



## MINUTES

### **EXECUTIVE COMMITTEE MEETING**

WEDNESDAY, OCTOBER 11, 2023

11:00 AM

### **LEGENDS TAP HOUSE & GRILL**

2910 PEA SOUP ANDERSON BLVD

SELMA, CA 93662

#### **I. CALL TO ORDER at 11:07 am**

#### **II. ROLL CALL**

##### **OFFICERS & EXECUTIVE COMMITTEE:**

KERMAN UNIFIED SCHOOL DISTRICT  
PACIFIC UNION ELEMENTARY SCHOOL DISTRICT  
KINGS RIVER-HARDWICK UNION ELEMENTARY SCHOOL DISTRICT  
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  
SELMA UNIFIED SCHOOL DISTRICT  
SOUTHWEST TRANSPORTATION AGENC

Kraig Magnussen, President  
Annette Machado, Vice President  
Trish Singh, Secretary  
Carol Bray, Accountant  
Dr. Henry Gutierrez, Member at Large  
Talia Preis, Permanent Member  
Diane Augusto, Member at Large  
Gabriel Melgoza, Member at Large  
Rufino Ucelo, Member at Large  
Sypher Lee, Permanent Member  
Andrea Affrunti, Permanent Member  
Maricela Ordonez, Member at Large

##### **ADMINISTRATORS & CONSULTANTS:**

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

Pia Bayetti, Account Manager  
Pa Vue, Account Coordinator  
Tyler Houston, Account Executive  
Donna Murry, Account Manager  
via conference phone Erik Knak, Third Party Administrator  
Judy Chiu, Actuary  
via conference phone Abby Sternberg, Actuary  
Amy Dolson, Risk Manager

#### **III. APPROVAL OF AGENDA**

**2023/2024-12**

##### **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 Machado with a second by member Affrunti and unanimously carried to approve the agenda as presented. Absent: N/A

#### **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

## V. CONSENT AGENDA

2023/2024-13

**ACTION**

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

- Approval of Minutes of the July 12, 2023 Executive Committee Meeting as Emailed
- Approval of Audited Expenditures for Year Ending June 30, 2023 and for Quarter Ending September 30, 2023, which includes the Knak & Company Monthly Claim Expenses

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Affrunti and second by member Augusto to table the Audited Expenditures to January's meeting due to lack of data available and unanimously carried to approve the consent agenda as presented. Absent: N/A

## VI. CORRESPONDENCE

2023/2024-14

**INFO**

No Correspondences to present.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

## VII. CLAIMS

### THIRD PARTY ADMINISTRATOR UPDATE

2023/2024-15

**INFO**

Erik Knak, Claims Administrator for the OSS presented his report for review. The 10-03-23 report was compared to the 10-04-22 report provided at last October's meeting. 2014-15 has no open claims. The \$1.07M Total Incurred figure has not changed. The claims count for 2014-15 remained at 136. 2015-16 has no open claims and the \$696K Total Incurred figure has dropped \$14K from the 10-04-22 report due to a costs bill lien recovery from an old, litigated file. The claims count for 2015-16 remains at 114. 2016-17 has 1 open claim and the Total Incurred figure has not changed since the 10-04-22 report. The claims count for 2016-17 remains at 81 and has one open with an Underinsured Motorists claim. 2017-18 has no open claims and the \$464K Total Incurred figure has not changed from the 10-04-22 report. The 2017-18 claims count remains at 93. 2018-19 has one newer open claim out of 72 opened thus far to date. This new claim is an alleged student vs. student abuse case. 2019-20 was a difficult claim year, presently with 4 open claims out of 53 opened to date. The Total Incurred figure is down \$18K from the 10-04-22 report and includes several large Property and Liability claims. 2020-21 has had only 39 claims opened thus far, but there were several large Property losses. All of the 39 claims have been closed, with a \$403K Total Incurred figure, up \$700 from the 10-04-22 report. 2021-22 continues to remain active, with 68 claims reported, with 9 of the 68 claims currently open. Six large liability claims pertain to three employment cases, two female fight claims and one shop student injury claim. 2022-23 has continued to pick up momentum, with 77 claims reported, 29 of which are currently open. OSS is dealing with three bus accidents, a truck vs. SUV collision, Ag shop fire, playground arson fire, press box arson fire, windstorm, storm damage, and an off-site student fatality. 2023-24 has started out well, with just 5 claims reported during the first three months, four of the five claims are open. There has been an abuse claim opened from the 1984-87 claim period. In summary, OSS totals include 49 open claims, up 11 from the 10-04-22 report, and \$1.007M in reserves, up \$403K from the 10-04-22 report.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

## VIII. UNDERWRITING

### NCR UPDATE

2023/2024-16

**INFO**

Tyler Houston, the Account Executive reported on the NCR Executive Committee meeting Summaries from the Finance & Executive Committees. Highlights were:

\* The Arbiter Sports program is a one-stop access system for schools and coaches where they can track a student's waiver forms, grades and other requirements that indicate whether the child is allowed to be playing their sport or go on a school field trip. Users can also use a text feature to reach parents. Districts will be set up with a team at Arbiter upon completion of the registration so as to have guided help through the set-up process.

\* NCR is also providing Title IX training with Megan Farrell, it will be a 3-Part series and estimated to roll out again in October 2023.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

## OSS SAFETY & SECURITY GRANT

**2023/2024-17**  
**INFO**

No OSS Safety & Security Grant Applications were received.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

---

## IX. FINANCIAL

### TREASURER’S REPORT

**2023/2024-18**  
**ACTION**

Carol Bray, the OSS Accountant presented the **Unaudited** Treasurer’s Report for Year ending June 30, 2023, and for Quarter ending September 30, 2023, to the Executive Committee for review and consideration.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Machado with a second by member Affrunti and unanimously carried to approve the Treasurers Reports as presented. Absent: N/A

### OSS UNPAID CLAIM LIABILITY ESTIMATES

**2023/2024-19**  
**ACTION**

The Actuaries, Abby Sternberg and Judy Chiu with Milliman presented the OSS Unpaid Claim Liability Estimates as of June 30, 2023 to the Executive Committee for review and approval.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Machado with a second by member Affrunti and unanimously carried to approve the OSS Unpaid Claim Liability Estimates as presented. Absent: N/A

### FINANCIAL MANAGEMENT INFORMATION REPORT \*

**2023/2024-20**  
**ACTION**

Hesam Fayaz with SETECH a division of AP/Keenan was unable to present Financial Management Report due to lack of data available.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Affrunti and second by member Gutierrez to table the Financial Management Information Report to January’s meeting due to lack of data available and unanimously carried to approve moving to next meeting date. Absent: N/A

### FINANCIAL AUDIT REPORT \*

**2023/2024-21**  
**ACTION**

Gustavo Corona, the auditor for the OSS, was unable to present Financial Audit Report due to lack of data available.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Gutierrez and second by member Preis to table the Financial Audit Report to January’s meeting due to lack of data available and unanimously carried to approve moving to next meeting date. Absent: N/A

### FINAL BUDGET FOR THE 2023/2024 YEAR

**2023/2024-22**  
**ACTION**

Donna Murry, the Account Manager presented the final budget for the 2023/2024 year to the Executive Committee for review and approval. Noted changes from the Preliminary Report were:

- Total Premium/Revenue, Total Revenues, Loss Control, Safety Labs & Workshops, Broker fees, Travel/Student Accident Insurance, D&O Liability which effected the Total expenditures, Total Expend including rebates and WRA, Revenues minus Expenditures and Ending cash balance.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Affrunti with a second by member Machado and unanimously carried to approve the OSS Final Budget as presented. Absent: N/A

---

**X. ADMINISTRATION**

**WITHDRAWAL RESERVE ACCOUNT (WRA) UPDATE**

**2023/2024-23**

**ACTION**

The Actuaries, Abby Sternberg and Judy Chiu presented the WRA update to the Executive Committee for the districts that have terminated their membership with the OSS for review and ratification.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Affrunti with a second by member Preis and unanimously carried to approve the WRA Update as presented. Absent: N/A

**REFUND PAYMENTS FROM WRA**

**2023/2024-24**

**ACTION**

The Actuaries, Abby Sternberg and Judy Chiu presented the scheduled payments for Central Unified School District and the scheduled payments for Golden Plains Unified School District and Kings Canyon Unified School District from their WRAs to the Executive Committee for review and action as necessary.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Affrunti with a second by member Machado and unanimously carried to approve the Refund Payments from the WRA as presented. Absent: N/A

**OSS ADDRESS CHANGE**

**2023/2024-25**

**ACTION**

Pia Bayetti the Account Manager presented to the Executive Committee a change in the OSS Mailing Address effective January 1, 2024.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: Motion by member Machado with a second by member Affrunti and unanimously carried to approve the OSS Address change as presented. Absent: N/A

---

**XI. RISK MANAGEMENT**

**RISK MANAGEMENT UPDATES**

**2023/2024-26**

**INFO**

Amy Dolson, the Risk Manager presented the updates on Risk Control services.

- Amy noted several important upcoming trainings including Diane Cranley's virtual 'How to spot and stop a child molester' training on October 24<sup>th</sup> 2023, as well as a food safety workshop on Saturday December 9<sup>th</sup> at Kingsburg Elementary School District's Lincoln Elementary School Cafeteria. She also noted the upcoming inspection schedule.

PUBLIC COMMENTS: None

COMMITTEE CONSIDERATION: None

---

**XII. INFORMATION**

**MEMBER COMMENTS**

There were no member comments

**ADMINISTRATION COMMENTS**

Tyler Houston thanked everyone for attending the meeting and noted a token of appreciation from Keenan for their 50<sup>th</sup> year in business anniversary.

### **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 24, 2024, Legends Tap House & Grill, 2910 Pea Soup Anderson Blvd, Selma, CA**  
Currently scheduled items include:

- Audited Expenditures for Year Ending June 30, 2023 \*
- Financial Management Report \*
- Financial Audit Report \*
- OSS Loss History Report
- Treasurer’s Audited Report for Year Ending June 30, 2023 and for Quarter Ending December 31, 2023.
- SETECH Financial Management Information Report
- Financial Audit for Year Ending June 30, 2023
- 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

---

### **XIV. ADJOURNMENT**

Motion by member Machado with a second by member Affrunti and unanimously carried to approve the Adjournment of the meeting. The meeting adjourned at 12:07 pm.

---

#### **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