

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

**EXECUTIVE COMMITTEE MEETING**

**Friday, April 25, 2014**

A meeting of the ASCIP Executive Committee was held on Friday, April 25, 2014, at 9:30 a.m. at The Island Hotel, Yorba Meeting Room, 690 Newport Center Drive, Newport Beach, California 92660.

**I. CALL TO ORDER –President Fine**

The ASCIP Executive Committee (Executive Committee) Meeting was called to order at 9:31 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  
Ms. Lydia Cano, Member  
Mr. John Didion, Member  
Mr. Phil Hillman, Alternate  
Ms. Susan Hume, Alternate  
Mr. Vahe Markarian, Member  
Mr. Kris Olafsson, Member  
Ms. Andrea Reynolds, Alternate  
Dr. Joanne Schultz, Alternate  
Mr. Fred Williams, Member

Mr. Fritz J. Heirich, ex officio

**Members Absent**

Mr. Rick Bagley, Alternate  
Ms. Claudia Delgadillo, Alternate  
Ms. Teresa Dreyfuss, Alternate  
Mr. Michael Johnston, Member  
Ms. Angela Jones, Member  
Ms. Mays Kakish, Alternate  
Ms. Karen Kimmel, Alternate  
Ms. Janece Maez, Member  
Ms. Thuy Nguyen, Alternate  
Dr. Nancy Nien, Alternate  
Ms. Barbara Ott, Alternate  
Ms. Cheryl Plotkin, Member  
Ms. Ann Sparks, Member

**Others Present**

Ms. Nancy Anderson  
Mr. Michael Bishop  
Mr. John Chino  
Mr. Reshan Cooray  
Ms. Martha Espinoza  
Mr. Robert Feldhake, Esq.  
Ms. Coni Hernandez  
Mr. Jonathan Lackey  
Mr. Russell O'Donnell  
Mr. Dan Sanger  
Ms. Lynn Truong  
Ms. Felicia Williams

**III. APPROVAL OF AGENDA – President Fine**

Mr. Heirich commented that the spelling on Item #XIV.B.1 should be Pedroza instead of Pedorza.

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

Aye: Fine, Kelsch, Vinke, Cano, Didion, Hillman Markarian, Olafsson, Reynolds, Williams  
Nay: 0  
Abstentions: 0

**IV. Minutes of the Regular Executive Committee Meeting of February 27, 2014**

On **MOTION** of Ms. Cano, **SECONDED** by Mr. Markarian and **CARRIED**, the Minutes of the Regular Executive Committee Meeting of February 27, 2014, were approved as amended.

Aye: Fine, Kelsch, Vinke, Cano, Didion, Hillman Markarian, Olafsson, Reynolds, Williams  
Nay: 0  
Abstentions: 0

**V. PUBLIC COMMENTS – President Fine**

There were no attendees from the public.

**VI. PRESIDENT’S REPORT – President Fine**

President Fine expressed his appreciation for the time and commitment the Executive Committee members made to participate at these meetings.

**VII. COMMITTEE REPORTS**

**A. RISK CONTROL COMMITTEE – Reshan Cooray**

Mr. Cooray reported that the Risk Control Committee met on March 27, 2014, and had a deep discussion regarding aligning services with claims trends.

**B. CLAIMS/COVERAGE COMMITTEE – Chair Cano**

Chair Cano reported that the Claims/Coverage Committee met and reviewed the claim trends.

**VIII. TREASURER’S REPORT –Mr. Vinke**

Mr. Vinke submitted the Treasurer’s report for the periods ending February 28, 2014 and March 31, 2014, requesting the Executive Committee receive and file. In addition, Mr. Vinke highlighted ASCIP expenditures, members’ contributions, and cash balances.

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

Aye: Fine, Kelsch, Vinke, Cano, Didion, Hillman Markarian, Olafsson, Reynolds, Williams  
Nay: 0  
Abstentions: 0

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

Mr. Heirich announced that the CIPA Board of Director’s meeting would be held immediately following the Executive Committee meeting and extended an invitation to the Committee members to attend the meeting. Mr. Heirich also expressed his appreciation to staff.

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

Ms. Anderson reported that SELF would be hosting their annual Sexual Molestation training and Good Schools webinar. She also commented that SELF had increased their core limits to \$30M.

**XI. BOARD MEMBER COMMENTS**

There were no board member comments.

**XVI. INFORMATION AND DISCUSSION ITEMS**

**A. 2014 Executive Committee Elections**

Ms. Williams announced that the election process for the Executive Committee was currently underway and that nominations were solicited. The election ballots will be distributed on May 1, 2014.

**B. Executive Committee Governance Policy**

Mr. Heirich provided an overview of the proposed new Executive Committee Governance Policy and requested the committee member’s feedback. The Committee recommended changing the name of the Executive Committee to Board of Director’s and retitling the policy in accordance with the name change and adding the number of member seats and categories to the policy.

**C. ASCIP Bylaws**

Mr. Heirich provided an overview of the key revisions to the ASCIP Bylaws and requested the Committee review and provide him any feedback prior to the next meeting.

**D. Business Conduct Policy**

Mr. Heirich commented that at last year’s Strategic Planning Meeting, the group discussed adopting a draft Business Conduct Policy and recommend staff work with the Ad Hoc Governance Committee on the policy. After a lengthy discussion, the Committee recommended this policy be brought back for further review at a subsequent meeting.

**XIII ACTION ITEMS**

A. Appointment of Ad Hoc Personnel & Compensation Committee

The Executive Committee appointed the Personnel & Compensation Committee as a standing ASCIP Committee and appointed the current slate of officers as the members of this standing Committee.

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

Aye: Fine, Kelsch, Vinke, Cano, Hillman Markarian, Olafsson, Reynolds, Williams  
Nay: 0  
Abstentions: 0

**XIV. ADJOURNMENT TO CLOSED SESSION – 11:36 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

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

B. Claims for Review/Action/Information

1. Jonathan Pedroza vs. Alhambra Unified School District

On **MOTION** of Ms. Cano, **SECONDED** by Mr. Olafsson, and **CARRIED**, the Executive Committee took action in Closed Session on Jonathan Pedroza vs. Alhambra Unified School District.

Aye: Fine, Kelsch, Vinke, Cano, Hillman Markarian, Olafsson, Reynolds, Williams  
Nay: 0  
Abstentions: 0

2. Juan Luis Fraire vs. Compton Unified School District

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

3. Amanda Robinette vs. Claremont Unified School 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 12:23 p.m. President Fine announced that the Executive Committee took action in closed session on Item XIV.B.1.

#### **XVII. FUTURE MEETINGS**

Ms. Williams announced that the next Executive Committee meetings are scheduled for Thursday, May 29, 2014 and Wednesday, June 25, 2014. The Executive Committee will review and adopt their 2014/15 meeting schedule at their June meeting.

#### **XVIII. ADJOURNMENT**

By order of **GENERAL CONSENSUS**, the Executive Committee adjourned at 12:25 p.m.

The next regular meeting of the Executive Committee will be held on Thursday, May 29, 2014, at the ASCIP Office, 16550 Bloomfield Avenue, Cerritos, CA 90703.