

# MINUTES



## EXECUTIVE COMMITTEE MEETING

WEDNESDAY, JANUARY 09, 2019

11:00 a.m.

### SPIKE N RAIL

2910 PEA SOUP ANDERSON BLVD  
SELMA, CA 93662

#### I. CALL TO ORDER

President Teixeira called the meeting to order at 11:01 a.m.

#### II. ROLL CALL

##### OFFICERS & EXECUTIVE COMMITTEE:

SELMA UNIFIED SCHOOL DISTRICT

Larry Teixeira, President

PACIFIC UNION ELEMENTARY SCHOOL DISTRICT

Annette Machado, Vice President

KINGS RIVER-HARDWICK UNION ELEMENTARY SCHOOL DISTRICT

Trish Singh, Secretary

KINGSBURG JOINT UNION ELEMENTARY SCHOOL DISTRICT

Carol Bray, Accountant

FIREBAUGH-LAS DELTAS UNIFIED SCHOOL DISTRICT

Roy Mendiola, Member at Large (Alternate)

FOWLER UNIFIED SCHOOL DISTRICT

Scott Griffin, Permanent Member

KERMAN UNIFIED SCHOOL DISTRICT

Kraig Magnussen, Permanent Member

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

Don Shoemaker, Member at Large

LOS BANOS UNIFIED SCHOOL DISTRICT

Don Laursen, Permanent Member

##### MEMBERS:

VALLEY REGIONAL OCCUPATIONAL PROGRAM

Dora Alvarado

##### ADMINISTRATORS & CONSULTANTS:

KEENAN & ASSOCIATES

Tyler Houston, Account Executive

KEENAN & ASSOCIATES

Donna Murry, Account Manager

POMS & ASSOCIATES

Amy Dolson, Risk Manager

#### III. APPROVAL OF AGENDA

**2018/2019-27**

##### **ACTION**

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

Member Bray stated the *Treasurer's Report* under the **Financial** section was incorrectly labeled *audited* for the quarter ending December 31, 2018.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Griffin and seconded by member Shoemaker to approve the agenda as presented with the aforementioned change and unanimously carried. Absent: Don Laursen, Diane Augusto, and Sandra Hoevertsz.

#### IV. PUBLIC COMMENTS

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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**V. CONSENT AGENDA**

**2018/2019-28**

**ACTION**

The Executive Committee considered the following items within the Consent Agenda:

- Approval of Minutes of the October 10, 2018 Executive Committee Meeting as Emailed
- Approval of Expenditures for Quarter Ending December 31, 2018.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion was made by member Magnussen and seconded by member Griffin and unanimously carried to approve the Consent Agenda as presented. Absent: Don Laursen, Diane Augusto, and Sandra Hoevertsz.

Member Don Laursen arrived.

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**VI. CORRESPONDENCE**

**2018/2019-29**

**INFO**

The Account Manager presented the *Special Districts Financial Transaction Report* to the Executive Committee for their information. The report is filed every year by the OSS Auditor Gus Corona. It provides information to the state such as its governing board, fiscal officer, auditor and a summarized version of its revenues, expenditures and changes in fund balances.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

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**VII. CLAIMS**

**THIRD PARTY ADMINISTRATOR UPDATE**

**2018/2019-30**

**INFO**

Erik Knak, Claims Administrator for the OSS presented his Loss History Review – (Incurred) – 12/31/18, to the Executive Committee via phone. The years 2009/10, 2010/11, 2011/12, 2013/14, 2014/15, and 2015/16 have no open claims with 2012/13 having 1 newly opened claim involving a sexual molestation case. Years 2016/17, 2017/18, and 2018/19 are developing well ending with a total of 22 open claims, down from the 35 open claims from the last Executive Committee meeting in October, with current reserves of \$488,000.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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**VIII. UNDERWRITING**

**NCR UPDATE**

**2018/2019-31**

**INFO**

The Account Executive, Tyler Houston reported on the 2017-2018 End of Session, California Legislative Summary. He stated it was an excellent briefing that Keenan created which summarizes all the bills that Governor Brown passed over the course of the 2017-18 California Legislative session and should serve as a valuable reference tool for the member districts. He also reported on the Executive Summaries from the NCR Underwriting, Risk Management, and Board of Directors meetings. Highlights mentioned were:

- Losses reported for the 2017-18 year have exceeded the initial actuarial estimates due to claims severity due to the increase in the cost of settlements.
- Claims trends severity for the sexual abuse claims have improved, though continues to be the leading liability severity exposure category. Over 80% of the exposure were realized from fiscal years 11/12 through 13/14.
- 2017/2018 Year in Review for NCR – 33 years of successful operations, over \$450 M in protection, no assessments, 25 years continuous CAJPA Accreditation of Excellence designation, conservative funding & accounting principles, strong balance sheet, single source memorandum of coverage, 1.037 million ADA to name a few.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: NONE

**2019/2020 RENEWAL QUESTIONNAIRE UPDATE**

**2018/2019-32**  
**INFO**

The Account Manager, Donna Murry mentioned the 2019/2020 Renewal Questionnaire for updating was sent out to the brokers and to be on the lookout for such. The completed questionnaires are due by February 13, 2019.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: NONE

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**IX. FINANCIAL**

**TREASURER'S REPORT**

**2018/2019-33**  
**ACTION**

The Executive Committee reviewed the Treasurer's Report for Quarter ending December 31, 2018 for approval.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion was made by member Magnussen and seconded by member Machado and unanimously carried to approve the Treasurer's Report for Quarter ending December 31, 2018. Absent: Diane Augusto and Sandra Hovertsz.

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**X. ADMINISTRATION**

**MAILING ADDRESS FOR THE OSS**

**2018/2019-34**  
**INFO**

The Account Manger mentioned the office location at 2133 High St., Ste E has closed. The general mailing address for the Organization of Self-Insured Schools is now P.O. Box 1404, Selma, CA 93662.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

**CLAIMS AUDIT REPORT**

**2018/2019-35**  
**ACTION**

Tyler Houston presented the claims audit report performed by Ken Maiolini with Risk Management Services (RMS) to the Executive Committee for their consideration. In summary, the auditor RMS found that Knak & Company has done a superb job of handling the claims administration of the OSS. All pieces of the claim's administration process, including Investigation, Reserving, Litigation Management, Liability/Damages Evaluations, File Management, Negotiation Practices and Closing of Claims have been performed in a professional, timely and effective manner. Mr. Knak is doing a tremendous job and the auditor has no recommendations currently.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion was made by member Laursen and seconded by member Griffin and unanimously carried to approve the Claims Audit Report as presented. Absent: Diane Augusto and Sandra Hovertsz.

**PROPOSAL FOR ACTUARIAL SERVICES FOR 2019**

**2018/2019-36**  
**ACTION**

The Account Executive presented to the Executive Committee the proposal for actuarial services from Milliman, Inc. for continued services for the 2019 year. The fees have remained unchanged from the year prior.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Laursen and seconded by member Griffin and unanimously carried to accept the proposal for actuarial services for 2019 by Milliman, Inc. Absent: Diane Augusto and Sandra Hovertsz.

**INVESTMENT POLICY REVIEW**

**2018/2019-37**  
**ACTION**

The OSS is required to annually review its investment policy. Since they have adopted the Investment Policy of the County of Fresno as their own, the changes to aforementioned policy were presented for the Executive Committee's review. The recent revision was to have wording in the Investment Policy to be in agreement with government code which addresses asset backed security, which the County does not buy.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Magnussen and seconded by member Laursen and unanimously carried to accept the 12/4/2018 version of the Investment Policy. Absent: Diane Augusto and Sandra Hovertsz.

**CONFLICT OF INTEREST, FORM 700 UPDATE**

**2018/2019-38  
INFO**

The Account Manager mentioned Form 700, Conflict of Interest filing has been emailed to members of the Executive Committee, Alternates and Consultants. The forms need to be mailed back to P.O. Box 1404, Selma, 93662 by 4/2/19 as original signatures are needed.

PUBLIC COMMENTS: None  
COMMITTEE CONSIDERATION: None

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**XI. RISK MANAGEMENT**

**RISK MANAGEMENT UPDATES**

**2018/2019-39  
INFO**

Amy Dolson, the OSS Risk Manager presented to the Executive Committee the following updates on Loss Control services and risk management information.

- 2 Scissor Lift Trainings – completed on 10/31/18 at FCSS and 12/19/18 at Selma USD
- Forklift Refresher Training – completed on 12/19/18 at Fowler USD
- Food Safety Manager Training – completed on 1/3/19 at Kingsburg Elementary
- NCR Matching Grant Program – deadline for submitting application was 12/31/18
- Development of 2 Ad Hoc Committees
  1. Utilization of training budget funds for future loss control trainings or safety credit program.
  2. Development of student / staff interaction standards.
- Diane Cranley’s upcoming webinar #4 *Boundaries that Intercede with Child Molesters’ Behaviors* (Part 2) – 1/15/19

PUBLIC COMMENTS: None  
COMMITTEE CONSIDERATION: None

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**XII. INFORMATION**

**MEMBER COMMENTS**

None

**ADMINISTRATION COMMENTS**

None

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**XIII. AGENDA ITEMS FOR NEXT MEETING**

Members and others may suggest items for consideration at the next Executive Committee meeting on **Wednesday, April 10, 2019 - Spike N Rail**, 2910 Pea Soup Anderson Blvd, Selma, CA 93662. Currently scheduled items include:

- OSS Loss History Report
  - Approval of Milliman Actuarial Report
  - Review of the Loss Fund Rates and Recommendation to the Board of Directors
  - NCR Experience Rating the OSS
  - Consideration of Paying a Rebate
  - PTO & Booster Club Coverage
  - Treasurer’s Report for Quarter Ending March 31, 2019.
  - Future Meeting Dates & Locations
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**IX. ADJOURNMENT**

With no further business, the meeting adjourned at 12:15 p.m.

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**Americans with Disabilities Act:**

The Organization of Self-Insured Schools, a 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, P.O. Box 1404, Selma, CA 93662.

Documents and materials relating to an open session agenda item that are provided to the O.S.S. Executive Committee less than 72 hours prior to a regular meeting will be available for public inspection and copying at 3036 Thompson Ave; Selma, CA 93662.