

MINUTES



SELF INSURANCE GROUP

BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 20, 2021

1:00 P.M.

This meeting was conducted by Zoom. Locations were not provided as the Brown Act has been partially suspended due to Coronavirus (COVID-19).

I. CALL TO ORDER

President Magnussen called the meeting to order at 1:01 P.M.

II. ROLL CALL

OFFICERS & BOARD OF DIRECTORS PRESENT:

KERMAN UNIFIED SCHOOL DISTRICT	Kraig Magnussen, President
KINGSBURG JOINT UNION ELEMENTARY SCHOOL DISTRICT	Dr. Wesley Sever, Treasurer
ALVINA ELEMENTARY CHARTER SCHOOL DISTRICT	Mike Iribarren, Secretary
FOWLER UNIFIED SCHOOL DISTRICT	May Yang
FOWLER UNIFIED SCHOOL DISTRICT	Edith Cantu
FRESNO COUNTY SUPERINTENDENT OF SCHOOLS	Laurie Gabriel
KINGSBURG JOINT UNION ELEMENTARY SCHOOL DISTRICT	Carol Bray, Accountant
SELMA UNIFIED SCHOOL DISTRICT	Larry Teixeira
SOUTHWEST TRANSPORTATION AGENCY	Gary Geringer

MEMBERS:

ALVINA ELEMENTARY CHARTER SCHOOL DISTRICT	Kathy Bagwell
PARLIER UNIFIED SCHOOL DISTRICT	Scott Griffin

ADMINISTRATORS & CONSULTANTS:

KEENAN & ASSOCIATES	Tyler Houston, Account Executive
KEENAN & ASSOCIATES	Donna Murry, Account Manager
POMS & ASSOCIATES	Amy Dolson, Risk Manager
ASPEN RISK MANAGEMENT GROUP – A TRISTAR COMPANY	Debra Parker, Risk & Safety Consultant
TRISTAR RISK MANAGEMENT	Sharon Castillo, Third Party Administrator
TRISTAR RISK MANAGEMENT	Curt Crockett, Vice President
TRISTAR RISK MANAGEMENT	Tom Veale, President

III. APPROVAL OF AGENDA

2020/2021-17

ACTION

The Authority retains the right to change the order in which agenda items are discussed. Subject to review by the Board of Directors, 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: None

BOARD CONSIDERATION: Motion by member Yang with a second by member Geringer and unanimously carried to approve the Agenda as presented. Absent: Members Freitas, Sever, Gabriel, and Orosco

IV. PUBLIC COMMENTS

Members of the community wishing to address the Board about items on the agenda or items not on the agenda may do so. Speakers are requested to limit comments to three (3) minutes; individual speakers may not give their time away to another spokesperson.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

V. CONSENT AGENDA

**2020/2021-18
ACTION**

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

- Approval of Minutes of the October 14, 2020 Board of Directors Meeting as Emailed
- Approval of Expenditures for Quarter Ending December 31, 2020

PUBLIC COMMENTS: None

BOARD CONSIDERATION: Motion by member Iribarren with a second by member Teixeira and unanimously carried to approve the Consent Agenda as presented. Absent: Members Freitas, Sever, Gabriel, and Orosco

VI. CORRESPONDENCE

**2020/2021-19
INFO**

The Account Manager, Donna Murry presented correspondence received:

1. The Special Districts' Financial Transaction Letter as received from the State Controller's office and the report as filed in response by the JPA auditor Gus Corona. This report provides to the State information on the officers and fiscal officer for FCSIG and also provides a financial snapshot of the JPA.
2. The receipt for payment of the CAJPA dues which was \$1,500.
3. Correspondence from CAJPA with information on the State's User Funding & Fraud Assessment of an actual 14% decrease in the rates.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

Member Gabriel arrived.

VII. CLAIMS

THIRD PARTY ADMINISTRATOR UPDATE

**2020/2021-20
INFO**

Sharon Castillo and Debra Parker, Claims Administrator and Risk/Safety Consultant respectively for Fresno County Self-Insurance Group (FCSIG) presented the claims update report for review.

- Stewardship Report as of 12/31/20 was presented. It was a comprehensive report detailing workers' comp incidents by occupation, location, cause of loss, body part injured, and injury type; with the numbers and incurred costs broken down by fiscal year/dates, providing specific notes and demographics of all claims from 2015-2020. Teachers, aides, and custodians continue to be the occupations with the highest number of incidents and strains being the number one injury type. Incurred costs for 2019 and 2020 continue to be lower possibly due to COVID-19.
- Nurse Triage Summary for period October 2020 – December 2020 was presented.
- Tristar Savings Summary Report for period 7/1/20–12/31/20 was presented with a gross savings of over \$1 M being realized for aforementioned time period.
- The Compensation Rates for 2021 were provided to the group, showing changes in workers' comp benefits for the new year.
- California Supplemental Paid Sick Leave-AB 1867 expired December 31, 2020. No news from the Governor or law firms on whether this paid leave was extended.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

VIII. UNDERWRITING

LEGISLATIVE UPDATE

**2020/2021-21
INFO**

The Account Executive, Tyler Houston presented the most recent copy of the Workers' Comp Executive which is provided to serve as an additional resource for the members containing a wealth of information.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

Member Sever arrived.

PAYROLL FACTOR FOR 2021/2022

**2020/2021-22
INFO**

The Board of Directors were queried for an estimate on payroll increases for the 2021/22 year for the purposes of calculating the payroll to provide to the actuary and for estimating the workers' comp deposit premium. It was the consensus of the Board to use a factor of 1.5 percent (1.5%) as the increase.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

IX. FINANCIAL

TREASURER'S REPORT

**2020/2021-23
ACTION**

The Board of Directors reviewed the Treasurer's Report for Quarter ending December 31, 2020 as presented by the FCSIG accountant Carol Bray. Fiscal year to date total operating revenues were at 59% with total revenues of \$4,370,081. Operating expenses were at 35% with the fiscal year to date expenditures of \$2,137,285.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: Motion by member Sever with a second by member Teixeira and unanimously carried to approve the Treasurer's Report as presented. Absent: Members Freitas and Orosco

X. ADMINISTRATION

PROPOSAL FOR ACTUARIAL SERVICES FOR 2021

**2020/2021-24
ACTION**

The Account Executive presented the proposal for actuarial services from Milliman, Inc to the Board of Directors for the 2021 year. Milliman's fees have remained unchanged from the year prior.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Teixeira with a second by member Yang and unanimously carried to accept the Milliman actuarial proposal as presented. Absent: Members Freitas and Orosco

INVESTMENT POLICY REVIEW

**2020/2021-25
ACTION**

FCSIG 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 Board of Director's review.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Teixeira with a second by member Iribarren and unanimously carried to accept the November 17, 2020 version of the Investment Policy. Absent: Members Freitas and Orosco

CONFLICT OF INTEREST, FORM 700 UPDATE

**2020/2021-26
INFO**

The Account Manager mentioned Form 700, Conflict of Interest filing has been emailed to members of the Board of Directors, Alternates and Consultants. The forms need to be mailed back to P.O. Box 1404, Selma by 4/1/2021 as original signatures are needed.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

CONSIDERATION OF FIRM TO PROVIDE LEGAL SERVICES

**2020/2021-27
ACTION**

Mr. Houston presented the proposals received for providing legal services for FCSIG to the Board of Directors for their consideration. The two proposals which were received and considered came from Lozano Smith and Baker Manock & Jensen. Both firms are highly regarded. Consideration was given to the fact that Lozano Smith does work with many current and former FCSIG member districts whereas Baker Manock & Jensen does not.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: The motion was made by member Teixeira with a second by member Yang and unanimously carried to accept the proposal as submitted by Baker Manock and Jensen. Absent: Members Freitas and Orosco.

XI. RISK MANAGEMENT

**2020/2021-28
INFO**

RISK MANAGEMENT UPDATES

Amy Dolson, the FCSIG Risk Manager presented the following updates on Loss Control services and risk management information.

- Anyone interested in having a claim review, reach out to either to Amy or Sharon Castillo. For the present time, these reviews will be conducted virtually.
- The recording of the Workers' Compensation Virtual Workshop is available at <https://www.fcsigweb.org/webinars/> for those who were not able to attend.
- Rachel Shaw Consulting has COVID-19 Disability Compliance Material available at no charge on her website, <https://www.shawhrconsulting.com/covid/>. All one needs to do is register to download her material.
- Poms is conducting a webinar on 1/22/21 to discuss the interactive process and HR concerns. An invite will be sent out.
- Ergonomic Evaluations will be conducted virtually by the Risk Manager, for the present time. You may contact her if you are interested.
- The Cal/OSHA Emergency Temporary Standard went into effect on 11-30-20. This standard applies to most California employers except those having (1) employee that does not have contact with other people, those working from home and those covered by California's Aerosol Transmissible Disease (ATD) standards. Those employers covered by this emergency temporary standard need to have an effective written COVID-19 Prevention Program (CPP), updated IIPP and employee training. Cal/OSHA has their own online training which may be taken to fulfill this requirement. The Risk Manager stated she has a template of all OSS members' IIPP and may reach out to her if needed. In addition, under AB685 effective 1/01/21 through 12/31/23, you should develop a COVID-19 Exposure Notice Letter and have ready for notifying those required should the need arise.

PUBLIC COMMENTS: None

BOARD CONSIDERATION: None

XII. INFORMATION

MEMBER COMMENTS

None

ADMINISTRATION COMMENTS

None

XIII. AGENDA ITEMS NEXT MEETING

Members and others may suggest items for consideration at the Board of Directors' meeting scheduled for **1:00 P.M. on Wednesday, April 14, 2021, Spike N Rail**, 2910 Pea Soup Anderson Blvd, Selma. Currently scheduled items include:

- Third Party Administrator Update
 - Claims Trend Overview
 - Treasurer's Report
 - Future Meeting Dates & Locations
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XIV. ADJOURNMENT

With no further business, the meeting adjourned at 2:12 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 Group, Workers' Compensation 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 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 3036 Thompson Ave; Selma, CA 93662.