

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

**MINUTES**

**EXECUTIVE COMMITTEE MEETING**

WEDNESDAY, OCTOBER 13, 2021

11:00 AM

**LEGENDS TAP HOUSE & GRILL**

2910 PEA SOUP ANDERSON BLVD

SELMA, CA 93662

**I. CALL TO ORDER**

President Magnussen called the meeting to order at 11:05 AM. Introductions were made.

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**II. ROLL CALL**

**OFFICERS & EXECUTIVE COMMITTEE:**

KERMAN UNIFIED SCHOOL DISTRICT	Kraig Magnussen, President
KINGS RIVER-HARDWICK UNION ELEMENTARY SCHOOL DISTRICT	Trish Singh, Secretary
KINGSBURG JOINT UNION SCHOOL DISTRICT (ELEMENTARY)	Dr. Wesley Sever, Treasurer
KINGSBURG JOINT UNION SCHOOL DISTRICT (ELEMENTARY)	Carol Bray, Accountant
FIREBAUGH-LAS DELTAS JOINT UNIFIED SCHOOL DISTRICT	Dr. Roy Mendiola, Member at Large
FOWLER UNIFIED SCHOOL DISTRICT	May Yang, Permanent Member
ISLAND UNION ELEMENTARY SCHOOL DISTRICT	Diane Augusto, Member at Large
KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT	Rufino Ucelo, Member at Large
LOS BANOS UNIFIED SCHOOL DISTRICT	Amer Iqbal, Permanent Member
SELMA UNIFIED SCHOOL DISTRICT	Andrea Affrunti, Permanent Member
SOUTHWEST TRANSPORTATION AGENCY	Gary Geringer, Member at Large

**MEMBERS**

CLAY JT ELEMENTARY SCHOOL DISTRICT	Judith Szpor
VALLEY REGIONAL OCCUPATIONAL PROGRAM	Dora Alvarado

**ADMINISTRATORS & CONSULTANTS:**

BAKER MANOCK JENSEN	Gabriel Delgado, OSS Legal Counsel
BORCHARDT, CORONA, FAETH & ZAKARIAN	Gus Corona, Auditor
KEENAN & ASSOCIATES	Tyler Houston, Account Executive
KEENAN & ASSOCIATES	Donna Murry, Account Manager
KNAK & COMPANY	Erik Knak, Third Party Administrator via conference phone
POMS & ASSOCIATES	Amy Dolson, Risk Manager
SETECH, A DIVISION OF KEENAN & ASSOCIATES	Mary Boyer, V.P. via conference phone

**III. APPROVAL OF AGENDA**

**2021/2022-10**

**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

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Affrunti and unanimously carried to approve the Agenda as presented. Absent: Member Machado.

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#### IV. 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: None

COMMITTEE CONSIDERATION: None

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#### V. CONSENT AGENDA

2021/2022-11  
ACTION

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

- Approval of Minutes of the July 14, 2021 Executive Committee Meeting as Emailed
- Approval of Audited Expenditures for Year Ending June 30, 2021
- Approval of Expenditures for Quarter Ending September 30, 2021

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Amer with a second by member Geringer and unanimously carried to approve the Consent Agenda as presented. Absent: Member Machado

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#### VI. CORRESPONDENCE

2021/2022-12  
INFO

Correspondence in the form of an email was presented by Donna Murry, the Account Manager. The email was from SELF thanking those OSS members who paid their AB 218 Revived Liability Funding Plan invoice for their timely payment.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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#### VII. CLAIMS

2021/2022-13  
INFO

##### THIRD PARTY ADMINISTRATOR UPDATE

Erik Knak, Claims Administrator for the OSS presented the OSS Loss History Review via conference phone, comparing the 10/04/21 report to the 10/04/20 report provided at last October's meeting. Years 2012/13, 2013/14, 2014/15, 2015/16, and 2017/18 have no open claims; with a longtime bullying case finally settled from the 2014/15 year. The total incurred figures and claims counts for the aforementioned years have remained unchanged with the exception of the 2017/18 year total incurred figure decreasing by \$1. The 2016/17 year has 1 open claim due to an Underinsured Motorist claim opening since the report a year ago, claim count increased by 1 to 81. Year 2018/19 was an excellent one with only 1 open claim out of 71 with the total incurred figures down from last year's report. Year 2019/20 has been a difficult claim year with 6 open claims and total incurred figure up from the prior year. This year has had several large property and liability claims. The 2020/21 year has had only 37 claims opened so far with 10 still open, but there have been several large property losses from this year. The current 2021/22 year has been extremely quiet with just 3 claims, all are open. In summary, there are 21 open claims, down 4 from the 10-04-20 report and currently \$343K in reserves, down \$104K from the 10-04-20 report.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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#### VIII. UNDERWRITING

##### NCR UPDATE

2021/2022-14  
INFO

Tyler Houston, the Account Executive provided the following information and recent updates on the NCR Program.

- **NCR Executive Committee Meeting Summaries** highlights:
  - o **Executive Committee**, the Claims Settlement Authority was increased from \$250,000 to \$1M to help expedite payment to the school districts for property claims.
  - o **Claims & Coverage Committee**, NCR had their claims audit recently completed. The audit results were extremely favorable with no recommendations noted for any improvement. Athletics & Participation Forms and the Best Practices to have in place to safeguard the health and well-being of student-athletes was noted. It's very good information to review and follow.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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Wes Sever arrived.

## IX. FINANCIAL

### TREASURER’S REPORT

**2021/2022-15**  
**ACTION**

Carol Bray, the OSS Accountant presented the audited Treasurer’s Report for Year ending June 30, 2021 and for Quarter ending September 30, 2021 to the Executive Committee for review and consideration.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Affrunti and unanimously carried to approve the audited Treasurer’s Report for year ending June 30, 2021 and for Quarter ending September 30, 2021. Absent: Member Machado

### OSS UNPAID CLAIM LIABILITY ESTIMATES

**2021/2022-16**  
**ACTION**

Tyler Houston presented the OSS Unpaid Claim Liability Estimates as of June 30, 2021 as prepared by the actuary to the Executive Committee for their review and approval. The estimated reserves as of 6/30/21 were noted. The net ultimate loss estimates had an increase of \$47,000 from old years and a decrease of \$200,000 for the current year. Frequency has declined in recent years especially the last two. Severity varies somewhat by year, with the last two years having several larger claims, 13 claims were at or near the \$50,000 retention. Pure premiums for the 2019-20 and the 2020-21 years were higher than recent years but not as high as historical years.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Augusto and unanimously carried to approve the OSS unpaid claim liability estimates as presented. Absent: Member Machado.

### FINANCIAL MANAGEMENT INFORMATION REPORT

**2021/2022-17**  
**ACTION**

Mary Boyer with SETECH a division of Keenan & Associates presented the Financial Management Information Report for the Fiscal Years Ended June 30, 2020 and June 30, 2021 via conference phone to the Executive Committee for review and approval.

The Net Position of \$4,734,685 increased from one year ago by \$379,633. The following represent the most significant changes:

- The deposit of the 2020/2021 member contributions for future claims of \$819,225.
- Net investment income earned of \$94,213
- A decrease in the actuarially determined estimated ultimate losses of \$46,953 for the program years 2019/2020 and prior due to decreased in claims activity.

This increase to the Net Position was offset by:

- The recognition of the actuarially determined estimated ultimate incurred of \$503,756 for the 2020/2021 program year.

Since its inception, OSS has continued to enjoy secure financial success, a stable rate structure, and as a result they have declared to date, dividends of \$9,584,260. The OSS has a greater than 90% probability level in its overall financial position which allows many options for the future.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Singh and unanimously carried to accept the financial Management Information Report as presented. Absent: Member Machado.

### FINANCIAL AUDIT REPORT

**2021/2022-18**  
**ACTION**

Gustavo Corona, the auditor for the OSS, presented the Financial Audit Report for Years ending June 30, 2021 and 2020 to the Executive Committee for their review and approval. The auditor stated it was an unqualified opinion with no findings of internal control issues. Total assets were up by \$195,431 with overall liability decreasing by \$184,202. This was offset by a decrease in the actuarially determined estimated ultimate losses of \$46,953 for program years 2019/2020 and prior due to decreased claims activity and claims paid in the 2020/21 program year of \$503,956.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Sever with a second by member Affrunti and unanimously carried to accept the Financial Audit Report for Years ending June 30, 2021/ 2020 as presented. Absent: Member Machado.

**FINAL BUDGET FOR THE 2021/2022 YEAR**

**2021/2022-19**

**ACTION**

Donna Murry presented the final budget for the 2021/2022 year to the Executive Committee for review and approval, with changes in budgeted amounts from when last reported notated in red font.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Augusto and unanimously carried to accept the OSS final budget for the 2021/2022 year as presented. Absent: Member Machado.

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**X. ADMINISTRATION**

**WITHDRAWAL RESERVE ACCOUNT (WRA)**

**2021/2022-20**

**ACTION**

Tyler Houston presented the WRA update to the Executive Committee for the districts that have terminated their membership with the OSS for review and action. A letter will be sent to the terminated districts notifying them of their updated WRA information.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Geringer and unanimously carried to accept the Withdrawal Reserve Account updates as of June 30, 2021 as presented. Absent: Member Machado.

**CENTRAL UNIFIED SCHOOL DISTRICT'S 2<sup>nd</sup> SCHEDULED WRA REFUND PAYMENT**

**2021/2022-21**

**ACTION**

Tyler Houston presented to the Executive Committee the 2<sup>nd</sup> scheduled payment to Central Unified School District from their WRA for ratification. The date of their membership termination was 6/30/2014.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Iqbal with a second by member Affrunti and unanimously carried to ratify the 2<sup>nd</sup> scheduled payment to Central Unified School District from their WRA. Absent: Member Machado.

**ASSETWORKS RISK MANAGEMENT INC – NEW FEE SCHEDULE**

**2021/2022-22**

**INFO**

Donna Murry presented the 2021-2025 AssetWorks' fee schedule and services to the Executive Committee for their information. Should any district wish to receive a hard copy of their appraisal or a plot plan which is not part of the contracted services, that would be possible. The district would pay any costs associated with those extra services.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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**XI. RISK MANAGEMENT**

**RISK MANAGEMENT UPDATES**

**2021/2022-23**

**INFO**

Amy Dolson, the Risk Manager presented the updates on Risk Control services as follows:

- Interim NCR Labs & Workshop Inspections were completed July 19 – 23, 2021
- NCR 3-year Safety Inspection Schedule was presented as a matter of record.
- Title IX Coordinator Virtual Training with Megan Farrell; two sessions for all Title IX Coordinators were held on July 15, 2021 and September 23, 2021. It was noted for smaller districts, fulfilling all of the required roles is a real challenge. Various ways the OSS can help alleviate this problem would be by assisting those districts team up with other smaller districts so as to have the roles spread out amongst themselves and to provide trainings for various roles.
- NCR Matching Grant Program 2021; application period opened 9/1/21 and runs through 11/1/21. The application and guidelines were presented.

**RISK MANAGEMENT UPDATES – Cont.**

- OSS Safety & Security Grant 2021 – 2022 Terms & Conditions and Application were presented. Grants can be issued from \$2,500 up to \$4,000 per district depending on district lottery ADA. It was noted this was not a matching grant.
- OSS 3-Year Strategic Plan (2019-2022) update was presented.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

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**XII. INFORMATION**

**MEMBER COMMENTS**

No member comments

**ADMINISTRATION COMMENTS**

Tyler Houston thanked everyone for coming.

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**XIII. AGENDA ITEMS FOR NEXT MEETING**

Members and others may suggest items for consideration at the next Executive Committee meeting for:

**11:00 a.m. on Wednesday, January 19, 2022, Legends Tap House & Grill, 2910 Pea Soup Anderson Blvd, Selma, CA**

Currently scheduled items include:

- OSS Loss History Report
  - Treasurer’s Report for Quarter Ending December 31, 2021.
  - Form 700 Conflict of Interest
  - Proposal for Actuarial Services with Milliman, Inc.
  - Annual Review of Investment Policy of Fresno County Auditor-Controller/Treasurer-Tax Collector
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**XIV. ADJOURNMENT**

With no further business, motion by member Affrunti with a second by member Iqbal and unanimously carried to adjourn the meeting. 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.