Diane Cranley Consulting. She speaks primarily on the topic of preventing childhood sexual abuse, but has also had the opportunity to share her expertise in supporting survivors and helping them heal. Some of her recent clients include: AGRiP Annual Governance and Leadership Conference, WeTip Annual Conference, Los Angeles County of Education, Riverside County of Education, CAJPA, Keenan & Associates, and more.

STATUS:

Contract developed for seven high-level overview style presentations on staff on preventing sexual abuse in schools. The webinars will be recorded and available for future use. Attached is a summary of the seven courses, Diane Cranley Consulting's Statement of Work, and contract for approval.

RECOMMENDATION:

For review and approval.

OSS
ORGANIZATION OF
SELF-INSURED SCHOOLS

PRESENTED TO:

Executive Committee

DATE:

July 11, 2018

Info/Action: Info

SUBJECT:

Risk Management Updates

ITEM #:

2018/2019-13

Enclosure:

Yes

Category:

Risk Management

Prepared by:

Amy Dolson

Requested by:

Executive Committee

BACKGROUND:

Loss Control updates to OSS.

STATUS:

OSS will receive an update on loss control services and risk management information as follows:

- Driver/Back Safety Training – July 26, 2018
- IMReady Training: How to Survive anActive Killer - October 02, 2018
- Cyber Liability Program Training - NCR BRIT And Keenan Safe Schools
- Keenan Safe Schools (KSS) Transition

RECOMMENDATION:

For review and discussion as necessary.