

**APPROVED MINUTES
ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS
(ASCIP)**

EXECUTIVE COMMITTEE MEETING

Thursday, January 23, 2014

A meeting of the ASCIP Executive Committee was held on Thursday, January 23, 2014, at 10:00 a.m. at ASCIP Headquarters, 16550 Bloomfield Avenue, Cerritos, California 90703.

I. CALL TO ORDER – President Fine

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 10:05 a.m. by President Fine.

II. ROLL CALL - Clerk of the Executive Committee

Members Present

Mr. Michael Fine, President
Ms. Corinne Kelsch, Vice President
Mr. John Vinke, Treasurer
Mr. Rick Bagley, Alternate
Ms. Lydia Cano, Member
Mr. John Didion, Member
Ms. Susan Hume, Alternate
Ms. Angela Jones, Member
Ms. Janece Maez, Member
Mr. Vahe Markarian, Member
Dr. Nancy Nien, Alternate
Ms. Barbara Ott, Alternate
Ms. Cheryl Plotkin, Member
Ms. Joanne Schutlz, Alternate
Ms. Ann Sparks, Member

Members Absent

Dr. Michael Conroy, Alternate
Ms. Teresa Dreyfuss, Alternate
Mr. Michael Johnston, Member
Ms. Mays Kakish, Alternate
Ms. Karen Kimmel, Alternate
Ms. Thuy Nguyen, Alternate
Mr. Kris Olafsson, Member
Ms. Andrea Reynolds, Alternate
Mr. Fred Williams, Member

Others Present

Ms. Nancy Anderson
Ms. Veronica Campos
Mr. Reshan Cooray
Mr. Robert Feldhake, Esq.
Ms. Coni Hernandez
Mr. Kevin Hobby
Mr. Jonathan Lackey
Mr. Russell O'Donnell
Mr. Anthony Nahale
Mr. Dan Sanger
Ms. Lynn Truong
Ms. Felicia Williams

Mr. Fritz J. Heirich, ex officio

III. APPROVAL OF AGENDA – President Fine

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Vinke, and **CARRIED**, the Agenda was approved as presented.

Aye: Fine
Kelsch

Vinke
Cano
Didion
Jones
Maez
Markarian
Nien
Plotkin
Schultz
Sparks
Williams

IV. Minutes of the Regular Executive Committee Meeting of December 5, 2013

On **MOTION** of Ms. Cano, **SECONDED** by Mr. Didion and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of December 5, 2013, were approved as presented.

Aye: Fine
Kelsch
Vinke
Cano
Didion
Jones
Maez
Markarian
Nien
Plotkin
Schultz
Sparks
Williams

V. PUBLIC COMMENTS – President Fine

There were no attendees from the public.

VI. PRESIDENT’S REPORT – President Fine

VII. COMMITTEE REPORTS

A. RISK CONTROL COMMITTEE – Chair Nahale

Chair Nahale reported that the Risk Control Committee met on January 15, 2014, and had a lengthy discussion regarding the grant applications. The Committee also recommended the approval of the following:

Action items included:

- Risk Control Committee Policy
- Disability Access Consultants Master Services Agreement
- Incentive Program “Training Pays”

B. CLAIMS/COVERAGE COMMITTEE – Chair Cano

Chair Cano reported that the Claims/Coverage Committee met earlier in the morning and reviewed claims in Closed Session. She reported that the Committee gave direction to staff regarding approvals and recommendations.

VIII. TREASURER’S REPORT – Treasurer Vinke

Treasurer Vinke submitted the Treasurer’s report for the period ending November 30, 2013 and December 31, 2013, requesting the Executive Committee receives and file. In addition, Mr. Vinke highlighted members’ contributions, ASCIP expenditures, and cash balances.

On **MOTION** of Ms. Kelsch, **SECONDED** by Ms. Jones, and **CARRIED**, Item #VIII was approved as presented.

Aye: Fine
Kelsch
Vinke
Cano
Didion
Jones
Maez
Markarian
Nien
Plotkin
Schultz
Sparks
Williams

IX. CHIEF EXECUTIVE OFFICER’S REPORT – Fritz J. Heirich, CEO

Mr. Heirich reported on the operational activities since the last Committee meeting. His report included comments regarding the development of rates, reinsurance and excess insurance for the 2014/15 program year.

X. SCHOOLS EXCESS LIABILITY FUND (SELF) REPORT – Fritz J. Heirich, CEO

Ms. Anderson provided a brief report on the recent activities of SELF.

XI. BOARD MEMBER COMMENTS

Committee Member Didion thanked Russ O'Donnell for his assistance related to the STRS creditable service matter.

XII. INFORMATION AND DISCUSSION ITEMS

A. 2013/14 Strategic Planning Meeting

Mr. Heirich reported that he would like to engage Holly Green to facilitate the 2013/14 Strategic Planning Meeting and have her identify the agenda topics that were important to the individuals of the Executive Committee. The Executive Committee supported engaging Holly Green as the facilitator for the meeting and having her develop the agenda.

B. Purchasing Policy

Mr. Heirich provided an overview of ASCIP's current purchasing practice and solicited comments from the Executive Committee. After a lengthy discussion, the Executive Committee recommended staff work with General Counsel in developing a purchasing policy and bring forth a recommendation at a later meeting.

C. Onsite Health Screen Results

Mr. Sanger reported on the onsite health screen results from Paramount Unified School District.

XIII ACTION ITEMS

A. Appointment of Executive Committee Alternate

1. K12; 1-15,000 Governance Category

The Executive Committee appointed Mr. Phil Hillman, Chief Business Official at Ontario-Montclair School District to the alternate seat through June 30, 2016.

On **MOTION** of Mr. Vinke, **SECONDED** by Ms. Sparks and **CARRIED**, Item #XIII.A. was approved as presented.

Aye: Fine
Kelsch

Vinke
Cano
Didion
Jones
Maez
Markarian
Nien
Plotkin
Schultz
Sparks
Williams

B. Risk Control Committee Policy

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Sparks and **CARRIED**, Item #XIII.B was approved as presented.

Aye: Fine
Kelsch
Vinke
Cano
Didion
Jones
Maez
Markarian
Nien
Plotkin
Schultz
Sparks
Williams

C. Incentive Program for Member Participation in ASCIP Training Services

Staff presented and discussed the proposed Incentive Program to encourage member participation in beneficial training services formulated and made available by ASCIP to its member public agencies.

On **MOTION** of Ms. Sparks, **SECONDED** by Ms. Maez and **CARRIED**, Item #XIII.C was approved as presented.

Aye: Fine
Kelsch
Vinke
Cano
Didion
Jones
Maez

Markarian
Nien
Plotkin
Schultz
Sparks
Williams

D. Services Related to Americans with Disabilities Act

The Executive Committee approved the Master Service Agreement with Disabilities Access Consultants through June 30, 2016.

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Jones and **CARRIED**, Item #XIII.D was approved as presented.

Aye: Fine
Kelsch
Vinke
Cano
Didion
Jones
Maez
Markarian
Nien
Plotkin
Schultz
Sparks
Williams

E. Approval of Master Service Agreement with Paladina Health

The Executive Committee approved the renewal of the Master Service Agreement with Paladina Health for a three-year period.

On **MOTION** of Ms. Sparks, **SECONDED** by Ms. Cano and **CARRIED**, Item #XIII.E was approved as presented.

Aye: Fine
Kelsch
Vinke
Cano
Didion
Jones
Maez
Markarian
Nien

Plotkin
Schultz
Sparks
Williams

XIV. ADJOURNMENT TO CLOSED SESSION – 11:28 a.m.

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned to Closed Session for discussion of the following matters.

- A. Summary of Open Claims Reported to ASCIP’s excess insurers and reinsurers: SELF, MARP, Markel, and Brit
- B. Summary of Coverage Declinations
- C. Claims for Review/Action/Information

- 1. Barbara McKnight vs. Laguna Beach Unified School District

This item was for information only. No action was taken.

- 2. Gloria Vogt vs. Peralta Community College District

On **MOTION** of Mr. Didion, **SECONDED** by Ms. Maez, and **CARRIED**, the Executive Committee took action in Closed Session on Gloria Vogt vs. Peralta Community College District.

Aye: Fine
Kelsch
Vinke
Cano
Didion
Jones
Maez
Markarian
Nien
Plotkin
Schultz
Sparks
Williams

- 3. Olga Arias vs. Rancho Santiago Community College District

This item was for information only. No action was taken.

XV. RETURN TO OPEN SESSION

By order of **GENERAL CONSENSUS**, the Executive Committee returned to Open Session at 12:02 p.m. Vice President Kelsch announced that the Executive Committee took action in closed session on Item XIV.C.2.

XVI. FUTURE MEETINGS

The Executive Committee was provided a list of all future meetings.

XVII. ADJOURNMENT

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 12:02 p.m.

The next regular meeting of the Executive Committee will be held on Thursday, February 27, 2014, at ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.