

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

EXECUTIVE COMMITTEE MEETING

Thursday, October 24, 2013

A meeting of the ASCIP Executive Committee was held on Thursday, October 24, 2013 at 10:00 a.m. at ASCIP Headquarters, 16550 Bloomfield Avenue, Cerritos, California 90703.

I. CALL TO ORDER – Vice President Kelsch

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 10:00 a.m. by Vice President Kelsch.

II. ROLL CALL - Clerk of the Executive Committee

Members Present

Ms. Corinne Kelsch, Vice President
Mr. John Vinke, Member, Treasurer
Mr. Rick Bagley, Alternate
Ms. Lydia Cano, Member
Mr. John Didion, Member
Ms. Susan Hume, Alternate
Ms. Angela Jones, Member
Ms. Karen Kimmel, Alternate
Mr. Vahe Markarian, Member
Mr. Kris Olafsson, Member
Ms. Barbara Ott, Alternate
Ms. Andrea Reynolds, Alternate
Mr. Quynh Tran, Alternate
Mr. Fred Williams, Member

Members Absent

Mr. Michael Fine, President
Dr. Michael Conroy, Alternate
Ms. Teresa Dreyfuss, Alternate
Mr. Michael Johnston, Member
Ms. Mays Kakish, Alternate
Ms. Thuy Nguyen, Alternate
Ms. Janece Maez, Member
Ms. Cheryl Plotkin, Alternate
Ms. Joanne Schutlz, Alternate
Ms. Ann Sparks, Member
Mr. Kim Stallings, Alternate

Others Present

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

Mr. Fritz J. Heirich, ex officio

III. APPROVAL OF AGENDA – Vice President Kelsch

On **MOTION** of Ms. Jones, **SECONDED** by Ms. Cano, and **CARRIED**, the Agenda was approved as presented.

IV. Minutes of the Regular Executive Committee Meeting of September 26, 2013

On **MOTION** of Mr. Vinke, **SECONDED** by Mr. Didion and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of September 26, 2013, were approved as presented.

V. PUBLIC COMMENTS – Vice President Kelsch

There were no attendees from the public.

VI. PRESIDENT’S REPORT – Vice President Kelsch

VII. COMMITTEE REPORTS

A. RISK CONTROL COMMITTEE – Chair Nahale

Chair Nahale reported that the Risk Control Committee met on October 16, 2013, and reviewed the annual risk control report for coverage year 2012/13 and the proposed Risk Control Grant Program Procedures. Mr. Nahale reported the Risk Control Committee supports the proposed grant procedures.

B. CLAIMS/COVERAGE COMMITTEE – Chair Cano

Chairperson 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. The Committee also received portfolio reports on trends and analyses for both the property/liability and workers’ compensation programs.

VIII. TREASURER’S REPORT – Treasurer Vinke

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

On **MOTION** of Mr. Didion, **SECONDED** by Mr. Markarian, and **CARRIED**, Item #VIII was approved as presented.

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

Mr. Heirich reported on the progress of ASCIP’s property/liability claim operations strategic initiatives.

X. SCHOOLS EXCESS LIABILITY FUND (SELF) REPORT – Nancy Anderson

Ms. Anderson reported on the recent activities of SELF.

XI. BOARD MEMBER COMMENTS

There were no board member comments.

XII. INFORMATION AND DISCUSSION ITEMS

A. 2013/14 Annual Membership Meeting

Mr. Heirich announced that the Annual Membership Meeting will be held on March 6, 2014 at the Wyndham Hotel in Costa Mesa and that Steve Seskin will be the keynote speaker.

B. 2013 CIPA Annual Board Meeting

Mr. Heirich provided an overview of the draft CIPA Board of Directors Agenda for the annual CIPA Meeting and noted the CIPA board members would be having a planning meeting to finalize the agenda following the Executive Committee agenda.

C. OCIP Unaudited Financial Statements as of June 30, 2013

Ms. Truong provided an overview of the OCIP Unaudited Financial Statements as of June 30, 2013, and reported that the financial statements would be presented to the CIPA Board for approval.

D. Annual Risk Control Report for Coverage Year 2012/13

Mr. O'Donnell provided an overview of the Risk Control Report for Coverage Year 2012/13.

XIII ACTION ITEMS

A. Appointment of Claims/Coverage Committee Chair

The Executive Committee appointed Ms. Lydia Cano as the Chair of the Claims/Coverage Committee as recommended by the Claims/Coverage Committee.

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

B. Appointment of Executive Committee Members/Alternates

The Executive Committee appointed Ms. Cheryl Plotkin to the member seat and Dr. Nancy Nien to the alternate seat through June 30, 2016.

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

C. Risk Control Grant Program Procedures

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

D. Approval of Amended CEO Employment Agreement

The proposed Amendment No. 1 to the Chief Executive Officer Agreement, as prepared by ASCIP's General Counsel, was distributed and reviewed by the Executive Committee and available upon request by members of the public prior to Committee discussion in open session. General Counsel advised the Executive Committee that the proposed amendment (Amendment No. 1) documents the Committee's decisions made at their September 26, 2013 meeting (which also occurred in open session) as to salary increase, bonus, and other changes to the CEO's existing Agreement.

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

XIV. ADJOURNMENT TO CLOSED SESSION – 11:15 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. Claims for Review/Action/Information

1. Andrew Kuybus vs. Lynwood Unified School District

On **MOTION** of Ms. Jones, **SECONDED** by Mr. Markarian, and **CARRIED**, the Executive Committee took action in Closed Session on Andrew Kuybus vs. Lynwood Unified School District.

2. Roxanne Perez vs. North Orange County Community College District

This item was for information only. No action was taken

4. Yesenia Cortes vs. Inglewood Unified School District

On **MOTION** of Ms. Cano, **SECONDED** by Ms. Jones, and **CARRIED**, the Executive Committee took action in Closed Session on Yesenia Cortes vs. Inglewood Unified School District.

XV. RETURN TO OPEN SESSION

By order of **GENERAL CONSENSUS**, the Executive Committee returned to Open Session at 11:48 a.m. Vice President Kelsch announced that the Executive Committee took action in closed session on Item XIV.B.1 and XIV.B.3.

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 11:48 a.m.

The next regular meeting of the Executive Committee will be held on Thursday, December 5, 2013, at ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.